

September 10, 2020, CoC Packet

Prince William Area Continuum of Care

Agenda

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, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Agency Spotlight: Prince William Office of Elections, Michele White, Registrar
- Approve August 13, 2020, CoC Meeting Minutes. **ACTION ITEM**
- Old Business
- New Business
 - Committee Reports: **ACTION ITEM**
 - Data and Needs Analysis (DANA)
 - Service Continuum
 - Governance
- Coordinate Entry System Policy and Procedure Manual **ACTION ITEM**
- DSS Lead Agency Update
- Census Update
- Employment Program
- Adjourn
- Announcements

**Next Meeting: October 8, 2020, 1:30 p.m.
Virtual – Meeting information to follow.**

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: August 13, 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. – Brenda Via
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Good Shepherd Housing Foundation – Patricia Johanson
5. Manassas City Department of Social Services – Michele Gehr
6. Manassas Church of Brethren – Tina Fisher
7. Manassas Park Department of Social Services – Randi Knights
8. Mulligan Services – Allan Jones
9. Northern Virginia Family Service – Crystal Pitt
10. Operation Renewed Hope Foundation – April Ballard
11. Pathway Homes, Inc. – Sherry Meyers
12. People Incorporated – Andrea Wilson
13. Private Citizen – Karen DeVito
14. Prince William County Community Services – Lynn Fritts
15. Prince William County – OHCD – Joan Duckett
16. Streetlight Community Outreach Ministries – Rose Powers
17. Unsheltered Home Coalition – Dori Cook
18. Virginia Employment Commission – Serena Bermudez
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. Cooperative Council of Ministries
5. Independence Empowerment Center
6. The Church-God's Assembly
7. Virginia Cooperative Extension

Other Attendees

1. Action in Community Through Services – Troy Hatcher
2. Elect Ladies Transition Home – Madlin Edmonds
3. MHO/National Community Church – Pam Gilray
4. Northern Virginia Family Service – Michael-Sean Adams
5. Northern Virginia Family Service – Katrina Soto
6. Pathway Homes Inc. – Michelle Halcombe
7. Pathway to Home DC – Ana Brown
8. Prince William County Department of Social Services – Bibi Brown
9. Prince William County Department of Social Services – Courtney Tierney
10. Prince William County Department of Social Services – Dana Carey
11. Prince William County Department of Social Services – Duanchy Cayetano
12. Prince William County Department of Social Services – Tonya Golden
13. Prince William county Department of Social Services – Jeanine Gravette
14. Prince William County Department of Social Services – Oliver Reid
15. Prince William County Department of Social Services – Samantha Biller
16. Prince William County/PFLAG Rep. – Jason Shriner
17. Sentara – Glen Sheffield
18. Streetlight Community Outreach Ministries – Gabriele Tibbs
19. Virginia Cooperative Extension – Marjorie Leon
20. Virginia Employment Commission – Lakia Graham

Meeting called to order at 1:31 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.

Minutes Approval

- CoC Minutes for July 9, 2020, approved with one amendment 1) Karen DeVito 2) Allan Jones. Motion unanimously approves. Amendment corrected the CoC minutes to add Randi Knights in attendance.

Old Business

- A motion as made to amend the agenda under new business to add public comments to DHCD public hearing. The motion was unanimously approved. 1) Allan Jones 2) Michele Gehr
- An amendment was made to the agenda to remove the action item By-law amendment and procedural change. This was voted on at the last CoC meeting.
- Courtney Tierney gave a brief of the process for appointing an At-Large Delegate to the Governance committee. Courtney then announced the two volunteer candidates to the committee and asked the committee to cast their votes in chat directly to her. Serena Bermudez of Virginia Works and Pamela Wright of Save Hands Foundation were the nominees. The CoC committee cast a vote for a primary and an alternate. Pam Wright was selected as the Primary Delegate and Serena Bermudez as the alternate.

New Business

Committee Reports:

- Data and Needs Analysis (DANA), Service Continuum, and Governance Reports were presented. Motion passed to approve committee reports as submitted. 1) Allan Jones 2) Michele Gehr

Possible CoC member survey

- Allan Jones gave an update on a possible CoC member survey . If you have any suggestions on how DANA can provide information that will enable CoC member agencies to do their job better by sharing information, for example, understand the occupancy level, suggestions should be sent to homelessservices@pwcgov.org.

Public comments to DHCD public hearing

- Courtney Tierney gave a brief review of the DHCD public hearing letter with the CoC. (attachment). The letter was accepted by consensus.

Lead Agency Updates

- Olive Reid presented the DSS Lead Agency Update.
 - New Funding from the Department of Housing and Community Development (DHCD)
 - The CoC has been awarded over \$1.2 million in COVID Homeless Emergency Response Program (CHERP) funding to operate rapid re-housing programs over a two-year period.
 - DSS will use some of the funds to create a ‘Housing Developer’ position to develop the inventory that will be needed for the CoC.
 - The remaining funds will be split between NVFS and ACTS to identify case managers to house households and help keep them in housing.
 - New Housing Option Coming On-Line
 - Rapid Re-Housing: Northern Virginia Family Service (NVFS) was awarded \$98K to operate a new RRH program that will initially focus on training and housing clients homeless due to COVID-19.
 - The program will focus on serving low needs households.
 - Permanent Supportive Housing – Pathway Homes will start the housing option for PSH on October 1, 2020.
 - The CoC is currently taking referrals to build up the By-Name List.
 - Eight households have been referred to the Permanent Supportive Housing Committee.
- Emergency Food Shelter Program (EFSP)
 - The EFSP Board recently met to finalize the applications but cannot release the decision at this time.
 - There was Phase CARES funding that was not applied for and the Board suggested follow up happen with specific organization to see if they would want to apply for the funding.

Agency Spotlight:

- Ms. Carol Geargeoura, Chapter Lead of Project ID & Spread The Vote Alexandria Springfield gave an overview of the Project ID. Project ID & Spread The Vote is a non-partisan non-profit 501c3 organization founded to help people get government issued IDs and all required documents for free, help reinstate voting rights and with voter registration as well as voter education. Duan Cayetano will email the CoC committee the Project ID Spread The Vote forms after the meeting.

Adjourn

- Meeting adjourned at 2:33 p.m.

**Next Meeting: September 10 , 2020, 1:30 p.m.
Virtual – Meeting Info to Follow**

Homeless Services Division Update

Prince William Area Continuum of Care

Homeless Services Division Update

Date: September 10, 2020
Meeting: CoC

Updates

Continuum of Care

- New Funding from Dept. of Housing and Community Development (DHCD) - \$1.2 million for RRH
 - The PWC Board of Supervisors have approved DSS to receive the funds from DHCD
 - Next steps: Move quickly to hire the Case Managers (ACTS & NVFS) and a Housing Developer (DSS)
- Annual Report
 - The goal is to take the information and turn it into an annual report that can be provided to the community
 - Focus on why we serve, who we serve, and how the community can be involved.

Prevention Funding

- NVFS: Rent Mortgage Relief Program Update (NVFS has began to address the challenges)
 - NVFS has now developed a staff of 10 (staff & volunteers) to handle calls for new and existing applicants

Navigation Center

- PWC's Board of Supervisors approved on 9.8.20 for DSS to move forward for the purchase of a building for the Navigation Center in Dumfries, VA
- Next steps is to obtain approval from the Dumfries Town Council

Committee Summaries

Prince William Area Continuum of Care



Service Continuum Committee

Date: August 6, 2020
Time: 9:30 a.m.
Location: Virtual Meeting
Facilitator: Bibi Brown
Governance Representative: Crystal Pitt

Meeting Summary

Voting Member Attendees

1. Ahime Harris
2. Andrea Wilson
3. Anne Rychlik
4. Crystal Pitt
5. Gabriele Tibbs
6. Katherine Skerl
7. Lokia Graham
8. Laurel Turay
9. Marjorie Leon

Other Attendees

1. Andrea Shaffner
2. Brendan Rempert
3. Duanchy Cayetano
4. Felicia Garrison
5. Jessica Nichols
6. Julie Mullen
7. Katrina Soto
8. Lewis Arnette
9. Maya Martinez
10. Michael-Sean Adams
11. Nancy Espinal
12. Steve Liga
13. Teresa Belcher
14. Tony Turnage
15. Tonya Golden
16. Troy Hatcher

Welcome and Introductions

- Bibi Brown introduce Felicia Garrison, the new Coordinated Entry Specialist to the committee.
- Crystal Pitt of Northern Virginia Family Service introduced Julie Mullen, NVFS' Director of Workforce Development, to the committee.

Old Business

Update on CES Manual

- Bibi Brown provided an update on the CES Manual.
 - The CoC will be voting on the Coordinated Entry System Policies and Procedures Manual in its September meeting.
 - COVID-19 prioritization for Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH): If there are no clients to meet the temporary COVID-19 prioritization for PSH/RRH, the admissions committee will follow the prioritization procedure outlined in the PWA CoC CES Policies and Procedures Manual.

Update on new Prevention Programs

- Tony Turnage elaborated on the new Prevention Programs and challenges the programs are experiencing.
 - Northern Virginia Family Service (NVFS) is currently operating the VHSP State funded program and the Rental Mortgage Relief Program. The Rent Mortgage Relief program started on July1, 2020.
 - Katrina Soto of NVFS gave a brief overview of the RUAP program. (Rental & Utilities Assistance Program). There are \$75,000 for rental & mortgage assistance and \$25,000 for utilities arears.
 - Department Housing Community Development (DHCD) CARES Act prevention fund.
- The Rent Mortgage Relief program experiencing some challenges. The following challenges were mentioned.
 - Incomplete application
 - How to attach documents
 - Proof of required documentations
 - Landlord's understanding and agreement of the program
- Tony open the floor up for any questions or concerns regarding prevention programs and discussion took place.

New Business

Veteran Report

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

Shelter updates

- The following providers gave a brief update on the shelter program.
 - Action in Community Through Service (ACTS)
 - ACTS - The West Safe house has 14 clients, 8 adults, and 6 kids, with two oped beds. One client will be housed next week. The shelter is currently working on a process to help the kids with virtual learning at the shelter. The East Safe house has 14 clients, 4 adults, and 10 kids, with one open bed. There are two rooms under construction, one room can fit a family of 5 and the other can fit a family of 2. The shelter has one family exiting into housing and one client will be housed by next week. The Beverly Warren house has 6 adults, 5 kids, and one open room with 3 beds. Overall, the shelter is running smooth.

- Northern Virginia Family Service (NVFS)
 - NVFS housed 27 families and 17 individuals. Large numbers of clients used their own stimulus fund for housing and a few clients were able to resolve their own homeless crisis via unification with families. The shelter has one positive infection and one being quarantined outside the building and two being quarantined inside the building. The shelter has some behavioral challenges with clients suffering from schedule disorders and substance abuse disorders. The shelter will be instituting shelter assistant training and preparing for virtual learning environment effective August 31, 2020. The shelter has partnered with Manassas City to run a school platform called School Ology. The shelter is also making room for social distancing.
- Homeless Services Division – Hilda Barg Homeless Prevention Center
 - Hilda Barg Homeless Prevention Center – The shelter continues to work with clients to lend them support services and identify housing options to include assisted living and senior housing options. The shelter is preparing for the upcoming virtual school year and is currently collaborating with the Boys and Girls Club and seeking n volunteers to support the afternoon and evening shifts. In addition, the shelter is looking for volunteers to support the parents with employment planning and budget & fundamental services while the kids are in school. Overall, the shelter is quiet and going well.
- Homeless Services – Motel Programs
 - There are currently no updates on the motel programs.
- Streetlight Community Outreach Ministries – PW 24/7 Shelter for Adults
 - The shelter can currently serve 48 individuals and during the hot season up to 55 individuals. The shelter is seeing a high increase in mental health and substance abuse disorders in clients, it has been very challenging with everything being virtual and the clients are not receiving assistance as they have before. The shelter is working with Community Services to increase the shelter hours and with very limited resources the shelter is working on obtaining a few laptops to get virtual online employment services up and running. The shelter also provides other activities to include regular bible study, yoga, and virtual art painting which the clients enjoyed. The shelter will be offering more art classes. Overall, the shelter is going well, and the clients are very thankful.

Prioritization Domestic Violence (DV)

- Mayra Martinez of ACTS discussed the prioritization due to domestic violence process with the committee. Mayra suggested adding two additional points to any DV clients once they are being referred to rapid re-housing.

A motion was made to add the two-points for DV survivors' rapid re-housing applications. Motion was approved unanimously 1) Michael-Sean Adams 2) Gabriele Tibbs

- Steve Liga of ACTS elaborated on domestic violence client confidentially. The following was addressed.
 - The RRH By-Name List cannot display a DV client's name
 - DV clients are being identify by the number which ACTS has on the registration of all DV clients.
 - DV clients' names cannot be put into the HIMS system. ACTS is working with the HMIS Administrator to create a unique naming convention for DV clients.
 - A proposal was made to the committee to have ACTS be the sole provider for all DV clients in need of RRH. This would be in addition to the 29 RRH caseload ACTS case manager already carries. ACTS is requesting 4 slots set aside for DV clients.

Motion was made for ACTS rapid re-housing team to be the sole provider for DV clients applying for rapid re-housing. Motion was approved unanimously 1) Gabriele Tibbs 2) Teresa Belcher

Adjourn

Meeting adjourned at 10:36 a.m.

Next Meeting: September 3, 2020, 9:30 a.m.
Virtual Meeting - WebEx



Data and Needs Analysis Committee

Date: August 13, 2020

Time: 3:00PM

Location: Virtual Meeting

Facilitators: Alicia La Patra & Samantha Biller

Governance Representation: Allan Jones

Voting Member Attendees

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

Other Attendees

1. Crystal Pitt
2. Duanchy Cayetano
3. Jessica Nichols
4. Katrina Soto
5. Michael-Sean Adam
6. Oliver Reid
7. Rose Powers
8. Samantha Biller
9. Troy Hatcher

Old Business

- No old business was discussed.

New Business

- **2021 Point in Time (PIT) Count**
 - Alicia discussed the 2021 PIT Planning Committee and Role Description document with the committee. (*See Attachment*)
 - The 2021 PIT planning committee announcement will go out to all committees this week.
 - A motion was made to move forward with the attached PIT document and the formation of the committee. Motion was approved unanimously. 1) Lynn Fritts 2) Allan Jones
- **FY20 PWA CoC Annual Report**
 - Alicia discussed the PWA CoC – FY19 Annual Report - Outline document with the committee. (*See Attachment*)
 - Alicia asked the committee to review the outline and provide feedback by August 21, 2020. The committee will review the data for the annual report in the next DANA meeting, September 10, 2020.

- **Possible Survey of CoC members to determine how DANA can better serve the member organization.**
 - Allan Jones provided an overview of the survey with the committee.
 - Oliver Reid shared suggestions made regarding the DANA survey at the CoC meeting.
 - The CoC committee members will submit survey questions homelessservices@pwcgov.org
 - Alicia discussed the draft FY21 DANA – Performance Survey with the committee. (*See attachment*)
 - Alicia asked the committee to review the draft survey and provide feedback by August 21, 2020.

HMIS Workgroup Updates

- Alicia and Samantha made a proposal to modify the monthly HMIS Workgroup to a quarterly HMIS Workshop
 - The first meeting will start October 6, 2020, @ 9:30AM
 - Subsequent meetings will be held on the first Tuesday of each quarter (Jul, Oct, Jan, Apr) at 9:30AM. (Location TBD)
 - A motion was made to modify the monthly HMIS Workgroup to a quarterly HMIS Workshop. Motion was approved unanimously 1) Crystal Pitt 2) Laurel Turay
- The agenda for the next meeting was set as follows:
 - Old Business
 - 2021 Point in Time Count
 - FY20 PWA CoC Annual Report
 - DANA Performance Survey
 - New Business
 - FY20 4th Quarter & Annual Report Card

Adjourn

- Meeting adjourned at 4:02 p.m.

<p>Next Meeting: September 10, 2020, at 3:00PM Virtually via Webex – Meeting Info to Follow</p>
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Governance Committee

Date: August 27, 2020
Time: 1:00 PM
Location: Virtual Meeting
Facilitator: Courtney Tierney, 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. Courtney Tierney, alternate for Elijah Johnson
3. Tony Turnage
4. Pamela Wright

Other Attendees:

1. Serena Bermudez
2. Duanchy Cayetano
3. Tonya Golden
4. Oliver Reid

Welcome and Introductions

- Courtney Tierney introduced the new elected members to the Governance committee: Pamela Wright of Saved Hand Foundation and Serena Bermudez of Virginia Employment as the primary and alternate members respectively representing the CoC At Large.

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

Approval of July 9, 2020, CoC Meeting Minutes.

- **Approval of CoC Minutes** - July 9, 2020, CoC Minutes approved: 1) Michele Gehr 2) Pamela Wright
- **Approval of Committee Summaries** - All committee summaries were reviewed by Tony Turnage and approved: 1) Michele Gehr 2) Pamela Wright
 - **Data and Needs Analysis (DANA) Committee**
 - **Service Continuum Committee**

DSS Lead Agency Update:

- Tony Turnage presented the DSS Lead Agency Update.
 - Tony Turnage discussed the new funding from Department of Housing and Community Development (DHCD)
 - PWC DSS will use a portion of the grant funds to hire a housing developer to grow an inventory of housing with property managers and owners.
 - ACTS and NVFS will hire additional case managers to work with households moving into Rapid Re-housing.

- The funds will be budgeted and appropriated at the September 8, 2020, meeting of the Board of County Supervisors.
- Annual Report: this project will proceed using the presented outline and with PWC Office of Communications.
- Prevention Funding
 - NVFS: Rent Mortgage Relief Program Update:
 - NVFS has a staff of 10 (Staff & Volunteers) to handle calls for new and existing applicants.
 - Coordinated Entry System will no longer make referrals to NVFS for the Rent Mortgage Relief Program.
- Navigation Center
 - Courtney Tierney provided an update on the Navigation Center, which will be called a Human Services Center, and the following were addressed.
 - The new center will be a 24/7/365 adult shelter that has services to help people become self-sufficient.
 - CARES Acts funding needs to be expended by the end of December 30, 2020.
 - A group of volunteers is forming a non-profit on the Western end of the County to operate a Mobile Drop-In Center to offer services to people experiencing chronic homelessness.

Develop and Approve CoC Agenda

- The Committee developed and approved the CoC Agenda.

Adjourn

- Meeting adjourned at 2:01 pm. Following the meeting, Ms. Tierney conducted an orientation for new members, Ms. Bermudez and Ms. Wright.

Next Meeting: September 24, 2020, 1:00 p.m.
Virtual – Meeting Info to Follow