

RNCoC Governance Meeting Minutes

05/30/2024

Via Teams

Attendees:

Mary Jane Ostrander

Jackee Stewart

Dawn Tann

Jennie Martin

Chris Murphy

Michele Fuller-Hallauer (WWI)

Summary: The RNCoC Funding Discussion focused on securing funding for the upcoming year's coordination. Mary Jane outlined steps, including contacting agencies for pledges and drafting a funding request letter. The possibility of seeking capacity building and planning grants was discussed, along with incorporating CoC information into community presentations on responsible giving. Michele discussed a potential funding source through ACF and finding a nonprofit applicant for the RNCoC.

Mary Jane gave an update that she had a meeting with Bitfocus, and there are 73 licenses with 61 allocated. The allocation and usage of CMIS licenses were discussed, highlighting the need to review and update the current allocation policy as necessary.

The process for granting CMIS access to WWI was discussed for the Nevada 811 project. **The group agreed to give CMIS access to WWI.**

Michele proposed splitting the governance and operations manual into two documents for the CoC. The Governance Manual would cover the CoC's operations, including board composition and responsibilities. The Operations manual would cover policies and procedures for CoC activities and projects.

The meeting addressed the CoC's decision-making process, focusing on the roles of the steering committee and the board. A re-evaluation of the decision-making structure was prompted, clarifying the hierarchy and decision-making authority within the CoC. Term limits for CoC membership and the formalization of decision-making processes were discussed to ensure clarity and accountability. The leadership roles of the board and steering committee were also examined, emphasizing the need for distinct chair and co-chair positions for each.

The importance of coordinating with tribal representatives for housing and funding opportunities was emphasized, particularly in connecting them to HUD funding and considering re-allocation to

encourage tribal participation. Michele asked for anyone with tribal connections to do an e-intro email and include WWI in order to start that connection.

Michele spoke about the all-member meeting that takes place twice a year. The group discussed quorum requirements and proxy options. They also discussed collaborating on the governance documents using OneDrive to maintain transparency by tracking changes. The group scheduled the **next meeting for June 13th at 1:30 PM.**

Next Steps:

- Mary Jane will be preparing a letter to send out to the CoC asking for pledges, MOUs, and checks for next year's coordination and will be reaching out to an agency that pledged to pay last year but has not paid.
- Mary Jane will ask Bitfocus for the spreadsheet with all of the rural Nevada CMIS licenses.
- Mary Jane will send out the spreadsheet from Bitfocus to all of the participating agencies for them to confirm their licenses are needed and are being used.
- Dawn will forward tribal liaison contact information to Michele at WWI.
- Mary Jane will reach out to the Washoe tribe and Carson tribe for tribal representation.
- Michele will work on connecting with tribes and approach the topic of them applying for CoC membership. (With the hope that a tribal representative can fill a board seat)
- Michele will verify language in the governance document regarding quorum requirements for the full CoC.
- Michele and her team will investigate and implement the use of digital voting options within Teams for future meetings in order to log the vote tallies.
- All members will review the governance document in OneDrive, make changes, and provide feedback.
- Michele will send out a notice for the next meeting, which will take place on June 13th at 1:30 PM.