



LoToya Bass  
 Brandi Day  
 Elijah Johnson, Chair  
 Lula Kelly  
 Ronald King  
 Debra Rapone

## Prince William Area Continuum of Care (COC)

**Date:** August 10, 2017

**Time:** 1:30pm -3:00pm

**Location:** Development Services Building, Room 107 A/B

**Facilitator:** Elijah Johnson

### Meeting Minutes

#### Voting Member Attendees

1. Action In Community Through Service – Lula Kelly
2. BARN Community Housing – Oliver Reid
3. Catholics for Housing, Inc. – John Kunu
4. Citizen – Lee Wilson
5. City of Manassas Department of Social Services - Ronald King
6. Coalition for Human Services – Betty Dean
7. Cooperative Council of Ministries – George Orr
8. Elect Ladies Transitional Home – Patricia Profit
9. Helping Neighbors in Need – Madlin Edmonds
10. Independence Empowerment Center – Roberta McEachern
11. Manassas Park Department of Social Services – Randi Knight
12. Mulligan Services – Allan Jones
13. Neighbor’s Keeper – Richard Nagel
14. Northern Virginia Family Service – Lorena McDowell
15. Operation Renewed Hope – April Ballard
16. Pathway Homes, Inc. – Sherry Meyers
17. People Incorporated of Virginia – Keith Fleury
18. Prince William Community Services – Lynn Fritts
19. Prince William County Department of Social Service – Courtney Tierney
20. Prince William Office of Housing and Community Development – Joan Duckett
21. Saved Hands Foundation – Pamela Wright
22. SkillSource Group – Rebecca Bennett
23. Streetlight Ministries Community Outreach Ministries – Rose Powers
24. Unsheltered Homeless Coalition- Dori Cook
25. Virginia Cooperative Extension Prince William – Anita Eggleton
26. Virginia Employment Commission – Maria Wells

### **Organizations with Voting Members not present**

1. Good Shepherd Housing
2. Project Mend- A-House
3. Serving Together

### **Other Attendees**

Melonie Barrow – Prince William County Department of Social Services  
Levi Bass – Prince William County Department of Social Services  
Duanchy Cayetano – Prince William Department of Social Services  
Jennifer Jablonski – Prince William Department of Social Services  
Gala Crum – Helping Neighbors in Need Outreach Center  
Sylisa Lambert-Wood – Pathway Homes, Inc.  
Rose Powers – Streetlight Community Outreach Ministries  
Debra Rapone – Northern Virginia Family Service  
Ashley Speaks – BARN, Community Housing  
Andy Sullivan – Northern Virginia Family Service  
Gabriele Tibbs – Streetlight Community Outreach Ministries  
Cait Woodward – Prince William County Department of Social Service

### **Meeting called to order at 1:30pm**

- Meeting called to order by PWC Deputy County Executive Elijah Johnson
- Introduction of meeting attendees

### **Minutes Approval:**

- Minutes were approved for July 13, 2017 - 1) Allan Jones, 2) Rich Nagel

*The CoC unanimously decided to amend the agenda to have the Agency Spotlight as the first item.*

### **Agency Spotlight**

### **Northern Virginia Family Service**

Lorena McDowell, the Director of Homeless Services for Northern Virginia Family Service (NVFS), gave a presentation on the variety of services NVFS provides for the Prince William Area Community.

- NVFS operates two Rapid Re-Housing (RRH) focused Emergency Shelters, the Hilda Barg Shelter located in Woodbridge and the SERVE shelter in Manassas. Collectively, for FY17 438, beds were provided and 876 clients received services.
- NVFS also offers programs for Early Head Start, Healthy Families, Food Banks and Housing Locators for RRH.
- As a community identified need, Ms. McDowell explained the prevention services NVFS offers. Prevention specific funding can be used for the following:
  - Those fleeing domestic violence, labor or sex trafficking
  - Temporary stay in the hotel or motel (that is paid for by a family or friend)
  - Those exiting hospitals, jails or other institutions within two weeks
  - Or those being evicted through a court-ordered process
- Additionally, to qualify for prevention funding the participant's income must be 30% under the Annual Median Income (AMI) and can have no more than \$500 in assets.

- All other questions regarding Prevention can be directed to NVFS' Homeless Prevention Specialist, located at the Hilda Barg Prevention Center in Woodbridge Virginia.  
Sharon Lee, Homelessness Prevention Specialist  
Phone: (571) 723-8740  
Email: [slee@nvfs.org](mailto:slee@nvfs.org)

After the presentation, it was discussed that the CORE Committee will add the Case Manager's Committee Meeting notes to their summary.

### **Old Business:**

Recommended for Bylaw Revision

- The Governance Committee recommended the following revisions: the CoC will allow more than one alternate voting member to represent an agency for meetings, committee names will be updated in Section I, and Governance representation will be voted upon annually by each committee.
- Additionally, the CoC recommended that the PAR Committee guidelines specify that recipients of HUD CoC funding shall not represent this committee.
- The CoC approved the Revised Bylaws with recommended changes – 1) Betty Jean, 2) Allan Jones

### **New Business:**

Committee Reports were approved – 1) Allan Jones, 2) Rich Nagel

- Service Continuum
- Community Outreach and Relationship Engagement (CORE)
- Data and Needs analysis (DANA)
- Governance

Reviewed, Updated and New Policies

- Facilitator, Courtney Tierney, discussed and reviewed the process of each required policy that was submitted to HUD on August 4, 2017 to the CoC committee.
  - Code of Conduct
  - Conflict of Interest
  - Appeals
  - Gift Policy
  - Emergency Reallocation Policy
  - Disciplinary Policy

*All FY17CoC Project applicants were dismissed to discuss final funding decisions.*

HUD FY2017 Continuum of Care Program Competition

- Timeline
- Review Appeals Process
  - Facilitator, Courtney Tierney, informed the CoC that the appeals process, if any, will take place on August 16, 2017 at 11:00am in the Cedar Run Room at McCoart Government Complex.

- PAR priorities for funding – PAR Committee Report
  - All FY17 CoC Project Applications were submitted on August 4, 2017 for the PAR committee to score and rank.
  - The PAR Committee approved the final funding as follows:
    1. BARN Community Housing - \$97,450 – TH/PH-RRH - Bonus
    2. Streetlight Ministries and Community Outreach Shepherd House I - \$8,137 – PSH
    3. Good Shepherd Housing Foundation - \$143,940 – PSH
    4. Streetlight Ministries and Community Outreach PASS - \$143,194 – PSH
    5. BARN Community Housing - \$195,656 – RRH
    6. HMIS - \$36,230
  - The funding was ranked and divided into Tier I and Tier II per HUD requirements
    - Tier I
      - \$143,194 PSH – Streetlight Ministries and Community Outreach PASS
      - \$143,940 PSH – Good Shepherd Housing Foundation
      - \$8,137 PSH- – Streetlight Ministries and Community Outreach Shepherd House I
      - \$36,230 – HMIS
      - \$164,028 – RRH – BARN Community Housing
    - Tier II
      - \$36,628 RRH - BARN Community Housing
      - \$97,450 – TH/PH-RRH - Bonus BARN Community Housing

All final FY17 CoC Project funding decisions and ranking was approved with one abstention – 1) Madlin Edmonds 2) Allan Jones

## Announcements

Courtney Tierney- Department of Social Services announced The Bill-Mehr Drop-In Center Hours have changed to 7:00am-12:00pm, Monday-Friday and 7:00am-10:00am on Saturdays. Additionally, she announced the Request For Proposal is released to contract with a partner to operate the winter shelter on a year-round basis serving primarily single adult males.

Melonie Barrow – Department of Social Services announced released of The Emergency Food & Shelter Grant Program (ESFP). DSS will email information to interested parties.

Rebecca Bennett – Skill Source Group announced a Community Connects Event, *Diversability Works*, on Thursday, September 21, 2017, from 5:30pm – 7:00pm. The event will provide job opportunities for disabled individuals. For more information or questions, please email [angela.harris@myhillsource.org](mailto:angela.harris@myhillsource.org).

Lynn Fritts – Prince William County Community Service - Didlake is hiring for janitorial positions for PWC County buildings and offices. Applicants must have some form of disability to apply. Applications can be found on Didlake’s website at, <http://www.didlake.org/careers/>. In addition, Uptown Alley (bowling alley at Manassas Mall) is hiring for all positions. The next

PWC Case Managers Serving the Homeless meeting will be held October 11, 2017; the meeting will feature a guest speaker and focus on immigration and how it plays into family dynamics.

Roberta McEachern – Independent Empowerment Center announced that they have work incentive specialists for the *Ticket to Work* Program. This is a free and voluntary program that helps disabled individuals sign apply for Social Security.

Pamela Wright – The Saved Hands Foundation is hosting a Back to School Free Backpack Giveaway even on Saturday August 12, 2017, at 12pm. All donations can be dropped off in the Community Room at Potomac Community Library, 2001 Opitz Boulevard, Woodbridge, VA 22191.

Lula Kelly – Action In community Through Services (ATCS) will host a candlelight vigil for the Suicide Intervention Program on November 18, 2017 at 7:00pm at The McCoart Building. Additionally, ACTS is in the top three agencies for the AJ Team Realty’s 100<sup>th</sup> Home Sale Charity Competition. They are in the running to win \$5,000; all votes can be casted at <https://fans.vote/vote/ACpmMrsAOU0/aj-team-realty/which-is-your-favorite-charity> .

Betty Dean – Coalition for Human Services announced that Prince William County approved the Strategic Plan that includes collaboration with faith-based community and local nonprofits to provide and deliver exceptional services to the Prince William Area.

Rose Powers – Streetlight Community Outreach Ministries announced a partnership with All Saints Church and People, Inc. to build the “Hope Center.” They envision the Hope Center will provide 50 studio apartments with a variety of wrap-around services, including counseling, addiction-recovery programs, job-placement services and amenities to foster a sense of community.

Joan Duckett – Prince William Office of Housing and Community Development announced the Community Development Block Grant (CGBD) application process is now open. The First workshop will take place on August 18, 2017, at 1:00pm in the A.J. Ferlazzo Building located at, 15941 Donald Curtis Dr, Woodbridge, VA 22191.

Oliver Reid – BARN Community Housing announced the re-launch of their website, it can be viewed at [www.barn.communityhousing.org](http://www.barn.communityhousing.org).

Courtney Tierney – Prince William County Department of Social Service announced the Prince William Agency on Aging in partnership with the Prince William Bar Association is sponsoring a “Wills for Veterans” Program. The PW Bar Association will be drafting Wills and Testaments, Power of Attorneys and medical directives for the veteran (and their spouse caregiver), For more information, please contact Ms. Barbara Diehl by email at [bdiehl@pwcgov.org](mailto:bdiehl@pwcgov.org) or by telephone at, (703)-792-7175.

Motion to adjourn meeting approved – 1) Allan Jones, 2) Pamela Wright.  
Meeting Adjourned: 3:05PM

<p style="text-align: center;"><b>Next Meeting: September 14, 2017 1:30pm</b> <b>Powell’s Creek AB, McCoart Government Complex</b></p>
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