

# August 12, 2021, CoC Packet

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Prince William Area Continuum of Care

# Agenda

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Prince William Area Continuum of Care



Governance Committee

- Elijah Johnson, Chair (Courtney Tierney alternate)
- Randi Knights (Michele Gehr alternate)
- Oliver Reid (Tony Turnage alternate)
- Pamela Wright (Serena Bermudez alternate)
- Vacant

Prince William Area Continuum of Care (CoC)

**Date:** August 12, 2021  
**Time:** 1:30 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve July 8, 2021, CoC Meeting Minutes. **ACTION ITEM**
- Old Business
  - Coordinated Entry Policies and Procedures Manual Approval **ACTION ITEM**
  - HMIS Policies and Procedures Manual Approval **ACTION ITEM**
- New Business **ACTION ITEM**
  - Committee Reports:
    - Data and Needs Analysis (DANA)
    - Program Analysis and Ranking (PAR)
    - Service Continuum
    - Governance
- DSS Lead Agency Update - Tony Turnage
- Bylaw Information Update:
  - Amend by-laws to include current DSS titles for PAR representative to Governance as DSS Assistant Director for Homeless Services or Human Service Program Manager.
- Agency Spotlight – La CoCina VA – Ms. Paloma Martinez
- Adjourn
- Announcements

**Next Meeting: Thursday, September 9, 2021, at 1:30 p.m.**  
**Virtual – WebEx Meeting info to follow.**



# Meeting Minutes

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Prince William Area Continuum of Care



## Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)  
Randi Knights (Michele Gehr alternate)  
Oliver Reid (Tony Turnage alternate)  
Pamela Wright (Serena Bermudez alternate)  
Vacant

## Prince William Area Continuum of Care (CoC)

**Date:** July 8, 2021  
**Time:** 1:30 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Courtney Tierney, PWC DSS Director (alternate for Elijah Johnson)

## Meeting Minutes

### Voting Member Attendees

1. Action in Community Through Service – Darlene Robinson
2. Carried To Full Term – Francis Robin
3. Catholics for Housing – George Davies
4. Cooperative Council of Ministries – Becki O’Loughlin
5. Easterseals Homeless Veteran Reintegration Program – Lewis Arnette
6. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
7. Good Shepherd Housing Foundation – Patricia Johanson
8. Independence Empowerment Center – Roberta McEachern
9. Manassas City Department of Social Services – Michele Childs
10. Manassas Church of Brethren – Tina Fisher
11. Manassas Park Department of Social Services – Randi Knights
12. New Creatures-in-Christ Ministries – Madlin Edmonds
13. Norther Virginia Family Service – Crystal Pitt
14. Operation Renewed Hope Foundation – April Ballard
15. Pathway Homes, Inc. – Sherry Meyers
16. People Incorporated – Samantha Barber
17. Private Citizen – Karen DeVito
18. Prince William County Community Service – Lynn Fritts
19. Prince William County Department of Social Services – Tony Turnage
20. Prince William County Office of Executive Management – Elijah Johnson
21. Prince William County- OHCD – Joan Duckett
22. Serving Our Neighbors – Teresa Belcher
23. Streetlight Community Outreach Ministries – Rose Powers
24. The Church – God’s Assembly – Maria Wells
25. Virginia Cooperative Extension – Roslyn Giddens
26. Virginia Employment Commission – Serena Bermudez

### Organizations with Voting Members not present

1. Prince William Public School - McKinney Vento Office
2. Saved Hands Foundation
3. Unsheltered Homeless Coalition

## **Other Attendees**

1. Action in Community Through Service – Lisa Chill
2. Elect Ladies Transition Homes – Patricia Profit
3. Friendship Place – Brendan Rempert
4. Friendship Place – Athena Lemus
5. Manassas Church of Brethren – Mandy North
6. Northern Virginia Family Service – Michael-Sean Adams
7. Northern Virginia Family Service – Katrina Soto
8. Northern Virginia Family Service – Mychal Tamillow
9. Prince Williams County Department of Social Services – Bibi Brown
10. Prince William County Department of Social Services – Duanchy Cayetano
11. Prince William County Department of Social Services – Tonya Golden
12. Prince William County Department of Social Services – Alicia LaPatra
13. Prince William County Department of Social Services – Oliver Reid
14. Prince William County/PFLAG Rep. – Jason Shriner
15. PWC- OCJS – Mark Perez
16. Sentara – Glenn Sheffield
17. Streetlight Community Outreach Ministries – Gabriele Tibbs
18. Virginia Cooperative Extension – Marjorie Leon
19. Virginia Employment Commission – Lakia Graham

## **Welcome and Introductions**

- The meeting was called to order at 1:35 p.m.

## **Minutes Approval**

- CoC Minutes for June 10, 2021, were approved unanimously. 1) Lakia Graham 2) Tony Turnage

## **Old Business**

- No old business was discussed.

## **New Business**

- **Committee Reports:**
  - Data and Needs Analysis (DANA)
    - Alicia LaPatra reviewed the DANA committee report.
  - Program Analysis and Ranking (PAR)
    - Oliver Reid reviewed the PAR committee report.
  - Service Continuum
    - Tony Turnage reviewed the Service Continuum committee report.
  - Governance Committee
    - Serena Bermudez reviewed the Governance committee report.
- Committee reports were unanimously approved. 1) Marjorie Leon 2) Lynn Fritts

## **DSS Lead Agency Update:**

- CES Policies and Procedures
  - The Service Continuum committee has finalized the CES Policies and Procedures Manual. The policies will be voted on at the next CoC meeting in August.
- HMIS Policies and Procedures
  - Alicia LaPatra has updated the HMIS policies. The HMIS manual provides more specific information about how end users, agency administrators, and systems administrators should utilize the system.
  - The HMIS manual will be voted on at the next CoC meeting in August.

- Transportation Assistance
  - DSS has finalized agreements for transportation assistance with ACTS, NVFS and Streetlight.
  - If other organizations need to access transportation assistance on behalf of clients, please contact Jeanine Gravette or Coordinate Entry System (CES) to make the referral.
- Input Session (Navigation Center-West)
  - A public input session was held on June 9, 2021.
  - 100 people attended of which one third were advocates for people experiencing homelessness.
  - The project will not move forward as described at the session and other locations are being sought.
- Emergency Housing Vouchers
  - Emergency Housing Choice Vouchers are available to the Prince William Area specifically for homeless individuals.
    - 53 for Prince William County (PWC)
    - 10 for the Cities of Manassas and Manassas Park
  - Next steps include:
    - How to Apply during the month of July.
- Emergency Food Shelter Program (EFSP) Funding
  - The EFSP Board will be releasing the announcement for awarded funding. All organizations that applied will receive notification from the EFSP Board via the DSS/Homeless Service Division by tomorrow.
- HUD Grant
  - All HUD-funded projects will be receiving information about the Annual Scoring Tool process.
  - The Scoring Tool allows for two things:
    - It provides a preliminary prioritization ranking for all projects.
    - It provides a monitoring tool for projects to be monitored for the grant calendar year.
  - Community Application
    - The CoC Lead will be releasing a community application next week.

#### **Agency Spotlight:**

##### **Virginia Employment Commission – Veteran Services**

- Maria Wells, Sr. Program Admin. Specialist of Virginia Employment Commission, provided an update on operations for the Virginia Employment Commission (*see attachment*).
- Serena Bermudez, Veterans Employment Services Manager, provided an update on operations of Veteran Services. (*see attachment*).
  - If you need more information on Veteran’s job services, please contact Serena Bermudez at Virginia Employment Commission at (571-719-0145 or via email [Serena.Bermudez@vec.virginia.gov](mailto:Serena.Bermudez@vec.virginia.gov)).

#### **Adjourn**

- Meeting adjourned at 2:36 p.m.

**Next Meeting: Thursday, August 12, 2021, 1:30 p.m.  
Virtual – Meeting Info to Follow.**

# Committee Summaries

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Prince William Area Continuum of Care



## Data and Needs Analysis Committee

**Date:** July 8, 2021

**Time:** 3:00 p.m.

**Location:** Virtual Meeting

**Facilitators:** Alicia La Patra, PWC DSS Senior Business Systems Analyst  
Samantha Biller, PWC DSS Human Services Manager

**Governance Representative:** Vacant

### MEETING SUMMARY

#### Voting Member Attendees

1. Michael-Sean Adams
2. April Ballard
3. Elizabeth Funes
4. Lauren Leventhal
5. Becki O'Loughlin
6. Darlene Robinson
7. Gabriele Tibbs

#### Other Attendees

1. Jessica Acuna
2. Samantha Biller
3. Duanchy Cayetano
4. Tonya Golden
5. Alicia La Patra
6. Crystal Pitt
7. Katrina Soto
8. Mychal Tamillow

#### Welcome and Introductions

#### Old Business

- **Governance Representative**
  - Updates to the CoC by-laws have been approved; the committee may move forward with selecting a representative.
  - Alicia opens the floor for volunteers or nominations for the position; No volunteers or nominations currently.
  - Alicia will follow-up directly with individual's homeless services has considered for the position.

- **HMIS Manual Updates**
  - Alicia reviewed the HMIS Standard Policies & Operating Procedures (SPOP) summary of changes with the committee. *(Attached)*
  - Alicia is still in the process of updating associated documents such as the user and agency agreements.
- **Transition to Unit Manager**
  - Transition to Unit Manager is currently on hold. The committee decided to table this agenda item until further notice from the HMIS vendor.
- **Annual HMIS Training**
  - Alicia will email the recording and confirmation of attendance to the providers who have attended the training.
  - Annual HMIS Training makeup session will be held July 22, 2021, at 9AM. Any user who does not complete training will have their HMIS access temporarily revoked until the required training is completed.
  - Alicia will email the makeup Annual HMIS Training registration today and post the FY22 monthly New User Training information in HMIS.

#### New Business

- **FY2021 Annual Reporting**
  - Alicia reviewed annual reporting deadlines (attachment) with the committee as well as requirements, recommendations, and points of contact for submissions.
  - Alicia asked for updates on state report submissions to DHCD (which are due 7/9/2021) and all providers reported they have successfully completed their submissions.
  - Alicia reminds the committee of the upcoming HMIS Workshop next week on Tuesday, 7/13/2021 at 9AM.

#### Announcements

- **Homeless Data Integration Project (HDIP)**
  - The Virginia Dept. of Housing & Community Development (DHCD) is working to implement a “data warehouse” that will house and analyze data on persons experiencing homelessness on a state level.
  - DHCD is working with CoC’s in northern and central Virginia (including the PWA CoC) to develop and pilot this project.
  - There will be Q & A sessions at the end of July and early August. Alicia will send this information to providers and strongly encourages them to participate.
- **Regional Racial Equity Project**
  - The regional Council of Governments (COG) is launching a Racial Equity Project in consultation with C4 Innovations.
  - This will be a 1–2-year project that will look at aggregate HMIS data through a racial lens with the end goal of identifying ways to make our homeless response systems more equitable for all persons we serve.

**Adjourn**

- Meeting adjourned at 3:28 p.m.

**Next Meeting: Thursday, August 12, 2021, at 3:00 p.m.  
Virtual – Meeting Info to Follow.**



## Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)  
Randi Knights (Michele Gehr alternate)  
Oliver Reid (Tony Turnage alternate)  
Pamela Wright (Serena Bermudez alternate)  
Vacant

## Governance Committee

### Meeting Summary

**Date:** July 22, 2021  
**Time:** 1:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

#### Voting Member Attendees:

1. Serena Bermudez
2. Randi Knights
3. Tony Turnage

#### Other Attendees:

1. Duanchy Cayetano
2. Michele Gehr
3. Alicia La Patra
4. Courtney Tierney

### Welcome and Introductions

**Meeting called to order:** Elijah Johnson at 1:03 p.m.

#### **Approval of July 8, 2021, CoC Meeting Minutes.**

- **Approval of CoC Minutes** – July 8, 2021, CoC Minutes approved with one correction.  
1) Randi Knights 2) Tony Turnage. Motion unanimously approved.

#### **Bylaw Amendment**

- Amend by-laws to include current DSS titles for PAR representative to Governance as DSS Assistant Director for Homeless Services or Human Service Program Manager.

A Motion was made to amend the by-laws to include current DSS position titles for the PAR representative to Governance. Motion unanimously approved. 1) Randi Knights 2) Serena Bermudez

#### **Approval of Committee Summaries**

- Data and Needs Analysis (DANA) Committee
  - Alicia La Patra reviewed the DANA summary.
- Service Continuum Committee
  - Tony Turnage reviewed the Service Continuum summary.

- Program Analysis and Ranking (PAR)
  - Tony Turnage reviewed the PAR summary.

A Motion was made to approve the committee reports with recommended changes as presented. It was further noted that committee summaries will not be reviewed individually at CoC meetings but rather accepted as a whole. All members receive the summaries prior to the meeting. Motion unanimously approved. 1) Randi Knights 2) Serena Bermudez

#### **DSS Lead Agency Update:**

- Tony Turnage presented the DSS Lead Agency Update.
- Coordinated Entry Policies and Procedures (CES)
  - The Coordinated Entry Policies and Procedures manual will go to the CoC committee to be voted on at the next CoC meeting in August.
- HMIS Policies and Procedures
  - The HMIS Policies and Procedures manual will go to the CoC committee to be voted on at the next CoC meeting in August.
- VHSP Funding
  - Operation Renewed Hope Foundation (ORHF) will receive approximately an \$8,000 reduction in funding for the new grant cycle, due to underspending and state funding reductions.
  - Northern Virginia Family Service (NVFS) will have to repay the state \$64,000 for ineligible costs associated with the RRH Employment/Training program
  - The organizations that received a reduction in funding were notified via email by the Department of Housing and Community Development (DHCD) on June 24<sup>th</sup>.
- Emergency Housing Vouchers
  - The Homeless Services Division has finalized the referral process. The workshop on “How to Apply” is scheduled for Thursday, July 29, 2021, from 9:30 a.m. to 11:30 a.m.
  - Joan Duckett and Bill Lake will be presenting on behalf of Prince William County Housing Department and Jeanine Gravette will be presenting on behalf of the Department of Social Services.
  - A calendar invite will go out to the CoC later today.
  - Voucher application, supplement documents and presentations will be posted on the county website sometime next week.
- Emergency Food and Shelter Program (EFSP) Funding
  - Tony reviewed EFSP Phase 38 Scoring results with the committee (see *attachment*).
- HUD Grant
  - The Community Application, “How to Apply” will take place on Friday, July 23, 2021, at 1:00 p.m.

#### **Develop and Approve CoC Agenda**

- The Committee developed and approved the CoC Agenda.

#### **Adjourn**

- Meeting adjourned at 2:13 p.m.

**Next Meeting: Thursday, August 26, 2021, at 1:00 p.m.  
WebEx – Meeting Info to Follow**



## Program Analysis and Ranking Committee

**Date:** July 13, 2021  
**Time:** 3 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Oliver Reid, PWC DSS Human Services Program Manager  
**Governance Representative:** Oliver Reid

## Meeting Summary

### Voting Member Attendees

1. Lewis Arnette
2. Idris O'Connor
3. George Davies
4. Karen DeVito
5. Oliver Reid
6. David Watkins

### Other Attendees

1. Duanchy Cayetano
2. Alicia La Patra
3. Jimmy Rogers
4. Tony Turnage

### **Welcome and Introductions**

- The Committee welcomed Lewis Arnette with Easterseals Homeless Veteran Reintegration Program to the PAR Committee.

### **Old Business:**

### **HUD Reviews**

- Update re: Surveys
- Oliver provided an update on the county-wide survey. The following updates were addressed:
  - The survey will be sent twice a year. The survey can be completed online anonymously or can be mailed in.
  - The second part of survey will include peer engagement and how the providers work collectively in the CoC.

## **New Business:**

### **Community Application Discussion**

- Tony Turnage reviewed the Community Application, instructions, and the scoring tool with the committee (*attachments*).

### **HUD Project Scoring Tool Review**

- Alicia La Patra reviewed updates to the HUD Project Scoring Tool with the committee (*attachment*). The following updates were addressed:
  - Update some of the benchmarks to better align with our Provider Report Card
  - Automatically granting 3 points to all projects for measure 14 due to the following:
    - Providers will automatically receive 3 points for this benchmark for all projects. Providers expressed concern they do not necessarily have control over who enters their programs due to Coordinated Entry's prioritization process. While households with no income are a prioritized population, households are "matched" to providers based on their total prioritization score.

A Motion was made to accept the updates to the HUD Project Scoring Tool. Motion was approved by consensus.

### **Adjourn**

- Meeting adjourned at 3:46 p.m.

**Next Meeting: Tuesday, August 17, 2021, at 3 p.m.  
Drop-In Center 14716 Potomac Mills Road Woodbridge, VA /Virtual**



## Service Continuum Committee

**Date:** July 1, 2021  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS Human Services Program Manager  
**Governance Representative:** Crystal Pitt, NVFS Director of Homeless Services

## Meeting Summary

### Voting Member Attendees

1. Jessica Acuna
2. Lewis Arnette
3. Samantha Barber
4. Teresa Belcher
5. Lakeria Graham
6. Jeanine Gravette
7. Ahime Harris
8. Crystal Pitt
9. Katherine Skerl
10. Gabriele Tibbs

### Other Attendees

1. Bibi Brown
2. Lisa Chill
3. Tonya Golden
4. Athena Lemus
5. Brendan Rempert
6. Michael-Sean Adams
7. Katrina Soto
8. Mychal Tamillow

### **Welcome and Introductions**

- The committee welcomed Samantha Barber of People's Inc. to the Service Continuum committee.

### **Old Business**

- No old business was discussed.

## **New Business**

### **Veterans Report**

- Katherine Skerl – Operation Renew Hope Foundation (ORFH) made the following announcements:
  - The By-Name List (BNL) was emailed to the committee and Veteran providers. There are currently 15 active Veterans on the list.
  - Providers held an open-floor discussion regarding current veteran cases to include a Veterans Homeless By-Names List.
  - Private landlords currently have two rooms available in a single-family home in Woodbridge Virginia near Featherstone Plaza for rent. If you need more information regarding the available rooms for rent, please email Katherine Skerl at [katherine@orhfoundation.org](mailto:katherine@orhfoundation.org)

### **Refresher CDBG Homeless Transportation Training**

- Jeanine provided a refresher training on the CDBG Homeless Transportation referral forms with the committee. (*attachment*)
- The new revised CDBG Homeless Transportation referral form will be emailed to the committee when available.

### **CES Policies and Procedures Manual Update**

- The CES Policies and Procedures manual is currently under reviewed for final approval from all the committees.

### **Case Conference Request Form Review**

- Jeanine reviewed the case conference request form with the committee. (*attachment*)
- Jeanine discussed with the committee about returning to the use of the case conference request form because inputting this information directly into HMIS would require a custom assessment and report building. The service continuum decided to continue the use of the form as outlined in the current policy.

A Motion was made to return the case conference request form to the CES manual. A Motion was approved unanimously. 1) Jessica Acuna 2) Crystal Pitt

### **Homeless Certification Form**

- Jeanine provided an overview of the Homeless Certification Form with the committee. (*attachment*)
- Jeanine will research if a second Homeless Certification form is needed to be included for the intake package. Jeanine will provide update to the committee when available.
- Jeanine suggested to the committee to have the Homeless Certification form be included in the Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) intake packages.

A Motion was made to include the Homeless Certification Form in the intake packages. Motion was approved unanimously. 1) Crystal Pitt 2) Jessica Acuna

Meeting adjourned at 10:35 a.m.

**Next Meeting: Thursday, August 5, 2021, at 9:30 a.m.  
Virtual – Meeting information to follow.**

