



RNCoC Steering Committee Meeting Minutes

When: October 17th, 2024 1:30 PM
Where: via Teams
Who: Rural Nevada Continuum of Care Steering Committee
Why: To discuss addressing homelessness in Rural Nevada

Present Members:

Mary Jane Ostrander, Chair, Carson City Health and Human Services
Jackee Stewart, Co-Chair, Churchill County Social Services
Jessica Barlow, Nevada Outreach Training Organization- No To Abuse
Kara Fraki, Sierra Nevada Veterans Affairs
Lourdes Zuniga-Perez, Nevada Rural Housing
Roxanne Peterson, New Frontier
Jackie Rhea, Advocates to End Domestic Violence
Janet Thompson, Nevada Rural Housing
Shayla Holmes, Lyon County Human Services
Sarah Escartin, Bitfocus
Kelly Robson, Birfocus
Lovia "Vi" Larkin, Vitality Unlimited
Jennie Martin, Nye County Health and Human Resources
Karyn Smith, Nye County Health and Human Resources
Dawn Tann, DPBH Rural Clinics
DJ Mills, Nye Communities Coalition

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

1. Public Comment:

Summary: N/A

2. Standing agenda items for updates:

Nevada Housing Division:

Summary: N/A

Action Items: N/A

Motions: N/A

Vote: No vote necessary

Bitfocus:

Summary: Sarah gave an update on data quality and explained that some agency leads and the RNCOC email should have received an email from Bitfocus. They are currently focusing on data quality as LSA and Federal Reporting season is coming up. The email sent out lists reports agencies can run to assist with data quality cleanup. If anyone has any questions or needs assistance, contact Bitfocus at Nevada-admin@bitfocus.com.

Kelly updated the group Allie Pope Burger and Ely Barrientos from the specialist team are assisting with the federal reporting, and they may be reaching out to agencies about data quality issues. Kelly also reminded the group that overlapping enrollments will be coming out next week, and everyone should watch out for that email.

Kelly asked Mary Jane and Jackee to respond to the email saying yay or nay for approval to use EVA this year for federal reporting.

Action Items:

1. Contact Bitfocus at Nevada-admin@bitfocus.com with any questions or if you need assistance.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary: N/A

Action Items: N/A

Motions: N/A

Vote: No vote necessary

3. RNCOC Rating and Ranking:

Summary: Michele updated the group that everyone has been busy with the Consolidated Application and thanked the Rating and Ranking Committee for their assistance. Michele presented the challenges of the initial start-up of the Rating and Ranking Committee and why the PLE couldn't sit on the committee. Michele explained to the group the specific dates of the Consolidated Application, webinars, office hours, and the dates that the Rating and Ranking Committee met. She described the strategic planning the group considered while rating and ranking the applications and the essential steps for agencies to take to strengthen the CoC and the agencies themselves.

Michele explained budget line items (BLI), specifically Rural BLI and HMIS BLI. She explained what the Rural and HMIS line item funds could be used for. She presented information on the scoring matrix, what was included in the scoring, how many points were available, and the different items scored in a renewal and new project. Michele updated the group on the bonus and deduction points, their value, and the items they were used for. Additionally, Michele showed the group where each agency ranked, the funds for each agency, and the planning grant.

The Priority List as determined by the Rating & Ranking group is:

FY24 RNCOC Project Priority List							
	Agency of Applicant	Program Name	Project Type	New/Renewal	Status	Score	Total Budget Requested
1	Clark County Social Service	HMIS	HMIS	Renewal	Accepted	N/A	\$ 92,741.00
2	Nevada Rural Housing Authority	SSO- CE	SSO-CE	Renewal	Accepted	N/A	\$ 20,000.00
3	Carson City HHS	CCHHS RRH	RRH	New	Accepted	85.000	\$ 102,177.60
4	Carson City HHS	SPC1	PSH	Renewal	Accepted	81.125	\$ 64,568.00
5	Frontier Community Coalition (FCC)	Rise and Thrive; Permanent Housing Initiative	PSH	New	Accepted	81.000	\$ 116,570.40
6	Frontier Community Coalition (FCC)	Breaking Free; Rapid Rehousing Empowerment	RRH	New	Accepted	79.250	\$ 137,559.00
7	Nevada Dept. of Public and Behavioral H	Shelter Plus Care (SPC)	PSH	Renewal	Accepted	75.750	\$ 181,788.00
8	Nye County	RRH Renewal +Expansion	RRH	Renewal	Accepted	58.125	\$ 98,185.00
9	Churchill County	RRH9	RRH	Renewal	Accepted	52.625	\$ 79,986.00
10	Vitality Unlimited	High Desert Housing	PSH	Renewal	Accepted	34.250	\$ 90,314.00
11	Churchill County	New Pass House and Day Center	Joint TH-RRH	New	Withdrawn	22.000	\$ 55,219.40
12	Carson City HHS	GLP	Joint TH-RRH	Renewal	Fully Reallocated	N/A	\$ (65,653.00)
13	Frontier Community Action Agency	Humboldt County Permanent Housing	PSH	Renewal	Fully Reallocated	N/A	\$ (35,527.00)
14	Frontier Community Action Agency	Humboldt County Rapid Rehousing Project	RRH	Renewal	Fully Reallocated	N/A	\$ (44,115.00)
15	Frontier Community Action Agency	Humboldt County Expansion Grant	Joint TH-RRH	Renewal	Fully Reallocated	N/A	\$ (55,510.00)

Michele explained that this was the recommendation the Rating and Ranking Committee put forward to the Steering Committee and asked the Steering Committee to vote to move forward with the recommendation.

Michele explained the next steps, including gathering information from agencies, due dates, and posting dates. Michele reminded applicants that information must be put into ESNAPs by **October 18th, 2024**. She asked applicants to download a PDF of their application and send it to WWI at rncoc@wingedwolf.org. She emphasized not to hit submit as WWI has to review the applications first.

Participants discussed who would approve the Consolidated Application for final submission. The Steering Committee voted for the Governance Committee to approve the application.

Action Items:

1. WWI will continue to reach out to agencies to gather the information needed for the consolidated application
2. All applicants will input application information into ESNAPs, download a copy, and send it to WWI at rncoc@wingedwolf.org by **10/18/2024**. **Applicants will NOT hit submit until they have received notice from WWI to do so.**

Motions: Shayla made a motion to accept the priority list as presented to go forward.

Vote: Approved

Motions: Shayla made a motion that we have the Governance Committee approve the Consolidated Application.

Vote: Approved

4. CoC Local Competition:

Summary: Michele informed the group that we had already spent a lot of time discussing the local competition. For the consolidated application, we still have some unanswered questions that still need to be addressed. Michele asked the group if they had any information from the questions presented, please send it to WWI at rncoc@wingedwolf.org.

The questions asked included:

1. Does anyone/agencies have any **formal** partnerships with youth education providers, school districts, education liaisons, local educational liaisons, school districts, or anything of that sort?
2. Early childhood, ranging from birth to three years old. Does anyone/agencies have a written or formal agreement or partnership with early childhood providers anywhere in the CoC where they had an MOU or other formal agreement?
3. Does anyone/agencies have any training around best practices to address the needs of survivors of DV, domestic violence, dating violence, sexual assault, or stalking for survivors for agency staff?
4. Does anyone/agencies conduct trainings with providers on how to effectively implement equal access to housing in HUD programs regardless of sexual orientation or gender identity?

5. Does anyone/agencies provide training with providers on how to effectively implement equal access in accordance with an individual's gender identity in community planning and development programs?
6. Does anyone/agencies have the number of people with lived experience within the last seven years or who are current program participants and of those how many of the are coming from unsheltered situations?
 - a. Is the breakout routinely included in decision-making processes related to addressing homelessness,
 - b. participating in CoC committees, subcommittees, or work groups,
 - c. developing and revising your CoC's local competition rating factors, and
 - d. in developing or revising your CoCs coordinated entry process?
 - e. How do you get feedback from people with lived experience for program development?
7. What are you doing to increase affordable housing? What steps in the past 12 months have you taken for zoning land use policies to permit more housing development and reduce regulatory barriers to housing development?

Michele updated the group that it had been stated that a racial equity assessment had been done in January of 2023 and asked if anyone had the document. The group discussed what they had been doing in the past and looked for the assessment.

Action Items:

1. Anyone who can assist with unanswered questions will reach out to WWI at rncoc@wingedwolf.org

Motions: N/A

Vote: No vote necessary

5. RNCoC Membership and Participation:

Summary: Michele updated the group that the Governance Committee requested to identify who has been attending different committees and who should be on the committees. Michele explained the frustrations of low attendance and participation.

Mary Jane explained the need for everyone to be active and participate in the meetings they attend. Mary Jane read the list of members in each committee and reminded everyone that if you can't participate, you can designate staff from your agency to attend.

Anyone who wants to designate staff, join a committee, or be removed from a committee can email Jordan at jfe@wingedwolf.org to make those changes.

Participants suggested outlining who should be on each committee and the skill sets needed for each committee to help participants decide what committee to be on and requiring CoC members to participate in at least one committee. The group discussed the revision of bylaws and that it would outline the committee's needs. Brandon explained why different participants are valuable in each committee. Roxanne suggested adding a signup link for committees on the RNCoc website.

Participants identified that a CoC elevator pitch and introduction letter needs to be created.

Action Items:

1. Email Jordan at jfe@wingedwolf.org to designate a staff member or to join or be removed from a committee.
2. WWI will add a committee signup link on the RNCoc website.
3. **Governance Committee** will create a CoC elevator pitch and introduction letter.
Comment from MFH(although this is something that WWI could create a draft that could then be wordsmithed by the group)

Motions: N/A

Vote: No vote necessary

6. Coordinated Entry:

Summary: Michele explained to the group that the previous Coordinated Entry meeting had been canceled because no one responded to the tasks that needed to be completed. Michele explained the importance of rebuilding the coordinated entry system.

The group discussed options moving forward with the different committees, possibly reducing the number of meetings, having longer meetings, and establishing a committee list. Mary Jane explained that anyone with a coordinated entry site must have someone on these meetings. The group agreed to send a doodle poll to see when everyone can attend the Coordinated Entry meetings.

Action Items:

1. WWI will send a doodle poll to determine the best day and time for everyone to attend the Coordinated Entry meetings.

Motions: N/A

Vote: No Vote necessary

7. CoC Coordination (Standing Item):

Summary: Mary Jane explained past conversations on CoC funding and their challenges with slow responses and not hearing from the Nevada Housing Division. Mary Jane explained they applied for funding through the Housing Division but were denied in the pre-application phase. She explained that they are still short \$55,000. At some point, the work will have to stop, and other options would have to be considered.

Shayla updated the group that some banks are required to do corporate giving and possibly writing to them. She explained they do require a 501(c)3, so an agency would have to accept the funding and pay Winged Wolf. Shayla will send the list to the CoC email and put together request letters. Jessica suggested reaching out and setting up private meetings with the non-profits that are part of the CoC. Mary Jane explained that she would go through the list and identify the non-profits, and she or Jackee could draft a letter to get that work group going. Jessica will also reach out to Jessica McCutcheon and Kathy verbally.

Nye County committed \$10,000 to the CoC coordinatoion. Karyn requested an invoice and contract to contribute the funds.

Action Items:

1. Shayla will send a list of required corporate givers to the CoC email and assemble request letters.
2. WWI will draft a commitment letter to send out.
3. WWI will send a contract and invoice to Karyn with Nye County.

Motions: N/A

Vote: No vote necessary

Public Comment:

Summary: N/A

Next Steps/ Action Items:

1. Contact Bitfocus at Nevada-admin@bitfocus.com with any questions or if you need assistance.
2. WWI will continue to reach out to agencies to gather the information needed.
3. All applicants will input application information into ESNAPs, download a copy, and send it to WWI at rncoc@wingedwolf.org by **10/18/2024**. **Applicants will not hit submit.**
4. Anyone who can assist with unanswered questions will reach out to WWI at rncoc@wingedwolf.org.
5. Email Jordan at jfe@wingedwolf.org to designate a staff member or to join or be removed from a committee.
6. WWI will add a committee signup link on the RNCOC website.
7. **Governance Committee** will create a CoC elevator pitch and introduction letter.
Comment from MFH(although this is something that WWI could create a draft that could then be wordsmithed by the group)
8. WWI will send a doodle poll to determine the best day and time for everyone to attend the Coordinated Entry meetings.
9. Shayla will send a list of required corporate givers to the CoC email and assemble request letters.
10. WWI will draft a commitment letter to send out.
11. WWI will send a contract and invoice to Karyn with Nye County.