

**Chittenden County Homeless Alliance
Steering Committee Meeting – Annual Meeting**

Thursday, September 8, 2022 5:00pm – 7:00pm

Attendees

Sarah Russell, Marcella Gange, Chanel Bastian, Brian Pine, CEDO; Travis Poulin, Daniel Hart, Anna Thompson, CVOEO; Jane Helmstetter, Volunteer Facilitator; Will Towne, Spectrum Youth and Family Services; Diana Carminati, Strategic Planning Consultant; Taylor Thibault, Maggie O’Grady, State of Vermont; Jennie Davis, Champlain Valley School District; Kerri Duquette-Hoffman, Agency of Human Services; Tracey Shamberger, Age Well; Jen Hunter, Cathedral Square; William Vilardo, SSVF at UVM; Wanda Hines, Anne Tewksbury, JUMP; Samuel Olds, ANEW Place, member with lived experience; Nate Besio, Vermont Center for Independent Living; Lauren Monaco Eddings, Brigid Blazek, City of Burlington Community Justice Center; Elaine Soto, Howard Center; Thomas Moore, Justin Graham, UVMMC; Crystal Jones, Burlington Housing Authority; Elizabeth Gilman, UWSVT; Lindsay Mesa, Pathways VT; Bill Schrecker, Vermont Housing Finance Agency; Jonathan Farrer, Sophia Senning , COTS; Amy Carmola, United Way; Christine Johnson, Department of Children and Families-Economic Services; Erhard Mahnke, Senator Sanders Office; David Riegel, Mike Ohler, Champlain Housing Trust; Mariah Flynn, Boston Public Health Commission; Grey Barreda, Community member with lived experience

Minutes

1. Introductions and Appreciations

- a. Jane Helmstetter, CCHA Facilitator, led the group in introductions

2. Election of Steering Committee Voting Members

- a. Will Towne made a motion to vote on the Executive Committee nominating the following slate of voting members for the Chittenden County Homeless Alliance (see member list). The motion was seconded by Sarah Russell. With all votes in favor, the motion carried.

3. Election of Officers

- a. The Steering Committee requested nomination of the following Officers for the Chittenden County Homeless Alliance:
 - i. Jane Helmstetter, Facilitator, term ends Sept 2023
 - ii. Kerri Duquette Hoffman, Secretary, term ends Sept 2023
 - iii. Travis Poulin, Treasurer, term ends Sept 2024
 - iv. Sarah Russell, Co-Chair, term ends Sept 2024
 - v. Will Towne, Co-Chair, term ends Sept 2023
- b. Jen Hunter made a motion to vote on the nomination of the listed officers, seconded by Amy Carmola. All votes were in favor with the exception of the listed officers who abstained.

4. Edits to the Governance Charter

- a. The Executive Committee requested approval of the updated Chittenden County Governance Charter. Thomas Moore made a motion to vote to approve, seconded by Will Towne. With all votes in favor, the motion carried.

5. Strategic Planning Committee

- a. Kerri Duquette-Hoffman made a motion to vote on the Strategic Planning Committee request for approval to execute the Community Health Investment Committee grant agreement to fund strategic planning activities. The motion was seconded by another voting member, and with all votes in favor the motion carried.
- b. Diana Carminati provided a brief overview of anticipated work and approach to working with the CCHA to develop a five-year strategic plan. The call was cut short due to weather-related connectivity issues.

6. Coordinated Entry Committee

- a. Will Towne made a motion to vote on the Coordinated Entry Committee request for approval from the Steering Committee to execute the CCHA-COTS MOU as presented (See Attachment: DRAFT CCHA – COTS Coordinated Entry tenant selection MOU). The motion was seconded by Wanda Hines. All votes were in favor with the exception of the COTS voting representative who abstained from the vote.

7. NOFO Updates

- a. Marcella Gange gave an update to the group regarding the ranking committee recommendations made on the FY22 NOFO RFP project applications. There will be a special meeting of the Steering Committee on September 28th to approve the COC Consolidated Application.
- b. Jen Hunter made a motion to vote on the Ranking Committee request for approval of the Steering Committee for the ranking proposal for project applications for the FY22 CoC NOFO. (See <http://www.cchavt.org/funding/>) The motion was seconded by Amy Carmola. All votes were in favor with the exception of Pathways VT, Steps to End DV, City of Burlington CEDO, CVOEO, and ICA as they abstained, and the motion carried.

8. UVMHN Community Health Needs Assessment Presentation

- a. Justin Graham and Thomas Moore presented the results of the Community Health Needs Assessment for 2022 (See: [Findings and Outcomes from the 2022 Community Health Needs Assessment](#) and Key Findings presentation)

9. Committee Update

- Housing Retention (Jennie Davis and Jen Hunter)
- Membership and Outreach (Lacey Smith, BPD)

10. Public Forum

- a. With no public comments or further discussion, the meeting adjourned at 6:35pm.