



### **RNCoC Governance Meeting Minutes**

**When:** November 13th, 2024, 1:00 PM  
**Where:** via Teams  
**Who:** Governance Committee  
**Why:** To review necessary documents for the Governance Committee

#### **Attendees:**

Mary Jane Ostrander, Carson City Health and Human Services  
Jackee Stewart, Churchill County Social Services  
Dawn Tann, DPBH Rural Clinics  
Chris Murphy, New Frontier  
Roxanne Peterson, New Frontier  
Shayla Holmes, Lyon County Human Services  
Jazzmine Betancourt, Nevada Housing Division  
Christie Contreras, Carson City Health and Human Services  
Jennie Martin, Nye County Health and Human Services  
Karyn Smith, Nye County Health and Human Services

Michele Fuller-Hallauer (WWI)  
Brandon Hallauer (WWI)  
Jordan Ernst (WWI)

Link to Governance documents: [RNCoC Governance](#)

#### **Summary:**

Michele started the meeting by introducing Civic RoundTable, while Brandon asked for everyone's emails so that they could be added to the member list. Michele explained that Civic RoundTable is a platform designed to centralize communication and resources for the CoC. The platform is designed to help provide a centralized location for CoC documents, resources, and communication. Brandon assisted in getting everyone signed up and into the platform and explained the different groups, features, how to accurately tag individuals in comments, and the searchable interface.

Michele switched the focus to the Governance documents and the participant's comments. Michele started with strategies for public outreach to attract new general members within the geographic area. Mary Jane and Christie stressed the importance of clarifying outreach methods, while Jazzmine proposed a quarterly email blast as part of their strategy. Additionally, the group agreed to expand their outreach documentation to include organizations serving veterans, the homeless, and medical providers to enhance collaboration.

Further discussions revolved around governance issues, including the definition of quorum and voting procedures for CoC membership meetings. The group discussed participants showing up late or leaving early and how it would affect their vote. The group decided to rewrite the verbiage from show up to attend. Additionally, participants agreed a vote would count as long as they were present at the time of the vote. Participants discussed redundant verbiage and emphasized the need for clarity on voting outcomes and member participation, suggesting that decisions could be made by consensus or a simple majority. The group concluded to have it as a majority vote.

The group also addressed the need for a grievance procedure regarding disruptive behavior and member removal, with Chris pointing out existing policies that already cover these concerns in section 5.3. Participants discussed the voting procedure within the grievance policy. They sought clarification on whether it would be a removal from a CoC meeting or the CoC in general for disruptive behavior. The group decided to put a hold on this item and revisit it at the next meeting.

The group's focus pivoted to the written standards, with Jazzmine asking participants if they had a chance to review the document and how they would like to proceed. Jazzmine briefly presented to the group the high-level sections that had edits made to it. With the limited time, Jazzmine proposed to either continue to review sections of the document or vote to adopt the new written standards. Participants asked how much of the document was changed, and Jazzmine stated no significant changes were made to this document. Of the changes made, 75% were formatting and cleaning up, while the other 25% were updating outdated verbiage. Brandon and Jazzmine explained a few of the technical and verbiage changes that had been made. The group agreed to adopt the written standards, with Shayla making the motion and encouraging everyone to review the document.

**Motion:** We accept the written standards as presented.

**Vote:** Approved

The meeting concluded with a plan to revisit the written standards and Governance document in the next meeting, with the goal of finalizing them by the end of the year. The group discussed scheduling an additional meeting for early December and decided they would like a doodle poll sent out.

### **Next Steps:**

1. The Governance Committee will formulate a quarterly email blast to the full CoC to clarify CoC methods and requirements.
2. The Governance Committee will revisit the Governance documents in the next meeting.
3. Everybody will review the written standards.
4. Jazzmine and WWI will send out the final version of the written standards.
5. Jordan will send a doodle poll to schedule a Governance meeting for early December.
6. The next meeting will be **November 27<sup>th</sup>, at 11:00 AM.**