

# **Chittenden County Homeless Alliance Strategic Planning Committee Meeting**

Monday, May 19, 2025

11:00AM – 12:30PM

[Meeting Link](#)

## ***Strategic Planning Committee***

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.

## ***MINUTES***

### ***1. Introductions and Announcements***

***15 minutes***

#### ***a. Update on Plans to Engage PWLE***

Bryce reported that Kerri Duquette-Hoffman is fact-finding with Thomas Moore of UVM Health to see if they have funds available to pay for a facilitator for the PWLE Working Group meetings. More information will be shared soon.

## **2. Annual Retreat Planning**

**30 minutes**

### ***a. Workplan Status, Feedback, & Timelines***

Nicole announced the invitations for the co-chairs are out now to meet sometime during the first two weeks of September. Ari mentioned the Committee hosted a debrief after the retreat last year. The group will plan to debrief again this year, immediately after the retreat.

### ***b. Potential for Collaboration***

No specific discussion.

### ***c. Resources Planning – How can we bring more funding to the CCHA?***

Sarah wants a process for controlling funds in the CCHA budget. She wants funding requests for the CCHA to run through the Executive Committee. She wants to discuss this topic during the retreat.

Nicole said the group could prepare some prompt questions for the retreat.

Justin suggested putting some parameters around the functional aspects of resources planning to help encourage people.

Amy suggested that there shouldn't be any funding available for anything outside of the Committee's workplan responsibilities. This will become a smooth process after the first year of workplan development.

Nicole suggested asking the money questions ahead of time to avoid discussing money too much at the meeting.

Travis suggested creating an "Ideal" budget vs. a "Needs" budget.

### ***d. CCHA Policies & Procedures***

The Committee will draft the document for review over the coming months before the retreat.

### ***e. Changes in the CCHA - How are we impacting each other? What is our committee workflow? How are decisions made?***

The retreat will be an opportunity to discuss these questions. Amy asked the group to offer suggestions for a more detailed agenda for the annual retreat.

### **3. Spring Community Meeting Re-Cap**

**10 minutes**

Bryce mentioned the breakout groups received a lot of positive feedback. Nicole thought it was a great opportunity to meet with people with lived experience. She wished there was more time built in to continue the discussion. She is advocating for more group breakout time and less data presentations during the bi-annual community meetings.

Travis suggested separating the business of the meeting with the breakout groups. He was impressed with the insightful feedback.

Amy asked if there are other perspectives, or versions of experience, we want to be hearing from?

### **4. CCHA - CVOEO CE Administrator Memorandum of Understanding (MOU) 5 minutes**

Nicole has created a draft of the MOU between CCHA and CVOEO.

Travis shared the job descriptions of the positions within Coordinated Entry. Nicole asked if the MOU should contain the Systems Director position, or the whole Coordinated Entry team.

Nicole asked the group to offer feedback on how funding sources flow for the Coordinated Entry team.

Nicole borrowed some language from the MOU with VHFA for Bryce Bierman's position regarding oversight of the funded positions. She wants this MOU to be useable for any host agency agreement the CCHA may need to form.

Travis is in support of regular reviews of the positions.

Justin asked if there are benefits of the host agency hosting Coordinated Entry. Perhaps this could be a responsibility that could be shared via an Request for Proposal (RFP).

Sarah asked if there is anything that requires the CAP agencies to be the lead agency for Coordinated Entry. Travis is not aware of any such requirements and said Charter House is the agency for Addison County.

Ari mentioned there are some CAP agencies with the BOS who do not want to operate the CE and CAP responsibilities together.

Travis mentioned the question of whether a conflict of interest could arise has been discussed.

Nicole mentioned all the job descriptions within Coordinated Entry are written to serve the CCHA; she asked if they should all be part of the MOU.

Ari asked how to navigate a situation where CVOEO may no longer have the funding to continue the Coordinated Entry responsibilities.

Nicole said it will be important to clarify the appropriate flow of funding in the MOU.

Sarah posed the question of whether the CCHA has the capacity to take on additional oversight responsibilities.

Justin volunteered to draft the MOU with Nicole.

Nicole will meet with Sarah to compare language from the MOUs between VHFA and the draft for CVOEO.

## **5. *Committee Workplan Goals Update***

***25 minutes***

Amy shared the committee workplan.

Sarah said she will share the debrief for the Collaborative Application with the committee. The scores received on the application may help to drive improvements at the committee level.

The NOFO and ranking will take more of a role in that task.

Amy noted the debrief would be a good data source for the committee.

A committee reporting template could be created by this Strategic Planning Committee.

Bryce mentioned the quarterly co-chairs meetings would be a better venue for robust feedback and reporting.

Sarah would like monthly reporting forms completed for each Steering Committee meeting and then offering more robust feedback on a quarterly basis. She suggested Bryce could complete these regular reports on behalf of the committees.

Amy asked who is at the Steering Committee meetings that need to hear a message from the committees and what do they need to hear? The retreat will hold discussion on how the information will be used and shared.

The retreat activities paired strategies with the separate committees.

There will be time during the retreat to establish the subcommittee co-chairs responsibilities.

The Committee has committed to providing a summary of the annual retreat at the Steering Committee meeting/Fall Community meeting in October.

**6. *Other Business***

***5 minutes***