

October 11, 2018, CoC Packet

Prince William Area Continuum of Care

Agenda

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: October 11, 2018

Time: 1:30 p.m.

Location: McCoart Government Complex, Board Chambers

Facilitator: Courtney Tierney, PWC DSS Director

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve September 13, 2018, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- *CoC Grant Update*
- New Business **ACTION ITEM**
 - *Committee Reports:*
 - Service Continuum
 - Governance
 - *Service Continuum Committee Report*
 - *DSS Lead Agency Update*
- *Agency Spotlight- Turning Points - Domestic Violence Awareness Month*
- Adjourn
- Announcements

**Next Meeting: November 8, 2018, 1:30 p.m.
McCoart Government Complex, Powell's Creek A/B**

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: September 13, 2018
Time: 1:30 p.m.
Location: Chinn Library, Community Room
Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. Action in Community Through Services (ACTS) – Lula Kelly
2. BARN Community Housing – Tammy Robertson
3. Catholics for Housing, Inc. – John Kunu
4. City of Manassas Department of Social Services – Melanie Trabosh
5. Cooperative Council of Ministries – Becki O’Loughlin
6. Elect Ladies Transitional Home – Patricia Profit
7. Helping Neighbors in Need Outreach Center – Gala Crum
8. Independence Empowerment Center, Inc. – Roberta McEachern
9. Manassas Park Department of Social Services – Randi Knights
10. Mulligan Services, Inc. – Allan C. Jones
11. Northern Virginia Family Service – Debra Rapone
12. Occoquan Magisterial District – Jacob Mosser
13. Pathway Homes, Inc. – Sherry Meyers
14. Prince William County Community Services Board – Lynn Fritts
15. Prince William County Department of Social Services – Tony Turnage
16. Prince William County Office of Executive Management – Elijah T. Johnson
17. Prince William County Office of Housing and Community Development – Joan Duckett
18. Saved Hands, Inc. – Pamela Wright
19. Streetlight Community Outreach Ministries – Gabriele Tibbs
20. Virginia Employment Commission – Serena Bermudez

Organizations with Voting Members not present

1. Coalition for Human Services
2. Good Shepherd Housing Foundation
3. Neighbor's Keeper
4. Operation Renewed Hope Foundation
5. Serving Together
6. Skill Source Group
7. St. Margaret of Cortona Transitional Housing
8. Unsheltered Homeless Coalition
9. Virginia Cooperative Extension
10. Youth for Tomorrow

Other Attendees

1. CCDA – Misty Hardman
2. Elect Ladies Transitional Home – Melissa Beaudoin
3. Good Shepherd Housing Foundation – Patricia Johanson
4. Office of Criminal Justice Services – Rebecca Polaski
5. Prince William County Department of Social Services – LoToya Bass
6. Prince William County Department of Social Services – Melonie Barrow
7. Prince William County Department of Social Services – Tracey Bland
8. Prince William County Department of Social Services – Jennifer Jablonski
9. Prince William County Department of Social Services – Torria Jenkins
10. Prince William County Department of Social Services – Courtney Tierney
11. Sentara Northern VA Medical Center – Glenn Sheffield MSM, RN
12. Virginia Employment Commission – Maria Wells
13. Virginia Employment Commission – Joe Kelley

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

- *Meeting called to order by Elijah Johnson*
- *Introduction of meeting attendees*
- *Motion to amend the agenda location - 1) Deb Rapone, 2) Randi Knights*

Minutes Approval

Minutes were approved for August 9, 2018: 1) Allan C. Jones, 2) Roberta McEachern.

Old Business

- *FY18 CoC Grant Application Update*
LoToya Bass provided an update on the status of the application process. PWC DSS was looking to have the final submission in between Sunday and Monday, September 16th-17th.

New Business

- *Committee Reports were approved* – 1) Allan Jones, 2) Roberta McEachern
 - Community Outreach and Relationship Engagement (CORE)
 - Data and Needs Analysis (DANA)
 - Service Continuum
 - Governance
 - ✓ The governance summary will be amended to reflect LoToya Bass seconded the Prince William Area Continuum of Care Reallocation Process Document.
- *Coordinated Entry System(CES) Policies and Procedures*
 - Tony Turnage presented on the CES Policies and Procedures. An executive summary of the CES Policies and Procedures was also presented. Motion to approve the CES Policies and Procedures – 1) Allan Jones, 2) Roberta McEachern, all in favor, motion carries.
- *Update to CoC Policies*
 - LoToya Bass presented the updates to the CoC policies listed below:
 - ✓ Prince William Area CoC Community-Based Grants Application Policies, Procedures, and Processes
 - ✓ Prince William Area Continuum of Care Reallocation Process
 - ✓ Appeals Policy
 - ✓ Prince William Area Continuum of Care Model Emergency Transfer Plan for Victims of Domestic Violence, Sexual Assault, or Stalking
 - A motion was made to approve the policies as updated – 1) Allan Jones, 2) Roberta McEachern, all in favor, motion carries.
- *DSS Lead Agency Update*
 - PWC DSS and OHCD will be hosting a mandatory training for ESG, CoC, VHSP and Community Partner funding recipients. The training will be held on September 28, 2018. DSS and OHCD will host this training annually.
 - Melonie Barrow reported the number of CES calls and types of call received for the month of August.
 - After reviewing the Community Development Block Grant (CDBG) requirements for the transportation funding DSS will not submit an application. CoC partners are highly encouraged to submit a coordinated application for CDBG transportation
 - Housing Trust Fund: applications are due November 2nd and a How-to-Apply will be held September 24th and September 28th.
 - Prince William County Schools would like to present to the CoC at large.
 - DSS is working with County Police, PRTC, and VDOT to instate a no trespass standard due to property damage and debris from loitering at Overnight Shelter and surrounding area
 - The first Quarter is coming to a close and in the next few weeks initial reports for the CoC Report Card will be due to DSS.
 - Courtney Tierney presented the procedure for reporting abuse and neglect for adults in the PWA.

Adjourn

Meeting adjourned at 2:42 p.m.

**Next Meeting: October 11, 2018, 1:30 p.m.
McCoart Government Complex, Board Chambers**

Committee Summaries

Prince William Area Continuum of Care



Service Continuum Committee

Date: August 23, 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. BARN Community Living – Fadumo Ahmed
3. CCoM – Jimmy Rogers
4. Northern Virginia Family Service – Debra Rapone
5. Operation Renewed Hope Foundation – Katherine Skerl
6. Prince William County Department of Social Services – Melonie Barrow

Other Attendees:

1. BARN Community Housing – Ashley Speaks
2. Northern Virginia Family Service – Kathy Bridgeman
3. Prince William County Department of Social Services – Jennifer Jablonski

Old Business

- *RRH by-names list, priority, in HMIS*
Melonie Barrow provided an update on the RRH priority listing and the ability for it to be generated within HMIS. Committee discussed the RRH referral process and how households will be pulled from the list.
- *RRH Documentation (VI-SPDAT and Housing Targeting Tool)*
Clarification provided on the process. Housing targeting tool will be an attachment in HMIS. Providers will go into HMIS and pull clients directly from the top of the list.

New Business

- *Shelter discharge and re-entry process*
Open discussion regarding 30 days no return policy at the NVFS, SERVE shelter for households with voluntary discharges. NVFS has asked to discuss the matter internally and bring back a recommendation to the committee.
- *Revision*
It was brought to the attention of the committee that the summary for the 8/9/2018 meeting did not reflect the discussion and inclusion of ID non-requirement added to the Coordinated Entry System Policy & Procedures. The meeting minutes were amended per the committee's request prior to submission to Governance.

Adjourn

Meeting adjourned at 11:27 a.m.

**Next Meeting: September 6, 2018, 9:30 a.m.
McCoart Government Complex, Powell's Creek AB**



Service Continuum Committee

Date: September 6, 2018
Time: 9:30 a.m.
Location: McCoart Government Complex/Powell's Creek AB
Facilitator: Melonie Barrow
Governance Representative: Lula Kelly

Meeting Summary

Voting Member Attendees:

1. Action in Community Through Housing – Lula Kelly
2. CCoM – Jimmy Rogers
3. Northern Virginia Family Service – Debra Rapone
4. Operation Renewed Hope Foundation – Katherine Skerl
5. Prince William County Department of Social Services – Melonie Barrow
6. Streetlight Community Outreach Ministries – Gabriele Tibbs

Other Attendees:

1. Prince William County Department of Social Services – LoToya Bass
2. Prince William County Department of Social Services – Tracey Bland
3. Prince William County Department of Social Services – Jennifer Jablonski
4. Prince William County Department of Social Services – Tony Turnage
5. Prince William County Department of Social Services GMU Intern – Torria Jenkins
6. Virginia Department of Veterans Services – Ahime Harris

Old Business

- *RRH by-names list, priority, in HMIS update*
Melonie Barrow presented the HMIS update, on the list and developing it further.
- *RRH List (dealing with those at the bottom/middle of the list)*
Open floor discussion was held to determine how the RRH list would be handled. Points made included:
 - Instating a capacity limit for levels of prioritization;
 - Agreement from providers to serve 35% of cases with higher needs must have a VI-SPDAT score of 7 or higher; 45% of case with medium need, must have a VI-SPDAT score of 5-6; and 20% of cases with low need, must have a VI-SPDAT score below 5;
 - Commitment from the organizations that a proactive client would be allowed to stay in shelter but save their funding to assist them to move out on their own,
 - A need to reassess long term high priority clients to see if they would be more eligible for PSH;
 - A desire for diversion training for the CoC; and
 - A need to change the culture and language around how clients are being informed and engaged.

Discussion continued and clarification was given that all clients already in a program should be removed from the by-names list. If providers are unable to make contact with a household after 3 attempts within 7 days the household should be closed out of the RRH Program.

New Business

- *RRH program status (funding/caseload)*
Members of the committee who receive RRH funding were asked to share and discuss their current funding levels. LoToya Bass informed the committee that a meeting will be held in October with the RRH providers to further discuss RRH funding levels.
- *Veterans' Report*
Veterans' report will be added to the next meeting agenda.
- *Frequent Flyers*
The committee discussed a process for working with clients who have not maintained stable housing or placement and appear to be in and out of shelters seeking RRH and other funding. The Committee was in favor of having immediate case conferencing held at program admission for these cases. The identification parameters for cases needing immediate case conferencing:
 - For RRH: Returning to homelessness after receiving assistance for 3-6 months and had a successful discharge from RRH.
 - For shelter: two or more shelter stays within one year.
- *In Summary*
The caseload capacity for high/medium/low priority, adding of the housing assessment tool score with the VI-SPDAT score, the 30 day RRH no contact closeout timeline, and standards for case conferencing for clients struggling to maintain housing stability will be added to the CES Policies and Procedures as attachments. 1) Deb Rapone, 2) Lula Kelly. All in favor. These attachments will not be included in the CoC September 13th vote on adopting the document. The attachments will be moved forward the Governance Committee for review.
- *Training*
Tony Turnage announced that a VI-SPDAT webinar training is currently in the works and a date and time will be announced when the information is available. Additional trainings are also being scheduled.

Adjourn

Meeting adjourned at 11:21 a.m.

<p>Next Meeting: September 20, 2018, 9:30 a.m. McCoart Government Complex, Powell's Creek AB</p>
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Governance Committee

LoToya Bass
Elijah Johnson, Chair
Allan Jones
Lula Kelly
Ronald King
Debra Rapone

Governance Committee

Date: September 27, 2018
Time: 11:30 a.m.
Location: McCoart Government Complex, Potomac Room
Facilitator: Elijah Johnson

Meeting Summary

Voting Member Attendees:

1. Action and Community Through Service – Lula Kelly
2. Mulligan Services – Allan Jones
3. Northern Virginia Family Service – Debra Rapone
4. Prince William County Department of Social Services – LoToya Bass
5. Prince William County Office of Executive Management – Elijah Johnson

Other Attendees:

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

Meeting called to order at 11:30 a.m.

Old Business

No old business was discussed at this meeting.

New Business

- *Approval of September 13, 2018, CoC Minutes*
Minutes Approved – 1) Alan Jones, 2) Debra Rapone
- *Approval of Committee Summaries* – All Committee Reports approved – 1) Deb Rapone, 2) Alan Jones
 - *Service Continuum Committee*
Governance Committee reviewed and discussed the Service Continuum Summaries
- *DSS Lead Agency Update*
Tony Turnage presented the update for DSS.
 - LoToya Bass presented overview of the CoC grant process. The CoC grant was successfully submitted on September 18, 2018. Key areas of development for the CoC were discussed. DSS-Homeless Services Division will begin discussions with the Prince William Office of Housing regarding the need for a homeless preference for the Section 8 program.
 - DSS-Homeless Services will assume operations of the Hilda Barg Homeless Prevention Center beginning on October 29, 2018.

- Virginia Housing Trust Funding Competition is now open. CoC endorsement is required and the CoC will be responsible for answering three questions in the Letter of Endorsement to demonstrate the endorsed projects are coordinated and will aid in achieving the CoC's goals.
- *Develop and Approve CoC Agenda*
The Governance Committee developed and unanimously approved the Agenda for the October 11, 2018, CoC Meeting.

Adjourn

Meeting adjourned at 1:00 p.m.

**Next Meeting: October 25, 2018, 1:00 p.m.
McCoart Government Complex, Potomac Room**