

**VERMONT STATE HOUSING AUTHORITY**  
**VISION SPECIAL MEETING MINUTES**  
**OCTOBER 14, 2020**

**1. Roll Call**

The Vision Special Meeting of the Board of Commissioners of the Vermont State Housing Authority, held via ZOOM, was called to order at 10:01 a.m. by Chair Caprice Hover; and upon roll call, the following Commissioners were present: Mary Miller, Vice Chair; Caryn Feinberg, Alex Farrell, Jo Ann Troiano and Cory Richardson.

Staff personnel present: Richard Williams, Secretary/Executive Director; Kathleen Berk, Director of Housing Program Administration; Kelly Pembroke, Director of Finance and Information Systems; Arlene Shorten-Goodrich, Director of Human Resources and Administration; and Susan Kuegel, Director of Property and Asset Management.

Jonathan Bond, The Housing Foundation, Inc. Executive Director were also in attendance.

The meeting was facilitated by Melanie Goodman and Cindy Carraway-Wilson of Youth Catalytics.

**2. Meeting Agenda**

There were no changes to the Agenda.

**3. Public Participation**

There was no public participation.

**4. VSHA Vision Discussion**

Discussion began by reviewing the prior work that was done at the August 26, 2020 Vision Meeting. Since that first meeting, the planning group was asked to provide their thoughts of VSHA's Internal Strengths, Internal Weaknesses, External Opportunities and External Threats.

A survey was also provided to all VSHA line staff asking one question – In three years, what would you like to see in place at VSHA, that has greatly enhanced its operations and programs?

Goodman and Carraway-Wilson compiled the responses and the planning group discussed and reviewed those outcomes. Additional thoughts and information were added.

The group discussed revisiting the Mission Statement at a later time. A broad outline of categories was drafted by the group that will help shape VSHA's goals for three years out. VSHA can become a stronger agency, change the way we do things and stay relevant and do things in the best way possible.

Next steps will be to meet again on November 18, 2020 from 10:00 a.m.-11:30 am. to affirm the vision, make commitments and begin key action planning. After the November meeting, a report will be provided to all the staff.

At 11:33 a.m., Hover adjourned the meeting.

Respectfully Submitted,

Richard M. Williams  
Executive Director/Secretary