

Chittenden County Homeless Alliance  
Strategic Planning Committee  
October 17, 2018

## MINUTES

Present: Emily Higgins, OEO; Jan Demers, CVOEO Laura Wilson, Cathedral Square; Melissa Farr, COTS; Marcy Esbjerg, CEDO; Dylan Foot, Steps to End Domestic Violence; Andrea Tieso, VHFA; Stephen Marshall, lived experience; Margaret Bozik, CHT Diana Carminati, United Way; Jane Helmstetter, AHS; Stephen Lunna, SSVF

The Committee reviewed the second draft of the activities proposed for the next three years, together with the results of a survey where committee members ranked each activity in the plan according to the following criteria:

- (1) How important is this activity?  
Required - Is it required by Local, State, Federal Statute, or, otherwise?  
Urgency - On what time scale should it be accomplished | implemented?
- (2) Does it make a difference?  
Contingencies - To what degree is it enmeshed with other CCHA activities?  
Impact - To what extent will it change outcomes?
- (3) What will it take? -- which is further divided into
  - (a) 'Soft' resources (energy, interest, effort )  
Interest & Energy - personal and group temperature towards the activity  
Level of Effort - How complex is it?
  - (b) 'Hard' resources (people, training, space)  
Capacity - Do we have a committee, staff capacity or contractual capacity to implement?  
Resources - Distinct from 'Capacity', do we have the stuff to do it. ( facilities, hardware, etc )  
Cost - What cost?

The group decided to focus on the three activities that ranked highest on urgency and impact:

Activity 6: Inventory and build agreements around data sharing within and without the HMIS system

Activity 8: Evaluate current efforts to engage individuals with lived experience. Expand current efforts to engage individuals with lived experience

Activity 14: Identify and strategize how to maintain adequate staffing and operating resources for the Alliance at the end of this three year funding cycle

Diana will revise these three activities based on group input. Committee members have until Friday morning to enter or revise their survey answers. Dylan will then recompile the results, sort them into High, Medium and Low priority based on rankings on urgency and impact, and circulate those rankings. Diana will circulate a revised activity plan based on Dylan's work. After sorting by urgency and impact, the remaining criteria can be considered. Activities which are required will comprise a separate category. Committee members will comment by e-mail. A final draft of the activity plan will be forwarded to the Steering Committee on the 26<sup>th</sup> in preparation for a vote at the November 1 meeting.

Many thanks to Diana and Diana for all of their hard work!