

Chittenden County Homeless Alliance Strategic Planning Committee Meeting

Monday, September 15th, 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

Nicole Kubon has given her notice at Steps to End Domestic Violence to move to Michigan to be closer to family.

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

5 Minutes

Justin will work with CCHA on their renewal application in the late fall season.

3. Annual Retreat Recap

30 Minutes

CCHA-owned data requests should go through the committee, but if the data is from the HMIS the requests should flow to ICA. This is easier now that Meghan is the Co-Chair of the Data Committee. What should the process be if ICA doesn't have a representative as a Co-Chair on the committee? It may be better to include ICA on the Committee, but maybe not as a Co-Chair in the future.

CE Committee's sticking point was that they need clarification regarding the responsibilities of the CE Committee vs. the CE Administrator. The MOU between CCHA and CVOEO is nearly ready to present to CVOEO to see if they can offer any feedback.

Ari and Amy will provide a high-level overview of the MOU once before we present it to CVOEO.

Bryce will work Sarah to finalize the draft and send it to the group.


The Executive Committee mentioned conflict resolution is strong need. This could be resolved through a new policy and procedure. This alludes to a need for potentially forming a 501C3 to form a more cohesive team. The Strategic Planning Committee could support the conflict resolution efforts through offering different tools and resources.

It may be helpful to draw a line as to what the Executive Committee should do itself and what work they can delegate. Perhaps the Executive Co-Chairs and Strategic Planning Committee could meet to strategize this topic.

The Steering Committee is too large to hold tough conversations about conflict, which is why the Executive Committee was appointed the responsibility of the conflict manager.

How can the Strategic Planning Committees take on the "process" work in the CCHA, so that the other sub-committees can focus more on their actionable work projects?

This committee should work to establish an addendum in the Governance Charter to highlight the role of the CCHA Coordinator.

 We need to create a visual chart that shows what CCHA work is funded and how.

We could tie in the Governance Charter or Strategic Plan and the responsibilities spelled out therein, perhaps each in their own column. We could create another chart to include the coordinator and subcommittees and their responsibilities.

What does the Data Committee need to start offering monthly reports at Steering Committee meetings? Could the Strategic Planning Committee create a short set of questions that we could share with other committees regarding what data should be presented?

This committee should review current membership to try to get commitment from them to bring in others from their organization if they don't have capacity to participate.

The Housing Retention Committee highlighted their need to work more closely with the Coordinated Entry Committee. Perhaps this can be hashed out at the next quarterly Co-Chair meeting in December.

There needs to be more clarity regarding who participates on the CE Committee. The BOS CE Committee operates as two different groups who meet regularly, one group is made up of people directly related to the assessment work and another group open to anyone who would like to learn more about the current events with the CE system.

4. [Committee Workplan](#) Goals Update

30 Minutes

The committee did not make it to this agenda item and will resume the discussion in October.

5. Sub-Committee Co-Chair Responsibilities

15 Minutes

The committee did not make it to this agenda item and will resume the discussion in October.

6. Other Business

5 Minutes

Bryce opened the conversation with the rest of the committee to find a new co-chair replacement for Nicole's position.