

# CCHA Strategic Planning Committee Meeting

Thursday, December 18th, 2025

1:30 – 3:00PM

[Meeting Link](#)

## MINUTES

### 1. Introductions and Announcements

5 Minutes

No announcements.

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

5 Minutes

No comments.

### 3. CCHA Funding Allocation

20 Minutes

CCHA received funding from the City of Burlington that they couldn't spend while they operated the Emergency Cold Weather Shelter at the VFW. The funds are now meant to be spent on outreach efforts and supplies.

There were some programs accessing the funds through the city that we may want to create a separate process of approving funds for those ongoing programs.

By labeling the parameters of the funding, we can avoid competition for the funds.

The grant funds are meant to be spent by June 30, 2027.

Some funds should be set aside for stipends and the biannual meeting expenses.

These funds should not support subcommittee needs; however, CHIC funds that were normally used for stipends could be paid out of the Hannaford funds in the future. This would help save funds from the CHIC grant for subcommittee events.

We account for 10 stipends of \$30 (+ \$8 processing fee from VISA) to be provided at each of the regular Steering Committee meetings. We account for 50 stipends at each of the bi-annual meetings.

Sarah was previously buying outreach supplies for people living unsheltered for outreach groups that communicated needs during a monthly meeting she would hold with them. She suggested that we put a cap on the amount of funds that can be requested. \$68,000 of funds minus the \$7,600 Travis requested be held to pay for stipends for people with lived experience.

The CCHA Co-Chairs and Treasurer will receive the funding requests and decide whether they meet the standards of the grant. We will use a similar form to the one used for CACH funding requests.

# CCHA Strategic Planning Committee Meeting

Thursday, December 18th, 2025

1:30 – 3:00PM

## 4. Sub-Committee Co-Chair Responsibilities

20 Minutes

Crystal and Justin have drafted a Sub-Committee Co-Chair Responsibilities document that may be added to the Governance Charter. Minimum expectations for attendance could be added.

If there are different responsibilities for certain co-chairs (due to nature of the work), those could be added or clarified in this document.

## 5. CE Administrator MOA

10 Minutes

Carol Pollard from CVOEO has provided her feedback to the MOA. Travis is cleaning up the document and will send it to the committee by the end of the week.

There was general pushback regarding the language that suggested the CCHA has any oversight powers over the employee of CVOEO.

Crystal has already drafted a Conflict Resolution Policy for CCHA that will be shared with the committee for review.

## 6. Committee Workplan Goals Update

25 Minutes

The subcommittee Co-Chairs agreed to finalize the 2026 workplans by February 28<sup>th</sup>. We may be refining the template for the workplan to better meet our needs.

Bryce will update the Strategic Plan link on the website, as it is currently broken.

## 7. Other Business

5 Minutes

*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*

## **CCHA Strategic Planning Committee Meeting**

Thursday, December 18th, 2025

1:30 – 3:00PM

*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.*