March 10, 2022, CoC Packet

Prince William Area Continuum of Care

Agenda

Prince William Area Continuum of Care

Prince William Area
Continuum of Care

Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)
Randi Knights (LaTanya Buckhalter)
Oliver Reid (Tony Turnage alternate)
Pamela Wright (Serena Bermudez alternate)
Angel Harrison (Jeanine Gravette alternate)
Vacant

Prince William Area Continuum of Care (CoC)

Date: March 10, 2022
Time: 1:30 p.m.
Location: Virtual Meeting
Facilitator: Courtney Tierney, DSS Director (Alternate for Mr. Johnson)

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve February 10, 2022, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- New Business
  - Committee Reports: **ACTION ITEM**
    - Data and Needs Analysis (DANA)
    - Program Analysis and Ranking (PAR)
    - Service Continuum (2)
    - Governance

- DSS Lead Agency Update (Tony Turnage)
- CoC Highlights – Veterans Providers
  - April Ballard – Operation Renewed Hope Foundation
  - Michele Porter - Volunteers of America Chesapeake & Carolinas
  - Nancy Espinal – Department of Veterans Affairs
- Adjourn
- Announcements

Next Meeting: Thursday, April 14, 2022, at 1:30 p.m.
Virtual – WebEx Meeting info to follow.

Meeting Minutes

Prince William Area Continuum of Care

Prince William Area
Continuum of Care

Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)
Randi Knights (LaTanya Buckhalter alternate)
Oliver Reid (Tony Turnage alternate)
Pamela Wright (Serena Bermudez alternate)
Crystal Pitt (Jeanette Gravette alternate)
Vacant

Prince William Area Continuum of Care (CoC)

Date: February 10, 2022
Time: 1:30 p.m.
Location: Virtual Meeting
Facilitator: Tony Turnage, PWC DSS Assistant Director for Homeless Services Division

Meeting Minutes

Voting Member Attendees - Quorum Yes ☒ No ☐

1. Action in Community Through Services – Ashley Taylor
2. City of Manassas Park – Francis Rath
3. Cooperative Council of Ministries – Tom Smith
4. Easterseals Homeless Veteran Reintegration Program – Lewis Arnette
5. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
6. Manassas City Department of Social Services – LaTanya Buckhalter
7. Manassas Park Department of Social Services – Randi Knights
8. New Creatures-in-Christ Ministries- Madlin Edmonds
9. Northern Virginia Family Service – Michael-Sean Adams
10. Operation Renewed Hope Foundation – April Ballard
11. Pathway Homes Inc. – Michelle Halcombe
12. People Inc – Dawn Clark
13. Prince William County Community Service – Lynn Fritts
14. Prince William Public Schools – McKinney Vento Office – Tamara Eppolit-McKinney
15. Prince William County- OHCD – Joan Duckett
16. Private Citizen – Karen DeVito
17. Saved Hands Foundation – Pamela Wright
18. Serving Our Neighbors – Teresa Belcher
19. Streetlight Community Outreach Ministries – Gabriele Tibbs
20. Virginia Cooperative Extension – Marjorie Leon
21. Virginia Employment Commission – Serena Bermudez
22. Unsheltered Homeless Coalition – Dori Cook

Organizations with Voting Members not present

1. Cardinal Resources
2. Carried to Full Term
3. Catholics for Housing
4. Consulting Connection Services
5. The Church – God's Assembly

Other Attendees

1. Action in Community Through Services – Lisa Chill
2. City of Manassas - Ivette Monney
3. Elect Ladies Transition Home – Patricia Profit
4. Friendship Place – Dana DeMartino
5. Friendship Place – Lindsay Miller
6. Helping Neighbors-in-Need Outreach – Madlin Edmonds
7. Manassas City Department of Social Services – Michele Childs
8. Northern Virginia Family Service – Renate Canfield
9. Northern Virginia Family Service – Mychal Tamillow
10. Northern Virginia Family Service – Devin Heilmeier
11. Prince William County Community Service – Hayley Lewis
12. Prince William County Community Service – Kym Ludwig
13. Prince William County Department of Social Services – Dana Carey
14. Prince William County Department of Social Services – Alberta Floode
15. Prince William County Department of Social Services – Duanchy Cayetano
16. Prince William County Department of Social Services – Jeanine Gravette
17. Prince William County Department of Social Services – Tonya Golden
18. Prince William County Department of Social Services – Alicia La Patra
19. Prince William County Office Executive Management – Maria Burgos
20. Prince William County Office of the Public Defender – Kiya McDuffie
21. Prince William County - OCJS – Mark Perez
22. Prince William County – [redacted]
23. Serving Our Neighbors – Shannon Allison
24. Serving Our Neighbors – Richard Wehrle
25. Virginia Employment Commission – Lakia Graham

Welcome and Introductions

- The meeting was called to order at 1:35 p.m.

Minutes Approval

- CoC Minutes for December 9, 2021, were approved unanimously. 1) Randi Knights. 2). Lynn Fritts

Old Business

- No old business was discussed.

New Business

- **Committee Reports:**
  - Data and Needs Analysis (DANA), Program Analysis and Ranking (PAR), Service Continuum, and Governance Committee reports were submitted.

A Motion to accept the committee summaries as submitted. Motion was unanimously approved.
1) Karen DeVito 2) Francis Rath

DSS Lead Agency Update:

- Jeanine Gravette presented the DSS Lead Agency Update (*See attachment*).
- VHSP and Housing Trust Fund Applications will be released on Tuesday, February 15, 2022. *How to Apply* will be held Tuesday, February 15, 2022, at 2PM.
- The CoC is seeking RRH or Housing Location Services project applications (up to $150,000) via the Community Application for VHSP funding.

- VHSP Renewal Projects (Existing Grantees) will have to complete the renewal application form but do not have to complete the Community Application.

Ratify the letter of support for Friendship Place

- Support letter was ratified to support Friendship Place's renewal application for Supportive Services for Veteran Families (SSVF).

CoC Highlights

- Tony Turnage reviewed the PWA CoC highlights (See *attachment*).

Adjourn

- Motion to adjourn. 1) Lynn Fritts 2) Randi Knights Meeting adjourned at 2:25 p.m.

Next Meeting: Thursday, March 10, 2022, 1:30 p.m.
Virtual – Meeting Info to Follow.

Committee Summaries

Prince William Area Continuum of Care

Prince William Area
Continuum of Care

Data and Needs Analysis Committee

Date: February 10, 2022
Time: 3:00 p.m.
Location: Virtual Meeting
Facilitators: Alicia La Patra, PWC DSS Senior Business Systems Analyst
Samantha Biller, PWC DSS Human Services Manager
Governance Representative: Vacant

MEETING SUMMARY

Voting Member Attendees - Quorum Yes ☒ No ☐

1. Action Community Through Service – Darlene Robinson
2. Cooperative Council of Ministries – Tom Smith
3. Northern Virginia Family Services – Renate Canfield
4. Pathway Homes, Inc. – Lauren Leventhal
5. Streetlight Community Outreach Ministries – Gabriele Tibbs

Other Attendees

1. Action Community Through Service – Ashley Taylor
2. Action Community Through Service – Johnte Davis
3. Northern Virginia Family Service – Michael Best
4. Northern Virginia Family Service – Mandy McCain
5. Northern Virginia Family Service – Devin Heilmeier
6. Northern Virginia Family Service – Mychal Tamillow
7. Serving our Neighbors – Richard Wehrle
8. Prince William County Department of Social Services – Samantha Biller
9. Prince William County Department of Social Services – Alberta Floode
10. Prince William County Department of Social Services – Samantha Marandino

Welcome and Introductions

- The DANA committee welcomed Northern Virginia Family Service's Devin Heilmeier, Housing Counselor, and Renate Canfield, Case Manager Supervisor.

Old Business
Governance Representative

- No updates currently, still need a volunteer.

2022 Point in Time (PIT) Count

- PIT occurred on January 26, 2022. PIT data quality reviews and data entry for HMIS providers are due 2/11/2022.
- Paper surveys must be kept on file until PIT 2023.

Homeless Data Integration (HDIP)

- No new updates – January meeting cancelled due to PIT.
- Next step is to discuss data sharing from our HMIS with the HDIP.

Regional Racial Equity Project

- Preliminary findings for the quantitative and qualitative data for this project have been analyzed and presented. Work will continue with the consultant through the rest of this fiscal year.

Longitudinal Systems Analysis (LSA)

- The LSA report is due 2/15/2022 and is on track.

.

Systems Performance Measures (SPM)

- The SPM report is due 2/28/2022 and is on track. Alicia will contact providers, if additional data corrections are needed.

New Business

FY22 QTR2 Provider Report Card (PRC)

- Alicia reviewed the FY22 QTR2 PRC. *(see attached)*

A Motion was made and unanimously approved to accept the FY22 QTR2 PRC.
1) Darlene Robinson 2) Renate Canfield

Next Meeting: Thursday, March 10, 2022, at 3:00 p.m.
Virtual

Prince William Area
Continuum of Care

Program Analysis and Ranking Committee

Date: February 8, 2022
Time: 3 p.m.
Location: Virtual Meeting
Facilitator: Oliver Reid
Governance Representative: Oliver Reid, PWC DSS Human Service Program Manager

Meeting Summary

Voting Member Attendees - Quorum Yes ☒ No ☐

1. Catholic for Housing – George Davies
2. Prince William County Department of Social Services – Oliver Reid
3. Prince William County- OHCD – David Watkins
4. Private Citizen – Karen DeVito
5. Unsheltered Homeless Coalition – Dori Cook

Other Attendees

1. Prince William County Department of Social Services – Alberta Floode
2. Prince William County Department of Social Services – Tony Turnage

Welcome and Introduction

Old Business

- No old business was discussed.

New Business
DHCD VHSP Community Application

- Oliver Reid made the following announcements:
  - The Housing Trust Fund Homeless Reduction Grant (HTF-HRG) will be included in the Homeless & Special Needs Housing (HSNH) Grant Community Application. *(see attached)*
  - The HTF-HRG will include RRH, PSH, and Underserved Innovation Projects. Information on Housing Trust Fund begins on page 7. Multiple projects and project types can be submitted in this section of the application.
  - There is no cap on the amount that can be requested for each project. While HTF-HRG is included in the HSNH application cycle, funding for those projects will still be released on the calendar year (January 1 - December 31, 2023).
  - Funding allocations will be determined by the Department of Housing and Community Development (DHCD) and $8 million allotted in housing for Virginia.

VHSP Application Timeline

- An email will be sent to all the participants (applications will be released on February 15, 2022, and due February 28, 2022, at 12 p.m.)
    - The PWA CoC Application will be submitted by the end of March 2022.
    - Proposed Grantees (HTF): HTF-HRG will be awarded to eligible RRH, PSH, and Underserved Innovation projects as a bonus based on this funding application. Projects will be selected based on the CoC/LPG's need for funding and performance.
    - In the narrative section, there are details of each eligible proposed project using the following format: Organization Name, Project Type (RRH or PSH), Funding Request (total amount), Total number of households to be served, Brief description of proposed project including proposed activities.
    - The funds could be used for one of three services: Rapid Rehousing, Permanent Supportive Housing and Housing Location.

  A Motion was made to accept the timeline above. Motion was approved by consensus.

VHSP Scoring Tool

- Tony Turnage made the following announcements:
    - Renewal projects will need to have a one page summary the funding request.
    - "How to apply" will be held on February 15, 2022.

Adjourn

- Meeting adjourned at 4.02 p.m.

Next Meeting: Tuesday, March 8, 2022, at 3 p.m.
Virtual

Prince William Area
Continuum of Care

Service Continuum Committee

Date:	February 3, 2021
Time:	9:30 a.m.
Location:	Virtual Meeting
Facilitator:	Jeanine Gravette, PWC DSS Human Service Program Manager
Governance Representative:	Crystal Pitt, NVFS Director of Homeless Services

Meeting Summary

Voting Member Attendees - Quorum Yes ☒ No ☐

1. Action in Community Through Service – Darlene Robinson
2. Eastereals Homeless Veteran Reintegration Program - Lewis Arnette
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Manassas Church of Brethren – Tina Fisher
5. New Creatures in Christ- Madlin Edmonds
6. Northern Virginia Family Service – Crystal Pitt
7. Operation Renewed Hope Foundation – April Ballard
8. People Inc. – Samantha Barber
9. Prince William County Department of Social Services – Tony Turnage
10. Prince William County Community Services – Lynn Fritts
11. Prince William County Public Schools – Tamara Eppolit-McKinney
12. Saved Hands Foundation – Pamela Wright
13. Serving Our Neighbors – Teresa Belcher
14. Streetlight Community Outreach Ministries – Gabriele Tibbs
15. The Church -God's Assembly – Maria Wells
16. Virginia Employment Commission - Lakia Graham
17. Virginia Department of Veteran Services – Ahime Harris

Other Attendees

1. Action in Community Through Service – Angel Harrison
2. Action in Community Through Service – Mabel Bonilla
3. Action in Community Through Service- Ashley Taylor
4. Friendship Place – Lindsay Miller
5. Friendship Place – Dana DeMartino
6. Helping Neighbors in Need Outreach Center- Madlin Edmonds
7. Norther Virginia Family – Devin Heilmeier
8. Serving Our Neighbors – Shannon Allison
9. Serving Our Neighbors- Richard Wehrle
10. Northern Virginia Family Service – Michael-Sean Adams
11. Northern Virginia Family Service - Mychal Tamillow

12. People Inc. – Dawn Clark
13. Prince William County Department of Social Services – Tonya Golden
14. Prince William County Department of Social Services – Alberta Floode
15. Prince William County Department of Social Services – Alicia La Patra
16. Prince William County Department of Social Services - Damien Quesada
17. Volunteers of America Chesapeake – Kelsey Golias
18. Cooperative Council of Ministries - Tom Smith
19. Washington D.C. Department of Veterans Affairs– Nancy Espinal

Welcome and Introductions

- The committee welcomed Richard Wehrle from Serving Our Neighbors and Tom Smith with Cooperative Council of Ministries.

Old Business

- No old business was discussed.

New Business

Veterans Report

- April Ballard – Operation Renewed Hope Foundation (ORHF) made the following announcements:
    - Reviewed Homeless Veterans By-Names and asked for updates and additions. The updated list will be emailed to the committee after the meeting.
    - Committee members discussed the Veterans Homeless By-Names list to be discussed line by line due to confidentiality concerns. A copy of ROI will be submitted to committee facilitator for review.
    - VASH (Veterans Affairs Supportive Housing) vouchers are still available in the community. Referrals are made through the VA Northern Virginia Outreach Social Worker. Supportive Services for Veteran Families (SSVF) providers can help facilitate referrals for veterans enrolled in SSVF.

Rapid Re-housing

- Process and Paperwork
    - Program Manager Jeanine Gravette conducted a training on RRH and all the required documentation to include the following:
        - PWA Permanent Housing Referral Summary Sheet
        - PWA CoC Intake Form
        - Housing Targeting Assessment Tool
        - HMIS Notice & Consent to Share Information
        - VI-SPDAT Score
        - Consent for the Release of Confidential Information
        - Homeless Certification Form and supporting documentation
        - Rapid Rehousing Prioritization Tool Points
- Homeless Management Information Systems (HMIS)
    - Alicia La Patra reviewed client consent and homeless certification:
        - The HMIS Release of Information (ROI) is completed and uploaded at project intake and should exist in the system prior to referrals being made except for providers completing "Community Referrals" who will complete the ROI at the point of referral.
            - HMIS ROIs allow for data sharing within the system.

    - HMIS ROIs are required for all adults 18+ and are good for two years from the date they are signed.
- The "Third-Party" consent form is completed at the point for data sharing outside of HMIS.
- Providers may use project entry assessments from HMIS as supporting documentation on the Homeless Certification Form.
- CoC and HMIS guides, referral packets, and policy documents are hosted in HMIS and instructions on how to access these are posted under "System News."

CES Policies and Procedures Manual Plan

- The CES Policies and Procedures manual will be emailed to the committee on February 7, 2022, for review.
- Two meetings will occur every month (Meeting #1: Held every first Thursday of every month Veteran's report will be discussed, other agenda items, along with CES policies and procedures. Meeting #2: Held every third Thursday of every month to go over the policy and procedures).

Election for Governance Committee

- Angel Harrison of ACTS has been elected to the Governance Committee to replace Crystal Pitt.

A Motion was made to accept Angel Harrison to the Governance Committee. Motion unanimously approved. 1) Pamela Wright 2) Madlin Edmonds

Meeting adjourned at 11:30 a.m.

Next Meeting: Thursday, February 17, 2022, at 9:30 a.m.
Virtual

Prince William Area
Continuum of Care

Service Continuum Committee

Date:	February 17, 2021
Time:	9:30 a.m.
Location:	Virtual Meeting
Facilitator:	Jeanine Gravette, PWC DSS Human Service Program Manager
Governance Representative:	Angel Harrison, ACTS RRH Case Manager

Meeting Summary

Voting Member Attendees - Quorum Yes ☒ No ☐

1. Action in Community Through Service – Darlene Robinson
2. Cardinal resources – Tracey Thomas
3. Eastereals Homeless Veteran Reintegration Program - Lewis Arnette
1. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Manassas Church of Brethren – Tina Fisher
5. New Creatures in Christ- Madlin Edmonds
2. Northern Virginia Family Service – Michael-Sean Adams
6. People Inc. – Samantha Barber
7. Prince William County Community Services – Lynn Fritts
8. Prince William County Public Schools – Tamara Eppolit-McKinney
9. Saved Hands Foundation – Pamela Wright
10. Serving Our Neighbors – Teresa Belcher
11. Streetlight Community Outreach Ministries – Gabriele Tibbs
12. Virginia Employment Commission - Lakia Graham

Other Attendees

3. Action in Community Through Service – Angel Harrison
4. Action in Community Through Service- Ashley Taylor
5. Friendship Place – Lindsay Miller
6. Friendship Place – Dana DeMartino
7. Helping Neighbors in Need Outreach Center- Madlin Edmonds
8. Norther Virginia Family Service – Devin Heilmeier
9. Northern Virginia Family Service - Mychal Tamillow
10. Northern Virginia Family Service – Renate Canfield
11. Serving Our Neighbors – Shannon Allison
12. Serving Our Neighbors- Richard Wehrle
13. People Inc. – Dawn Clark
14. Prince William County Department of Social Services – Dana Carey
15. Prince William County Department of Social Services – Tonya Golden
16. Prince William County Department of Social Services – Alberta Floode

17. Prince William County Department of Social Services – Samantha Marandino
18. Prince William County Department of Social Services - Damien Quesada
19. Prince William County Department of Social Services – Tony Turnage
20. Woodbridge Senior High School – Matthew Sinclair

Welcome and Introductions

Old Business

- No old business was discussed.

New Business

- **Presentation from Matthew Sinclair, a senior from Woodbridge Senior High School**
    - Mr. Sinclair is a senior high school student seeking information from the committee to complete research for a school project involving the hesitancy of receiving the COVID-19 vaccines from the homeless population.
- **CES Policies and Procedures Plan review and updates**
  Jeanine Gravette reviewed the following plan and updates with the committee.
    - RRH forms
    - Changes to the PSH committee
    - Steps for Community Case Conferences
    - Homeless Certification form (must be used for all clients)
    - Process of placing clients in emergency shelter using hotels, notes are seen that clients are encouraged to call for hotel room availability, this should not be encouraged
    - Progressive engagement is a best practice
    - CES' Screening Diversion tool
    - Diversion: Idea to adopt a tool to use across the CoC CES System
    - After Hours process: communication to police, other agencies and public. Same for Hypothermia process
    - Case notes
    - Training new staff

Meeting adjourned at 11:30 a.m.

Next Meeting: Thursday, March 3, 2022, at 9:30 a.m.
Virtual

Prince William Area
Continuum of Care

Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)
Randi Knights (LaTanya Buckhalter)
Oliver Reid (Tony Turnage alternate)
Pamela Wright (Serena Bermudez alternate)
Angel Harrison (Jeanine Gravette alternate)
Vacant

Governance Committee

Meeting Summary

Date: February 24, 2022
Time: 1:00 p.m.
Location: Virtual Meeting
Facilitator: Courtney Tierney, PWC DSS Director (Alternate for Mr. Johnson)

Voting Member Attendees: - **Quorum Yes ☒ No ☐**

1. Action in Community Through Service – Angel Harrison
2. City of Manassas Park Department of Social Services – Randi Knights
3. Prince William County Department of Social Services – Oliver Reid
4. Saved Hands Foundation – Pamela Wright

Other Attendees:

1. City of Manassas Park Department of Social Services – LaTanya Buckhalter
2. Prince William County Department of Social Services – Dana Carey
3. Prince William County Department of Social Services – Alicia La Patra
4. Prince William County Department of Social Services – Courtney Tierney
5. Prince William County Department of Social Services – Tony Turnage
6. Virginia Employment Commission – Serena Bermudez

Meeting called to order: Courtney Tierney at 1:00 p.m.

Welcome and Introductions

- The committee welcomed Angel Harrison, ACTS' Housing Case Manager as a new member of the Governance Committee representing the Service Continuum Committee.

Approval of February 10, 2022, CoC Meeting Minutes.

- **Approval of CoC Minutes** – February 10, 2022, unanimous approval
  1) Randi Knights 2) Oliver Reid (Courtney Tierney abstained)

Approval of Committee Summaries

- Program Analysis and Ranking (PAR) – Oliver Reid
- Data and Needs Analysis (DANA) Committee – Alicia LaPatra

- Service Continuum Committee
  - Angel Harrison for February 17, 2022.
  - Tony Turnage for February 3, 2022.

A Motion to accept the committee summaries was made and unanimously approved.
1) Serena Bermudez 2) Randi Knights

DSS Lead Agency Update:

- Tony Turnage presented the DSS Lead Agency Update *(see attached)*.
  - Dana Carey presented the Quarter 1 and 2 Financial Reports.
  - Alicia LaPatra presented the Quarter 1 and 2 Report Card.

DANA Discussion

- Motion to amend to add DANA Discussion as an action item.
  1) Angel Harrison 2) Randi Knights

A Motion requesting Alicia LaPatra to discuss meeting and mission changes with the DANA Committee.
1) Randi Knights 2) Angel Harrison

Develop and Approve CoC Agenda

- The Committee developed and approved the CoC Agenda.

Adjourn

- Meeting adjourned at 2:12 p.m.

Next Meeting: Thursday, March 24, 2022, at 1:00 p.m.