

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

Monday, July 21, 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.

### **Attendance:**

Bryce Bierman

Nicole Kubon

Amy Carmola

Travis Poulin

Tammy Santamore

Taylor Thibault

Ari Kisler

Justin Graham

## **MINUTES**

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

**10 Minutes**

Nicole mentioned the Coordinated Entry Committee is looking for a co-chair to fill an upcoming vacant position in August.

### **2. Annual Retreat Planning**

**35 Minutes**

#### **a. Facilitator Volunteers?**

Ari mentioned it is important to have as many of the SPC members in attendance at the annual retreat as possible. This will help plan for the coming year. Reach out to Nicole, Amy, or Bryce if you are interested in assisting with the facilitation of the event. Bryce will extend the invitation to the entire SPC.

Roughly 15-20 people will be in attendance.

Co-Chairs will provide an elevator pitch to highlight the goals in their annual workplan.

The retreat will also include activities to discuss how work flows within the organization.

How can we create a sustainable organization, planning for the long-term?

Travis volunteered to assist in the facilitation in any way that is needed.

Justin suggested asking committee co-chairs to reserve a spot to present their workplan elevator pitches, especially those that have been drafting their workplans for several months now.

Amy Carmola will present the workplan elevator pitch on behalf of the Strategic Planning Committee. These pitches will offer time for feedback about what worked well and didn't work during the drafting process.

Amy suggested this committee create a brief list of topics we wanted to cover in the workplan elevator pitches.

Nicole suggested prompting what missing information could have helped make the drafting easier?

Travis said we should ask, “Who? What? Where? When? And why?”

Nicole asked Ari to be available to answer questions at the retreat regarding funding resources available to the CCHA and partners.

### **3. CCHA - CVOEO CE Administrator Memorandum of Understanding** **10 Minutes**

Nicole presented an overview of the progress to the draft MOU over the last month. She met with the Steering Committee Co-Chairs last week to clarify some details. Some of the updates include language regarding how the Coordinated Entry Administrator interacts with the Coordinated Entry Committee, as well as the Alliance as a whole.

Once this draft is completed, it will be shared with CVOEO for feedback. The drafting process will continue with the feedback until the draft is ready to be presented for approval to the Steering Committee.

Bryce mentioned the next goal will be to produce an MOU with the City of Burlington for the Collaborative Applicant position.

Ari mentioned there is a HUD requirement that the CCHA has language in the Governance Charter regarding the process for reestablishing the Collaborative Applicant position if it becomes vacant. Bryce said he will use that language to draft an MOU between the CCHA and the City of Burlington.

### **4. Committee Workplan Goals Update** **30 Minutes**

#### **a. Elevator Pitch**

Amy Carmola presented the updated draft of the committee workplan.

- Convening working groups to administer the Strategic Plan.
- Planning the Annual Retreat.
- Mapping CCHA Data Resources – Bryce will partner with the Data, PIT, & HMIS Committee to bring resources to the attention of the Strategic Planning Committee.
- Build a Resource Development Plan – Ari suggested the CCHA look to diversify funding resources. Where do we go when State or Federal funds may dry up? How do we guarantee the organization continues to function in the long-term.

Amy and Ari suggested it is necessary to think about how a county-wide homeless alliance should function, rather than what has been required by HUD; how can we operate differently or ideally?

Nicole wishes the CCHA had time to think about the long-term solutions, rather than the day-to-day tasks that everyone is working on.

Amy suggested this committee spends the fall months researching other models to see who we can augment the CCHA to work better into the future. Ari mentioned this timeline may be ideal as we wait for more clarity regarding the federal budget and its priorities.

Bryce mentioned the timeline works well to kick off this investigative process at the Fall Community Meeting in October.

Bryce will reach out to his former County, La Plata County Colorado, to learn more about their model for human services provision. This will provide a cross-comparison of the way Chittenden County provides human services.

Bryce said he could create a recurring agenda item for discussion regarding HUD directives; Nicole suggested this as a responsibility for the Collaborative Applicant. The Committee agreed this is the best way forward. Bryce will create the recurring agenda item for the Strategic Planning Committee to discuss HUD directives until a Collaborative Applicant is hired.

Ari mentioned it is helpful the language is flexible and will allow this Committee to change how it accomplishes its main goals and with whom.

Amy suggested asking the co-chairs “What has changed in the retreat process from last year/”.

Ari mentioned, “This could be helpful to share, if they haven't seen it: [HUD Annual Requirements: CoC Collaborative Applicant Activities](https://www.hud.gov/subscriptions/signup?listname=SNAPS%20Program%20Information&list=SNAPS-PROGRAM-INFORMATION-L)”. Ari also shared this link for the HUD Newsletter sign-up:  
<https://www.hud.gov/subscriptions/signup?listname=SNAPS%20Program%20Information&list=SNAPS-PROGRAM-INFORMATION-L>

## **5. Other Business**

**10 Minutes**