

June 11, 2020, CoC Packet

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Prince William Area Continuum of Care

# Agenda

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Prince William Area Continuum of Care



## Prince William Area Continuum of Care (CoC)

**Date:** June 11, 2020

**Time:** 1:30 p.m.

**Location:** Virtual Meeting

**Facilitator:** Elijah Johnson, PWC Deputy County Executive

### **AGENDA**

- Registration of Attendance
- Welcome and Introductions
- Approve May 14, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- New Business **ACTION ITEM**
- VHSP Second Round of Funding Updates **ACTION ITEM**
  - *Committee Reports:*
    - Data and Needs Analysis (DANA)
    - Service Continuum
    - Governance
- DSS Lead Agency Update
- Agency Spotlight: Jason Shriner – PWC PFLAG
- Adjourn:
- Announcements

**Next Meeting: July 9, 2020, 1:30 p.m.**  
**Virtual – Meeting Info to follow**

# Meeting Minutes

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Prince William Area Continuum of Care



## Prince William Area Continuum of Care (CoC)

**Date:** May 14, 2020  
**Time:** 1:30 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson

### Meeting Minutes

#### Voting Member Attendees

1. Action in Community Through Service – Laurel Turay
2. CFH Inc. – George Davies
3. Elect Ladies Transition Home – Patricia Profit
4. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
5. Good Shepard Housing Foundation – Patricia Johanson
6. Manassas City Department of Social Services – Michele Gehr
7. Manassas Park Department of Social Services – Randi Knights
8. Mulligan Services – Allan Jones
9. Northern Virginia Family Service – Kathy Bridgeman
10. New Creatures-in-Christ Ministries – Madlin Edmonds
11. Operation Renewed Hope Foundation – April Ballard
12. Pathway Homes, Inc. – Sherry Myers
13. Private Citizen – Karen DeVito
14. Prince William County Community Services – Lynn Fritts
15. Prince William County Department of Social Services – Tony Turnage
16. Sentara – Glenn Sheffield
17. Streetlight Community Outreach Ministries – Gabriele Tibbs
18. Unsheltered Home Coalition – Dori Cook
19. Virginia Cooperative Extension – Marjorie Leon
20. Virginia Employment Commission – Serena Bermudez

#### Organizations with Voting Members not present

1. Catholic Charities-St. Margaret of Cortona
2. Cooperative Council of Ministries
3. Independence Empowerment Center
4. Randi is noted above.
5. Nu-Start Family Services LLC
6. PWC-OHCD
7. Saved Hands Foundation
8. The Church- God's Assembly

### **Other Attendees**

1. Action in Community Through Service – Lisa Chill
2. Action in Community Through Service – Tiara Eberhardt
3. Easterseals Homeless Veteran Reintegration Program – Lewis Arnette
4. CFH Inc – Brenda Via
5. Feeding Friends-Gainesville United Methodist Church – Teresa Belcher
6. Manassas City Department of Social Services – Michele Childs
7. Northern Virginia Family Service – Michael-Sean Adams
8. Northern Virginia Family Service – Crystal Pitt
9. Northern Virginia Family Service – Katrina Soto
10. Pathway Homes Inc. – Ana Brown
11. Pathway Homes, Inc. – Michelle Halcombe
12. Prince William County Department of Social Services – Alicia La Patra
13. Prince William County Department of Social Services – Bibi Brown
14. Prince William County Department of Social Services – Courtney Tierney
15. Prince William County Department of Social Services – Dana Carey
16. Prince William County Department of Social Services – Duanchy Cayetano
17. Prince William County Department of Social Services – Oliver Reid
18. Prince William County Department of Social Services – Samantha Biller
19. Prince William County/PFLAG Rep – Jason Shriner
20. Prince William County Criminal Justice Services – Mark Perez
21. Virginia Cooperative Extension – Rozlyn Giddens
22. Virginia Employment Commission – Lokia Graham

### **Meeting called to order at 1:33 p.m.**

- Due to the COVID-19 virus, the meeting was held as a virtual conference call.
- Meeting called to order by Elijah Johnson.

### **Minutes Approval**

- CoC Minutes for April 9, 2020, were unanimously approved. 1) Karen DeVito 2) Lynn Fritts

### **Old Business**

- No old business was discussed.

### **New Business**

- Committee Reports:
  - Data and Needs Analysis (DANA)
  - Service Continuum
  - Governance
- Committee reports were unanimously approved. 1) Lynn Fritts 2) Karen DeVito

## Lead Agency Updates

- Tony Turnage presented the DSS Lead Agency Update
  - Hotel program – The Econo Lodge hotel located in Dumfries, VA, opened on April 17, 2020, in response to COVID-19.
    - Total numbers of rooms: 52 I think this is the number of persons served
    - The George Mason MAP Clinic makes the determination about who should be admitted into the Hotel.
    - The program will serve four homeless populations: (1) COVID positive, (2) COVID exposed or exhibit COVID-like symptoms, (3) Underlying health conditions, (3) 60 years old and older..(Keep it simple for clarity)
    - Utilization of the hotel: The first-floor rooms are reserved for clients who are COVID positive, COVID exposed or exhibit COVID like symptoms. Thought it was outside opening rooms. Is this necessary? I worry that when someone drives by, if they see someone, they could determine they are COVID positive. I'd suggest removing it.
  - Overnight Shelter Move to a 24/7 Shelter
    - The Overnight Shelter is open 24 hours and the contact number to the shelter is 703-792-8734.
    - The original Overnight Shelter was moved to the Ferlazzo building. We couldn't practice social distancing at this location. The program was then moved to Dale City Recreation Center to allow people to stay indoors to honor the governor's order.
    - The Overnight Shelter's expanded bed capacity changed from 48 beds to 62 beds, with a potential of 110.
    - Average bed census is about 38 clients.
    - The Bill Mehr Drop-In Center has been relocated to Dale City Recreation Center where DSS helps to operate a portion of the shelter for drop-in center services.
    - Many of the previous Overnight Shelter's participants have been placed in the hotel program due to significant underlying health conditions.
  - Loss of Beds for Permanent Supportive Housing (PSH)
    - ACTS needs to change the program and will discuss the changes in more detail in the Agency Spotlight.
  - DHCD (Department of Housing and Community Development)
    - DSS Homeless Services is scheduled to meet with Virginia's DHCD next week to discuss feedback on the state application. There will be a second round of funding related to COVID-19 that will focus on prevention, emergency shelter, and rapid rehousing.
  - HUD Funds – New Permanent Supportive Housing
    - Pathway Homes will be the provider for this new PSH program to include 11 units (2 efficiencies and 9 one-bedroom units).
    - The PSH committee will identify who is chronically homeless and develop a by-names list of at least 20 people by June 15, 2020.
  - Coordinated Entry
    - New CES hotline hours are 8:30am - 5:30pm, Monday - Friday to accommodate the length of time it takes to process an intake that goes through the George Mason MAP Clinic.

- FY21 CoC Membership Registration
  - Duanchy Cayetano will email the registration to the committee by next week. The registration will cover the dates from July 1, 2020, thru June 30, 2021.

**Jason Shriner, PFLAG Rep and Constituent Services Director of the Office of the Occoquan District Supervisor).**

- Tony Turnage introduced Jason Shriner to the CoC. Jason Shriner will provide support and information on how to connect with the LGBTQ community in regard to housing and homeless services. Jason is a volunteer member of the Parents, Families and Friends of Lesbians and Gays (PFLAG) organization.

**Agency Spotlight: Action in Community Through Service (ACTS)**

- Action in Community Through Service – Laurel Turay advised the committee that ACTS PSH program is in the processing of closing, due to low participation. ACTS is currently working on helping the current three PSH clients find and secure permanent housing with a target date of June 30, 2020. ACTS plans on making the house into another Domestic Violence safe house due to the increase of Domestic Violence clients.

**Adjourn**

- Meeting adjourned at 2:05 p.m.

**Next Meeting: June 11, 2020, 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:** May 14, 2020  
**Time:** 2:35 PM  
**Location:** Virtual Meeting  
**Facilitator:** Tony Turnage  
**Governance Representative:** Allan Jones

### Voting Member Attendees

1. Action in Community Through Services – Tiara Eberhardt
2. Cooperative Council of Ministries – Idris O’Connor
3. Mulligan Services – Allan Jones
4. Northern Virginia Family Services – Andrew Beverage
5. Pathway Homes, Inc. – Lauren Leventhal
6. Prince William County Community Services – Lynn Fritts
7. Prince William County Department of Social Services – Tony Turnage

### Other Attendees

1. Action in Community Through Services – Laurel Turay
2. Good Shepherd Housing Foundation – Patricia Johanson
3. Manassas Park Department of Social Services – Randi Knights
4. Northern Virginia Family Services – Crystal Pitt
5. Northern Virginia Family Services – Michael-Sean Adam
6. Northern Virginia Family Services – Katrina Soto
7. Operation Renewed Hope Foundation – April Ballard
8. Prince William County Department of Social Services– Duanchy Cayetano
9. Prince William County Department of Social Services- Samantha Biller
10. Prince William County Department of Social Services – Alicia La Patra
11. Prince William County Department of Social Services- Oliver Reid
12. Streetlight Community Outreach Ministries – Gabriele Tibbs

### **Old Business**

#### *PWA Provider Report Card Review (updates for FY21)*

- Alicia La Patra, HMIS Administrator, provided updates on the PWA Provider Report Card Review to the committee. The following were addressed:
  - Updates are still being made to the report card. Alicia will send out the full report card to the committee for review and discussion electronically.
  - Alicia will finalize the report card for the next reporting period to be presented at the next DANA meeting.

## **New Business**

### *FY20 3<sup>rd</sup> Quarter Provider Report Card*

- Alicia provided results for the 3<sup>rd</sup> quarter Provider Report Card with the committee(PowerPoint Presentation).
- Tony asked Alicia to add a section to the report card outlining data possibly affected by COVID-19; to be presented at the next CoC and Governance Committees.
- Tony also asked Alicia to confirm any changes providers may have made to 2<sup>nd</sup> quarter data; updated presentation will be sent to the committee.
- Motion was made to approve the 3<sup>rd</sup> Quarter Provider Report Card. Motion was approved:
  - 1) Andrew Beverage 2) Allan Jones

### *HMIS Workgroup Updates*

- Alicia discussed the HMIS Workgroup updates with the committee and the following were addressed:
  - Quarterly Report Card and Reporting Calendar
  - HMIS Annual Training

## **Adjourn**

Meeting adjourned at 3:23 p.m.

<p><b>Next Meeting: June 11, 2020, Approx. 2:45 p.m.</b> <b>Virtually via Webex – Meeting Info to Follow</b></p>
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## Service Continuum Committee

**Date:** April 21, 2020  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette  
**Governance Representative:** Vacant

## Meeting Summary

### Voting Member Attendees

1. Action in Community Through Service – Laurel Turay
2. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
3. Northern Virginia Family Service – Michael-Sean Adams
4. Operation Renewed Hope Foundation – Katherine Skerl
5. Streetlight Community Outreach Ministries – Gabriele Tibbs
6. Virginia Employment Commission – Lakia Graham

### Other Attendees

1. Action in Community Through Service – Tiara Eberhardt
2. Action in Community Through Service – Lisell Ascanio
3. Feeding Friends-Gainesville United Methodist Church – Teresa Belcher
4. Northern Virginia Family Service – Kathy Bridgeman
5. Northern Virginia Family Service – Crystal Pitt
6. Northern Virginia Family Service – Katrina Soto
7. Operation Renewed Hope Foundation – April Ballard
8. Pathway Homes, Inc. – Ana Brown
9. Prince William County Department of Social Services – Alicia LaPatra
10. Prince William County Department of Social Services – Duanchy Cayetano
11. Prince William County Department of Social Services – Jeanine Gravette
12. Prince William County Department of Social Services – Bibi Brown
13. Prince William County Department of Social Services – Oliver Reid
14. Prince William County Department of Social Services – Tony Turnage
15. Streetlight Community Outreach Ministries – Andrea Shaffner

### **Welcome and Introductions**

Agenda was amended to include the VHSP COVID-19 Emergency Phase 2 Funding, HMIS referrals, and Residency Policy update.

MOTION to accept the agenda as amended. MOTION was approved. 1) Gabriele Tibbs 2) Ann Rychlik

## **New Business**

### *Veteran Report*

Providers held an open-floor discussion regarding current veteran cases to include a Veterans Homeless By-Names List.

### *Coordinated Entry System Policy Manual (CES) Policies and Procedure Review.*

- Section VI-Housing Location Services
  - Tony Turnage reviewed Housing Location Services and how the service should function to include:
    - Housing location services fall under Rapid Re-housing, meaning the person has to literally be homeless.
    - This will be clarified and incorporated into the Coordinated Entry System (CES) Policies and Procedures.
    - Homeless Services will consult with the state to obtain clarification on if the category 2 person at imminent risk qualifies to be served by state funding.
    - All aspects of the change need to be assessed before the change takes place.
- Section VII-Rapid Rehousing and VIII- Permanent Supportive Housing
  - There were minimal changes made to the Rapid Rehousing or Permanent Supportive Housing section. The only changes made was the flow process of the forms. The forms were made easy to read. Jeanine Gravette will send the forms to the voting committee to review.
- HMIS Referrals
  - The current referral process outlined in the manual will be updated and go into effect July 1, 2020.
  - Alicia LaPatra, the HMIS Administrator, provided training dates with the committee. The training dates are as followed: June 16, 17, 22, and 23.
- Residential Policy Update
  - Homeless Services Division staff is working on obtaining points of contact for each Jurisdiction listed below by Friday.
    - City of Alexandria
    - Arlington County
    - Fairfax County
    - Loudoun County
  - A separate email will be sent out with the forms and changes made to the CES manual that were discussed in the meeting by Friday, May 21, 2020, to review. Voting members will have the opportunity to review and reply back with their votes by May 28, 2020, at 10:00 a.m.
- VHSP Updates
  - Oliver Reid provided an overview of the VHSP COVID-19 Emergency Phase 2 Funding with the committee. The items listed below were addressed. Oliver will send out a meeting invite to the committee members who wish to participate in the meeting scheduled for Tuesday, May 26, 2020, at 11:00 a.m.
    - Prevention
    - Emergency Shelter Operations
    - General Supplies
    - Rapid Re-Housing
    - Permanent Supportive Housing

- Set Agenda for the next meeting to include:
  - Update on Homeless Crisis Response Plan Motel Program
  - Census Update on clients
  - Shelter updates
  - Housing location services
  - CES Manual

**Adjourn**

- Meeting adjourned at 10:32 a.m.

**Next Meeting: June 4, 2020, 9:30 a.m.**  
**Virtual Meeting - WebEx**



## Governance Committee

**Date:** May 28, 2020  
**Time:** 1:00 PM  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

Elijah Johnson, Chair  
Michele Gehr  
Allan Jones  
Randi Knights  
Tony Turnage

## Meeting Summary

### Voting Member Attendees:

1. City of Manassas Park Department of Social Services- Randi Knights
2. City of Manassas Park Department of Social Services – Michele Gehr
3. Mulligan Services – Allan Jones
4. Prince William County Department of Social Services – Tony Turnage

### Other Attendees:

1. Prince William Department of Social Services – Duanchy Cayetano
2. Prince William Department of Social Services – Alicia La Patra
3. Prince William Department of Social Services - Courtney Tierney
4. Prince William Department of Social Services – Oliver Reid

**Meeting called to order:** 1:05 p.m.

### **Approval of May 14, 2020, CoC Meeting Minutes.**

- **Approval of CoC Minutes** -May 14, 2020, CoC Minutes approved: 1) Tony Turnage 2) Allan Jones
- **Approval of Committee Summaries** - All committee summaries approved: 1) Allan Jones 2) Michele Gehr
  - **Data and Needs Analysis (DANA) Committee**  
Tony Turnage reviewed the DANA summary.
  - **Service Continuum Committee**  
Tony Turnage reviewed the Service Continuum summary.

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

- Tony Turnage provided updates on Homeless Services. The following were addressed:
  - Hotel Program is operating very well. Tony commented on the following staff members for their great work.
    - Leadership- Elijah Johnson, Courtney Tierney and Ian Sansoni
    - Programing monitoring -Jeanine Gravette
    - Coordinated Entry Intake – CES Intake staff
    - Logistic Team – Oliver Reid and Dana Carey
    - Non-Profit Organizations

- Jeanine Gravette started a weekly case manager meeting to focus on housing needs (Permanent Supportive Housing or Rapid Re-Housing).
- Overnight Shelter is settling in well after the recent move. The shelter beds average about 40-41 clients per night.
- The CoC Committee will need to identify an At-Large member to the Governance committee at the CoC meeting on June 11, 2020.
- Homeless Services received a CoC funding offer by VHDA along with the second round of funding through DHCD. Both applications for funding are due on June 5, 2020.
- Coordinated Entry System Policy Manual (CES) Review and Revision – The Service Continuum committee continues to work on finalizing the policy. Below is the timeline to finalize the policy.
  - Jeanine Gravette will review comments received from the committee to be included in the policy on June 1, 2020.
  - The policy will then be forwarded to Allan Jones for editing and fine-tuning June 1, 2020.
  - The policy will then be forward to all Governance Committee members for review and will receive the following documents:
    - A high level of summary of the changes.
    - An updated version of the Coordinated Entry System Policy Manual; and Updated Forms that will be used in FY21.
- DHCD Application and Additional funding -Tony provided information about the CoC’s State funding award:
  - Scoring of Application – PWC earned 80 out of 100 points
    - The highest score by any applicant was 89.
  - Award amount - \$809,826.
- The awarded funds will be provided to our jurisdictions for a two-year period. The funds will be utilized for the following projects:
  - Rapid Re-Housing
  - Prevention
  - HMIS
  - CoC Planning
  - Housing Location
- Part II Funding – Oliver Reid hosted a “Big Ask” meeting with different organizations yesterday to formalize the application and to determine how much funding should be requested. The application was released last Friday and is due June 5, 2020. The applications will be for Emergency Shelter, Prevention and Rapid Re-Housing. The second wave of COVID -19 funding is to last over the next year and a half and would be composed of two cycles of funding.
- EFSP Funding – The information has been released about the EFSP funding and the Board has convened twice this month. There are two phases of funding, Phase 37 and Phase CARES. The combined amount for both phases is \$150,000. Phase 37 has \$80,000 and Phase CARES has \$70,000. The funding categories have different start dates, but both funding categories have the same ending date of May 31, 2021. The Board has made the recommendation on the timeline of the funding. The following timeline was recommended:
  - Run Ad for Phase 37 and Phase CARES funding – June 2<sup>nd</sup>
  - Send out Community Applications to grantees – June 9<sup>th</sup>
  - Do Seminar on “How to Apply” with grantees – June 10<sup>th</sup>
  - Community application due back to the Board for review – June 23<sup>rd</sup>
  - Allocation of Phase 37 and Phase CARES funding – June 30<sup>th</sup>

- FY21 CoC Member Registration – Member registration forms have been sent out to the CoC committee members this week. Duanchy Cayetano will update the membership files by July 1, 2020.
- FY20 3<sup>rd</sup> Quarter Provider Report Card - Alicia La Patra provided results for the 3<sup>rd</sup> quarter Provider Report Card with the committee (PowerPoint Presentation).

**VHSP Application**

- A motion was made to approve PWC DSS' Homeless Services Division to apply for additional state funds on behalf of the CoC since the application deadline is June 5, 2020. Motion unanimously approved. 1) Allan Jones 2) Michele Gehr
- Ratifying the VHSP Second Funding will be on the agenda at the next CoC meeting.

**Develop and Approve CoC Agenda**

- The committee developed the CoC Agenda
- **Adjourn 2:24 pm**

**Next Meeting: June 25, 2020, 1:00 p.m.  
Virtual – Meeting Info to Follow**