

July 11, 2019, CoC Packet

Prince William Area Continuum of Care

Agenda

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: July 11, 2019

Time: 1:30 p.m.

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

Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve June 13, 2019, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- New Business **ACTION ITEM**
 - *Committee Reports:*
 - Community Outreach and Relationship Engagement (CORE)
 - Data and Needs Analysis (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
 - *CORE Committee Discussion* **ACTION ITEM**
 - *DSS Lead Agency Update*
 - *CoC Spotlight – Transitional Housing Programs*
 - St. Margaret's of Cortona - Veronica Roth
 - OHCD - David Watkins
- Adjourn

Announcements

**Next Meeting: August 8, 2019, 1:30 p.m.
Chinn Park Library, Chinn Park Room**

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: June 13, 2019
Time: 1:30 p.m.
Location: Development Services Building, 202 A/B
Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. Action in Community Through Service – Lula Kelly
2. Catholics for Housing, Inc. – Brenda Via
3. City of Manassas Park DSS – Randi Knights
4. Cooperative Council of Ministries – Becki O’Loughlin
5. Feeding Friends - Ann Rychlik
6. Good Shepherd Housing Foundation – Patricia Johanson
7. Independence Empowerment Center – Roberta McEachern
8. Mulligan Services – Allan Jones
9. Northern Virginia Family Service – Kathy Bridgeman
10. Occoquan District Supervisor’s Office – Jacob Mosser
11. Operation Renewed Hope Foundation – Katherine Skerl
12. Pathway Homes, Inc. – Sherry Meyers
13. Prince William County Department of Social Services – Tony Turnage
14. Saved Hands Foundation – Pamela Wright
15. The Church - God’s Assembly – Maria Wells
16. Unsheltered Homeless Coalition – Dori Cook
17. Virginia Cooperative Extension, Prince William – Victoria Neeley
18. Virginia Employment Commission – Serena Bermudez

Voting Organizations with Members not present

1. City of Manassas DSS
2. Elect Ladies Transitional Home
3. Elnora Foundation, Inc.
4. Ministries, Inc. Helping Neighbors-in-Need Outreach
5. Prince William County Office of Housing and Community Development
6. StreetLight Community Outreach Ministries

Other Attendees

1. Cooperative Council of Ministries – Jimmy Rogers
2. Feeding Friends – Teresa Belcher
3. Melwood – Christina Clark
4. Opportunities, Alternatives, and Resources (O.A.R.) – Cindy Montalvan
5. Prince William County Department of Social Services – Melonie Barrow
6. Prince William County Department of Social Services – Jennifer Jablonski
7. Prince William County Department of Social Services – Alicia La Patra
8. Prince William County Department of Social Services – Minerva Labrador
9. Prince William County Department of Social Services – Simon Maybee
10. Prince William County Department of Social Services – Courtney Tierney
11. Prince William County Office of Criminal Justice Services- Rebecca Polaski
12. Prince William County Police Department – Dawn Harman
13. Sentara Hospital– Glenn Sheffield
14. Service Source – Mirna Nagi

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

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

Minutes Approval

- *Minutes were approved for May 9, 2019: 1) Maria Wells, 2) Lula Kelly.*

Old Business

No old business was discussed at this meeting.

New Business

- *Committee Reports were approved – 1) Lula Kelly, 2) Becki O’Loughlin.*
 - Community Outreach and Relationship Engagement (CORE)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
- *PAR Committee Recommendations for CoC 2019 Bonus*

Dori Cook presented the PAR Committee Recommendation to the CoC at large. ACTS was recommended for the application for the PSH bonus as well as the DV bonus. A motion was made to accept the PAR Recommendation to accept ACTS’ two applications as part of the CoC HUD 2019 application. 1) Allan Jones, 2) Kathy Bridgeman, all in favor.
- *DSS Lead Agency Update*

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

 - ✓ CoC: HUD Community Application closed on May 31, 2019, the System performance report has been submitted to HUD and the LSA is in progress. The HSD attended a workshop at George Washington University regarding the 2020 Census.
 - ✓ HMIS: The Quarter 3 report card will be reviewed at the next DANA meeting and the Quarter 4 reports and annual report card information will be submitted to HSD by all programs by July 15, 2019. An Annual report will be generated covering the PIT information, persons served in FY19, trends,

gaps, success stories, and will include an executive summary. HMIS training events for all program and funding types will be held in July 2019.

- ✓ Elijah Johnson posed the Question to the CoC if an Ad Hoc Committee should be formed around the 2020 Census. A count of interested parties was taken and those who indicated interest will be reached out to.

Adjourn

- Meeting adjourned at 2:05 p.m.

**Next Meeting: July 11, 2019, 1:30 p.m.
McCoart Government Complex, Powell's Creek A/B**



Community Outreach and Relationship Engagement Committee

Date: June 13, 2019
Time: After CoC meeting
Location: Development Services Building, 202 A/B
Facilitator: Courtney Tierney
Governance Representative: Jacob Mosser

Meeting Summary

Voting Member Attendees

1. ACTS – Lula Kelly
2. City of Manassas Park DSS – Ferrina Starks
3. Cooperative Council of Ministries – Becki O’Loughlin
4. Independence Empowerment Center – Roberta McEachern
5. Mulligan Services, Inc. – Allan C. Jones
6. Northern Virginia Family Service – Kathy Bridgeman
7. Occoquan District Supervisor’s Office – Jacob Mosser
8. Saved Hands Foundation – Pamela Wright
9. Virginia Cooperative Extension, Prince William – Anita Victoria Neeley

Other Attendees

1. Prince William County Department of Social Services – Jennifer Jablonski
2. Prince William County Department of Social Services – Simon Maybee
3. Prince William County Department of Social Services – Tony Turnage

Old Business

- *Guest Speaker: City of Alexandria Partnership*
Jessica Lurz, CoC City of Alexandria, spoke to how they worked with the faith-based community in the City of Alexandria to collect data.
- *Outreach*
Round table discussion took place regarding outreach efforts and data collection initiative to the churches. The DANA Committee Outreach Event Request is awaiting a venue date from Streetlight. Members of the committee agreed to reach out to churches individually and signed up to reach out to certain churches specifically before the next meeting.

New Business

- *Draft CORE Agenda*
The committee developed a draft agenda for the next meeting.

Adjourn

- Meeting adjourned at 3:31 p.m.

**Next Meeting: July 11, 2019, Approx. 2:45 p.m.
McCoart Government Complex, Powell's Creek A/B**



Data and Needs Analysis Committee

Date: May 21, 2019
Time: 11:00 a.m.
Location: McCoart Government Complex, Cedar Run
Facilitator: Tony Turnage
Governance Representative: Allan Jones

Meeting Summary

Voting Member Attendees

1. ACTS – Lula Kelly
2. Good Shepherd Housing Foundation - Elizabeth Funes
3. Northern Virginia Family Service – Andrew Beverage
4. Pathway Homes, Inc. – Lauren Leventhal
5. Prince William County Community Services – Lynn Fritts
6. Prince William County Department of Social Services – Tony Turnage

Other Attendees

1. ACTS – José Alvira-Pinero
2. Prince William County Department of Social Services – Jennifer Jablonski
3. Prince William County Department of Social Services – Simon Maybee

Old Business

- *Racial Disparity*
HUD Tool is being tabled for now by consensus of the committee. The APRs will be run for July to March and will be compared against actual county demographics.

New Business

- *Report Card Quarter 3*
DSS is working to pull the information and compile the report. Discussion took place regarding the need to look at amending the goal/target numbers/percentages for the new fiscal year. DSS will have draft new numbers for FY20 as well as the Quarter 3 report for the next DANA committee meeting to allow for a vote for new standards moving forward.
- *CORE Committee update regarding outreach event*
The CORE committee is working to connect with outreach to galvanize efforts surrounding the 2020 census.

- *System Performance*
Alicia La Patra has reached out to providers to start the system performance discussion. She gave a reminder to try to keep everything moving and that system performance measures will likely be looked at earlier for the next fiscal year. Discussion took place regarding the system report and layout for information being requested, overlap, and running the APRs.
- *LSA – Longitudinal System Analysis*
Alicia La Patra presented and summarized what the report is and the data it contains and pulls from.
- *Bylaws DANA Section Review*
The committee reviewed and revised their committee section of the bylaws.
- *Training Discussion*
Tony Turnage presented an initial review of needed training and preliminary scheduling for required trainings. Several requirements were touched upon including service transactions being mandatory, financial service transactions needing to be notated, and ROI will be mandatory of all information for the client will be locked under the new operations procedure. Referrals going from CES to providers and vice versa need to be updated in the system as accepted, refused, etc. Recommendation is to identify dates and times in July to do trainings based upon program types. The goal is to go live August 1, 2019 after trainings take place.
- *Develop the next meeting's agenda*
Committee drafted the next meeting's agenda.

Adjourn

Meeting adjourned at 12:42 p.m.

**Next Meeting: June 18, 2019, 11:00 a.m.
McCoart Government Complex, Cedar Run**



Data and Needs Analysis Committee

Date: June 18, 2019
Time: 11:00 a.m.
Location: McCoart Government Complex, Cedar Run
Facilitator: Tony Turnage
Governance Representative: Allan Jones

Meeting Summary

Voting Member Attendees

1. ACTS – Lula Kelly
2. Northern Virginia Family Service – Andrew Beverage
3. Prince William County Community Services – Lynn Fritts
4. Prince William County Department of Social Services – Tony Turnage

Other Attendees

1. ACTS – José Alvira- Piñero
2. Good Shepherd Housing Foundation – Claudia S.
3. Pathway Homes, Inc. – Ashley Taylor
4. Prince William County Department of Social Service– Jennifer Jablonski
5. Prince William County Department of Social Services – Alicia La Patra
6. Prince William County Department of Social Services – Simon Maybee

Old Business

- *Racial Disparity*
Alicia La Patra presented a PowerPoint that included data regarding racial disparity in the Prince William Area. Discussion took place regarding what the committee would like to focus on next regarding racial disparity. Identified data will be pulled from the HMIS System for discussion at the next meeting.
- *CORE Committee Update regarding outreach event*
CORE is waiting to hear back from Streetlight regarding available dates to utilize the Vineyard venue.

New Business

- *Report Card Quarter 3*
Tony Turnage presented the Q3 report card. Motion was made to move the presentation to Governance. 1) Lula Kelly, 2) Lynn Fritts, all in favor.

- *Report Card Quarter 4/Annual Report*
DSS will send out an email requesting providers to send in their reports for Q4 as well as the annual APR. The providers are also requested to include a letter on their organization's letterhead stating the data has been reviewed and is correct. DSS is also requesting each organization to provide identified trends based off the Annual APR for each program operated. This information will help in the development of the Annual Report. A final DSS request is for each Agency to provide at least one success story for each identified program they operate.
- *Report Card 2020-Establish New Goal Measures*
Simon Maybee presented DSS Report Card Recommendations for FY2020 and a group discussion took place to fine tune the numbers. A motion was made to accept the recommendations as discussed and revised in the meeting 1) Lula Kelly, 2) Lynn Fritts, all in favor.
- *HMIS Administrator Update*
Alicia La Patra reviewed the System Performance Measures data from FY2018. Discussion took place regarding the issue of recidivism, particularly the portion returning to homelessness within the less than six-month timeframe.
- *Training Discussion*
Alicia La Patra sent out the calendar for the training prior to the meeting. She reviewed the plan and emphasized that training has been broken up into smaller sessions specific to Emergency Shelter. She reiterated the importance of registering for the sessions in advance and that to respect the time of other trainees anyone showing up late would not be admitted.
- *Develop the next meeting's agenda*
Committee drafted the next meeting's agenda.

Adjourn

Meeting adjourned at 12:57 p.m.

**Next Meeting: July 16, 2019, 11:00 a.m.
McCoart Government Complex, Cedar Run**



Program Analysis and Ranking Committee

Date: June 11, 2019
Time: 3:00 p.m.
Location: McCoart Government Complex, Cedar Run
Facilitator: Tony Turnage
Governance Representative: Tony Turnage

Meeting Summary

Voting Member Attendees

1. Catholics for Housing – Karen DeVito
2. CCoM – Jimmy Rogers
3. Prince William County Department of Social Services – Tony Turnage
4. Prince William County Office of Housing and Community Development – David Watkins
5. Unsheltered Homeless Coalition – Dori Cook

Other Attendees

1. Prince William County Department of Social Services – Jennifer Jablonski
2. Prince William County Department of Social Services – Simon Maybee
3. Northern Virginia Family Service – Kathy Bridgeman
4. Northern Virginia Family Service – Andrea Eck

Old Business

No old business was discussed at this meeting.

New Business

- *CoC Application review and ranking*
The Committee reviewed and ranked the applications. A motion was made to move funding recommendations to the CoC for the June 13th meeting. 1) Karen DeVito, 2) David Watkins, none opposed, DSS abstained.
- *NVFS Presentation*
Two representatives from NVFS presented to the PAR Committee a summary of their action plan. Andrea Eck reviewed a few items of concern in the findings, presented background and detail regarding the current and future changes to correct the issues found and ensure resolution. The PAR Committee members asked questions to which NVFS presented their answers. A letter will be sent to NVFS from the PAR committee regarding the matter.

- *CoC Bylaws Committee Section Review*
The Committee reviewed and revised the bylaws section.
- *Committee Discussion*
 - Per the committees request the report card will be sent to the PAR committee.
 - The July meeting is cancelled.
 - An electronic vote will be taken regarding the tool to be used.

Adjourn

- Meeting adjourned at 4:03 p.m.

**Next Meeting: August 13, 2019, 3:00 p.m.
McCoart Government Complex, Cedar Run Room**



Service Continuum Committee

Date: May 30, 2019
Time: 9:30 a.m.
Location: McCoart Government Complex/Cedar Run
Facilitator: Bibi Brown of behalf of Melonie Barrow
Governance Representative: Lula Kelly

Meeting Note

- No May 30, 2019, the Service Continuum committee meeting did not have a quorum, therefore there is no official summary for the May 30, 2019, meeting.
- *CES Policy and Procedures Review and Revision*
The committee continued to review, discuss, and revise the Policy and Procedures Document.
- *Unsheltered Safety Wear*
StreetLight will reach out to contacts about potential options and update at next meeting.
- *Incident Reporting*
Discussion took place regarding incident reporting within the HMIS system and the HMIS Administrator will look into access issue for current HMIS users
- *Case Conferencing Discussion*
It was discussed that all case conferencing request forms should include, a summary of the steps taken with a client that was followed by the provider prior to submitting a request for a community case management session.
- *Housing Location Services*
ACTS is in the process of hiring for the two Housing Locator positions and further information regarding the purpose and quantity of housing location work was detailed in the Policies and Procedures discussion.

**Next Meeting: June 13, 2019, 9:30 a.m.
McCoart Government Complex, Cedar Run**



Service Continuum Committee

Date: June 13, 2019
Time: 9:30 a.m.
Location: McCoart Government Complex, Cedar Run
Facilitator: Tony Turnage
Governance Representative: Lula Kelly

Meeting Summary

Voting Member Attendees

1. Action in Community Through Housing – Lula Kelly
2. Feeding Friends – Gainesville United Methodist Church – Teresa Belcher
3. Northern Virginia Family Service – Kathy Bridgeman
4. Operation Renewed Hope Foundation – Katherine Skerl
5. Prince William County Department of Social Services – Tony Turnage
6. Streetlight Community Outreach Ministries – Gabriele Tibbs

Other Attendees

1. Friendship Place – Rachel Goodling
2. Northern Virginia Family Service – Jolean Clapp
3. Northern Virginia Family Service – Katrina Soto
4. Prince William County Department of Social Services – Jennifer Jablonski
5. Prince William County Department of Social Services – Alicia La Patra
6. Virginia Veteran & Family Support Department of Veteran Services – Rachel Powell

Old Business

- *CES Policy and Procedures Review and Revision*
The CES Policy and Procedures last draft has been sent out to the committee, any last comments need to be returned to Melonie Barrow or Bibi Brown as soon as possible.
- *Unsheltered Safety Wear – Gabriele Tibbs*
Gabriele has reached out to a Board of Supervisor's assistant. While the office did not have resources they did suggest the idea of clip on runner's lights to hand out. Gabriele asked if the CoC could potentially do something with a small grant to fund the purchasing of said items to hand out at shelters and the Drop-In Center. Also mentioned to suggest what roads are the most dangerous/darkest to inform the Supervisor's office as there is potential funding to remedy those areas with adequate lighting.

New Business

- *Veteran's Report*
Providers held open floor discussion regarding current Veteran cases.

- *Housing Location Services – prioritization process*
ACTS is finalizing the hiring process for the two Housing Locator positions. ACTS and NVFS will meet to work out the prioritization process/guidelines.
- *HMIS Training dates*
Alicia La Patra reviewed the dates for upcoming mandatory trainings, the dates will be sent out to members of the HMIS email listing.

Adjourn

- Meeting adjourned at 10:49 a.m.

**Next Meeting: June 27, 2019, 9:30 a.m.
McCoart Government Complex, Cedar Run**



Governance Committee

Governance Committee

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

Date: June 27, 2019
Time: 1:00 p.m.
Location: McCoart Government Complex, Potomac Room
Facilitator: Elijah Johnson

Meeting Summary

Voting Member Attendees

1. City of Manassas Park Department of Social Services – Randi Knights
2. Mulligan Services – Allan Jones
3. Occoquan District Supervisor’s Office – Jacob Mosser
4. Prince William County Department of Social Services – Tony Turnage
5. Prince William County Deputy County Executive – Elijah Johnson

Other Attendees

1. Prince William County Department of Social Services – Simon Maybee

Meeting called to order at 1:09 p.m.

Old Business

No old business was discussed at this meeting.

New Business

- *Approval of June 13, 2019, CoC Minutes*
Minutes Approved – 1) Randi Knights, 2) Allan Jones
- *Approval of Committee Summaries* – All Committee Reports approved – 1) Jacob Mosser, 2) Allan Jones
 - *CORE Committee Summary*
Governance Committee reviewed and discussed the CORE Committee summary.
 - *DANA Committee Summary*
Governance Committee reviewed and discussed the DANA Committee summary.
 - *PAR Committee Summary*
Governance Committee reviewed and discussed the PAR Committee summary.
 - *Service Continuum Summaries*
Governance Committee reviewed and discussed the Service Continuum summary
- *DSS Lead Agency Update*
Tony Turnage presented the update for DSS.
- *Develop and Approve CoC Agenda*
The Governance Committee developed the Agenda for the July 11, 2019, CoC Meeting.

- *CoC Bylaws Review and Revision*

The Governance Committee continued the annual review of the CoC Bylaws and will continue review and revision of the document at next month's meeting.

Adjourn

Meeting adjourned at 3:00 p.m.

**Next Meeting: July 25, 2019, 1:00 p.m.
McCoart Government Complex, Potomac Room**