



Steering Committee Meeting

Thursday, February 2, 2023 // 9:00am-11:00am

Location: IN-PERSON

Contois Auditorium, 149 Church Street, Burlington

Attendees

Sarah Russell, Marcella Gange, Chanel Bastian, CEDO; Meghan Morrow-Raftery, Louise Masterson, ICA; Travis Poulin, Paul Dragon, Taylor Grimes, Stephanie Smith, CVOEO; Elaine Soto, Isabelle Saulnier, Howard Center; Taylor Thibault, Mike Ohler, Champlain Housing Trust; Jason Brill, Veterans' Affairs; Crystal Jones, Burlington Housing Authority; Jonathon Farrell, Tammy Santamore, COTS; Will Towne, Spectrum Youth Services; Jane Helmstetter, Facilitator; Jen Hunter, Cathedral Square; Kerri Duquette-Hoffman, AHS; Ari Kisler, Abby Erwin, OEO; Chelsea Alsofrom, Pathways; Amy Carmola, United Way NWVT; Wanda Hines, JUMP Urban Ministry; Jennie Davis, CVSD; Lacey Smith, BPD, Community Liaisons; Katie Blanchard, Sean Thomas, Hodan Musa, HUD; Brandon Studler, Ascend Housing; Adam Frowine, Howard Center Safe Recovery; Diana Carminati, Strategic Planning Consultant; Emily Korkosz, Turning Point Center; Erin Roelke, AgeWell; Janine Cary; ESD; Daniel Blankenship, VSHA; Joe Domko, ANEW Place; Will Vilaro, SSVF UVM

Minutes

1) **Introductions and Announcements** Jane Helmstetter, CCHA Facilitator

- a) Landlord Relief Program, starting February 6th -see <https://www.vsha.org/> for more info
- b) VA National Challenge to place 38,000 homeless Veterans into permanent housing in 2022
 - i) Nationally:
 - (1) 40,401 unique and individual Veterans were placed into permanent housing between January and December 2022
 - (2) 41,760 total PHPs
 - (3) Exceeded the goal by 6.3%
 - ii) VT:
 - (1) 103 of 84
 - (2) Exceeded the goal by 123%
 - (3) 68 in SSVF RRH
 - (4) 29 in HUD VASH
 - (5) 32 in GPD and/or CERS (contracted shelter)
 - (6) 15 in other (SSVF HP, HCHV CM, GPD CM)

**** It was a true testament to partnership and collaboration and a great community-wide commitment to get that many Veterans out of homelessness and into permanent housing!****

- c) Elmwood Shelter update
 - i) Scheduled to open February 7th with first 5 folks
 - ii) There are 80 people on the waitlist; initial 35 people have been approved

2) **CCHA Financial Report** Travis Poulin, CCHA Treasurer, CVOEO

- a) Around \$11,000.00 unobligated funds to be spent prior to June
- b) See Financial Report in related meeting documents
- c) contact Travis Poulin with any questions TPoulin@cvoeo.org



- 3) **Coordinated Entry Data Overview for December** Stephanie Smith, CE Administrator, CCHA
 - a) Data shows a decrease in number of enrolled households from previous month, see presentation in related meeting documents
 - i) 48 households placed in December, largely through Zephyr Place project

- 4) **Homeless Prevention and Coordinated Entry** Stephanie Smith, CE Administrator, CCHA and Travis Poulin, CVOEO
 - a) An assessment is being worked out for folks who exited homelessness, and are re-entering, thus reducing the barrier of filling out the entire first assessment again
 - i) This new assessment will also create a 2nd list of folks at-risk of losing housing, allowing for new and better data which can lead to prioritized funding and inform decisions like housing types and housing stability prior to homelessness

- 5) **CCHA-Nedde MOU** Stephanie Smith, CE Administrator, CCHA
 - a) Stephanie presented and MOU between CCHA and Nedde Real Estate which designates a number of units to be filled through Coordinated Entry.
 - i) See MOU document in related meeting documents
 - b) Will Towne made a motion to vote “to approve the CE Committee request for approval from the CCHA Steering Committee of the CCHA-Nedde MOU and execution of related documents/agreements”
 - i) Travis Poulin seconded the motion, and the motion passed with 16 votes in favor, 1 abstention

- 6) **HMIS Policies and Procedures** Meghan Morrow-Raftery, ICA
 - a) Meghan presented updated policies and procedures for HMIS data privacy violations for users and agencies. The alliance discussed data sharing, background checks for HMIS users, and the agency responsibility to train users on privacy policies.
 - i) There was agreement to inquire about making changes at the agency level that would create consistency in hiring/training HMIS data privacy policies across the Alliance
 - ii) Travis Poulin made a motion to vote to approve “The HMIS Advisory Committee request for approval from the CCHA Steering Committee for the revised HMIS Policies and Procedures as presented and execution of related documents/agreements”
 - (1) Lacey Smith seconded the motion and the motion passed with 16 votes in favor, 1 abstention

- 7) **CCHA HUD CoC Grants Overview and Reallocation** Marcella Gange, CCHA Collaborative Applicant, CEDO and Daniel Blankenship, VSHA
 - i) Marcella and Daniel led a discussion of PSH grants in Vermont, both at the Chittenden and State level
 - ii) Chittenden COC PSH grants have seen low utilization rates due to lack of available housing units in combination with increased number of people looking for affordable units. The grant



requires a reallocation of funds to be done every 5 years and anyone wishing to start a new program should reach out to Marcella MGange@burlingtonvt.gov

- iii) VSHA has a PSH program structured slightly differently to allow the vouchers to pay for the services instead of rental assistance. Marcella is interested in creating a similar program to complement the 2 that will continue in order to maximize use of HUD funds
- iv) See presentation in related meeting documents

8) AHS Complex Care Coordination Katarina Lisaius and Kerri Duquette-Hoffman, AHS

- a) Kerri presented a data dashboard showing the number of adults and households in the transitional housing program
- b) See presentation in related meeting documents, CCTHRT Report District Office Summary

9) City of Burlington, CEDO Consolidate Plan Overview Marcella Gange, CEDO

- a) Marcella presented the CEDO 5 year Consolidated Plan which requires a needs assessment of Burlington be performed to inform the prioritization of time and resources for the next 5 years.
- b) See presentation in related meeting documents and <https://www.burlingtonvt.gov/CEDO/CDBG-Overview>

10) Training Updates: LGBTQA+ and Trauma-Informed Care Marcella Gange and Sarah Russell, CEDO

- a) Marcella will discuss LGBTQA+ Training information at the March CCHA meeting.
- b) The Trauma-informed Care training for managers and leadership staff will be held on Thursday, February 9th, in Contois at City Hall, 9am-11am
- c) There are a few spots left, contact Sarah Russell SRussell@burlingtonvt.gov with any questions or changes

11) Committee Updates

- a) Housing Retention (Jennie Davis and Jen Hunter)
 - i) The Housing Retention Committee is working with Coordinated Entry on the homelessness prevention assessment
- b) Strategic Planning (Sarah Russell, CEDO and Nicole Kubon, Steps)
 - i) Will Towne: The Strategic Planning committee is preparing to launch the focus groups in March and are working on the “who will facilitate, and when and where”
- c) PIT and Data Quality (Marcella Gange, CEDO and Meghan Morrow-Raftery, ICA)
 - i) PIT count is over and data collection is underway
- d) Membership Committee
 - i) Working on ways to make meetings more accessible, increase attendance, updating voting/name cards, and creating a “jargon buster” to explain acronyms used to folks