

October 8, 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:** October 8, 2020

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

**Location:** Virtual Meeting

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

### **AGENDA**

- Registration of Attendance
- Welcome and Introductions
- Approve September 10, 2020, CoC Meeting Minutes. **ACTION ITEM**
- Old Business
- New Business **ACTION ITEM**
  - Committee Reports:
    - Data and Needs Analysis (DANA)
    - Program Analysis and Ranking (PAR)
    - Service Continuum
    - Governance
- DSS Lead Agency Update
- DANA Performance Survey Update
- Agency Spotlight: Panel Discussion – PWA Prevention Services
- Adjourn
- Announcements

**Next Meeting: November 12, 2020, 1:30 p.m.**  
**Virtual – Meeting information to follow.**

# Meeting Minutes

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Prince William Area Continuum of Care



## Prince William Area Continuum of Care (CoC)

**Date:** September 10, 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. Cooperative Council of Ministries – Becki O’Loughlin
4. Feeding Friends-Gainesville United Methodist Church – Teresa Belcher
5. Good Shepherd Housing Foundation – Patricia Johanson
6. Manassas City Department of Social Services – Michele Childs
7. Manassas Church of Brethren – Tina Fisher
8. Manassas Park Department of Social Services – Randi Knights
9. Mulligan Services – Allan Jones
10. Northern Virginia Family Service – Michael-Sean Adams
11. Operation Renewed Hope Foundation – April Ballard
12. Pathway Homes, Inc. – Sherry Meyers
13. People Incorporated – Andrea Wilson
14. Private Citizen – Karen DeVito
15. Prince William County Community Services – Lynn Fritts
16. Prince William County – OHCD – Joan Duckett
17. Streetlight Community Outreach Ministries – Rose Powers
18. Virginia Employment Commission – Lakia Graham
19. Virginia Cooperative Extension -Rozlyn Giddens
20. Saved Hands Foundation – Pamela Wright

#### Organizations with Voting Members not present

1. Easterseals Homeless Veterans Reintegration Programs
2. Carried to Full Term
3. Catholic Charities-St. Margaret of Corona
4. Independence Empowerment Center
5. Unsheltered Homes Coalition

### **Other Attendees**

1. Census/PH FED – Brian Englemann
2. Census/PH FED – Kevin McGowan
3. Census/PH FED – Sonya-Harris Ladjevich
4. Census/PH FED – Ryan AVon Sonnenbrot
5. Elect Ladies Transition Home – Madlin Edmonds
6. Fairfax County Department of Family Services – Kellan Graves
7. Fairfax County Department of Family Services – Kimberly Carr
8. Fredericksburg Area Census Office – Matt Good
9. Friendship Place – Brendan Rempert
10. General Register Office of Election - Michele Wilhite
11. Northern Virginia Family Service – Katrina Soto
12. Northern Virginia Family Service – Courtney McGhee
13. Prince William County Chambers – Ross Snare
14. Prince William County Department of Social Services – Aleisha With
15. Prince William County Department of Social Services – Bibi Brown
16. Prince William County Department of Social Services – Courtney Tierney
17. Prince William County Department of Social Services – Dana Carey
18. Prince William County Department of Social Services – Duanchy Cayetano
19. Prince William County Department of Social Services – Tonya Golden
20. Prince William County Department of Social Services – Jeanine Gravette
21. Prince William County Department of Social Services – Oliver Reid
22. Prince William County Department of Social Services – Samantha Biller
23. Prince William County Office of Elections – Michele White
24. Prince William County/PFLAG Rep. – Jason Shriner
25. Sentara – Glen Sheffield
26. Streetlight Community Outreach Ministries – Gabriele Tibbs
27. Virginia Cooperative Extension – Marjorie Leon
28. Virginia Employment Commission – Lakia Graham

### **Meeting called to order at 1:30 p.m.**

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

### **Agency Spotlight**

- Michele White, the Elections Office Director gave an overview on voting for the homeless community. The following topics were discussed, and the following handouts were emailed to the committee.
- Attachments
  - Important Things to Know in Preparation for the 2020 November Election
  - 2020 PWC Voter Toolkit

### **Minutes Approval**

- CoC Minutes for August 13, 2020, approved with one amendment 1) Allan Jones 2) Tony Turnage.

Motion unanimously approved. Amendment to remove Virginia Cooperative Extension from “Organizations with Voting Members not present.”

## **Old Business**

- No old business was discussed.

## **New Business**

### **Committee Reports:**

- Data and Needs Analysis (DANA), Service Continuum, and Governance Committee Reports were submitted. Motion to accept them was approved by consensus. 1) Allan Jones 2) Lynn Fritts

### **Lead Agency Updates**

- Tony Turnage presented the DSS Lead Agency Update. (Attachment)
- The Homeless Service Division update was emailed to the committee prior to the meeting.

### **Coordinated Entry System Policy and Procedures Manual Update**

- Service Continuum has updated the Coordinated Entry Policy and Procedures Manual and the temporary prioritization related responses to Permanent Supportive Housing and Rapid Re-housing processes.

Motion was made to accept the Coordinated Entry Policy and Procedures Manual and the Prioritization related to COVID responses for permanent Supportive Housing and Rapid Re-housing.

Motion was approved by consensus. 1) Tony Turnage 2) Allan Jones

### **Census Update**

- Matt Good the Group Quarters Census Field Manager for the Fredericksburg Area Census Office (ACO) gave a brief update on the Census and the following topics were addressed.
  - Service based enumeration: Census will conduct count on emergency shelter, soup kitchens, food pantries, and mobile food distribution on September 22<sup>nd</sup> thru 24<sup>th</sup>.
  - Temporary Non-Sheltered Outdoor Locations (TNSOL) will be enumerated overnight between September 23<sup>rd</sup> and 24<sup>th</sup>.
  - Tony Turnage encouraged all providers who provide street outreach services to reach out to DSS to schedule a meeting with Census Office to find ways and means to get an accurate count. The self-response census rate is 75 percent. For more information on Census, please contact Matt Good at 540-736-6390 or [Matthew.t.good@2020census.gov](mailto:Matthew.t.good@2020census.gov)

### **Employment Program**

- Kellan Graves, CARES Outreach Coordinator of Fairfax County Department of Family Services gave a presentation on the Prince William County and Manassas City CARES Act employment program. (Attachment)

### **Adjourn**

- Meeting adjourned at 2:35 p.m.

**Next Meeting: October 8, 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:** September 10, 2020

**Time:** 3:00PM

**Location:** Virtual Meeting

**Facilitators:** Alicia La Patra & Samantha Biller

**Governance Representation:** Allan Jones

### **Voting Member Attendees**

1. April Ballard
2. Andrew Beverage
3. Lynn Fritts
4. Elizabeth Funes
5. Allan Jones
6. Lauren Leventhal
7. Becki O'Loughlin
8. Gabriele Tibbs
9. Laurel Turay

### **Other Attendees**

1. Michael-Sean Adam
2. Samantha Biller
3. Duanchy Cayetano
4. Tonya Golden
5. Crystal Pitt
6. Katrina Soto
7. Tony Turnage
8. Aleisha Wilhite

### **Old Business**

- 2021 Point in Time Count
  - Alicia gave an update on the 2021 PIT planning committee and the following were addressed
    - Member registration – There are 12 members signed up for the PIT planning committee.
    - First meeting - The first meeting will start in two weeks. Alicia will send a doodle poll for participants to select September 22<sup>nd</sup> or 23<sup>rd</sup> for the meeting. Once the date and time have been established, the meeting will be every other week.
    - Meeting discussion – Alicia discussed 3 items for the first meeting with the committee and opened the floor for feedback and suggestions:
      - Methodology of the count
      - Identify homeless encampments
      - Communication and public relations

- FY20 PWA CoC Annual Report
  - Alicia shared the feedback received from providers on the CoC Annual Report with the committee (see attachment).
  - Alicia will be sending out the HMIS Data Trend to providers asking the providers to provide two to three significant trends that they see in their data based on the annual report.
  - Allan Jones made a recommendation to have FY20 PWA COC Annual Report sent electronically as well as on paper.
- DANA Performance Survey
  - Alicia reviewed and discussed feedback received on the DANA performance survey with the committee (see attachment). The following feedback was addressed and has been applied to the attached survey.
    - Clarification and understanding of the survey
    - Consistency of the language within the survey
  - Allan Jones suggested to have a version like DANA Performance Survey on the DSS website for anyone looking up information, to see what they know about homeless services.

A Motion was made to move the attached DANA Performance Survey to Governance for approval. Motion was approved unanimously. 1) Allan Jones 2) Lynn Fritts

- FY20 4<sup>th</sup> Quarter & Annual Provider Report Card
  - Alicia reviewed the FY20 4<sup>th</sup> Quarter & Annual Provider Report Card with the committee.
  - Alicia announced this would be the last time the old format would be used as the new format (which includes the new data measures) for FY21 is now in effect.

**Adjourn**

- Meeting adjourned at 4:02 p.m.

<p><b>Next Meeting: October 8, 2020, at 3:00PM</b>  <b>Virtually via Webex – Meeting Info to Follow</b></p>
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## Program Analysis and Ranking Committee

**Date:** September 8, 2020  
**Time:** 3:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Oliver Reid  
**Governance Representative:** Oliver Reid/Tony Turnage

## Meeting Summary

### Voting Member Attendees

1. George Davis
2. Karen DeVito
3. Dori Cook
4. David Watkins

### Other Attendees

1. Duanchy Cayetano
2. Tonya Golden
3. Leigh Howard
4. Oliver Reid
5. Jessica Sones
6. Tony Turnage

### **Welcome and Introductions**

- Due to the PWC guidelines regarding the COVID-19 virus, the meeting was held virtually via WebEx.
- Tony Turnage introduced Jessica Sones and Leigh Howard of Diana T. Myers and Associates (DMA) to provide an overview presentation to the PAR committee regarding the new HUD monitoring and evaluation tools.

### **New Business**

#### Monitoring Tool and Process

- Jessica Sones, the consultant of DMA provided an overview of the Monitoring Tool and Process presentation with the PAR committee (see attachment).

## HUD Application

- DMA's Leigh Howard provided a brief overview of HUD application process with the PAR committee. The following process were addressed.
  - Streamline auto renew application process – HUD is looking for opportunities to streamline the auto renew process to help the communities and grantees so they may continue to focus on the implementation of COVID strategies.
  - Competition in Summary– There will not be a CoC level application and no project level competition.

## Grant Inventory Worksheet (GIW) Submission Update

- The GIW has been reviewed by Homeless Services and submitted to HUD.

A motion was made to move the Monitoring Tool and Process to the Governance committee for approval. Motion was approved unanimously. 1) Karen DeVito 2) David Watkins

- A motion was made to adjourn the meeting: 1) Karen DeVito 2) David Watkins

## Adjourn

- Meeting adjourned at 3:47 p.m.

**Next Meeting: Tuesday October 13, 2020, 3:00 p.m.**  
**Meeting Info to Follow**



## Service Continuum Committee

**Date:** September 3, 2020  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette  
**Governance Representative:** Crystal Pitt

## Meeting Summary

### Voting Member Attendees

1. Lewis Arnette
2. Teresa Belcher
3. Serena Bermudez
4. Tina Fisher
5. Ahime Harris
6. Marjorie Leon
7. Crystal Pitt
8. Katherine Skerl
9. Gabriele Tibbs
10. Laurel Turay
11. Maria Wells
12. Andrea Wilson

### Other Attendees

1. Michael-Sean Adams
2. Bibi Brown
3. Duanchy Cayetano
4. Nancy Espinal
5. Tonya Golden
6. Troy Hatcher
7. Jessica Nichols
8. Katrina Soto

### **Welcome and Introductions**

### **Old Business**

#### **Update on CES Manual**

- Jeanine Gravette provided an update on the CES Manual.
  - The CoC will be voting on approving the Coordinated Entry System Policies and Procedures Manual on September 10, 2020.

## New Business

### Veterans Report

- There are no current updates on the Veterans Report.

### Shelter updates

- The following providers gave a brief update on their shelter programs.
  - Action in Community Through Service (ACTS)
    - ACTS - There are currently 15 clients at the Beverly Warren shelter. The shelter is set up for distance learning, and the majority of the clients in the shelter are taking advantage of the COVID-19 testing sites being offered in the area. The safe house is currently working on setting up distance learning.
  - Streetlight Community Outreach Ministries – PW 24/7 Shelter for Adults
    - The shelter is still seeing increases in residents with behavioral and mental health issues. The residents have been referred to Lynn Fritts and her team. The shelter continues to serve almost 50 clients daily.
  - Homeless Services Division – Hilda Barg Homeless Prevention Center
    - The shelter is currently serving 7 households, 3 single adults, and 4 families. The shelter currently has 1 vacancy for 1 single male and 1 family. The virtual learning plan is scheduled to start on September 8, 2020. All of the children have laptops and school supplies. The sneeze guards and desks will be installed on Friday, September 4th.
    - Enrichment classes are being offered to the clients and will begin on September 8<sup>th</sup>. The shelter is recruiting for volunteers to assist with the following classes:
      - Literacy (basic budgeting, understanding credit & credit reports, debt management).
      - Resume Workshop-Saved Hands
      - IRS-Financial Programming (identity theft, tax refundable tax credit, stimulus payments, etc.).
  - Homeless Services – Motel Programs
    - The Econo Lodge in Dumfries currently has 37 individual clients and 1 family with a newborn. The Motel 6 has 1 client and the Country Inn & Suites has 2 clients. Staff continue to work with clients to make sure they sign up for Rapid Re-housing and/or Permanent Supportive Housing programs. Meals are being provided for all locations to include breakfast, lunch, and dinner by the kitchen staff at the Juvenile Detention Center (JDC).
    - Jeanine briefly discussed the upcoming Permanent Supportive Housing (PSH) units with the committee. PSH units will be available in October. Jeanine encouraged all providers to submit all referrals for the PSH as soon as possible to develop a By-Name list. The prioritized By-Name list will help determine eligibility for the upcoming units.
  - Northern Virginia Family Service (NVFS) SERVE Shelter
    - The shelter has 31 children and 28 adults. The shelter is currently working on a virtual learning environment project. The virtual classroom is averaging 6 kids in the classroom per day and will double next week with kids being registered at Manassas City, Fredericksburg, and Stafford Virginia. NVFS has hired 1 teacher and is in the process of hiring two additional teachers for the virtual learning projects. NVFS received \$15,000 from Kaiser Permanente to help with the virtual learning projects. NVFS gave a presentation at the Crisis Intervention Team (CIT) crew, the new police responders to include NVFS services and people they served. NVFS is working with the community partner Accenture to help build a virtual library life skill related to housing and jobs for clients.

Clients from other shelters can access it to view pre-recorded workshops and receive credit.

- A motion was made to adjourn the meeting: 1) Teresa Belcher 2) Laurel Turay

**Adjourn**

Meeting adjourned at 9:53 a.m.

**Next Meeting: October 1, 2020, 9:30 a.m.  
Virtual Meeting - WebEx**



## Governance Committee

**Date:** September 24, 2020  
**Time:** 1:00 PM  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, Director, PWC DSS

Elijah Johnson, Chair  
Allan Jones  
Randi Knights  
Crystal Pitt  
Tony Turnage  
Pamela Wright

## Meeting Summary

### Voting Member Attendees:

1. Michele Gehr
2. Allan Jones
3. Randi Knights
4. Crystal Pitt
5. Tony Turnage
6. Pamela Wright

### Other Attendees:

1. Duanchy Cayetano
2. Tonya Golden
3. Alicia LaPatra
4. Oliver Reid
5. Jessica Sones
6. Courtney Tierney

### Welcome and Introductions

**Meeting called to order:** 1:00 p.m.

### **Approval of September 10, 2020, CoC Meeting Minutes.**

- **Approval of CoC Minutes** -September 10, 2020, CoC Minutes approved: 1) Tony Turnage  
2) Michele Gehr
- **Approval of Committee Summaries** - All committee summaries were approved as submitted  
1) Allan Jones 1) Randi Knights.
  - Data and Needs Analysis (DANA) Committee
    - Alicia LaPatra reviewed the DANA summary
  - Program Analysis and Ranking (PAR)
    - Tony Turnage reviewed the PAR summary
  - Service Continuum Committee
    - Crystal Pitt reviewed the Service Continuum summary.

### **Monitoring Tool and Process Approval**

- Jessica Sones, Diana T. Myers and Associates (DMA) Consultant, provided an overview of the Monitoring Tool and Process with the Governance committee (see attachment).
- She will submit an Ask A Question (AAQ) to HUD seeking clarification regarding the CoC requirement that each CoC recipient and subrecipient must have at least one homeless individual or formerly homeless individual on their board of directors or other equivalent policymaking entity of the recipient/subrecipient (24 CFR 578.75(g)). Ms. Sones will also clarify whether an Advisory Board would meet this requirement for PWC as the CoC recipient or whether PWC would need to seek a waiver.

### **DANA Performance Survey**

- Alicia elaborated on the performance survey with the Governance committee (see attachment).
- Motion was made to send out the performance survey with modifications. Motion was approved unanimously. 1) Allan Jones 2) Crystal Pitt

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

- Tony Turnage presented the DSS Lead Agency Update.
- Hypothermia Season
  - DSS and local homeless providers are developing a plan to ensure hypothermia services are provided in the western and eastern parts of the county.
- Census Bureau
  - The Census Bureau has connected with the emergency shelters to conduct counts.
  - The Census Bureau completed the street count today. (9/24/20)
- Annual Report
  - Tony gave an overview of the annual report presentation (see attachment).

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

- The Committee developed and approved the CoC Agenda.

### **Adjourn**

- Meeting adjourned at 2:39 pm.

**Next Meeting: October 22, 2020, 1:00 p.m.  
Virtual – Meeting Info to Follow**