

Chittenden County Homeless Alliance Strategic Planning Committee Meeting

Monday, August 18th, 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

Justin announced a call for applications for the CHIF's next funding round.

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

5 Minutes

Amy said "how" we can augment, not "who" we can augment, on top of page four.

Should the retreat include co-chairs only? Does it make sense to bring in more people to the retreat?

3. Annual Retreat Planning

30 Minutes

a. Facilitator Volunteers?

b. Icebreaker Activity

How can we tie this to the purpose of the retreat? What questions can we pose to understand how collaboration could be encouraged between subcommittees? We could focus on the two hats the co-chairs wear: the role of a co-chair for the subcommittee and a driving member of the CCHA's agenda.

What is it that drives the individual?

c. Workflow Activity/Discussion

What is the process for funding activities or applying for grants? We should be setting up a process for email voting by the Executive Committee after a consensus of the Strategic Planning Committee has been reached to pursue a certain funding stream. Is it the Steering Committee or Executive Committee the voting body to pursue funding? How could we accomplish the transparency and accountability needed without a formal vote of the Steering Committee? Could the Steering Committee enable the Executive Committee or the Strategic Planning Committee to vote to allow the pursuance of funding.

d. Alternative Funding Streams

Someone must act as a Fiscal Agent for funding streams since the CCHA is not a legal entity. Amy mentioned United Way has been a source of funding in the past. There was also a donation from a private donor that supported the previous part-time coordinator for the CCHA.

Justin uses Candid to following grant funding opportunities. Perhaps we could dedicate funding to a program like this for the CCHA.

Bryce mentioned taking advantage of small efficiency gains through technology.

Funding for the Alliance vs. Funding the Alliance can leverage to support collaborative work.

Amy mentioned the CCHA has a fiscal agent, which would make us eligible for foundation grants without incorporating as an incorporated 501c3 nonprofit organization. Would this work the same with federal grants?

Justin reviews funding opportunities regularly to share with local organizations. More funders are utilizing fiscal agents for grant recipients.

e. How to effectively use the coordinator position?

What are some examples of how a backbone/coordination roles are defined? We should create an addendum to the Governance Charter that defines the role of the CCHA Coordinator.

How could committee work proceed more quickly and efficiently with the use of the coordinator position?

It will be helpful to highlight what the process could look like with a devoted person at the CCHA to coordinate the Collaborative Applicant and Coordinated Entry Administrator's work.

What should the formal process be to define the coordinator's role?

Bryce could review action items at the end of every committee meeting, which would enable Bryce to create his own workplan of activities. We should also be reviewing how those action items could be accomplished through collaboration with other committees.

Justin mentioned these committee meetings should be open for Bryce to speak up about potential efficiency gains through his service to the sub-committees.

Perhaps create a standing item for Steering Committee meetings for a Coordinator's Report.

f. What information would have made it easier to create the Annual Workplan?

g. Who, What, Where, When, and Why?

4. [Committee Workplan Goals Update](#)

30 Minutes

5. Sub-Committee Co-Chair Responsibilities

15 Minutes

How does the coordinator role help take burden off co-chairs shoulders? The role of the coordinator and the sub-committee co-chairs should be discussed in concert, as they will work off each other.

Ask the co-chairs, “What is your role for the committee?”

6. Other Business

5 Minutes