

September 9, 2021, CoC Packet

Prince William Area Continuum of Care

Agenda

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)
Crystal Pitt
Vacant

Prince William Area Continuum of Care (CoC)

Date: September 9, 2021

Time: 1:30 p.m.

Location: Virtual Meeting

Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve August 12, 2021, CoC Meeting Minutes.
- Old Business
- New Business
 - Committee Reports:
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
- Data and Needs Analysis (DANA) – Informational
- DSS Lead Agency Update - Tony Turnage
- Adjourn
- Announcements

ACTION ITEM

ACTION ITEM

**Next Meeting: Thursday, October 14, 2021, at 1:30 p.m.
Virtual – WebEx Meeting info to follow.**

Meeting Minutes

Prince William Area Continuum of Care



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

Meeting Minutes

Voting Member Attendees - Quorum Yes No

1. Action in Community Through Service – Ashley Taylor
2. Cooperative Council of Ministries – Becki O’Loughlin
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Independence Empowerment Center – Roberta McEachern
5. Manassas City Department of Social Services – Michele Gehr
6. Manassas Park Department of Social Services – Randi Knights
7. New Creatures-in-Christ Ministries – Madlin Edmonds
8. Norther Virginia Family Service – Crystal Pitt
9. Operation Renewed Hope Foundation – April Ballard
10. Pathway Homes, Inc. – Sherry Meyers
11. Prince William County Community Service – Lynn Fritts
12. Prince William County Department of Social Services – Tony Turnage
13. Prince William County Office of Executive Management – Elijah Johnson
14. Prince William County- OHCD – Joan Duckett
15. Private Citizen – Karen DeVito
16. Serving Our Neighbors – Teresa Belcher
17. Streetlight Community Outreach Ministries – Rose Powers
18. The Church – God’s Assembly – Maria Wells
19. Virginia Cooperative Extension – Roslyn Giddens
20. Virginia Employment Commission – Serena Bermudez

Organizations with Voting Members not present

1. Carried To Full Term
2. Catholics for Housing
3. Easterseals Homeless Veteran Reintegration Program
4. Prince William Public School - McKinney Vento Office
5. Good Shepherd Housing Foundation
6. Manassas Church of Brethren
7. People Incorporated
8. Saved Hands Foundation
9. Unsheltered Homeless Coalition

Other Attendees

1. Catholic Charities-St. Margaret of Cortona – Veronica Roth
2. Elect Ladies Transition Homes – Madlin Edmonds
3. Helping Neighbors-in-Need Outreach Center – Madlin Edmonds
4. La Cocina VA – Paloma Martinez
5. The Litaker Foundation – Norman Beal
6. The Litaker Foundation – Kobie Beal
7. Northern Virginia Family Service – Michael-Sean Adams
8. Northern Virginia Family Service – Katrina Soto
9. Northern Virginia Family Service – Mychal Tamillow
10. Pathway Homes, Inc. – Michelle Halcombe
11. Prince Williams County Department of Social Services – Bibi Brown
12. Prince William County Department of Social Services – Duanchy Cayetano
13. Prince William County Department of Social Services – Tonya Golden
14. Prince William County Department of Social Services – Jeanine Gravette
15. Prince William County Department of Social Services – Alicia LaPatra
16. Prince William County Department of Social Services – Maria Patino
17. Prince William County/PFLAG Rep. – Jason Shriner
18. Prince William County - OCJS – Mark Perez
19. Virginia Cooperative Extension – Marjorie Leon
20. Virginia Employment Commission – Lakia Graham

Welcome and Introductions

- The meeting was called to order at 1:31 p.m.
- Tony Turnage introduced Norman Beal and Kobie Beal of The Litaker Foundation to the committee.

Minutes Approval

- CoC Minutes for July 8, 2021, were approved unanimously. 1) Tony Turnage 2) Roberta McEachern with one abstention: Michele Gehr

Old Business

- Jeanine Gravette reviewed the summary of changes to the Coordinated Entry Policies and Procedures Manual with the committee.

A Motion was made to approve the Coordinated Entry Policies and Procedures Manual. Motion was approved unanimously. 1) Lynn Fritts 2) Karen DeVito with one abstention: Michele Gehr

- Alicia La Patra reviewed the summary of changes to the HMIS Policies and Procedures Manual with the committee.

A Motion was made to approve the HMIS Policies and Procedures Manual. Motion was approved unanimously. 1) Roberta McEachern 2) Serena Bermudez with two abstentions: Michele Gehr and Becki O'Loughlin.

New Business

- **Committee Reports:**
 - Data and Needs Analysis (DANA), Program Analysis and Ranking (PAR), Service Continuum, and Governance Committee Reports were submitted. Motion to accept was approved unanimously. 1) Lynn Fritts 2) Lakia Graham with one abstention: Michele Gehr

DSS Lead Agency Update:

- Virginia Homeless Solutions Program (VHSP) Funding
 - One VHSP Rapid Re-Housing program received a reduction of approximately \$8,000. The equivalent of what was not expended in the last grant cycle.
 - The second Rapid Re-housing program had to repay \$64,000 back to the Department of Housing and Community Development (DHCD).
- Emergency Food Shelter Program (EFSP)
 - EFSP funding is now available for hotel stays and prevention.
- Emergency Housing Voucher Program (EHVP)
 - Emergency Housing Voucher workshop was held on July 29, 2021.
 - Tony shared the EHVP background of referrals made to date (*see attachment*).
 - The list will be prioritized on 8/16/21 so referrals can be sent to Prince William County and the city of Manassas to begin the EHV process.
 - Next step: The referring agency and EHV staff will receive an email indicating that a household has been referred.
Organizations should continue with referrals. As vouchers are quickly processed, there is the possibility of receiving additional vouchers.
- HUD Grant
 - The Community Application deadline for applications for the 2021 HUD application has passed.
 - The PAR Committee will be meeting on 8/17/21 to evaluate the applications.

Bylaw Information Update

- Amend bylaws 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 waive the rules to update the Bylaw to reflect the changes above. Motion was approved unanimously. 1) Karen DeVito 2) Lakia Graham with one abstention: Michele Gehr

Agency Spotlight:

La Cocina VA

- Ms. Paloma Martinez, Program Coordinator of La Cocina VA reviewed the culinary programs offered with the committee.
 - If you need more information on the culinary programs, please contact Ms. Paloma Martinez at La Cocina VA at (703) 596-1557 or via email palomamartinez@lacocinava.org.

Adjourn

- Meeting adjourned at 2:28 p.m.

**Next Meeting: Thursday, September 9, 2021, 1:30 p.m.
Virtual**

Committee Summaries

Prince William Area Continuum of Care



Data and Needs Analysis Committee

Date: August 12, 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 - Quorum Yes No

1. Action in Community Through Services – Ashley Taylor
2. Good Shepherd Housing Foundation – Elizabeth Funes
3. Northern Virginia Family Services – Mychal Tamillow
4. Operation Renewed Hope Foundation – April Ballard
5. Pathway Homes, Inc. – Lauren Leventhal

Other Attendees

1. Prince William County Department of Social Services – Samantha Biller
2. Prince William County Department of Social Services – Duanchy Cayetano
3. Prince William County Department of Social Services – Alberta Floode
4. Prince William County Department of Social Services – Tonya Golden
5. Prince William County Department of Social Services – Alicia La Patra

Welcome and Introductions

- Alicia introduced Ashley Taylor, the new Director of Housing for Action in Community Through Service (ACTS) to the committee.

Old Business

- **Governance Representative**
 - No one from the committee has volunteered or been nominated for this position. The next step is for DSS leadership to reach out to members directly.
- **HMIS Manual Updates**
 - HMIS Manual has been approved by the CoC committee. Alicia will email the committee the approved HMIS manual.
 - Updated HMIS Agency and User Agreements were sent to the committee for review on August 11, 2021. The committee will vote electronically on these agreements.

- **Annual HMIS Training**
 - FY21 Annual training has been completed by all users. Training recordings and updated guidance has been uploaded to HMIS.
- **FY2021 Annual Reporting**
 - The FY21 Annual and 4th Quarter Provider Report Cards (PRC) will be sent to the committee for an electronic vote. The reports will be presented at the September meeting.

New Business

- **2022 Point in Time (PIT) Count**
 - Alicia shared an overview of the PIT with the committee. (*See attached*)
 - The official 2022 PIT date is set by the COG committee and will be announced when available.
 - The standing monthly DANA committee meeting will serve as the PIT planning committee for 2022.
- **Homeless Data Integration Project (HDIP)**
 - Alicia reviewed outcomes of the HDIP listening sessions with providers that were able to attend.
 - HDIP policies, procedures, and agreements are still under development.
- **Regional Racial Equity Project**
 - The project is still in its early stages with the final data request from C4 Innovations for CoC's pending approval. Alicia may need provider assistance with preparing data for submission. Meeting
- Adjourned at 3:25 p.m.

**Next Meeting: Thursday, September 9, 2021, at 3:00 p.m.
Virtual**



Program Analysis and Ranking Committee

Date: August 17, 2021
Time: 3 p.m.
Location: Virtual Meeting
Facilitator: Oliver Reid
Governance Representative: Oliver Reid, PWC DSS Human Service Program Manager

Meeting Summary

Voting Member Attendees - Quorum Yes No

1. Prince William County Department of Social Services – Oliver Reid
2. Private Citizen – Karen DeVito
3. Unsheltered Homeless Coalition – Dori Cook
4. Prince William County- OHCD – David Watkins

Other Attendees

1. Prince William County Department of Social Services – Duanchy Cayetano
2. Prince William County Department of Social Services – Dana Carey

Welcome and Introductions

Old Business

- No old business was discussed.

New Business

HUD Project Application Scoring Review (FY21 New Bonus)

- The PAR committee agreed to moved forward with the application scoring with the committee members who were present at the meeting.

A Motion was made to move forward with the HUD application scoring with present PAR members only. Motion was approved by consensus.

- The PAR committee reviewed and scored two applications. Only one application met the requirement threshold.

A Motion was made to move forward with the application that met the threshold requirement. Motion was approved unanimously. 1) Karen DeVito 2) Dori Cook

Virginia Homeless Solutions Program (VHSP) Funding

- Oliver elaborated on the VHSP funding with the committee and discussed the following:
 - Two VHSP Rapid Re-Housing programs received a reduction in funding. Funding reductions were determined by the Department of Housing and Community Development (DHCD) and were based on monies not expended in the last grant cycle.
 - One Rapid Re-housing program had to repay a portion of grant funds to the Department of Housing and Community Development (DHCD).

Adjourn

- Meeting adjourned at 4:00 p.m.

**Next Meeting: Tuesday, September 14, 2021, at 3 p.m.
Virtual**



Governance Committee

Governance Committee

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

Meeting Summary

Date: August 26, 2021
Time: 1:00 p.m.
Location: Virtual Meeting
Facilitator: Elijah Johnson, PWC Deputy County Executive

Voting Member Attendees: - Quorum Yes No

1. City of Manassas Park Department of Social Services – Randi Knights
2. Northern Virginia Family Service – Crystal Pitt
3. Prince William County Department of Social Services – Oliver Reid
4. Virginia Employment Commission – Serena Bermudez

Other Attendees:

1. City of Manassas Department of Social Services – Michele Gehr
2. Prince William County Department of Social Services – Duanchy Cayetano
3. Prince William County Department of Social Services – Alicia La Patra
4. Prince William County Department of Social Services – Tony Turnage
5. Prince William County Department of Social Services – Courtney Tierney

Welcome and Introductions

Meeting called to order: Elijah Johnson at 1:11 p.m.

Approval of August 12, 2021, CoC Meeting Minutes.

- **Approval of CoC Minutes as amended** – August 12, 2021, CoC Minutes approved.
1) Randi Knights 2) Serena Bermudez

Approval of Committee Summaries

- Data and Needs Analysis (DANA) Committee (no quorum, informational only).
 - Alicia La Patra reviewed the DANA summary.
- Service Continuum Committee
 - Crystal Pitt reviewed the Service Continuum summary.
- Program Analysis and Ranking (PAR)
 - Oliver Reid reviewed the PAR summary.

A Motion was made to accept the PAR committee summary with the recommended changes and accept the Service Continuum as submitted. Motion was unanimously approved.

- 1) Randi Knights 2) Crystal Pitt

DSS Lead Agency Update:

- Tony Turnage presented the DSS Lead Agency Update.
- HUD Application release: Due November 16, 2021.
 - Homeless Services Division will meet with the HUD consultant, Diana T. Myers & Associates (DMA) regarding the following:
 - Develop a timeline
 - Discuss major changes between 2021 and 2019 HUD applications; and
 - Identify any key votes the Governance needs to take.
- Emergency Housing Voucher Program
 - 94 households referred, 57 singles and 37 families.
 - 51 households referred:
 - 31 singles adults:
 - 26 to Prince William County
 - 5 to City of Manassas
 - 20 families referred:
 - 15 to Prince William County
 - 5 to City of Manassas
 - 12 households will be referred today, one individual, and 11 families.
- Street Outreach
 - A Street Outreach provider meeting will be scheduled to: coordinate services, make better use of HMIS and increase the number of referrals for Permanent Supportive Housing.
- Annual FY21 CoC Report Card
 - Alicia La Patra reviewed the annual FY21 CoC Report Card with the committee (*see attachment*).

A Motion was made to accept the annual report as presented. 1) Serena Bermudez 2) Oliver Reid

- Racial Equity
 - The Metropolitan Washington Council of Governments (MWCOG) Racial Equity Action Council will have representation from PWA system leaders, frontline staff, and partners with lived homeless experience. Meetings set to begin in September 2021.
- Training re: Capacity Building & Talent Management for CoC Members
 - The Recruiting and Retaining Staff Training will be provided to PWA Partners by C4 Innovations.

Develop and Approve CoC Agenda

- The Committee developed and approved the CoC Agenda.

A Motion was made to approve the CoC agenda. 1) Serena Bermudez 2) Oliver Reid

Adjourn

- Meeting adjourned at 2:12 p.m.

**Next Meeting: Thursday, September 23, 2021, at 1:00 p.m.
WebEx**



Service Continuum Committee

Date: August 19, 2021
Time: 9:30 a.m.
Location: Virtual Meeting
Facilitator: Jeanine Gravette, PWC DSS Human Service Program Manager
Governance Representative: Crystal Pitt, NVFS Director of Homeless Services

Meeting Summary

Voting Member Attendees - Quorum Yes No

1. Action in Community Through Service – Darlene Robinson
2. Easterseals Homeless Veteran Reintegration Program – Lewis Arnette
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Northern Virginia Family Service – Crystal Pitt
5. Operation Renewed Hope Foundation – Katherine Skerl
6. People Incorporated – Samantha Barber
7. Prince William County Department of Social Services – Jeanine Gravette
8. Saving Our Neighbor – Teresa Belcher
9. Streetlight Community Outreach Ministries – Andrea Shaffner

Other Attendees

1. Action in Community Through Service – Angel Harrison
2. Action in Community Through Service – Lisa Chill
3. Action in Community Through Service – Ashley Taylor
4. Friendship Place – Athena Lemus
5. Northern Virginia Family Service – Mychal Tamillow
6. Northern Virginia Family Service – Anna Briceno
7. Prince William County Department of Social Services – Bibi Brown
8. Prince William County Department of Social Services – Duanchy Cayetano
9. Prince William County Department of Social Services – Tonya Golden

Welcome and Introductions

- The committee welcomed Ashley Taylor, the new Housing Director, and Angel Harrison, the new Shelter Case Manager with Action in Community Through Service to the committee.

Old Business

- No old business was discussed.

New Business

Veterans Report

- Katherine Skerl emailed the Veterans Homeless By-Names List to the committee yesterday.
 - Providers held an open-floor discussion regarding current veteran cases to include a Veterans Homeless By-Names List.

Emergency Housing Voucher Program (EHVP) Updates

- Jeanine provided an updated training on the Emergency Housing Voucher Program and discussed frequent errors on the applications which included:
 - Consent for Release of Confidential Information
 - Emergency Housing Voucher Program referral
 - Homeless Certification

Rapid Re-housing (RRH) Workflow and Expectations

- Jeanine Gravette provided an overview of Rapid Rehousing Expectations and Bibi Brown provided an overview of the Rapid Rehousing Workflow. (*see attachments*)

Meeting adjourned at 10:49 a.m.

**Next Meeting: Thursday, September 2, 2021, at 9:30 a.m.
Virtual**