

CCHA Strategic Planning Committee Meeting

Monday, November 17th, 2025

11:00AM – 12:30PM

[Meeting Link](#)

MINUTES

1. Introductions and Announcements

5 Minutes

Justin requested that we do a Doodle Poll to find a new best time for the Committee to meet. Bryce will send the Doodle Poll to the committee by the end of the week.

2. Review the [October Meeting Minutes](#)

5 Minutes

3. Quarterly Co-Chairs Meeting

20 Minutes

Bryce will send a Doodle Poll to the Co-Chairs by the end of the week. We should be expressing appreciation for the co-chairs during the meeting. Bryce could include a note about Co-Chair Appreciation in an upcoming CCHA Newsletter. Perhaps gift cards could be purchased for Co-Chairs as a thank you. Bryce can send a form to each of the committees to list one appreciative compliment about their subcommittee co-chairs.

a. New Funding

Roughly \$80,000 was granted to the CCHA from the City of Burlington, as they were not able to expend the funds on the Emergency Shelter when it was hosted at the Veterans of Foreign Wars location.

b. Connecting Funding to Needs

A funding request procedure needs to be created. Bryce will re-share the draft procedure with the committee for discussion at the December committee meeting.

c. Annual Re-Draft Process

There is the expectation that some items will carry forward year-to-year. Perhaps others in the committee can take more charge in the workplan development. What can they delegate to Bryce? This will be how Bryce's workplan can be created. It doesn't all have to rest on the shoulders of the Co-Chairs. Perhaps we could prioritize the to-dos and present them on a timeline. In the meeting, create an expectation for when the 2026 plans will be due.

d. Sub-Committee Co-Chair Responsibilities

Perhaps this committee can create some draft language ahead of the quarterly meeting. Committee members will meet outside of the meeting to discuss draft language.

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4. [Annual Retreat Recap](#) – Key Recommendations & Action Items

20 Minutes

We may review how to add the Coordinator job description into the Governance Charter with the help of the new HUD TA provider that the CCHA has access to.

Perhaps the CE Committee could be involved in Housing Resource Series events.

System Access Work Group could partner directly with the CE Committee. They could speak as an agenda item for the CE Committee meeting. Or they could even form a shared work group between the committees.

The Data Committee should create data sources that other committee members can tap into at any time. This way they can be proactive about securing valuable data for the use of CCHA. What story does the data tell us?

The Steering Committee should add an agenda item to discuss the potential for incorporating as a non-profit. What would the goals be? What are the pros and cons? This committee should focus on these questions before they present the subject to the Steering Committee. Perhaps the shared-services model should be explored as well.

Bryce will add the Funding Request and Conflict Resolution policies to the December agenda for the Strategic Planning Committee.

The CCHA will no longer attempt to partner with Built-For-Zero.

How should the CCHA be funded? Could our member organizations pay dues? This could be part of the effort to meet with the organizational Executive Directors on a regular basis.

5. [CE Administrator MOA](#)

20 Minutes

The group was satisfied with the language updates made to the draft MOA and Bryce will share it with CVOEO for their feedback this week.

6. [Committee Workplan](#) Goals Update

15 Minutes

The Quarterly Co-Chairs meeting should be hosted again in December. The focus of the meeting will be renewing and adding to the Annual Workplans to move into 2026 with forward motion.

7. Other Business

5 Minutes

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To move the CCHA toward its mission to prevent and end homelessness, the Strategic Planning Committee will work to identify current gaps in the system and work to ensure decisions of sub-Committees and Steering Committee decisions are influenced and informed by relevant data sources. This includes assessment and analysis of racial disparities, and housing and service challenges in the CCHA, and developing annual strategies for implementation.

The Strategic Planning Committee will report at each of the Steering Committee Meetings on current strategies, progress toward goals, and other key information. The Strategic Planning Committee will review all HUD directives and policy briefs to provide guidance in CCHA planning. Building a resource development, the Strategic Planning Committee is charged with ensuring sustainable funding to support the goals of the CCHA, in partnership with the Steering Committee.

The Strategic Planning Committee convenes work groups and hosts working retreats of officers and committee chairs to draft committee charters and develop an integrated and mutually reinforcing workplan to implement the strategic plan and hosts an annual retreat to assess progress and set benchmarks for the strategic plan implementation.