

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, May 24th, 2023
8:30AM – 9:30AM

Link: <https://us02web.zoom.us/j/81502556398?pwd=akRLZDh0ZWpXbGFhTFh0aTZaaC84Zz09>

AGENDA

1. Introductions and Announcements (15 min)
 - a. CCHA Community Meeting
 - b. Hotel Updates
 - c. CE Updates
2. Discussion on having Co-Chair of the CE Committee – Sarah Russell (40 min)
3. Other Business (5 min)

NOTES

1. Introductions and Announcements
 - a. CCHA Community Meeting
 - i. Sarah Russell, CEDO - Thursday June 8th at 4:30pm, there will be a CCHA Community Meeting. This is in place of the Steering Committee Meeting for the month. If you would like to attend remotely, that option will be available, however, participation will not be possible via the remote option and you will only have access to audio and video from the meeting.
 - b. Hotel Updates
 - i. Stephanie Smith, CVOEO - Kerri Duquette-Hoffman let me know that AHS is trying to help households currently in the hotels who are 70-years-old and over to help them plan for when they must leave their hotels June 1st or July 1st (most are approved to stay through July 1st).

c. CE Updates

- i. Stephanie Smith - We have lots of referrals in process. We are working on distributing the next 15 HOME vouchers. Of those already distributed, one household has been housed, and two or three more are in process to move into housing.

2. Discussion on having Co-Chair of the CE Committee – Sarah Russell

- a. Sarah Russell – Other CCHA committees have co-chairs because the workload is just too much for one person. This could help to spread the work load and have balanced facilitation at meetings. Stephanie has a lot on her plate, if work needs to happen between meetings, having a co-chair would help her be able to get that work done. I am proposing that we have co-chairs for this committee.
- b. Will Towne, Spectrum – I agree. CE keeps growing and running this committee is a lot of work.
- c. Stephanie Smith – I am open to this, I run six community meetings a month and would welcome some help with this meeting.
- d. Jason Brill, VA/VVCH – Would this co-chair just be helping with this meeting or would they help with one of the other six meetings you mentioned that you are running?
 - i. Stephanie Smith – Yes, they would be helping just with this meeting. I enjoy running other meetings. I do not think co-chair could help with the work outside of meetings because I need to do the follow up work so working together with someone on that would be a lot of back and forth and not a lot of help.
 - ii. Sarah Russell – In terms of workload, there is some prep time around agenda setting, people are in touch, cochairs would have to prioritize, if there were

need for other presenters, ensuring that that presenter can be there to facilitate that portion.

- e. Sarah Russell - Is there anyone with interest in taking on the role of co-chair of this committee with Stephanie?
 - i. Crystal Jones – I have not been super involved in this group. We do a lot here and I would love to help support our work. This would also be an opportunity for professional and personal growth as I have not facilitated a lot of large meetings.
 - ii. Will Vilardo – I live in CE every day, you can see how it informs policy, helps case managers, focusing on meeting goals. Have a clear and good CE system is how we achieve all of that and I want to support this work.
 - iii. Sophia Senning – CE is expanding and growing and the work that this committee does is growing and expanding, I have a solid insight in terms of supervising front line staff and the shelter. I think I appreciate this group and all that it does and they are ways we can improve and I would love to be a part of that conversation.
- f. Nominations - Lacey Smith nominated Will Vilardo, Ciara seconded the nomination.
 - i. VOTE
 - 1. Will Towne, Spectrum - Aye
 - 2. Ciara Kilburn, Steps - Aye
 - 3. Dave Bogdan, Pathways - Aye
 - 4. Sarah Russell, CEDO - Aye
 - 5. Lacey Smith, City of Burlington/BPD - Aye
 - 6. Crystal Jones, BHA - Aye
 - 7. Linda Amante, CCA - Aye
 - 8. Elaine Soto, Howard Center - Aye
 - 9. Will Vilardo, SSVF - Abstain
 - 10. Jason Brill, VA/VVCH - Abstain
 - 11. Sophia Senning, COTS – Aye

Nomination Passes – Will Vilardo and Stephanie Smith are co-chairs of the Coordinated Entry Committee.

3. Other Business

a. CVOEO on June 1st

- i. Linda Amante – June 1st is CVOEO's Annual Meeting Day and a lot of us will be at out of the office that day to attend the meeting. Some staff are staying back at the office so the office will be open and we will be able to give out tents and help folks make plans and find alternative housing.

b. BHA's Efforts to Keep People on their Waitlist

- i. Crystal Jones – BHA is doing its annual waitlist clean up. We have been reaching out to households to keep them on the waitlist if they still want our services. So far, we have been able to save over 100 households from being removed from the waitlist. We also want to do some tabling to catch additional people.

- 1. Sarah Russell – Have you thought about or done any reach out to the hotels?

- a. Crystal Jones -Yes, we have done outreach to Harbor Place. We can reach out to the other hotels.

- b. Sarah Russell – Might be best to connect with Shannon Taggart at COTS to help with that.

c. Upcoming CE Committee Meetings

- i. Stephanie Smith – There will be no meeting in June as I will be on vacation that week. Additionally, in July we will be moving to meeting on the 3rd Wednesday of every month.

- 1. Sarah Russell – Now that Will Vilardo is the co-chair, is it possible to not cancel the June meeting?

- a. Will Vilaro – I will also be on vacation that day. We can think about moving it.