

## May 8, 2025, CoC Packet

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Prince William Area Continuum of Care

# Agenda

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Prince William Area Continuum of Care



## Governance Committee

Elijah Johnson, Chair (Phyllis Jennings-Holt alternate)  
Nicole Kirven (Randi Knights alternate)  
Dana Carey (Samantha Biller alternate)  
Serena Bermudez (Pamela Wright alternate)  
Tontee Verbal (Valarie Hunt alternate)

## Prince William Area Continuum of Care (CoC)

**Date:** May 8, 2025  
**Time:** 11:00 a.m. – 1:30 p.m.  
**Location:** Ferlazzo Auditorium  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

## AGENDA

- |   |                    |
|---|--------------------|
| ➤ Registration of Attendance  | Kylie Phillips     |
| ➤ Welcome and Introduction  | Elijah Johnson     |
| ➤ Approve March 13, 2025, CoC Meeting Minutes                         | <b>ACTION ITEM</b> |
| ➤ Committee Reports:  | <b>ACTION ITEM</b> |
| ○ Service Continuum x2  |                    |
| ○ PAR x1  |                    |
| ○ Governance x2   |                    |
| ➤ Nominations for CoC Non-Provider member to the Governance Committee | <b>ACTION ITEM</b> |
| ➤ Panhandling Funds/Toolkit   | Elijah Johnson     |
| ➤ Housing Board Update  | Joan Duckett       |
| ➤ DSS Lead Agency Update  | Dana Carey         |
| ➤ Agency Spotlight:   |                    |
| • NOVA Vets Presentation, Katie Reid, Support Services Lead           |                    |
| • Greater Prince William Health Center, Brian Harris, CEO             |                    |
| ➤ Announcements   |                    |

**Next Meeting: Thursday, July 10, 2025, 1:30 p.m.**  
**Virtual Webex**

# Meeting Minutes

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Prince William Area Continuum of Care



## Governance Committee

Elijah Johnson, Chair (Phyllis Jennings-Holt)  
Nicole Kirven (Randi Knights alternate)  
Dana Carey (Samantha Biller alternate)  
Serena Bermudez (Pamela Wright alternate)  
Tontee Verbal (Lynn Fritts alternate)

## Prince William Area Continuum of Care (CoC)

**Date:** March 13, 2025  
**Time:** 1:30 p.m.  
**Location:** Virtual  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

## Meeting Minutes

### Voting Member Attendees - Quorum Yes ☒ No ☐

1. ACTS – Stan Jones
2. Citizen Representative – Marie Richards
3. Good Shepherd Housing Foundation – Kemsherial Smith
4. Manassas Department of Social Services – Nicole Kirven
5. Manassas Park Department of Social Services – Randi Knights
6. New Creatures-in-Christ Ministries – Madlin Edmonds
7. Northern Virginia Family Service – Tontee Verbal
8. Operation Renewed Hope Foundation – April Ballard
9. People, Inc. – Samantha Barber
10. Prince William County Community Services – Harry Hogshead
11. Prince William County Department of Social Services – Dana Carey
12. Prince William County Office of Housing and Community Development – Joan Duckett
13. StreetLight Ministries – Jenny Tran

### Organizations with Voting Members Not Present

1. CFH, Inc
2. Cooperative Council of Ministries
3. Department of Veterans Affairs
4. Feeding Friends-Gainesville United Methodist Church
5. Jobs for Veterans State Grant with Virginia Works
6. NOVA Bulls Organization
7. Pathway Homes, Inc.
8. Saved Hands Foundation
9. The Church-God's Assembly
10. The Human Services Alliance of Greater Prince William

### Other Attendee

1. ACTS – Iffat Rehman
2. ACTS – Sherri Stewart

3. ACTS –Valerie Hunt
4. Brain Injury Services – Anisha Langston
5. Northern Virginia Family Service – Devin Heilmeier
6. Northern Virginia Family Service – Renate Canfield
7. Northern Virginia Family Service – Venita Julien
8. Prince William County Community Services – Heather Martinsen
9. Prince William County Department of Social Services – Akira Browm
10. Prince William County Department of Social Services – Candice Stancil
11. Prince William County Department of Social Services – Jeanine Gravette
12. Prince William County Department of Social Services – Kylie Phillips
13. Prince William County Department of Social Services – Latasha Younger
14. Prince William County Department of Social Services – Mabel Bonilla
15. Prince William County Department of Social Services – Patricia Caples
16. Prince William County Department of Social Services – Phyllis Jennings-Holt
17. Prince William County Department of Social Services – Pricilla Castillo-Woyak
18. Prince William County Department of Social Services – Samantha Biller
19. Prince William County Department of Social Services – Tonya Golden
20. Prince William County Office of Housing and Community Development– Angela Bassett
21. Prince William County Public Schools – Tami Eppolite
22. UVA Community Health – Rozlyn Giddens
23. Virginia Women and Family Support Center – Frances Robin (Agency Spotlight)
24. Volunteers of America Chesapeake & Carolinas – Michele Porter

**I. Call to Order**

Elijah Johnson called the meeting to order at 1:30 p.m.

**Introduction**

**Review of Minutes**

**MOTION:** Joan Duckett made a motion to approve the January 9, 2025, CoC Meeting Minutes. Randi Knight seconded the motion. The minutes were approved, with no abstentions.

**Committee Reports**

Program Analysis and Ranking (PAR), Service Continuum, and Governance reports were submitted.

**MOTION:** Joan Duckett made a motion to approve the committee reports as submitted. Tontee Verbal seconded the motion. The committee reports were approved, with no abstentions.

**II. Housing Board Update**

Madlin Edmonds provided the Housing Board update.

- The Housing Board met in January and February 2025.
- The SPARK program was awarded nine million in total funds, currently less than one million is remaining.
- Emergency Housing and Assistance Program (EHAP) received a total of 1,1661 applications for rental assistance, with a total of 161 being funded.
- The Board of County Supervisors directed staff to continue with the Affordable Dwelling Unit Ordinance process.
- The Housing Choice Voucher (HCV) waitlist lottery opened on October 29, 2024, with over 3,000 applicants. A total of 500 applicants were selected:400 for preference one and

100 for preference two. Forty-three of fifty invited applicants from the waitlist attended the application invitation.

**III. DSS Lead Agency Update**

Samantha Biller provided FY25 Q2 Financial Report (*attachment*).

Dana Carey presented the FY25 Q2 Provider Report Card (PRC) (*attachments*).

Dana Carey presented the DSS Lead Agency Update (*attachment*).

**IV. Agency Spotlight:**

Frances Robin, Executive Director of Virginia Women and Family Support Center (VAWFSC) gave a presentation their programs (*attachment*).

**V. Adjourn**

There being no further business, Elijah Johnson declared the meeting adjourned at 2:32 p.m.

**Next Meeting: May 8, 2025, at TBD  
In Person—Meeting Info to follow.**

## Committee Summaries

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Prince William Area Continuum of Care





## Service Continuum Committee

**Date:** March 6, 2025  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS, Human Services Program Manager  
**Governance Representative:** Tontee Verbal, NVFS, Homeless Services Program Manager

## Meeting Summary

### Voting Member Attendees - Quorum Yes ☒ No ☐

1. ACTS – Lisa Chill
2. Citizen Representative – Marie Richards
3. Good Shepherd Housing Foundation – Kemsherial Smith
4. Manassas City Department of Social Services – Nicole Kirven
5. Northern Virginia Family Service – Tontee Verbal
6. Operation Renewed Hope Foundation– April Ballard
7. Pathway Homes, Inc. – Lauren Leventhal
8. Prince William County Department of Social Services– Jeanine Gravette
9. Prince William County Community Services – Lynn Fritts
10. StreetLight Community Outreach Ministries – Gabriele Tibbs
11. The Church-God’s Assembly – Maria Wells

### Other Attendees

1. ACTS– Elisa Castillo
2. ACTS– Sherri Stewart
3. ACTS– Valerie Hunt
4. Helping Neighbors-in-Need Outreach Center– Madlin Edmonds
5. Northern Virginia Family Service – Devin Heilmeier
6. Northern Virginia Family Service – Renate Canfield
7. Northern Virginia Family Service –Venita Julian
8. Prince William County Community Services – Harry Hogshead
9. Prince William County Department of Social Services – Alicia La Patra
10. Prince William County Department of Social Services – Candice Stancil
11. Prince William County Department of Social Services – Damien Quesada
12. Prince William County Department of Social Services – Dana Carey
13. Prince William County Department of Social Services – Kylie Phillips
14. Prince William County Department of Social Services – Latasha Younger
15. Prince William County Department of Social Services – Mabel Bonilla
16. Prince William County Department of Social Services – Latasha Younger
17. Prince William County Department of Social Services – Patricia Caples
18. Prince William County Department of Social Services – Priscilla Castillo-Woyak
19. Prince William County Department of Social Services – Samantha Biller

## **Welcome and Introductions**

### **I. New Business**

#### **Governance Representative Alternate**

The committee discussed the need to identify an alternate from the Service Continuum to serve as the Governance Representative. It was decided that this item would be added to the next meeting agenda for an official vote.

#### **Definition of Veteran Homelessness**

Alicia La Patra reviewed the proposed definition of veteran homelessness.

**MOTION:** Maria Wells made a motion to approve the definition of veteran homelessness Lynn Fritts seconded the motion. The motion was passed with no abstentions.

### **II. Old Business**

#### **FY26 Coordinated Entry System (CES) Policy & Procedures**

- Hypothermia providers will meet after the hypothermia season to discuss policy recommendations.
- The PSH committee is working on clarifying policies and procedures regarding community case conferences, warm transfers, the timeframe for accepting referrals, and move-on strategies.
- The Outreach Provider meeting is focused on developing outreach policy recommendations.
- An ad hoc committee is working on creating a new vulnerability assessment tool.
- RRH and Prevention Policy Updates: Candice Stancil reviewed policy updates (*attachment*). Feedback should be sent to [cstancil@pwcgov.org](mailto:cstancil@pwcgov.org) by April 3, 2025. The committee will vote on the recommendations at the next meeting.

### **III. Develop Service Continuum Agenda**

#### **Adjourn**

Meeting adjourned at 10:22 a.m.

**Next Training:**  
**Trauma Informed Care & De-Escalation Training**  
**Thursday, March 20, 2025, 9:00 am- 12:00 pm**  
**Virtual Webex**



## Governance Committee

### Governance Committee

Elijah Johnson, Chair (Phyllis Jennings-Holt alternate)  
Nicole Kirven (Randi Knights alternate)  
Dana Carey (Samantha Biller alternate)  
Serena Bermudez (Pamela Wright alternate)  
Tontee Verbal (Lynn Fritts alternate)

### Meeting Summary

**Date:** March 27, 2025  
**Time:** 1:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

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

1. City of Manassas Department of Social Services – Nicole Kirven
2. Jobs for Veterans State Grant with Virginia Works – Serena Bermudez
3. Northern Virginia Family Service – Tontee Verbal
4. Prince William County Department of Social Services – Dana Carey

### Other Attendees

1. Prince William County Department of Social Services– Phyllis Jennings-Holt
2. Prince William County Department of Social Services – Tonya Golden

#### **I. Call to Order:**

Elijah Johnson called the meeting to order at 1:00 p.m.

### Introduction

#### **II. Review of CoC Minutes**

**MOTION:** Nicole Kirven made a motion to approve the CoC Minutes for March 13, 2025, as amended. Tontee Verbal seconded the motion. The motion was passed with no abstentions.

#### **III. Review of Committee Summaries**

Service Continuum

- Tontee Verbal reviewed the Service Continuum summary with the committee.

**MOTION:** Dana Carey made a motion to approve the committee summary as presented. Nicole Kirven seconded the motion. The motion was passed with no abstentions.

#### **IV. Definition of Veterans**

The committee reviewed the draft definition of veteran homelessness for the CoC and the Built for Zero initiative.

**MOTION:** Tontee Verbal made a motion to approve the definition of veteran homelessness as presented. Dana Carey seconded the motion. The motion was passed with no abstentions.

#### **V. DSS Lead HSD Updates**

Dana Carey presented the DSS Lead Agency Update (*attachment*).

**VI. Adjourn**

The meeting adjourned at 1:32 p.m.

**Next Meeting: Thursday, April 24, 2025, 1:00 p.m.**



## Service Continuum Committee

**Date:** April 3, 2025  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS, Human Services Program Manager  
**Governance Representative:** Tontee Verbal, NVFS, Homeless Services Program Manager

## Meeting Summary

### Voting Member Attendees - Quorum Yes ☒ No ☐

1. ACTS – Lisa Chill
2. Citizen Representative – Debbie Owens
3. Citizen Representative – Marie Richards
4. Department of Veterans Affairs – Nancy Espinal
5. Feeding Friends, United Methodist Church – Teresa Belcher
6. Good Shepherd Housing Foundation – Kemsherial Smith
7. Jobs for Veterans State Grant w/ Virginia Works- Serena Bermudez
8. Northern Virginia Family Service – Tontee Verbal
9. NOVA Bulls Organization – DeMarcus Henry
10. Operation Renewed Hope Foundation– April Ballard
11. Pathway Homes, Inc. – Lauren Leventhal
12. People Inc. – Brandi Day
13. Prince William County Department of Social Services– Jeanine Gravette
14. Prince William County Community Services – Lynn Fritts
15. StreetLight Community Outreach Ministries – Gabriele Tibbs
16. The Church-God’s Assembly – Maria Wells

### Other Attendees

1. ACTS– Sherri Stewart
2. ACTS– Valerie Hunt
3. Friendship Place – Vanessa Jones
4. Helping Neighbors-in-Need Outreach Center– Madlin Edmonds
5. Northern Virginia Family Service – Renate Canfield
6. Prince William County Community Services – Harry Hogshead
7. Prince William County Department of Social Services – Alicia La Patra
8. Prince William County Department of Social Services – Brett Coulter
9. Prince William County Department of Social Services – Dana Carey
10. Prince William County Department of Social Services – Kylie Phillips
11. Prince William County Department of Social Services – Latasha Younger
12. Prince William County Department of Social Services – Mabel Bonilla
13. Prince William County Department of Social Services – Samantha Biller
14. StreetLight Community Outreach Ministries – Andrea Shaffner
15. StreetLight Ministries – Marshelle Davis

## **Welcome and Introductions**

### **I. Old Business**

#### **Governance Representative Alternate**

Valarie Hunt volunteered to serve as the new Governance Representative Alternate.

**MOTION:** Tontee Verbal made a motion to approve Valarie Hunt as Governance Representative Alternate, Lynn Fritts seconded the motion. The motion was passed with no abstentions.

#### **FY26 Coordinated Entry System Policy & Procedures**

Jeanine Gravette updated the committee on the timeframe for presenting, voting, and training of CES Policy and Procedures.

### **II. New Business**

#### **Veterans By-Names-List Meeting**

Alicia La Patra reviewed the changes to the Veterans BNL meeting. The meeting will now be facilitated by Jeanine Gravette with the assistance of Alicia La Patra. A new meeting invite will be sent for May 6<sup>th</sup> at 9:00am. The purpose of the meeting is to be adapted to a case conference space for veterans.

#### **Veterans Prioritization**

Alicia La Patra reviewed the Veteran Priority Populations recommendation and requested feedback (*attachment*).

### **III. Develop Service Continuum Agenda**

#### **Adjourn**

Meeting adjourned at 10:21 a.m.

#### **Next Training:**

**Harm Reduction & Providing Low Barrier Homeless Services Training**

**Thursday, April 17, 2025, 9:00 am- 12:00 pm**

**Virtual Webex**



## Program Analysis and Ranking Committee

**Date:** April 8, 2025  
**Time:** 3:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Dana Carey  
**Governance Representative:** Dana Carey, PWC DSS Senior Business Services Administrator

### Meeting Summary

#### Voting Member Attendees - Quorum Yes ☒ No ☐

1. Citizen Representative – Debbie Owens
2. Centro De Apoyo Familiar – Elizabeth Nieves
3. CFH Inc. – George Davies
4. Human Services Alliance of Greater Prince William – Martina Jackson Green
5. Prince William County Department of Social Services – Dana Carey

#### Other Attendees

1. ACTS – Elisa Castillo
2. ACTS –Lisa Chill
3. ACTS –Sherri Stewart
4. ACTS –Valerie Hunt
5. Centro De Apoyo Familiar – Esther Trujillo
6. Prince William County Department of Social Services – Kylie Phillips
7. Prince William County Department of Social Services – Samantha Biller

### Welcome and Introduction

#### **I. Old Business**

##### New Members

- Dana Carey provided time for new members to introduce themselves to the committee. Dana Carey reviewed the role and responsibilities of the PAR committee and encouraged the committee to identify alternates for their organization.

#### **II. New Business**

##### Corrective Action Plan

- ACTS presented their Corrective Action Plan based off the recommendation of the committee.

#### **Adjourn**

Meeting adjourned at 3:32 p.m.

**Next Meeting: Tuesday, May 13, 2025, at 3 p.m.  
Virtual – Webex Meeting info to follow.**



## Governance Committee

### Governance Committee

Elijah Johnson, Chair (Phyllis Jennings-Holt alternate)  
Nicole Kirven (Randi Knights alternate)  
Dana Carey (Samantha Biller alternate)  
Serena Bermudez (Pamela Wright alternate)  
Tontee Verbal (Valarie Hunt alternate)

### Meeting Summary

**Date:** April 24, 2025  
**Time:** 1:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

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

1. City of Manassas Department of Social Services – Nicole Kirven
2. Jobs for Veterans State Grant with Virginia Works – Serena Bermudez
3. Northern Virginia Family Service – Tontee Verbal
4. Prince William County Department of Social Services – Dana Carey

### Other Attendees

1. ACTS- Valarie Hunt
2. Prince William County Department of Social Services– Jeanine Gravette
3. Prince William County Department of Social Services– Kylie Phillips
4. Prince William County Department of Social Services – Tonya Golden

### **I. Call to Order:**

Elijah Johnson called the meeting to order at 1:00 p.m.

### **Introduction**

### **II. Review of Committee Summaries**

Service Continuum

- Tontee Verbal reviewed the Service Continuum summary with the committee.
- Dana Carey reviewed the PAR summary with the committee.
- The committee reviewed the Governance summary.

**MOTION:** Serena Bermudez made a motion to approve the committee summaries as presented, Tontee Verbal seconded the motion. The motion was passed with no abstentions.

### **III. DSS Lead HSD Updates**

Dana Carey presented the DSS Lead Agency Update (*attachment*).

### **IV. Develop and Approve the CoC Agenda**

The committee developed and approved the CoC Agenda.

### **V. Adjourn**

The meeting adjourned at 1:30 p.m.



**Next Meeting: Thursday May 22, 2025, 1:00 p.m.**