



Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:00 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

Please click the link below to join the webinar:

<https://zoom.us/j/92282345545>

Or Telephone: +1 929 205 6099 US (New York)

Webinar ID: 922 8234 5545

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA ****

To participate in Public Forum in person, sign up at the meeting.

To participate in Public Forum via ZOOM sign up here:

<https://www.burlingtonvt.gov/citycouncil/publicforum>

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	October 10, 2023 - Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	October 10, 2023 - Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

3. For Approval and Recommendation to the City Council

Subject	3.1. Burlington Fire Department Community Response Team (CRT) - Fire
Meeting	October 10, 2023 - Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the City Council
Department	Fire Department
Type	Action
Recommended Action	move to approve and recommend that the City Council authorize the Chief Administrative Officer to make any and all necessary budget amendments to allocate the use of the assigned Opioid Monday Fund to support the formation and associated costs of a Community Response Team operated within the Burlington Fire Department for six months with a budget not to exceed \$182,598.00

Subject	3.2. City of Burlington Seasonal Warming Shelter Project: Creation of (1) FTE position within CEDO; AHS Grant Agreement; Contracts; Lease - CEDO
Meeting	October 10, 2023 - Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	Move to recommend that the City Council approve and authorize the following: • The creation of (1) FTE position within the Community Economic Development Office, the Homelessness Initiatives Manager, a non-union, limited service, grade 18 position. • Approve and recommend that the City Council approve the acceptance of SFY 2024 grant funds in the amount of \$590,023 from the State of Vermont Housing and Opportunities Program for the operations of the seasonal overnight shelter and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of June 30th 2024, including retroactive approval for the period of November 1, 2023 thru June 30, 2024, subject to the final review and approval of the City Attorney's Office. • Approve and recommend that the City Council authorize the Director of CEDO or their designee to create a project budget not to exceed \$590,023 for the development of a seasonal overnight shelter and to execute all contracts in furtherance of this initiative upon review and approval of the Chief Administrative Officer and City Attorney's Office. • Approve and recommend that the City Council approve and authorize the Director of CEDO to execute a contract with Maxim Healthcare Staffing with a maximum limiting amount of \$340,990 for the time period of December 1, 2023 thru March 31, 2024, for the purposes of providing administrative functions related to the seasonal overnight shelter, subject to the final review and approval of the City Attorney's Office

4. Adjournment

Subject	4.1. Motion to adjourn
Meeting	October 10, 2023 - Special Board of Finance Meeting - Tuesday, October 10, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Adjournment
Department	Council and Board

Type	Action Procedural
Recommended Action	Motion to adjourn



Burlington Fire Department

136 South Winooski Avenue
Burlington, Vermont 05401-8378
(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387



To: Board of Finance; City Council

From: Michael LaChance, Fire Chief

Date: BoF: October 10, 2023; City Council: October 10, 2023

Re: Burlington Fire Department Community Response Team (CRT)

The Fire Department is requesting your support in establishing a pilot program to provide a greater capacity for the Department to handle the increased volume of overdose and unresponsive patient calls for service, along with the associated impacts on the operational capacity of the Department. The idea for the proposed pilot program came from Fire Department personnel who are confident that this new resource will allow for a triage-style system of care that better fits this specific call type and provides opportunities for proactive engagement with repeat and potential patients in a non-emergency setting. The Fire Department has discussed this pilot program with community partners, including The Community Health Center, UVM Medical Center Emergency Department Physicians, State Medical Control, and Howard Street Outreach, and they support establishing this new capacity. We have planned outreach to The Turning Point Center, CHC Safe Harbor, and Spectrum Youth and Family Services.

Proposal:

- The Fire Department will staff a current department-owned vehicle with two overtime BFD employees that would act as a first response vehicle to calls of suspected overdoses and reports of unresponsive patients within the city. Overtime and staffing will be voluntary and has already been discussed with the BFFA, who have expressed support for this pilot program.
- This vehicle, when available, would be dispatched in place of an ambulance and fire truck to suspected overdoses and unresponsive patients.
- BFD employees staffing this vehicle would make patient contact, determine the level of medical emergency, provide immediate lifesaving interventions such as

Narcan, provide respiratory support via Bag Valve Mask if needed, and request additional resources, such as an ambulance for transport.

- If it's determined the patient does not need any medical interventions or refuses transport after Narcan is delivered, BFD employees would be able to provide additional resources such as overdose leave-behind kits, testing strips, information about additional health services in the city, and help to facilitate connecting the patient with BPD CSLs or Howard Street Outreach.
- When not responding to calls for service, BFD employees staffing this vehicle would spend time connecting with members of the community where the department sees a high call volume for overdose / unresponsive patients to establish a rapport and distribute resources such as those listed above and provide education about services which are available throughout the city.
- An operational goal of this pilot would be to decrease unit hour utilization of traditional front-line emergency response resources while at the same time keeping them available for other incidents. Frequently, units are running from call to call and leaving their districts to support simultaneous incidents. This leaves a void in some districts, delaying response times.
- Because this pilot uses primarily existing equipment and current employees, we believe we can launch the CRT within 1-week of approval, and expect that during the pilot period the BPD will be hiring, training, and deploying the BTV Cares team. The CRT is intended to respond to calls for service for overdoses and suspected overdoses in public areas and to provide outreach and follow-up primarily for community members experiencing opioid use disorder. BTV Cares is intended to respond to calls for service for primarily mental health conditions and substance use disorder, trauma-related conditions, and other emotional, medical, psychological, or behavioral needs. Recognizing that often community members experience these conditions or challenges co-currently, the initial parallel deployment of both CRT and BTV Cares will allow BFD and BPD leadership and the teams to evaluate how best these new resources can work together to best respond to various calls for service, and/or whether their services

are potentially duplicative and if the CRT should not continue once the BTV Cares team is established and operational.

Financials:

Estimated costs are detailed below.

Staffing Costs					
Avg OT cost/hr	\$ 42.00				
Staffing hours per week (goal)	168				
	\$ 7,056.00	Weekly			
	\$ 30,576.00	Monthly			
	\$ 366,912.00	Yearly			
Upfit equipment costs					
Tablet and service	\$ 850.00				
Phone and service	\$ 450.00				
Medical equipment	\$ 7,500.00				
Vehicle	Utilize existing equipment				
	Service is unavailable if vehicle is unavailable				

The Fire Department is seeking support from the Board of Finance and City Council to fund this initiative for an initial pilot period of six months, with a maximum cost of \$192,256, to be funded from the assigned Opioid Money fund, which is expected to receive another \$182,598 in FY24. This amount covers two FF/EMTs for 12 hours/day 7 days/week, and hardware and equipment costs for the team. If the accumulated staffing costs lead the pilot funding to exceed what is available in the Opioid Money Fund, we will seek a budget amendment with the recommendation of the CAO for the additional funds if needed.

During the pilot period, BFD will seek sustainable funding opportunities other than the General Fund or Opioid Money Fund, including potential grants from State Opioid Settlement Funds intended to support treatment and harm reduction outreach. At the end of the pilot period, the Fire Department will evaluate how well it is working and whether it should become a more permanent service of the BFD.

Board of Finance Motion:

Move to approve and recommend that the City Council authorize the Chief Administrative Officer to make any and all necessary budget amendments to allocate the use of the assigned Opioid Monday Fund to support the formation and associated costs of a Community Response Team operated within the Burlington Fire Department for six months with a budget not to exceed \$182,598.00.

City Council Motion:

Move to approve and authorize the Chief Administrative Officer to make any and all necessary budget amendments to allocate the use of the assigned Opioid Money Fund to support the formation and associated costs of a Community Response Team operated within the Burlington Fire Department for six months with a budget not to exceed \$182,598.00.

Board of Finance and City Council Submission ChecklistDepartment: Fire Submitter: Chief LaChanceTitle/Subject: Community Response Team

	Approval:	Meeting Date:
☒	Board of Finance	10/10/2023
☒	City Council	10/10/2023
☒	Concurrent	10/10/2023

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	10/4/2023	Chief LaChance
Mayor's Office informed and approved memo	Yes	10/4/2023	Mayor Weinberger
Board/Commission, if required	Yes	10/3/2023	During normally scheduled meeting.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10/4/2023	J. Pellerin
CAO has reviewed budget, financing, and memo	Yes	10/4/2023	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	10/4/2023	K. Durfee
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Memo attached
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions for BoF and CC included
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

City of Burlington
Community and Economic Development Office
October 2023
*Please See Community Justice Center Org Chart for More Details

Brian Pine
Director of CEDO
0106-31-001

Samantha Dunn
Assistant Director of Community Works
Grade 26
1336-31-001

VACANT
Senior Projects and Policy Specialist
Grade 19
1253-31-001

Gillian Nanton
Assistant Director of Opportunity and Engagement
Grade 21
1252-31-001

Scott Rogers
Community Development Manager – Public Engagement
Grade 19
0341-31-002

VACANT
Communications & Outreach Coordinator
Grade 15 AFSCME

Ana Marie Robu
Office Coordinator II – Community Engagement
FT Grade 14 AFSCME

Fosca Bechthold
NPA Public Engagement Specialist
Temporary

Sarah Russell
Special Assistant to End Homelessness
Grade 21

Marcella Gange
Community Development Manager - Homelessness & Equity
Grade 19
0341-31-001

PROPOSED
Homelessness Initiatives Manager
Grade 18

Chanel Bastian
Grant & Finance Coordinator
Grade 15 AFSCME

Darlene Kehoe
Senior Finance Manager
Grade 20
1347-31-001

Kirsten Pigford
Finance & Admin Coordinator
Grade 16 AFSCME
0202-31-004

Todd Rawlings
Assistant Director of Grants and Finance
Grade 24
0321-31-001

VACANT
Projects and Policy Specialist II Housing
Grade 17 AFSCME
1255-31-001

Christine Curtis
Senior Community Development Specialist - Grants Management
Grade 18 AFSCME
1250-31-001

Rachel Jolly
Assistant Director of Community Justice Center
Grade 22
1212-31-001
*Please see CJC Org Chart for more Details

Rebeka Lawrence-Gomez
Housing Program Manager
Grade 20
1251-31-001

Margaret Williams, Lead Program Manager
Grade 19
1049-31-001

Bethany Whitlock
Housing Program Specialist II AFSCME
Grade 17
1251-31-002

Will Verman
Lead Program Specialist II
Grade 17 AFSCME
1050-31-001

Constance Craik
Lead Program Specialist I
Grade 16 AFSCME
1051-31-001

Sean Melinn
Lead Program Specialist I Public & Environmental Health
AFSCME
Grade 16
1113-31-001

City of Burlington

Community and Economic Development Office

October 2023

*Please See Community Justice Center Org Chart for More Details

Brian Pine
Director of CEDO
0106-31-001

Samantha Dunn
Assistant Director of Community Works
Grade 26
1336-31-001

VACANT
Senior Projects and Policy Specialist
Grade 19
1253-31-001

Gillian Nanton
Assistant Director of Opportunity and Engagement
Grade 21
1252-31-001

Scott Rogers
Community Development Manager – Public Engagement
Grade 19
0341-31-002

Ana Marie Robu
Office Coordinator II – Community Engagement
FT Grade 14 AFSCME

Fosca Bechthold
NPA Public Engagement Specialist
Temporary

VACANT
Communications & Outreach Coordinator
Grade 15 AFSCME

Sarah Russell
Special Assistant to End Homelessness
Grade 21

Marcella Gange
Community Development Manager - Homelessness & Equity
Grade 19
0341-31-001

Chanel Bastian
Grant & Finance Coordinator
Grade 15 AFSCME

Darlene Kehoe
Senior Finance Manager
Grade 20
1347-31-001

Kirsten Pigford
Finance & Admin Coordinator
Grade 16 AFSCME
0202-31-004

Todd Rawlings
Assistant Director of Grants and Finance
Grade 24
0321-31-001

VACANT
Projects and Policy Specialist II Housing
Grade 17 AFSCME
1255-31-001

Christine Curtis
Senior Community Development Specialist - Grants Management
Grade 18 AFSCME
1250-31-001

Rachel Jolly
Assistant Director of Community Justice Center
Grade 22
1212-31-001
*Please see CJC Org Chart for more Details

Rebeka Lawrence-Gomez
Housing Program Manager
Grade 20
1251-31-001

Margaret Williams, Lead Program Manager
Grade 19
1049-31-001

Will Verman
Lead Program Specialist II
Grade 17 AFSCME
1050-31-001

Constance Craik
Lead Program Specialist I
Grade 16 AFSCME
1051-31-001

Sean Melinn
Lead Program Specialist I Public & Environmental Health
AFSCME
Grade 16
1113-31-001

Bethany Whitlock
Housing Program Specialist II AFSCME
Grade 17
1251-31-002

City of Burlington Job Description

Position Title: Homeless Initiatives Manager
Department: Community and Economic Development Office
Reports to: Special Assistant to End Homelessness
Pay Grade: 18
Job Code:
Exempt/Non-Exempt: Exempt, Limited Service
Union: Non-Union

General Purpose:

The Homeless Initiatives Manager supports the City's efforts to end homelessness by overseeing warming shelter operations, coordinating and advocating for increased shelter capacity, supporting coordination of outreach efforts, and special projects as assigned. During winter months, this position will provide client-centered, trauma-informed support for emergency shelter guests and those experiencing homelessness and ensure successful, safe shelter operations. The Homeless Initiatives Manager will oversee all aspects of shelter operation including policy and procedure development and management of related contracts and services to ensure a safe and respectful environment during winter warming shelter operation. During warmer months, this position provides coordination of outreach efforts, data collection on unsheltered homelessness, and overall supports the expansion of shelter capacity within the City and Chittenden County. The Homeless Initiatives Manager supervises the Assistant Shelter Manager, oversees all aspects of shelter operation including staffing, contracts, and administration, and reports to the Special Assistant to End Homelessness.

Essential Job Functions:

This section outlines the fundamental job functions that must be performed in this position.

Winter Warming Shelter:

- Facilitate screenings and intakes for those seeking shelter, when necessary
- Implement shelter policies and procedures, ensuring a harm-reduction model and continually assess and address staff and client safety needs
- Work closely with the Community Resource Center, outreach teams (external and internal to the City of Burlington) and other shelter and service providers in the region to ensure coordination and communication
- Serve as the City's lead in securing donations for meals, clothing, and basic necessities
- Maintain the inventory of supplies; orders supplies as needed
- Conduct training and orientation of shelter staff, record-keeping and data collection and reporting to funder(s) and ensure adherence to regular statistical and programmatic reporting requirements and shelter habitability standards
- Provide supervision for Assistant Shelter Manager (and indirectly to the Shelter Support Staff); ensures shift coverage and serves in on-call role as necessary
- Ensure the cleanliness of the shelter and that the setting shelter is safe and reasonably comfortable

Revision date: XX/XX/XXX

- Respond to emergency situations in a calm, effective manner and provide leadership during times of crisis and high-stress interactions
- Ensure site-upkeep and daily cleaning is carried out; including common spaces, hallways, entryways, bathrooms, kitchen, etc.; conduct routine inspections and identify the need for outside contracts related to cleaning, maintenance, repairs, etc.
- Ensure sanitary conditions for sleeping accommodations related to cots, bedding/linens, etc., and manage outside contract compliance/utilization
- Engage in recommended professional development opportunities as offered; provide staff skills-development
- Oversee the hiring, and management of shelter staff and vendor and contract fulfillment at the winter warming shelter
- Lead routine staff meetings, regular supervision, and programmatic meetings
- Represent The City in a professional manner in accordance with our mission, beliefs and values

Homeless Initiatives:

- Provide coordination support for outreach efforts across the City, including assessment of cross-agency outreach efforts
- Ensure the needs of people living unsheltered are adequately met by resources available and facilitate the expansion of services for people living unsheltered as necessary
- Initiate data collection and reporting related to outreach efforts, working with partner organizations
- In partnership with the Special Assistant to End Homelessness, support the creation of adequate shelter and services in the City and County
- Under the direction of the Special Assistant to End Homelessness, implement strategies set forth by the City of Burlington and the Chittenden County Homeless Alliance to address and respond to unsheltered homelessness
- Provide support for policy development, research, and other special projects, as assigned by the Special Assistant to End Homelessness
- Prepare reports as necessary
-

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in social or human services or combination of education and experience from which comparable skills and knowledge are required
- At least 3 years of experience with staff supervision, program management, and providing services to vulnerable populations is required
- Commitment to valuing diversity and contributing to an inclusive working and learning environment; ability to hold empathy and tolerance for people experiencing wide range of behavioral challenges
- Willingness to provide appropriate intervention during medical and substance use emergencies (overdose reversal, basic first aid, calling emergency responders)
- Effective verbal and written communication skills required; bilingual and/or multilingual abilities are a plus
- Awareness of the causes and effects of homelessness, affordable housing, poverty, economic justice and multiple oppressions affecting economically vulnerable groups.

Revision date: XX/XX/XXX

- Knowledge of community resources.
- Must be well organized, detailed, proficient at prioritizing; proficiency in Microsoft Office, computer and data entry skills;
- Demonstrated ability to collaborate with internal and external colleagues and partners.
- Possess strong conflict resolution and de-escalation skills and hold a comfort-level with stressful situations including (but not limited to) untreated mental health issues and active substance use disorder, overdose response, and behavioral challenges
- Willingness to work flexible hours, including some weekends and evenings.
- Ability to uphold safety standards.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed.

Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

X	seeing
	color perception (red, green, amber)
X	hearing/listening
X	clear speech
X	touching
X	dexterity x hand x finger
X	reading – basic
X	reading – complex
X	math skills – basic
	math skills – complex
X	writing – basic
X	writing – complex
X	analysis/comprehension
X	judgment/decision making
X	clerical
X	inside
	outside
X	works alone
X	works with others
X	face-to-face contact
X	verbal contact w/others
X	ability to move distances within warehouses and offices
X	lifting (specify pounds: 40)
X	carrying (specify pounds: 40)
	climbing
X	driving
	ability to mount and dismount forklift
X	pushing/pulling
X	shift work
X	moving objects
	pressurized equipment

Revision date: XX/XX/XXX

	extreme heat
	extreme cold
	high places
X	noise
	fumes/odors
	dirt/dust
	hazardous materials
	electrical equipment
	mechanical equipment

Supervision:

Directly Supervises: Assistant Shelter Manager

Indirectly Supervises: Shelter Support Staff

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revision date: XX/XX/XXX

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Sarah Russell
 Title/Subject: Authorization to accept grant funds and request budget adjustment, creation of new position, and execute contracts for the operation of the seasonal overnight shelter

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	10/10/2023

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head			
Mayor's Office informed and approved memo	Yes	10-5-2023	
Board/Commission, if required			
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note			
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10-5-2023	
CAO has reviewed budget, financing, and memo			CAO OOF
Human Resources, if personnel action -Identify HR Manager in note	10-03-2023	10-04-2023	Tim Clancy
CIO, if an IT-related investment/purchase	10/5/2023	10/5/2023	Scot Barker

Materials Included

	Included?	Note
Final Memo Attached?	Yes	
Contract Attached, if applicable?	No	
Additional Materials, if necessary	Yes	Job Description and CEDO Org Chart
Draft Resolution or Motion?	Yes	Within Memo
If for submission to Council, are sponsors identified?	N/A	



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

To: Board of Finance
City Council

From: Sarah Russell, Special Assistant to End Homelessness
Brian Pine, CEDO Director
Kerin Durfee, Human Resources Director

Cc: Mayor Miro Weinberger
Katherine Schad, Chief Administrative Officer
Jared Pellerin, Acting City Attorney

Date: October 5, 2023

Subject: City of Burlington Seasonal Warming Shelter Project: Creation of (1) FTE position within CEDO; AHS Grant Agreement; Contracts; Lease

Executive Summary:

The numbers of people experiencing homelessness and housing insecurity continues to be almost triple those pre-pandemic and access to emergency housing is restricted from the levels available during the Spring of 2022. Recent data demonstrates a rise in unsheltered homelessness in Burlington from 80 individuals last September to over 200 currently. This data reflects a growing need for expansion of emergency shelter capacity to ensure prevention of exposure deaths as winter draws near. Without confirmation of Adverse Weather Conditions (AWC) Emergency Housing (seasonal motel) eligibility criteria from the State of Vermont (SoV) Agency of Human Services (AHS), it is imperative that the City identify emergency shelter solutions. The following memo outlines the City's response to this crisis through the development and operation of an overnight seasonal warming shelter, execution of related contracts, acceptance of AHS funding, and creation of a year-round staff position to address emerging challenges related to emergency shelter capacity, outreach coordination, and supports for people living unsheltered through the City.

Justification:

The City of Burlington intends to open a winter warming shelter from December 15, 2023 – March 15, 2024 to prevent exposure deaths for people experiencing unsheltered homelessness. With the transition of operations of the Champlain Inn from A New Place to Champlain Valley Office of Economic Opportunity (CVOEO) in October 2023, shelter beds will be reduced as CVOEO is opting to operate the shelter as non-congregate and will not allow walk-in guests. (The City was part of a team of stakeholders, including CVOEO, Champlain Housing Trust, AHS and Vermont Housing and Conservation Board (VHCB) engaged in this evolution of management and services at the Champlain Inn and the expanded services that will be offered in this location represent best practices that the City fully supports.) The change at the Champlain Inn in conjunction with the closure of the State's motel program in June, leaves the City without a warming shelter, and with a significant need to ensure we are able to prevent exposure deaths during the winter months. The need for seasonal shelter is critical.

Seasonal Overnight Shelter

The City intends to utilize the Veterans of Foreign Wars (VFW) Post 782 building, located at 176 South Winooski Avenue, to provide emergency shelter accommodations for up to 30 guests (with possibility of overflow capacity). We recognize

this shelter capacity seems inadequate compared to the need however it is our hope that many of the people outside now, will be able to access AWC emergency housing this winter. The City proposes a low-barrier overnight shelter, ensuring individuals with substance use disorder, mental health and behavioral challenges, and people experiencing barriers to obtaining and maintaining traditional shelter stay and/or (AWC) emergency housing (motels) have access to safe accommodations during winter months. The shelter will provide overnight accommodations and will operate from 5pm-8am seven days per week beginning December 15, 2023 and running through March 15, 2024. (Champlain Housing Trust anticipates a spring 2024 start to their new affordable housing project at this site.) Capital improvements required prior to operation include, but are not limited to, installation of security camera system, IT infrastructure, door alarms, minor interior modifications, installation of laundry facilities, signage, and additional storage capacity. The City will utilize consultation from our partners with experience in the operation of similar overnight seasonal shelters, in addition to technical assistance from the VoS AHS Office of Economic Opportunity (OEO).

The City will ensure staffing levels for all shifts include a minimum of two Shelter Support Staff and one security guard during operation. An Assistant Manager and Manager will oversee operations, supervise Shelter Support Staff, manage related contracts, conduct data collection and reporting, and ensure trauma-informed and harm-reduction models are implemented with both shelter operations and policies.

Homeless Initiatives Manager

Due to the temporary nature of seasonal shelter, the City will utilize the services of a temporary staffing agency (details below) for all positions; with the exception of the manager position, which will be employed by the City of Burlington, CEDO. The *Homeless Initiatives Manager* will manage all aspects of the winter warming shelter including staffing, operations, monitor contracts, and ensure safe and secure accommodations to guests through the winter season (approximately November/December 2023 – April 2024). With funding support from AHS, this position will continue beyond shelter operation until June 30, 2024 to provide support to CEDO with its efforts to address, respond to, and prevent unsheltered homelessness within the City. CEDO is requesting Board of Finance and City Council approval to approve the creation of this position to manage overnight seasonal shelter operations. We anticipate submitting a proposal to funds this position for FY25.

Acceptance of SoV AHS Funding

CEDO submitted a proposal to VoS AHS OEO and was awarded full funding to cover all costs associated with operations of the overnight seasonal shelter including capital improvements (listed above), staffing and staffing contract, security contract, shelter supplies, meals (evening meal and morning snack), IT and security infrastructure, lease of site, and services. CEDO is requesting Board of Finance and City Council approval to accept grant funds from the State of Vermont, Department of Children and Families Office of Economic Opportunity Housing and Opportunities Program (SoV OEO HOP) and authorization for the CEDO Director to execute all documents necessary to accept the funding in the amount of \$590,023.

Contracts

Due to the seasonal/temporary nature of this shelter, the City will utilize Maxim Healthcare Staffing to recruit, screen, hire, and manage administrative functions. CEDO has developed job descriptions for the Assistant Shelter Manager and Shelter Support Staff positions and holds final decision-making authority on the hiring of all staff. Maxim Healthcare Staffing has experience hiring shelter staff at the Elmwood Community Shelter and low-barrier seasonal shelter in Manchester New Hampshire, as well as provision of medical (nursing) staff for the VT Department of Corrections, and psychiatric facility. All positions will be filled with local candidates to the extent possible. CEDO is requesting Board of Finance and City Council approval to execute Maxim Healthcare Staffing contract and related documents with a maximum limiting amount of \$340,990.

CEDO intends to contract with private security company to provide overnight security services. CEDO is requesting Board of Finance and City Council approval and authorization for the CEDO Director to execute the documents necessary to contract for security services at the Seasonal Warming Shelter with a maximum limiting amount of \$74,256.

Lease

The City intends to utilize the vacant Veterans of Foreign Wars (VFW) building located at 176 South Winooski Avenue for operation of the seasonal overnight shelter. CEDO staff are in negotiation with VFW administrative staff to finalize the lease terms. CEDO is requesting City Council approval and authorization for the CEDO director to execute the documents necessary to finalize a lease with VFW with a maximum limiting amount of \$10,000 over a five-month period (November 1, 2023 (latest) – March 31, 2024).

Motions:

Board of Finance Motion:

Move to recommend that the City Council approve and authorize the following:

- The creation of (1) FTE position within the Community Economic Development Office, the *Homelessness Initiatives Manager, a non-union, limited service, grade 18 position*.
- Approve and recommend that the City Council approve the acceptance of SFY 2024 grant funds in the amount of \$590,023 from the State of Vermont Housing and Opportunities Program for the operations of the seasonal overnight shelter and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of June 30th 2024, including retroactive approval for the period of November 1, 2023 thru June 30, 2024, subject to the final review and approval of the City Attorney's Office.
- Approve and recommend that the City Council authorize the Director of CEDO or their designee to create a project budget not to exceed \$590,023 for the development of a seasonal overnight shelter and to execute all contracts in furtherance of this initiative upon review and approval of the Chief Administrative Officer and City Attorney's Office.
- Approve and recommend that the City Council approve and authorize the Director of CEDO to execute a contract with Maxim Healthcare Staffing with a maximum limiting amount of \$340,990 for the time period of December 1, 2023 thru March 31, 2024, for the purposes of providing administrative functions related to the seasonal overnight shelter, subject to the final review and approval of the City Attorney's Office.

City Council Motion:

Move to move and authorize approve the following:

- The creation of (1) FTE position within the Community Economic Development Office, the *Homelessness Initiatives Manager, a non-union, limited service, grade 18 position*.
- Approve the acceptance of SFY 2024 grant funds in the amount of \$590,023 from the State of Vermont Housing and Opportunities Program for the operations of the seasonal overnight shelter and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of June 30th 2024, including retroactive approval for the period of November 1, 2023 thru June 30, 2024, subject to the final review and approval of the City Attorney's Office.
- Approve and authorize the Director of CEDO or their designee to create a project budget not to exceed \$590,023 for the development of a seasonal overnight shelter and to execute all contracts in furtherance of this initiative upon review and approval of the Chief Administrative Officer and City Attorney's Office.
- Approve and authorize the Director of CEDO to execute Maxim Healthcare Staffing contract and related documents with maximum limiting amount of \$340,990 for the time period of December 1, 2023 thru March 31, 2024, subject to the final review and approval of the City Attorney's Office
- Approve and authorize the Director of CEDO to execute VFW lease and related documents with maximum limiting amount of \$10,000 over a five month period (November 1, 2023 – March 31, 2024), subject to the final review and approval of the City Attorney's Office

Attachments:

- *Homeless Initiatives Manager* job description
- CEDO (updated) Organizational Chart

