

# January 10, 2019, CoC Packet

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Prince William Area Continuum of Care

# Agenda

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Prince William Area Continuum of Care



## Prince William Area Continuum of Care (CoC)

**Date:** January 10, 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 November 8, 2018, 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
  - *DSS Lead Agency Update*
  - *Agency Spotlight*
    - Virginia Cooperative Extension
    - Legal Services of Northern Virginia
- Adjourn

Announcements

**Next Meeting: February 14, 2019, 1:30 p.m.  
Development Services, Room 202 A/B**

# Meeting Minutes

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Prince William Area Continuum of Care



## Prince William Area Continuum of Care (CoC)

**Date:** November 8, 2018  
**Time:** 1:30 p.m.  
**Location:** McCoart Government Complex, Powell's Creek A/B  
**Facilitator:** Courtney Tierney

### **Meeting Minutes**

#### **Voting Member Attendees**

1. Action in Community Through Services (ACTS) – Lula Kelly
2. BARN Community Housing – Mary Finnigan
3. Catholics for Housing, Inc. – John Kunu
4. City of Manassas Department of Social Services – Melanie Trabosh
5. City of Manassas Park DSS – Randi Knights
6. Cooperative Council of Ministries – Becki O'Loughlin
7. Elect Ladies Transitional Home – Patricia Profit
8. Independence Empowerment Center, Inc. – Roberta McEachern
9. Mulligan Services, Inc. – Allan C. Jones
10. Ministries, Inc. Helping Neighbors-in-Need Outreach – Madlin Edmonds
11. Operation Renewed Hope Foundation – Katherine Skerl
12. Pathway Homes, Inc. – Sherry Meyers
13. Prince William County Community Services Board – Lynn Fritts
14. Prince William County Department of Social Services – Courtney Tierney
15. Prince William County Public Schools – Richmond Hill
16. Prince William County Office of Housing and Community Development – Joan Duckett
17. Saved Hands, Inc. – Pamela Wright
18. StreetLight Community Outreach Ministries – Gabrielle Tibbs
19. The Church – God's Assembly – Maria Wells
20. Unsheltered Homeless Coalition – Dori Cook
21. Virginia Cooperative Extension, Prince William – Anita Eggleton
22. Virginia Employment Commission – Joe Kelley

#### **Organizations with Voting Members not present**

1. Elnora Foundation, Inc.
2. Northern Virginia Family Service

## **Other Attendees**

1. BARN Community Housing – Tammy Robertson
2. Gainesville United Methodist Church (GUMC) – Teresa Belcher
3. Gainesville United Methodist Church (GUMC) – Ann Rychlik
4. Ministries, Inc. Helping Neighbors-in-Need Outreach – Gala Crum
5. Northern Virginia Family Service – Andrew Beverage
6. Northern Virginia Family Service – Carole Huell
7. O.A.R. – Cindy Montalvan
8. Office of Criminal Justice Services – Rebecca Polaski
9. Prince William County Department of Social Services – LoToya Bass
10. Prince William County Department of Social Services – Jennifer Jablonski

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

- *Meeting called to order by Courtney Tierney*
- *Introduction of meeting attendees*

## **Minutes Approval**

*Minutes were approved for October 11, 2018: 1) Allan C. Jones, 2) Roberta McEachern.*

## **Old Business**

- *Housing Trust Funding*  
LoToya Bass presented an update on the Virginia Housing Trust Funding grant applications submitted.
  - ✓ StreetLight Community Outreach Ministries – New Construction for StreetLight’s Hope Center project
  - ✓ Northern Virginia Family Service – Rapid Re-Housing
  - ✓ Action in Community Through Service – Permanent Supportive Housing

## **New Business**

- *Committee Reports were approved* – 1) Allan Jones, 2) Roberta McEachern
  - Community Outreach and Relationship Engagement (CORE)  
Jacob Mosser is the new Governance Representative for the CORE Committee.
  - Data and Needs Analysis (DANA)  
LoToya Bass presented the summary and provided a PIT Count update for the upcoming year.
  - Governance  
The Governance Committee reminded organizations that participation on one committee with 80% attendance rate is required for voting membership. All CoC meetings are open to public.
- *DSS Lead Agency Update*

- The 2019 PIT Count is fast approaching, updates will be provided as they become available.
- The Virginia Governor's Housing Conference is coming up, November 14-16.
- PWC DSS assumed operation of the Hilda Barg Homeless Prevention Center October 29, 2018.
  
- *Agency Spotlight*
  - Independence Empowerment Center  
Roberta McEachern presented to the CoC regarding the Independence Empowerment Center and its services. Their website is: [www.ieccil.org](http://www.ieccil.org) and for additional information Roberta can be reached at 703-257-5400 X114.
  - Prince William County Schools – McKinney-Vento Act  
Richmond Hill presented to the CoC regarding support services for homeless students under the McKinney -Vento Act.

### **Adjourn**

Meeting adjourned at 2:23 p.m.

**Next Meeting: January 10, 2019, 1:30 p.m.  
McCoart Government Complex, Powell's Creek AB**

# Committee Summaries

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Prince William Area Continuum of Care





## Community Outreach and Relationship Engagement Committee

**Date:** November 8, 2018  
**Time:** After CoC meeting  
**Location:** McCoart Government Complex, Powell's Creek A/B  
**Facilitator:** Courtney Tierney  
**Governance Representative:** Jacob Mosser

### Meeting Summary

#### Voting Member Attendees

1. Action in Community Through Service – Lula Kelly
2. Cooperative Council of Ministries – Becki O'Loughlin
3. Independence Empowerment Center – Roberta McEachern
4. Mulligan Services, Inc. – Allan C. Jones
5. Northern Virginia Family Service – Andrew Beverage
6. Prince William County Department of Social Services – Courtney Tierney
7. Saved Hands Foundation – Pamela Wright
8. Virginia Cooperative Extension, Prince William – Anita Eggleton

#### Other Attendees

1. Northern Virginia Family Service – Carole Huell
2. OCJS – Becky Polaski
3. Prince William County Department of Social Services – Jennifer Jablonski

#### **Old Business**

- *Regroup on "outreach"*

Open floor discussion was held regarding progress made in reaching out to school, hospital, detention center, and personnel. Members of the CORE committee will continue to work at re-establishing and strengthening relationships with target organizations and institutions and inviting them to the table for discussion regarding homeless issues. Courtney Tierney and Allan Jones will work on engaging the school representation regarding the providing a possible documentary/informational video and Allan Jones will assist with project.

#### *Update on CCoM and Data*

Courtney Tierney updated that the matter will be discussed at the next CCoM "membership meeting".

**New Business**

*No new business was discussed at this meeting.*

**Adjourn**

Meeting adjourned at 3:17 p.m.

**Next Meeting: January 10, 2019, Approx. 2:45 p.m.  
McCoart Government Complex, Powell's Creek A/B Room**



## Data and Needs Analysis Committee

**Date:** November 20, 2018  
**Time:** 11:00 a.m.  
**Location:** McCoart Government Complex, Powell's Creek A/B  
**Facilitator:** LoToya Bass  
**Governance Representative:** Allan Jones

### Meeting Summary

#### Voting Member Attendees

1. Good Shepherd Housing Foundation- Elizabeth Funes
2. Mulligan Services- Allan Jones
3. Northern Virginia Family Service – Andrew Beverage
4. Operations Renewed Hope Foundation- Katherine Skerl
5. Prince William County Community Services – Lynn Fritts
6. Prince William County Department of Social Services – LoToya Bass

#### Other Attendees

1. Prince William County Department of Social Service– Tracey Bland

#### **Old Business**

- *2019 Point- in- Time (PIT) –*
  - The PIT date will be January 23, 2019. Shelters and Transitional Housing programs will complete surveys within HMIS on January 23, 2019. Street Outreach surveying will be held January 24<sup>th</sup> and 25<sup>th</sup>.
  - GIS technology will be used for all outreach teams surveys. LoToya and Lynn have requested a meeting with the PWC GIS team for electronic survey development.
  - DSS will be working with PWC police to obtain access to campsite maps within the GIS system.
  - DSS and CSB-PATH will host the PIT Train-the-Trainer meetings for agencies offering outreach services.
  - DSS will have the surveys printed in Spanish.

#### **New Business**

- *CoC Report Card First Quarter*

The First Quarter CoC Report Card will be ready for review and discussion by the December 15, 2018, DANA meeting.

- *Racial Disparity*

The DANA Committee will start the Racial Disparities assessment process in February 2019.

**Adjourn**

Meeting adjourned at 11:53 a.m.

**Next Meeting: December 15, 2018, 11:00 a.m.  
McCoart Government Complex, Powell Creek A/B**



## Program Analysis and Ranking Committee

**Date:** December 11, 2018  
**Time:** 3:00 p.m.  
**Location:** McCoart Government Complex, Cedar Run  
**Facilitator:** LoToya Bass  
**Governance Representative:** LoToya Bass

## Meeting Summary

### Voting Member Attendees

1. Catholics for Housing – Karen DeVito
2. Prince William County Department of Social Services – LoToya Bass
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 – Jennifer Jablonski

### **Old Business**

- *Housing Location Services*

PWC DSS sent out a RFP and is hoping to award the contract by January.

- *Debriefing of the CoC Grant Process*

The grant was submitted on time and is in the review process. PWC DSS is working on a RFP to onboard a CoC Grant process consultant.

### **New Business**

- *VHSP Grant Renewal process*

VHSP grant renewals will be reviewed, ranked or approved using the spreadsheet tool and approved CoC process.

- *CoC Grant Process for the 2019 application*

Processes for the application will start now and plans are to move forward with the consultant by March. Dori will create a workflow timeline for the PAR Committee.

**Adjourn**

Meeting adjourned at 4:17 p.m.

**Next Meeting: January 8, 2019, 3:00 p.m.  
McCoart Government Complex, Cedar Run Room**



## Service Continuum Committee

**Date:** November 1, 2018  
**Time:** 9:30 a.m.  
**Location:** McCoart Government Complex/Powell's Creek AB  
**Facilitator:** LoToya Bass  
**Governance Representative:** Lula Kelly

## Meeting Summary

### Voting Member Attendees

1. Action in Community Through Housing – Lula Kelly
2. BARN Community Housing – Fadumo Ahmed
3. Catholics for Housing – John
4. Friendship Place – Gladys Dominguez
5. Northern Virginia Family Service – Kathy Bridgeman
6. Operation Renewed Hope Foundation – Katherine Skerl
7. Prince William County Department of Social Services – Melonie Barrow
8. The Church-God's Assembly – Maria Wells

### Other Attendees

1. Action in Community Through Housing – Valria Martin
2. Northern Virginia Family Service – Milton Rodriguez
3. Prince William County Department of Social Services – LoToya Bass
4. Prince William County Department of Social Services – Tracey Bland
5. Prince William County Department of Social Services – Jennifer Jablonski
6. Virginia Department of Veterans Services – Ahime Harris
7. Volunteers of America, Chesapeake, Inc. – Michelle Porter
8. VOA SSVF – Patricia Martinez

### **Old Business**

*Motion to move Veteran's Report up to the second item on the agenda – 1)Kathy Bridgeman, 2)Lula Kelly*

- *RRH Provider update*

Providers gave updates as to current program capacity of how many clients were being served at each level as well as openings.

- *Veterans' Report*

Veteran providers discussed the report. Discussion took place regarding current cases and needs for shelter stay extension on until housing is obtained for one veteran.

- *Case Conference*

Committee discussed the process for case conference and ensuring clients are not discharged into homelessness whenever possible. The committee was reminded of agreed upon case conference schedule and process.

- *RRH Script Discussion*

LoToya Bass presented the Script to the committee.

- *RRH- Referral process for HMIS*

Tracey Bland Presented the process to the committee.

- *HUD CE Management and Data Guide (Update)*

Committee will review this document and be prepared for discussion at future meeting.

#### **New Business**

- *Meeting Cancellation*

Motion was made to cancel the November 15, 2018, meeting due to the Governor's Housing Conference – 1) Lula Kelly, 2) Kathy Bridgeman

#### **Adjourn**

Meeting adjourned at 10:53 a.m.

<p style="text-align: center;"><b>Next Meeting: November 29, 2018, 9:30 a.m. McCoart Government Complex, Powell's Creek AB</b></p>
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## Service Continuum Committee

**Date:** November 29, 2018  
**Time:** 9:30 a.m.  
**Location:** McCoart Government Complex/Cedar Run  
**Facilitator:** Melonie Barrow  
**Governance Representative:** Lula Kelly

## Meeting Summary

### Voting Member Attendees

1. Action in Community Through Housing – Lula Kelly
2. Cooperative Council of Ministries – Jimmy Rogers
3. Northern Virginia Family Service – Kathy Bridgeman
4. Prince William County Department of Social Services – Melonie Barrow
5. Streetlight Community Outreach Ministries – Gabriele Tibbs
6. The Church- God’s Assembly – Maria Wells
7. Virginia Employment Commission – Serena Bermudez

### Other Attendees

1. Friendship Place – Rachel Goodling
2. Gainesville United Methodist Church – Teresa Belcher
3. Gainesville United Methodist Church – Ann Rychlik
4. Northern Virginia Family Service – Widely Chouloule
5. Prince William County Department of Social Services – Minerva Labrador
6. Prince William County Department of Social Services – Tony Turnage

### **Old Business**

- *RRH by-names list, priority, and referral process update*

Tony Turnage and Melonie Barrow discussed the new sending and receiving referral process for rapid rehousing. NVFS (has 3 openings) and ACTS (has 6 openings). NVFS and ACTS will review the by-names list and accept new cases.

- *RRH By-names list*

Open floor discussion was held to discuss the process for removing names from the list, Kathy Bridgeman suggested keeping the list in google docs, to allow real time work on the By-names document. Melonie will check with the County’s I.T. department to determine if this will be allowable.

## **New Business**

- *Trainings Needs*

Open discussion about additional trainings needed for the VI-SPDAT, RRH process, and Coordinated Entry Process, the trainings will be scheduled later.

- *Case Conferencing*

Case Conferences will take place directly after the Service Continuum meeting and must be scheduled using the case conference form.

- *Case Management Notes*

Kathy made the motion to have case managers enter case notes into HMIS, effective after HMIS training has been completed, 1) Gabrielle Tibbs 2) Lula Kelly.

## **Adjourn**

Meeting adjourned at 11:00 a.m.

<p><b>Next Meeting: December 13, 2018, 9:30 a.m. McCoart Government Complex, Cedar Run</b></p>
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## Service Continuum Committee

**Date:** December 13, 2018  
**Time:** 9:30 a.m.  
**Location:** McCoart Government Complex/Cedar Run  
**Facilitator:** Melonie Barrow  
**Governance Representative:** Lula Kelly

## Meeting Summary

### Voting Member Attendees

1. Action in Community Through Housing – Lula Kelly
2. Northern Virginia Family Service – Kathy Bridgeman
3. Operation Renewed Hope Foundation – Katherine Skerl
4. Prince William County Department of Social Services – Melonie Barrow
5. The Church-God’s Assembly – Maria Wells
6. Virginia Employment Commission – Serena Bermudez

### Other Attendees

1. Feeding Friends (GUMC) – Ann Rychlik
2. Friendship Place – Rachel Goodling
3. Northern Virginia Family Service – Michael-Sean Adams
4. Northern Virginia Family Service – Milton Rodriguez
5. Prince William County Department of Social Services – Jennifer Jablonski
6. Virginia Department of Veterans Services – Ahime Harris

### Old Business

- *EFSP Funding Follow up*

Last meeting, EFSP funding was announced and the meeting with awarded providers has since been held. Preliminary determination was to have providers take referrals from both CE as well as other sources, notating in HMIS so funding could be tracked. Currently, NVFS, StreetLight, and Neighbor’s In Need are able to take referrals; Ladies Elect Transitional Housing is waiting for further information to able to accept referrals. The Service Continuum Committee determined that referrals shall coming through CE to maintain consistency.

- *RRH Procedures Document*

Melonie Barrow presented the newest copy of the RRH procedures document and open floor discussion was held regarding suggestions to amend the process/document. The committee was asked to submit edits and changes to the document by December 19, 2018.

#### **New Business**

- *Veteran's Report*

Providers held open floor discussion regarding current Veteran client cases.

- *Service Continuum December 27<sup>th</sup> Meeting*

The committee unanimously decided to cancel the meeting scheduled for December 27, 2018. Case Conferencing will still be held that day.

- *Reoccurring Clients*

Added to the agenda at the request of NVFS, the question was presented, how does the committee plan to address reoccurring clients? It was determined to use the alert in HMIS to flag reoccurring clients for case conferencing when they make contact again.

#### **Adjourn**

Meeting adjourned at 11:03 a.m.

**Next Meeting: January 10, 2019, 9:30 a.m.  
McCoart Government Complex, Cedar Run**



## Governance Committee

LoToya Bass  
Elijah Johnson, Chair  
Allan Jones  
Lula Kelly  
Ronald King  
Jacob Mosser

### Governance Committee

**Date:** January 3, 2019  
**Time:** 1:00 p.m.  
**Location:** McCoart Government Complex, Potomac Room  
**Facilitator:** Courtney Tierney

## Meeting Summary

### Voting Member Attendees

1. Action and Community Through Service – Lula Kelly
2. City of Manassas Department of Social Services – Ronald King
3. Mulligan Services – Allan Jones
4. Occoquan District Supervisor's Office – Jacob Mosser
5. Prince William County Department of Social Services – LoToya Bass
6. Prince William County Department of Social Services – Courtney Tierney

### Other Attendees

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

**Meeting called to order at 1:00 p.m.**

### **Old Business**

*No old business was discussed at this meeting.*

### **New Business**

- *Approval of November 8, 2018, CoC Minutes*  
Minutes Approved – 1) Alan Jones, 2) Lula Kelly
- *Approval of Committee Summaries* – All Committee Reports approved – 1) LoToya Bass, 2) Ronald King
  - *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 summaries.

- *DSS Lead Agency Update*

Tony Turnage presented the update for DSS.

- ✓ The HMIS Administrator position is currently vacant.
- ✓ For the past five month period (August – December) Coordinated Entry has averaged over 900 calls a month with call times averaging 20 minutes.
- ✓ The Hilda Barg Homeless Prevention Center transition is progress and most key position have been filled.
- ✓ The Longitudinal System Analysis (LSA) report has been submitted to HUD for review.
- ✓ DSS is in the process of securing a grant consultant for the HUD Continuum of Care Grant.

- *Develop and Approve CoC Agenda*

The Governance Committee developed the Agenda for the January 10, 2019, CoC Meeting.  
Approved by Consensus

- *Member's Time*

**Adjourn**

Meeting adjourned at 2:03 p.m.

**Next Meeting: January 24, 2019, 1:00 p.m.  
McCoart Government Complex, Potomac Room**