

Agenda

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, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve January 9, 2020 CoC Meeting Minutes **ACTION ITEM**
- Old Business
 - CoC Bylaws Revision Review (Attachment)
- New Business **ACTION ITEM**
 - *Committee Reports:*
 - Data And Needs Analyst (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
- DSS Lead Agency Update
- Agency Spotlight – Heather Martinsen (Revive)

- Adjourn
- Announcements

**Next Meeting: March 12, 2020 1:30 p.m.
Development Services Building, Room 202 AB**

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: January 9, 2020
Time: 1:30 p.m.
Location: Development Services Building, Room 202 AB
Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. CFH Inc. – Brenda Via
2. CFH Inc. – George Davies
3. Cooperative Council of Ministries – Becki O'Laughlin
4. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
5. Good Shepherd Housing Foundation – Patricia Johanson
6. Manassas Park Department of Social Services – Randi Knights
7. Northern Virginia Family Services – Kathy Bridgeman
8. Northern Virginia Family Services – Michael-Sean Adams
9. Operation Renewed Hope Foundation – April Ballard
10. Pathway Homes, Inc. – Michelle Halcombe
11. Prince William County Community Services- Lynn Fritts
12. Prince William County Department of Social Services – Tony Turnage
13. Prince William County Department of Social Services – Courtney Tierney
14. Prince William County OHCD – David Watkins
15. Saved Hands Foundation – Pamela Wright
16. Streetlight Community Outreach Ministries – Rose Powers
17. Streetlight Community Outreach Ministries – Gabriele Tibbs
18. The Church - God's Assembly – Maria Wells.
19. Virginia Cooperative Extension – Rozlyn Giddens

Organizations with Voting Members not present

1. Action in Community Through Services
2. Easter-seals Homeless Veteran Reintegration Program
3. Elect Ladies Transition Home
4. Independence Empowerment Center
5. Mulligan Services
6. New Creatures-in-Christ Ministries Inc.
7. Nu-Start Family Services LLC

8. Unsheltered Home Coalition
9. Virginia Employment Commission

Other Attendees

1. Criminal Justice Services - DSS – Mark Perez
2. Prince William County Department of Social Services – Bibi Brown
3. Prince William County Department of Social Services – Duanchy Cayetano
4. Prince William County Department of Social Services – Dana Carey
5. Prince William County Department of Social Services – Samantha Biller
6. Prince William County Department of Social Services – Alicia La Patra
7. Prince William County Department of Social Services – Marica Hinnah
8. Prince William County – Community Services Board – Kattie Briggs
9. Northern Virginia Family Services – Taylor Deeley
10. Northern Virginia Family Services – Katrina Soto
11. Northern Virginia Family Services – Crystal Pitt
12. Virginia Employment Commission – Lakia Graham

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

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

Old Business

- *No old business was discussed.*

Minutes Approval

- *Minutes were approved for November 14, 2019 1) Maria Wells, 2) Lynn Fritts*

New Business

- *Committee Reports were approved.*
 - Data And Needs Analyst (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance

A Motion to approve all committee reports with one amendment. 1) Randi Knights 2) Maria Wells

- *CoC Bylaws Revision (Attachment)*
 - Courtney Tierney reviewed the Bylaws changes regarding the CORE/DANA as one entity. All references to CORE were revised to DANA.
 - Deleted all the references to CORE and added information under DANA: Ad Hoc Committees will be formed as needed.
 - There was a member from CORE and member from DANA on the Governance Committee. We need another member for the Governance committee. There will be a need to elect an at large member from the CoC Committee to serve on the Governance Committee. The committee will bring this to a vote at the next CoC meeting.
- *HMIS Report Card (Attachment)*
 - Tony Turnage reviewed the HMIS Report Card with the committee.

- *Welcome Committee*
 - Randi Knights and Maria Wells will be the leads for the Welcoming Committee for the CoC. The Welcoming Committee will educate new members on processes and expectations of the CoC.
Unanimous consent, motion was approved.

- *Letter of Support ORHF/NVFS*
 - Letters of support were presented for NVFS and ORHF.
 - Motion to approve signature of letters of support 1) Maria Wells 2) Gabrielle Tibbs with
 - Two abstentions 1) Kathy Bridgeman 2) April Ballard motion was approved.

- *DSS Lead Agency Update*

Tony Turnage presented the DSS Lead Agency Update on the following matters to the CoC committee:

 - The PIT Flyers were emailed to the committee, the PIT is still looking for volunteers to assist with the followings:
 - PIT Count
 - Streetlight dinner
 - Actual count for the Overnight shelter
 - Headquarters - East and West
 - Volunteers needed for the service count
 - Service date count – Library
 - Frist Baptist Church – lunch
 - St. Paul United Methodist Church – Thursday Night
 - Panera Bread, McDonalds, and street corners
 - PIT training for all volunteers will be January 18, 2020 from 10:30AM to 1:00PM at the Drop-in Center and at the NVFS SERVE CAMP
 - Staff training is schedule for January 16, 2020, Alicia LaPatra will follow-up with an email to staff with more information regarding the training.
 - We have 6 volunteers registered to do unsheltered survey on the East and 9 on the West; we are looking for 15 to 20 on each side.
 - Tony courage the committee to reach out to friends and families about the PIT.
 - The PIT ad hoc committee does need 125 gift cards. CCoM has donated 60 gift cards.

- 2020 Department of Housing Community Development Application
 - DHCD will release the application during month of January. Home Services Division will meet with the PAR committee to discuss the process of the application.
 - Existing grantees will be evaluated on their community application and their performance as relates to the following categories:
 - Rapid Rehousing
 - Prevention
 - Housing location services

- Home Services made a recommendation to the PAR committee on the evaluation tool and application and each component that will be reviewed with the PAR committee, once approved, the PAR committee will inform the providers and schedule a meeting to elaborate on the evaluation tool process.
- Census (Attachment)
 - Tony Turnage reviewed the Census with the committee.
- *Agency Spotlight*
 - There was not an Agency Spotlight.

Adjourn

- Meeting adjourned at 2:45 p.m.

**Next Meeting: February 13, 1:30 p.m.
McCoart Government Complex, Powell's Creek A/B**

Committee Summaries

Prince William Area Continuum of Care



Data and Needs Analysis Committee

Date: January 9, 2020
Time: 2:35 PM
Location: Development Services Building, Room 202 AB
Facilitator: Tony Turnage
Governance Representative: Allan Jones

Meeting Summary

Voting Member Attendees

1. Cooperative Council of Ministries – Becki O’Loughlin
2. Northern Virginia Family Service- Kathy Bridgeman
3. Pathway Homes, Inc. – Lauren Leventhal
4. Prince William County Community Service- Lynn Fritts
5. Prince William County Department of Social Services – Tony Turnage
6. Saved Hands Foundation – Pamela Wright

Other Attendees

1. Good Shepherd Housing Foundation – Claudia Salazar
2. Northern Virginia Family Services – Michael-Sean Adams
3. Prince William County Community Service- Katie Briggs
4. Prince William County Department of Social Services – Tony Turnage
5. Prince William County Department of Social Service– Duanchy Cayetano
6. Prince William County Department of Social Services – Alicia La Patra
7. Prince William County Department of Social Services – Dana Carey
8. Prince William County Department of Social Services- Samantha Biller
9. Streetlight Community Outreach Ministry – Rose Powers
10. Virginia Employment Commission – Maria Wells

Old Business

2020 PIT/HIC

- Alicia LaPatra reviewed two handouts with the committee (Upcoming Reporting Projects & 2020 PIT Key Information & Dates). The followings were addressed:
 - 2020 Point in Time Count
 - Team Leads & Volunteer Counts
 - Client Incentives & Other PIT Needs
 - Sheltered HMIS Training
 - Housing Inventory Count (HIC)
 - Projects Included in the HIC
 - FY20 HIC Changes

Systems Performance

- Alicia LaPatra reviewed the Systems Performance measures with the committee. The following were addressed:
 - The report is due to HUD by end of February.
 - System Performance Measures (SPM) Overview
 - SPM Data Quality: providers asked to check HMIS data quality for SPM reporting period using recommended reports
 - Reviewed the importance of capturing housing move-in dates for permanent housing.
 - Providers need to complete their data quality check by COB 1/31/2020

2nd Quarter Report Card

- Second Quarter Report Card Submission
 - The 2nd Quarter Report card is due to DSS by COB 1/21/2020. 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.
 - Reporting Period: 10/1/2019 – 12/31/2019

HMIS Workgroup Update

- Standardizing Service Transactions
 - January workgroup was cancelled; will meet in February
 - Work continues to develop master list of service transactions for CoC
 - Discussion took place regarding what constitutes a service transaction and what should be captured in HMIS
 - Alicia will propose a workflow to the committee at the next meeting

Adjourn

Meeting adjourned at 2:55 p.m.

<p>Next Meeting: February 13, 2020, Approx. 2:45 p.m. McCoart Government Complex, Powell's Creek AB</p>
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Program Analysis and Ranking Committee

Date: December 14, 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 Department of Social Services – Tony Turnage
3. Prince William County Office of Housing and Community Development – David Watkins
4. Unsheltered Homeless Coalition – Dori Cook

Other Attendees

1. Prince William County Department of Social Services – Duanchy Cayetano
2. Prince William County Department of Social Service – Dana Carey
3. Prince William County Department of Social Service – Alicia La Patra

Old Business

VHSP 2020 Application Process (Review)

- Discussion took place regarding the release process of the VHSP 2020 applications,
 - Application release in January
 - Submission of application in March
 - Announcement of grant award will be sometime in April
- The PAR committee discuss the evaluation process for the following projects
 - Existing projects
 - New Projects
 - Prevention Projects
 - Housing location Projects
 - Alicia will draft evaluation standards for prevention and housing location projects

NVFS (VHSP Update)

- The Par Committee requested presentation from provider at the next meeting to show they have made corrective action and comply with state guidelines. A letter will be presented to the PAR Committee to review via email to be sent to NVFS as a notice. Summary of ineligible expenses provided for review.

New Business

- *Satisfaction Survey Discussion for VHSP and HUD Funded Projects*
- The Par Committee reviewed Renewal Project Evaluation Standards (attachment).
 - Efficient Use of Resources
 - Eligibility
 - Performance
 - Length of Stay
 - Housing Stability
 - Compliance
- *Proposed updates for FY2020 Renewal Criteria*
 - February 2020 begin HUD renewal process and open competition
 - Suggestion of adding a certification statement to the community application to certify the provider will comply with state regulations.
 - Renewals are not guaranteed and will be based on performance
 - Additional evaluation considers will be:
 - Client satisfaction surveys
 - Timeliness of documents submission
 - HMIS compliance
 - Quarterly report to discuss budget and spending projections to monitor spending

Adjourn

- Meeting adjourned at 4:25 p.m.

**Next Meeting: Tuesday, March 10, 2019, 3:00 p.m.
McCoart Government Complex, Cedar Run**

Service Continuum Committee

Date: January 2, 2020
Time: 9:30 a.m.
Location: McCoart Government Complex Powell's Creek AB
Facilitator: Bibi Brown/Tony Turnage
Governance Representative: Maria Wells

Meeting Summary

Voting Member Attendees

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

Other Attendees

1. Easter Seals- Lewis Arnette
2. Friendship Place- Rachel Goodling
3. Northern Virginia Family Service – Crystal Pitt
4. Prince William County Department of Social Services – Duanchy Cayetano
5. Prince William County Department of Social Services – Tony Turnage
6. Virginia Department of Veteran Services – Priscilla Clark
7. Virginia Department of Veteran Services – Ahime Harris

Old Business

PIT Update

- Tony Turnage provided updates on the PIT.
 - The 2020 PIT will be Wednesday, January 22, from 6:00 p.m. to 12:00 a.m., and the back-up date will be January 23 due to inclement weather.
 - There will be two headquarter sites. Training will be held at each location on Saturday, January 18, 10:30 a.m.-1:30 p.m. Eastern: Drop-in Center 14716 Potomac Mills Road, Woodbridge, VA 22192 and Western: NVFS SERVE Campus 10056 Dean Drive, Old Town Manassas, VA 20110
 - The PIT still needs volunteers.

Documentation in HMIS

- Bibi Brown informed the committee of the importance of the HMIS documentation and encouraged all providers to continue to input as much data as possible into the HMIS system.

New Business

Veteran Report

- Veteran service providers presented updates on current clients.
- Veterans Homeless By-Names List was distributed to the committee by email.

Dual Data Entry

- Tony Turnage made suggestions to the committee regarding the Dual Data Entry.
 - Submit all concerns regarding the Dual Entry in detail to the HMIS Administrator and a copy to Tony Turnage.
 - Outline all concerns, come with a resolution, and presented in the DANA committee on January 9, 2020.

Returning clients

- Returning clients – A discussion took place; the committee provided updates and recommended the following.
 - Policy/Programs expectations
 - Community Case conference
 - Communicating expectations and responsibilities clearly to the clients and holding them.
- Tony Turnage suggested to the committee to draft a Standard or Policy on Returning Clients to be review by the Services Continuum committee.

Adjourn

- Meeting adjourned at 11:00 a.m.

**Next Meeting: February 6, 2020 9:30 a.m.
McCoart Government Complex, Powell's Creek A/B**



Governance Committee

Governance Committee

Date: January 29, 2020
Time: 1:00 PM
Location: McCoart Government Complex, Cedar Run
Facilitator: Elijah Johnson, PWC Deputy County Executive

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

Meeting Summary

Voting Member Attendees:

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

Other Attendees:

1. City of Manassas Department of Social Services- Michele Gehr
2. Prince William Department of Social Services – Duanchy Cayetano
3. Prince William Department of Social Services – Oliver Reid

Meeting called to order: 1:02 p.m.

Welcome and introduction:

- o Tony Turnage introduced Oliver Reid, the Human Services Program Management Manager to the committee.

Approval of January 9, CoC Meeting Minutes.

- o Minutes were approved for January 9, 2020 with one Amendment 1) Tony Turnage 2) Randi Knights
- o Three approved with one Abstention 1) Allan Jones, motion was approved.

Summary Approvals:

Data and Needs Analysis (DANA) Committee

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

Program and Analysis Ranking Committee (PAR) Committee

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

Service Continuum Committee

- o Tony Turnage reviewed the Service Continuum summary with the Governance Committee.

Governance

- o The Governance committee was rescheduled for January 29, 2020 due to the PIT Count.
- o Duanchy Cayetano will draft the Governance Summary Report and email to the Governance Committee for review and it will be voted and included in the CoC meeting.

CoC Structure Update:

- The DANA and CORE Committees have combined and will be brought to the next CoC meeting for final approval; along with submission into the Bylaws.

DSS Lead Agency Update:

- Tony discussed the CoC Point-in-Time update.
 - 81 homeless individuals counted on the night of the PIT and additional individuals were counted during the service-based count day.
 - The goal of the CoC is to improve how we coordinate street outreach.
 - There is a need to Geo-tag encampment locations throughout the year.
 - Timeframe recommendations were made for Point In Time Count next year. Ex. Conducting PIT interviews during a variety of timeframes.
 - Recommendation for a Food Truck on the day of the PIT Count next year.
 - Suggestions and ideas for improvements for next year's PIT will be discussed at the PIT Ad Hoc Committee.
- Tony gave an update on the Homeless Advocates meeting.
 - They are focusing on establishing a Drop in Center on the Western side of the county. The next meeting will be held at the Bill Mehr Drop in Center.
 - There was a representative from the Lamb Center that attended the meeting. The advocates will tour the Lamb Center in Fairfax and review their best practice model for a Drop in Center.
- HUD Application
 - HUD released Tier 1 and we received all our money for Tier 1. Tier 2 and Bonus projects has not yet been released.
- VHSP application is due March 20th. The PAR Committee will complete the evaluation process.
- 2020 Census flyers were provided inside of incentive bags for PIT. A Census Representative spoke at the advocates meeting. CoC will work with the advocates on how to prepare for the 2020 Census.

CoC voting At Large member in January:

- The Governance Committee will make a recommendation and bring the At Large vote during the next CoC meeting.
- The CoC will work on a process to select a new Governance Committee member for the next fiscal year starting July 1st.

CoC Bylaws Review and Revision:

- The revised CoC Bylaws will be presented at the next CoC meeting for approval.

Develop and Approve CoC Agenda

- The Governance committee developed and approved CoC Agenda for February 2020.
- Amended agenda for CoC Agenda Bylaws to be under Old Business. CoC Agenda was approved by consensus.

Governance schedules (Thanksgiving and Christmas)

- Elijah Johnson suggested to the committee to come up with available dates for the November Governance meeting and keep the December CoC meeting open for a possible holiday gathering.

Adjourn 3:00pm

**Next Meeting: February 27, 1:00 p.m.
McCoart Government Complex, Potomac**