



RNCoC Governance Meeting Minutes

When: December 11th, 2024, 11:00 AM
Where: via Teams
Who: Governance Committee
Why: To review necessary documents for the Governance Committee

Attendees:

Jackee Stewart, Churchill County Social Services
Dawn Tann, DPBH Rural Clinics
Chris Murphy, New Frontier
Shayla Holmes, Lyon County Human Services
Jazzmine Betancourt, Nevada Housing Division
Karyn Smith, Nye County Health and Human Services
Jennie Martin, Nye County Health and Human Services
Sarah Escartin, Bitfocus
Lovia "Vi" Larkin, Vitality Unlimited
Chelsea Heath, Nevada Housing Division
Kathie Mckenna, Nevada Outreach Training Organization- No To Abuse
Kayla Langley-Rudy, Nevada Housing Division
Jackie Rhea, Advocates to End Domestic Violence

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

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

Summary:

Michele started the meeting by welcoming participants, and Jazzmine and Chelsea introduced Kayla, the new Grants and Projects Analyst with the Nevada Housing Division. Michele highlighted the need for everyone to get access to Roundtable, and Brandon Conducted a quick onboarding with Kayla.

Michele addressed client data challenges from the now-closed FCAA agency, particularly regarding their housing assessments and entry into the coordinated entry system and CoC housing programs. She explained that the committee needed to decide what to do with several clients who were housed without going through the appropriate process. Dawn raised concerns about potential funding implications due to these oversights and suggested moving the clients

onto a housing choice voucher and get them into a new program. Michele explained since FCAA does not have the funding anymore, the funding implications are minimized because the new agency receiving those grants as transfers will not be held accountable for FCAAs oversights.

Michele suggested the CoC leadership do a memo to record and clearly identify what happened along with the client's UID numbers, and state that they are being exempted from the Coordinated Entry process. Given that they were housed by an agency without a housing assessment completed and that agency closed, the CoC has an ethical responsibility to ensure these clients not be sent back to homelessness through no fault of their own. The memo to record will ensure that the CoC followed HUD guidance and prevent the new agency from receiving findings during an audit or monitoring from HUD. Jackee suggested if someone has access to the client's hard files, to check the files to see if they had verification of homeless status prior to being housed with FCAA. This record would help provide a documented history that the clients qualified for assistance. Brandon explained the decision was made previously not to take possession of FCAA files when they closed, so neither the CoC nor the agency taking possession of the records is liable for their accuracy during an audit. The group came to a conclusion to reach out to Tapitha and see if there is any documentation or proof of homelessness prior to the particular clients going into the PSH program and explore getting the homeless verification documents from those records to place into the new agency's hard files for these clients and updated into their CMIS record. The group will draft a memo to record, have the Chair and Co-Chair sign it, and then provide the letter to FCC to place into the client's hard files.

Michele gave an update on the client's current enrollment in the FCAA programs; Tapitha was able to provide information on many of the clients. Brandon will use this information to update CMIS to exit the clients with known outcomes; the remainder of the clients will be auto-exited due to having no information on them. FCAA and its programs will remain in an active status within CMIS until the conclusion of the federal reporting season. At that time, Bitfocus will end the programs and set the agency to inactive. Brandon updated the group that he would be reaching out to our HUD field office, to check on the status of transferring the FCAA grants to FCC. The CoC would like to execute those contracts as soon as possible, as FCC is currently housing people without the ability to file for reimbursement.

Discussions also focused on the governance documents, the structure of the board, and utilizing the Governance Committee to conduct monitoring of CoC and ESG-funded projects. Chris and Jazzmine suggested merging subcommittees to improve participation and streamline discussions. Participants also discussed the frequency with which the governance charter should be reviewed. The group decided that there would be an annual review of the RNCoc governance charter policies and procedures and written standards, with a full review every five years.

Additionally, the need for a treasurer was discussed, with suggestions for the role's responsibilities. It was decided that there should be a treasurer for the Steering Committee. The group discussed the chair and Co-Chair seats and the importance of including individuals with lived experience in decision-making processes.

The group agreed to continue refining the governance document to ensure clarity and compliance with regulatory standards and have Jordan send out a doodle poll to schedule the next meeting.

Next Steps:

1. WWI will draft a memo to record and the Chair and Co-Chair will sign it
2. WWI will reach out to Tapitha to see if she has access to check client hard files for homeless documentation for placement into new files for FCC
3. Brandon will update CMIS to exit clients as appropriate with remainder of clients being auto exited
4. Brandon will reach out to the HUD field office, to check on the status of transferring the FCAA grants to FCC
5. The group will continue to make comments and edits to the governance document
6. Jordan will send out a Doodle Poll to schedule the next meeting.