

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

Monday, June 16, 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***

***5 Minutes***

### ***2. CCHA Policies & Procedures – Bryce Bierman***

***15 Minutes***

Bryce introduced his draft [policies and procedures](#) that he will share with the meeting minutes.

Amy likes the idea of laying out processes outside the governance charter. Laying out functions that are needed. This offers more flexibility in the structure of the CCHA. Contributes the understanding of the value of a backbone organization.

Taylor wants to include all the other sub-committees in creating the language. There will likely be sections for each sub-committee.

CE already has policies and procedures, but they could be edited to reflect reality. These policies and procedures are meant to keep federal language and requirements in mind.

Nicole thought the CE Policies & Procedures may be used to draft policies for other sub-committees. It is the most detailed version and would help cover some of the bases needed for a framework.

Bryce is trying to create an institutional memory for the CCHA.

Bryce will create Google documents for each of the policy drafts for the committee to review online.

### **3. Mid-Year Workplan Review – Amy Carmola**

**25 minutes**

#### ***a. Have priorities shifted since the first draft? If so, why?***

Governance Charter review and the creation of policies and procedures will have to be done at the same time.

Travis likes the idea of creating a clearinghouse for data.

Taylor isn't sure the Data Committee meets often enough to be responsible. The responsibility of the committee is to map how each committee uses data to make decisions.

The Data Committee could provide the clearinghouse of updated data monthly and hosted in a public place.

Coordinated Entry (CE) data is always de-duplicated, which is more useful to showing the true demand.

Taylor thought CE and Data Committees have potential for collaboration.

Taylor would like to create a committee to focus solely on advocacy using our data resources.

Bryce said the data resources could be discussed at the co-chairs meeting in July.

Bryce mentioned the CCHA could be incorporated as a 501c3 nonprofit. Nicole said the conversation has been had in the recent past and she isn't sure the organization is ready to re-hash the conversation.

Justin remembered Ari Kisler had some good thoughts about the subject. Bryce will reach out to Ari to learn more.

#### **4. Annual Retreat Planning – Nicole Kubon**

**25 Minutes**

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

Nicole reviewed the draft agenda for the Annual Retreat. She has included prompting questions to start discussion. The group will discuss organizational workflow first to set up discussions about resources planning. These should be shared ahead of time with the Strategic Planning Committee to provide reviews to ensure the plans are ready for discussion at the retreat.

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

How can the committees take best advantage of their time together?

##### ***c. Resources Planning – How can we bring more funding to the CCHA and create a policy to ensure it is done in an organized manner?***

Can the Coordinator role change to fill some responsibility gaps? We need to create a policy for funding acquisition; Bryce has drafted a policy for the Committee's review.

##### ***d. Organizational Workflow – How are decisions made?***

What decisions made in one meeting/committee impact work of other meetings/committees?

The quarterly co-chairs meeting could be scheduled better to debrief after the community meetings to plan for the next steps.

How could job descriptions within the CCHA be reviewed to ensure gaps are filled? Nicole asked Bryce to create a list of positions being paid by the CCHA for related activities.

Nicole will update a retreat agenda for review at the July meeting.

***e. Creating a Sustainable Organization***

Committee-specific policies and procedures should be considered through this creation process.

***5. CCHA – CVOEO CE Administrator MOU – Nicole Kubon***

***10 Minutes***

Nicole and Justin are working through the first draft now. She hopes to have a draft ready for a vote next month. They want this Memorandum of Understanding (MOU) to work for any host site. Legal Aid may be able to provide review of the MOU, and Justin mentioned he may be able to have his legal team at the University of Vermont Health Network review the MOU. Bryce would also like to review the MOU between the City of Burlington and CCHA for the Collaborative Applicant. Nicole asked Bryce to find the current MOU to share with the group at the next meeting.

***6. Other Business***

***10 Minutes***