

Agenda

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: March 12, 2020
Time: 1:30 p.m.
Location: Development Services Building, 202 AB
Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve February 13th, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- New Business **ACTION ITEM**
 - *Committee Reports:*
 - Data And Needs Analyst (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
- VHSP Application Recommendation **ACTION ITEM**
- DSS Lead Agency Update
- PIT Update
- Agency Spotlight – Greater Prince William Health Center
- Adjourn;
- Announcements

**Next Meeting: April 9, 2020 1:30 p.m.
McCoart Government Building, Powell’s Creek AB**

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: February 13, 2020

Time: 1:30 p.m.

Location: McCoart Government Building, Powell's Creek A/B

Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. Action in Community Through Service – Lula Kelly
2. CFH Inc. – George Davies
3. Citizen – Karen DeVito
4. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
5. Independence Empowerment Center – Roberta McEachern
6. Manassas City Department of Social Services – Michele Gehr
7. Manassas City Department of Social Services – Michele Childs
8. Manassas Park Department of Social Services – Randi Knights
9. Mulligan Services – Allan Jones
10. Operation Renewed Hope Foundation – April Ballard
11. Pathway Homes, Inc – Sherry Meyers
12. Pathway Homes, Inc. – Michelle Halcombe
13. Prince William County Department of Social Services – Tony Turnage
14. Prince William County OHCD – Joan Duckett
15. Streetlight Community Outreach Ministries – Rose Powers
16. Unsheltered Home Coalition – Dori Cook
17. Virginia Cooperative Extension – Victoria Neeley
18. Virginia Cooperative Extension – Rozlyn Giddens
19. Virginia Employment Commission – Lakia Graham

Organizations with Voting Members not present

1. Cooperative Council of Ministries
2. Elect Ladies Transition Home
3. New Creatures-in-Christ Ministries Inc.
4. Northern Virginia Family Service
5. Nu-Start Family Services LLC
6. Saved Hands Foundation
7. The Church- God's Assembly

Other Attendees

1. Melwood Jobs – Crystal Williams
2. Melwood Jobs – Julia Woodson
3. Prince William County Community Services – Katie Briggs
4. Prince William County Community Services – Karen Raymond
5. Prince William County Community Services – Heather Martinsen
6. Prince William County Community Services – LeNelle Mozell
7. Prince William County Community Services Intern – Dylan Esteves
8. Prince William County Department of Social Services – Courtney Tierney
9. Prince William County Department of Social Services – Alicia La Patra
10. Prince William County Department of Social Services – Bibi Brown
11. Prince William County Department of Social Services – Dana Carey
12. Prince William County Department of Social Services – Duanchy Cayetano
13. Prince William County Department of Social Services – Jeanine Gravette
14. Prince William County Department of Social Services – Oliver Reid
15. Sentara – Glenn Sheffield
16. Northern Virginia Family Services – Crystal Pitts
17. Pathways to Housing DC – Ana Brown
18. Virginia Employment Commission – Alan Dorn

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

- *Meeting called to order by Elijah Johnson*
- *Introduction of meeting attendees*

Minutes Approval

- *CoC Minutes were approved for January 9, 2020 1) Allan Jones 2) Roberta McEachern*

Old Business

- *CoC Bylaws Revision was approved 1) Allan Jones 2) Roberta McEachern*

New Business

- The Governance Committee had a vacant At-Large position. Michele Gehr was approved to be appointed to serve on the Governance Committee until June 2020. The Governance Committee will present a more formalized process to elect members for the next fiscal year. 1) Karen DeVito 2) Allan Jones 1) Michele Gehr (abstained)
- *All Committee Reports were approved.*
 - Data And Needs Analyst (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance

All committee reports were approved. Motions are as follows: 1) Allan Jones 2) Roberta McEachern

- *DSS Lead Agency Update*

Tony Turnage presented the DSS Lead Agency Update:

 - Thank you to everyone that participated in the 2020 Point-in-Time Count (PIT) to make it such a success.
 - The 2020 Census Count will be in March and April. Help to facilitate the count with the census takers to obtain an accurate count. The 2020 Census

will capture people experiencing homelessness primarily through the Service-Based Enumeration, and Enumeration at Transitory Locations on March 30, 31st and April 1st.

- *2020 Department of Housing Community Development Application*
 - VHSP DHCD state application is due March 20th.
 - The community application will be released February 14th.
 - “How to Apply” session has been moved from Monday, February 17th, to Tuesday, February 18th, due to the holiday.
 - Application(s) will be due electronically on Monday, February 24th, at 12PM.
 - A minimum threshold score of 75 points is required to be considered.
 - Existing Grantees will be evaluated on their community application and their performance as it relates to the following categories:
 - Rapid Rehousing
 - Prevention
 - Housing Location Services
- *Western Advocates*
 - The Western Advocates and anyone else who is interested will be attending a tour of the Lamb Center in Fairfax on February 24th at 11am. The Lamb Center is a Drop-in-Center that has a best practice model. The advocates are currently determining what are needs on the Western side of the county.
 - The next Western Advocates Meeting will be on Tuesday, February 25th, at 6PM at the Bill Mehr Drop-in-Center (DIC).
- *Introductions*
 - Tony introduced Oliver Reid as the new Human Services Program Manager for the CoC and Contracts, and Jeanine Gravette as the new Human Services Program Manager for DIC and Coordinated Entry System (CES).
 - Dana Carey was introduced as Administrative Coordinator.
- *Agency Spotlight*
 - Community Services gave a brief overview of the Opioid Process Action Team.
 - They receive a Opioid Response Grant to help fund Narcan and peers to help provide substance abuse services.
 - REVIVE Training is offered to provide individuals with the knowledge to administer Narcan (Naloxone) to prevent overdose deaths.
 - Elijah highly recommended the Trauma Informed Care Training program.

Adjourn

- Meeting adjourned at 2:45 p.m.

**Next Meeting: March 12th, 1:30 p.m.
Development Services Building. Room 202 AB**

Committee Summaries

Prince William Area Continuum of Care



Data and Needs Analysis Committee

Date: February 13, 2020
Time: 2:35 PM
Location: McCoart Government Building, Powell's Creek A/B
Facilitator: Tony Turnage
Governance Representative: Allan Jones

Meeting Summary

Voting Member Attendees

1. Action in Community Through Services – Lula Kelly
2. Independence Empowerment Center – Roberta McEachern
3. Mulligan Services – Allan Jones
4. Northern Virginia Family Services – Andrew Beverage
5. Prince William County Department of Social Services – Tony Turnage

Other Attendees

1. Good Shepherd Housing Foundation – Claudia Salazar
2. Northern Virginia Family Services – Crystal Pitt
3. Prince William County Community Service- Katie Briggs
4. Prince William County Department of Social Service– Duanchy Cayetano
5. Prince William County Department of Social Services – Alicia La Patra
6. Prince William County Department of Social Services – Dana Carey
7. Prince William County Department of Social Services- Oliver Reid
8. Prince William County Department of Social Services – Jeanine Gravette
9. Streetlight Community Outreach Ministry – Rose Powers

Old Business

2020 PIT/HIC

- Alicia La Patra will provide a draft of the preliminary Point-in-Time count to be presented at the next Governance meeting and a final count in the next CoC meeting in March.
- The HIC form is due to the HMIS Administrator next Tuesday by close of business.
- Tony Turnage explained the importance of the HIC form submission to the committee; the following items were addressed:
 - Accurate HIC count
 - Timely submission of the HIC form

Systems Performance

- Alicia La Patra reviewed the Systems Performance Measures with the committee. The following were addressed:
 - Data is still being reviewed in the System Performance Measures
 - The report is due to HUD by February 28, 2020.

2nd Quarter Provider Report Card

- Alicia reviewed the 2nd Quarter Provider Report Card with the committee (*attachment*).
 - Providers operating emergency shelter, rapid re-housing and permanent supportive housing projects must submit an APR for each project as well as their signed agency letter to confirm accuracy each quarter.
 - Reporting Period: 10/1/2019 – 12/31/2019. Comparison available between 1st and 2nd quarter.
 - Roberta McEachern recommended the committee add disability information as a measurement on the report card.
 - Discussion will take place at the next meeting on what different areas we need to measure on the report card and how we are evaluating our programs.
 - Exit destination concerns were discussed. For example, RRH had 16% under “other” for exit destination which is high.
 - Providers reminded of the importance of reviewing data on a monthly basis and that all corrections should be complete before submitting the final report to DSS.

HMIS Service Transaction Workflow

- Alicia presented the HMIS Services Transaction workflow to the committee. The committee gave the “green light” to move forward with this workflow and complete next steps to include training for providers.
- The following items were addressed (*attachment*).
 - HMIS Project Types
 - Service Umbrellas
 - Service Types
 - Frequency of Data Entry
 - Specific Services

New Business

Racial Disparity

- Alicia La Patra presented the Racial Disparity update to the committee; discussion took place. The following items were addressed.
 - Overview and history of the project thus far
 - Review of prioritization scores for households returning to homelessness
 - Not enough “useable” data for the reporting period based on when the CoC implemented its prioritization process
 - Providing services equally to different races to ensure services are offered proportionately
- Alicia recommended to the committee to revisit the Racial Disparity project after the HUD reporting season ends in May and to update the reporting period to the current SPM report; the committee agreed.

- Allan Jones suggested developing a relationship with the construction Trade Unions to help establish better jobs at a more sustainable pay.

Adjourn

Meeting adjourned at 4:05 p.m.

**Next Meeting: March 12, 2020, Approx. 2:45 p.m.
Development Services Building, Room 202 AB**



Program Analysis and Ranking Committee

Date: February 11, 2020
Time: 3:00 p.m.
Location: McCoart Government Complex, Cedar Run
Facilitator: Tony Turnage
Governance Representative: Tony Turnage

Meeting Summary

Voting Member Attendees

1. Private Citizen – Karen DeVito
2. Prince William County Office of Housing and Community Development – David Watkins
3. Unsheltered Homeless Coalition – Dori Cook

Other Attendees

1. Prince William County Department of Social Service – Dana Carey
2. Prince William County Department of Social Service – Oliver Reid

Welcome and Introductions

Tony Turnage introduced Oliver Reid as the new Human Services Program Manager. Oliver will take over the lead for the PAR committee soon.

Old Business

VHSP 2020 Application Process (Review)

- We want each Existing Provider to go back to the original amounts of funding, but the funding numbers are lower than the previous year. Tony and Oliver have made calls to the DHCD to get clarification on the final amount of funding.
- The PAR Committee reviewed Project Evaluation Standards for RRH, Housing Location Services and Prevention Services (three attachments).
 - The time frame will be based six months. Date ranges are 7/1/2019 to 12/31/19 because Housing Location did not exist prior.
 - Applicant's should expend at least 50% of the grant budget.
 - Applicant's occupancy should be verified via HMIS APR and/ or Provider Reports.
 - Existing Provider report match equals or exceeds statutory requirement and state drawdown within 90 days.

- Lateness and State Monitoring findings or penalties will be assessed during the application process. Application scoring will be based off 100-point system.
- Prevention evaluation standard is like VHSP and RRH but reads slightly different based on the program.
- Each Application must score a minimum of 75 to be considered.
- If an Applicant scores poorly, the CoC leads need to have a discussion with them on how DSS can provide technical assistance, in order to rectify the areas of concern.
- Oliver discussed the timeline and key dates regarding the release process of the VHSP 2020 applications (attachment).
 - Application release and “How to Apply” on February 18th.
 - Application deadline February 24th at 12PM (online submission).
 - DSS Staff will print applications for PAR Committee to pick on February 24th at the Drop-in-Center by 3PM.
 - PAR Committee to review RFP applications and begin scoring on Wednesday, February 26th at 3PM at the Drop-in-Center.
 - Governance Committee will review PAR’s recommendations on February 27th.
 - CoC votes on Governance recommendations on March 12th.
 - PWC CoC Community Application will be submitted to the state on March 13th.
 - All Existing Projects can request a 5-7% increase.
 - Administrative: HMIS and CoC Planning will remain flat in the budget proposal.

NVFS (VHSP Update)

- Oliver will draft an email to NVFS to request an explanation about the findings discovered by the state.

HUD (Performance Review)

- State or Federal project should be reviewed on three pieces of information going forward:
 - What are your clients saying about your project?
 - Performance
 - Stakeholder provider feedback
- HUD renewal process in March:
 - Discussed information regarding evaluation criteria and how scoring form will be established.
 - Reviewed Performance criteria for each application
 - Review applications for DV Bonus and PSH Bonus, if HUD has it.
 - Ranking and new applications will be provided by the consultant in March and review of criteria will take place then.

Discussion on PSH and to improve the referral processes. CoC Leads is assessing ways to build in training for community advocates on the V-SPADT. CoC Lead is assessing ways to develop a better way of coordinating street outreach. Definition of chronically homeless: one must have a diagnosed disability by a licensed professional and must be continuously homeless for a 12-month period or have at least four episodes of homelessness in the past three years.

Adjourn

- Meeting adjourned at 4:15 p.m.

**Next Meeting: Tuesday, March 10, 2020, 3:00 p.m.
McCoart Government Complex, Cedar Run**



Service Continuum Committee

Date: February 6, 2020
Time: 9:30 a.m.
Location: McCoart Government Complex Powell's Creek AB
Facilitator: Bibi Brown/Tony Turnage
Governance Representative: Lula Kelly

Meeting Summary

Voting Member Attendees

1. Action in Community Through Service – Lula Kelly
2. The Church – God's Assembly – Maria Wells
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Northern Virginia Family Service – Michael-Sean Adams
5. Northern Virginia Family Service – Kathy Bridgeman
6. Operation Renewed Hope Foundation – Katherine Skerl
7. Prince William County Department of Social Services – Bibi Brown

Other Attendees

1. Action in Community Through Service – Valria Martin
2. Department of Veterans Affairs – Kyla Payne
3. Department of Veterans Affairs – Nancy Espinal
4. Human Services – Guy DeWeever
5. Northern Virginia Family Service – Katrina Soto
6. Northern Virginia Family Service – Jolean Clapp
7. Prince William County Department of Social Services – Alicia LaPatra
8. Prince William County Department of Social Services – Duanchy Cayetano
9. Prince William County Department of Social Services – Tony Turnage
10. Prince William County Department of Social Services – Jeanine Gravette
11. Prince William County Department of Social Services – Oliver Reid
12. Streetlight Community Outreach Ministries – Gabriele Tibbs
13. Supportive Services for Veterans Family– Ambika Jammula
14. Virginia Employment Commission – Lakia Graham
15. Virginia Department of Veteran Services – Ahime Harris

Introduction: Bibi Brown introduced Oliver Reid, the Human Services Program Management Manager and Jeanine Gravette the Human Services Program Manager to the committee.

Old Business

PIT Update

- Jeanine Gravette shared the updates from Tony Turnage regarding the PIT. The PIT went very well. The PIT had a great turn out of volunteers, the East side had 25 and the West side had 30.
- Alicia La Patra provided the committee the preliminary count of chronic homeless; 37 last year and 83 for this year.

Dual Data Entry

- Jeanine Gravette shared the updates from Tony Turnage regarding the Dual Data Entry.
 - There will be no duplicate case notes input into HMIS system, only service transactions.
 - Alicia La Patra will present a workflow on service transactions at the DANA committee meeting. Once finalized, the committee will bring the Workflow back to Service Continuum for review at the March meeting.

Returning Clients

- Bibi Brown is seeking clarity from the committee on the process of returning clients. The following were addressed and recommended.
 - Policy/Programs expectations
 - Community Case conference
 - Timeline of client in and out of services
 - Case manager determination/recommendation on returning clients

Residency Policy

- The committee decided to table this agenda item and revisit the Residency Policy at a later date.

New Business

Dr. Guy DeWeever, Human Services Project Manager

- Provided brief information on the No Wrong Door system to the committee.

Veteran Report

- Veteran service providers presented updates on current clients.

Chronic Homeless, Permanent Supportive Housing and Rapid Rehousing

- A new combined summary sheet containing criteria for Chronic Homeless, Permanent Housing and Rapid Rehousing referral have been implemented and is under review. Upon completion of the review, the summary sheet will be emailed to the committee.
- When obtaining referrals; a consent form must be attached with the application.

Progressive Discipline

- Jeanine Gravette expanded Progressive Discipline. Michael-Sean Adams discussed NVFS internal policy before they request case conferencing. Other providers agreed they also had an internal process.
- All shelters should have an internal process in place on how to handle Progressive Discipline with the clients before recommending a case conference.

Client Expectations

- The committee decided to table this agenda item and revisit the Client Expectations at a later date.

Emergency Food and Shelter Program (EFSP)

- The committee decided to table this agenda item and revisit the Emergency Food and Shelter EFSP at a later date.
- Alicia La Patra send an email to the committee regarding the startup of the Emergency Food and Shelter Program EFSP. Bibi Brown email the referral form to the providers

Announcement:

- Bibi Brown informed the committee that there will be two meetings in March to review and finalize Policies and Procedures for submission to the Governance in April for approval

Adjourn

- Meeting adjourned at 11:23 a.m.

**Next Meeting: March 5, 2020 9:30 a.m.
McCoart Government Complex, Powell's Creek A/B**



Governance Committee

Date: February 27, 2020
Time: 1:00 PM
Location: McCoart Government Complex, Potomac
Facilitator: Elijah Johnson, PWC Deputy County Executive

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

Meeting Summary

Voting Member Attendees:

1. Action in Community Through Services – Lula Kelly
2. City of Manassas Park Department of Social Services- Randi Knights
3. City of Manassas Park Department of Social Services – Michele Gehr
4. Mulligan Services – Allan Jones
5. Prince William County Department of Social Services – Tony Turnage

Other Attendees:

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

Meeting called to order: 1:06 p.m.

Approval of February 13, 2020 CoC Meeting Minutes.

- o A Motion was made to approve the CoC Minutes for February 13, 2020 as amended.
1) Allan Jones 2) Randi Knights, Approved Unanimously.

Summary Approvals

Data and Needs Analysis (DANA) Committee

- o Tony Turnage reviewed the DANA Committee summary with the Governance.

Program and Analysis Ranking Committee (PAR) Committee

- o Tony Turnage reviewed the PAR summary with the Governance Committee.

Service Continuum Committee

- o Jeanine Gravette reviewed the Service Continuum summary with the Governance Committee.

All Committee reports approved unanimously. 1) Allan Jones 2) Michele Gehr

New Business

- Oliver Reid will develop a CoC training for the committee.

DSS Lead Agency Update:

- HMIS Administrator, Alicia La Patra provided updates on the Point-in-Time count with the committee. PIT-2020 Preliminary Numbers handouts were distributed.
- The Point-in-Time count will be submitted to the CoC on March 12, 2020 and Final count will be submitted to Council of Governments (COG) by March 13, 2020.
- Alicia reviewed the 2nd Quarter Report Card with the committee (*attachment*).
- Tony Turnage, provided updates on the following:
 - Homeless Advocates had a meeting on February 25, 2020. The Homeless Advocates visited the Lamb Center in Fairfax (Drop-in-Center). Advocates would like to establish a Drop-in-Center in the Western part of the county. The next Homeless Advocates meeting will be held at the Lamb Center on April 24, 2020.
 - HUD Applications updates:
 - No announcement on the 2nd Tier of the HUD application. The PAR committee will be working on the HUD applications; Renewals, and Permanent Housing Bonuses.
 - 2020 Census updates:
 - Census workers showing up unannounced at providers site.
 - Homeless Services reached out to Census contact to setup conference calls regarding the street outreach and other various Coordination efforts.
 - Tony Turnage discussed the Emergency Shelter Food Program (ESFP) funding.
 - The ESFP funding was approved by the Governance Committee.
 - Tony Turnage expanded on the PAR Committee Recommendation - VHSP Application (2020 – 2022) (*attachment*).
Lula Kelly of ACTS left the meeting before the start of the discussion regarding provider shares of the funding.

Develop Process for Appointing CoC At-Large Delegate

- The committee decided to table this agenda item and discuss it at the next Governance meeting March 25th, 2020.

Develop and Approve CoC Agenda

- The Committee developed and unanimously approved the CoC Agenda.

Adjourn 3:11pm

**Next Meeting: March 25, 2020 1:00 p.m.
McCoart Government Complex, Potomac**