

# CHITTENDEN COUNTY HOMELESS ALLIANCE (CCHA)

## Strategic Planning Committee Minutes

February 20, 2019, 3:00 – 4:30

### ATTENDEES:

- Jane Helmstetter, **AHS**
- Andrea Tieso, **VHFA**
- Steve Lunna, **SSVF@UVM**
- Stephen Marshall, **Lived Experience**
- Travis Poulin, **CVOEO**
- Kevin Pounds, **Anew Place**
- Dylan Foote, **STEPS**
- Margaret Bozik, **CHT**
- Sarah Russell, **BHA**
- Val Russell, **CEDO**
- Melissa Farr, **COTS**
- Amy Carmolla, **UWVT**

PLEASE NOTE: Unless quote marks are used, text attributed to a specific person is paraphrased.

### PRELIMINARIES

- Where is the **CCHA Strategic Plan Update (November 2018)?**
- [It has been found, renamed the **ORGANIZATIONAL DEVELOPMENT PLAN** and placed on the website. You can find it [HERE](#).]

### ***BRIEF DISCUSSION OF MANDATE & TIMELINE***

#### ➤ **From the CCHA CHARTER page 10:**

“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 housing and service challenges in the CCHA, and develop annual strategies for implementation.** The Strategic Planning Committee will report at each of the Community 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.”

- We might add “measure progress, outcomes and changes”
- Regarding, “HUD directives and policy briefs,” Val Russell will provide a brief update each meeting.
- (The charter on website is from 9/27/2018 – it is the most recent version. It can be accessed from the front page of the website, the right sidebar. [cchavt.org](http://cchavt.org))

- This committee (Strategic Planning) is responsible for oversight of the other committees. A spreadsheet exists somewhere of the committees and subcommittees and which groups participate in which committees. [[HERE IT IS](#), accessible only through this document at the moment. ONCE OPEN, ZOOM IN AND YOU WILL BE ABLE TO READ IT EASILY.]
- **QUESTION:** Outreach Committee seems to be looking inward and outward: looking at data and building relationships. Is this a confusion of purpose?
  - **Response:** Outreach is for raising awareness and increase participation in these committees.
- For the next meeting, let's add an agenda item to have a committee review – who's on which committee and does everyone agree to meet.
- The Steering Committee Meetings should have a standing agenda item in which each subcommittee reports on their activity.
- **REMINDER: If you sit on the Steering Committee, you should sit on a second committee as well.**
- **OPEN QUESTION:** How can we support the capacity for depth in these groups and committees?
  - **SUGGESTION:** Providing a little more direction to the committees and limiting the duration for the committee leadership (six months for example) might make it less intimidating.
- We also need to find out which committees we CANNOT eliminate per HUD.

## ***UPDATE ON CONSULTANT***

- A conference call with Greg (the consultant) was scheduled. Done!

## ***UPDATE ON LETTERS OF SUPPORT***

- The mobile home project was applying for a grant from UVMMC and they requested a letter of support.
- Let's have a template for all the members of the Steering Committee when they are applying for grants.
  - Let's look at June, July and August minutes to see if there exists a version of a template – which some people remember.
- **RELATED ISSUE:** For HOP renewals this year, the Steering Committee will have to sign off on a form certifying they are informed about the grant. The state requires that those receiving HOP funding report out to the CoC and this is their mechanism to make sure this happens. But it happens actually when the grant application is made.
- **Let's ask the Ranking Committee to come back together** to take another stab at this letter template and process for evaluating requests for letters of support.

**The next meeting is 3/20/19.**

To find meeting & event dates and minutes for previous meetings, please go to [cchavt.org](http://cchavt.org)