



RNCoC Steering Committee Meeting Minutes

When: January 16th, 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:

Jackee Stewart, Co-Chair, Churchill County Social Services
Kara Fraki, Sierra Nevada Veterans Affairs
Lourdes Zuniga-Perez, Nevada Rural Housing
Roxanne Peterson, New Frontier
Jackie Rhea, Advocates to End Domestic Violence
Lovia "Vi" Larkin, Vitality Unlimited
Jennie Martin, Nye County Health and Human Resources
Dawn Tann, DPBH Rural Clinics
Meisha Jensen, US Department of Veterans Affairs
Kayla Langley-Rudy, Nevada Housing Division
Jazzmine Betancourt, Nevada Housing Division
Kelly Robson, Bitfocus
Rhannon Baker - Lyon County Human Services
Nikki Wright- Reno VA
Christie Contreras Carson City Human Services
Wendy Nelsen, Frontier Community Coalition
Kim Stover, Churchill County Social Services
Sherry Smith, Elko F.I.S.H.
Janet Thompson, Nevada Rural Housing
Noah Largent, F.I.S.H.
Jessica Barlow, Nevada Outreach Training Organization- No To Abuse
Kessa Lee, Eddy House
Cheryl Borgstrom, HUD

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

1. Public Comment:

Summary:

2. Standing agenda items for updates:

Nevada Housing Division:

Summary: Jazzmine updated the group that Kayla is currently working with their HUD representative, David Cohen, to get the environmental reviews going. She explained that this may be why some subrecipients have not yet received their executed agreement.

Kayla informed the group that they are hosting consultation meetings and seeking public comment on the Division's five-year plan. An email with the agenda was sent out. Jazzmine stressed the need for participation from those interested.

Action Items:

1. Attend the Housing Division's Consultation meetings if interested.

Motions: N/A

Vote: No vote necessary

Bitfocus:

Summary: Kelly updated the group that LSA was submitted, and they were able to resolve all of the warnings this year. She explained that this was the best data they had ever submitted on behalf of the rural community. Rural Nevada will find out the usability rating HUD has given them in several months.

Kelly explained to the group that system performance measures (SPM) open on February 3rd and close on March 5th. She said that Bitfocus will be holding a statewide training next Thursday, 1/23. They will be going over system performance measures, sheltered point in time count, and what agencies can do to prepare for both of those.

Kelly reminded the group that overlapping enrollments will be coming out at the end of January and will become quarterly starting in January. Head of household data quality reports will be coming out in February and will become quarterly after February. She explained they would be putting out an article asking if they have the correct agency lead for each agency. There will be a lot of updates coming out, such as user agreements, new agency lead documentation, and privacy and security training, hopefully by quarter one.

Action Items:

1. Attend Bitfocus Statewide Training on 1/23 if interested.
2. Review the overlapping enrollment report when you receive it.
3. Confirm your agency lead when Bitfocus contacts you for it
4. Watch for emails from Bitfocus for HIC and PIT data.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary: Kara explained there were no updates at this time.

Action Items: N/A

Motions: N/A

Vote: No vote necessary

3. RNCOC Action Plan:

Summary: Jordan presented the action plan created from the consolidated application reportback. She reviewed each goal, action plan, and timeframe with the group and asked the group for feedback.

Jazzmine provided feedback by stating she felt the group had already started enhancing community engagement with the drafted memo. She updated the group that she had already used it once and hopefully recruited a member from the Carson City School District in the near future. She explained that data quality and utilization needed work based on the information she reviewed from the most recent CAPER and ESG HMIS data. Finally, Jazzmine suggested to the group that a topic to focus on was improving the coordinated entry system and the application process for FY25, as they are critical topics.

Michele reminded the group that after reviewing the 2024 action plan last month, there were still a few items that the group did not get to. She suggested adding the items to the current action plan for the upcoming year. Jackee proposed that items be completed on the current action plan and that the other items be added to keep the list from being overwhelming. She sought feedback from the group, and they agreed.

Action Items:

1. The CoC will continue to progress on the Action Plan listed items.

Motions: N/A

Vote:

4. Sheltered PIT/HIC:

Summary: Brandon updated the group that WWI received notice that the Northern and Southern CoC will be conducting their sheltered PIT and HIC on January 22nd into January 23rd. Brandon verified with the group that they don't usually vote on this item and follow suit with the other CoCs. Jackee and Dawn confirmed.

Brandon reminded everyone that he and Bitfocus would reach out to ensure no issues before January 22nd. He also reminded the group that they should ensure that everybody in their programs is up to date before the PIT count. He stated they should run the program roster report in CMIS to ensure all clients actively enrolled are listed, clients' yearly assessments are completed, move-in dates are filled, and the program's data quality is as high as possible. Lastly, he reminded everyone to attend Bitfocus office hours on Thursday, 1/23, to see if there's anything else your agency needs to do in preparation for the count.

Action Items:

1. Agencies taking part in the sheltered PIT count will ensure clients actively enrolled in their programs are up to date, run program rosters, clients' yearly assessments are completed, move-in dates are filled, and ensure program data quality is as high as possible.
2. Appropriate agencies will participate in the Sheltered PIT/HIC on January 22nd into January 23rd.
3. Agencies will Respond timely to Bitfocus emails about PIT/HIC data.

5. CoC Coordination (Standing Item):

Summary: Michele updated the group on WWI's current hours and commitments for the contract for the CoC coordination. She explained that WWI got notification from the State that the Mental Health Block had been executed. Due to the grant being sent to Churchill County rather than going straight to WWI, a meeting with Churchill County and WWI has been set up for next week to get the funding to WWI.

Michele explained that WWI had updated her team's billable work hours as of December 31st for this contract year. She presented the spreadsheet identifying the hours and percent spent down to date for the contract. She explained that the contract is currently 95.39% expended of the current commitment for what is in the current contract. With the contract being spent down, there weren't many hours left for what had already been committed to pay WWI. Michele discussed with the group that if the money can't be made to pay WWI for the rest of the contract, WWI will not have the funds to continue the coordination activities.

The group discussed upcoming work and projects, what it would look like if WWI were no longer part of the coordination activities, possible funding opportunities, and what the governance work is currently being funded by. The group decided to take on some work that WWI usually does to extend the hours WWI has left and see if anyone had any additional funds available.

Brandon updated the group that WWI was informed by their TA representatives that a new series of workshops are starting. He explained the workshops are twelve weeks long and would be a considerable time commitment. Brandon explained the details of the workshop to anyone who wanted to participate. The group decided to send the opportunity out to the full CoC and asked any agency wishing to participate to respond by February 7th.

Action Items:

1. WWI will meet with Churchill County to coordinate receiving the Mental Health Block Grants funds.
2. CoC members will take on some of the work WWI usually does.
3. CoC members will try to obtain any additional funding to support the CoC Coordination cost.
4. WWI will send out an email regarding the upcoming workshop opportunities.
5. Any agency wanting to participate in the upcoming workshops will respond to the email sent by **February 7th**.

Motions: N/A

Vote: No vote necessary

6. Coordinated Entry:

Summary: Michele updated the group that the Coordinated Entry Committee previously worked on the HUD Self-Assessment Tool. The self-assessment was completed to determine where the Coordinated Entry System currently was and areas that needed improvement. Due to the rural communities having different barriers and challenges than urban communities, it was determined that the current system needs a complete redesign. Michele explained that more funding would be required for those activities. Michele reiterated that she has been trying to find additional funding.

Jackee expressed concerns that with the current limited funding, the Coordinated Entry would have to be put on hold until the CoC can support WWI working on the redesign, or CoC

members would have to run the committee on their own. She expressed that CoC members are so busy that she isn't sure they can commit.

Brandon and Michele updated the group that WWI has been working on drafting a quote for the Coordinated Entry redesign. He explained it involves bringing in outside agencies to do it because we would need Bitfocus's pro services team to assess the coordinated entry system and suggest changes to improve the performance and outcomes.

The group decided to hold the Coordinated Entry Committee meetings until additional funding possibly arises and keep the coordinated entry discussion as an agenda item for now.

Brandon explained that with WWI being the CoC Coordinator, some guidance was needed on how to move forward. With the contract not being fully funded yet and only a few hours left, he asked the group what WWI should prioritize over the next month. The group discussed that the main priorities would be the sheltered Point In Time and Housing Inventory Count, federal reporting, and other items that must be done per federal law. Jackee, Kelly, and Brandon discussed items that Jackee could take over. WWI volunteered to monitor the RNCoc inbox and forward any relevant emails to Jackee.

Additionally, Jazzmine asked WWI to send over a list of items they plan to work on so the Division can provide any support possible. Brandon reviewed the upcoming items that WWI had planned and explained that they were mainly the governance documents, which is covered by Silver Summit funding.

Action Items:

1. WWI will work on the quote for the Coordinated Entry redesign.
2. Bitfocus will lead the HIC/PIT. Jackee will provide support as necessary.
3. WWI will monitor the RNCoc inbox and forward any relevant emails to Jackee.
4. WWI will send a list of items they planned to work on to Jazzmine.

Motions: N/A

Vote: No vote necessary

Public Comment:

Summary: Jackee updated the group that she talked to one of her clients about participating in the CoC as one of the persons needed for lived experience. She explained that her client is willing to check it out, so please let her know of a good meeting to participate in. Brandon suggested adding Jackee's client to the Governance Committee as well.

Next Steps/ Action Items:

1. Attend the Housing Division's Consultation meetings if interested
2. Attend Bitfocus Statewide Training on 1/23 if interested.
3. Confirm your agency lead when Bitfocus contacts you for it
4. Watch for emails from Bitfocus for HIC and PIT data.
5. Review the overlapping enrollment report when you receive it.
6. The CoC will continue to progress on the Action Plan listed items.
7. Agencies taking part in the sheltered PIT count will ensure clients actively enrolled in their programs are up to date, run program rosters, clients' yearly assessments are completed, move-in dates are filled, and ensure program data quality is as high as possible.
8. Appropriate agencies will participate in the Sheltered PIT/HIC on January 22nd into January 23rd.
9. Agencies will respond timely to Bitfocus emails about PIT/HIC data.
10. WWI will meet with Churchill County to coordinate receiving the Mental Health Block Grants funds.
11. CoC members will take on some of the work WWI usually does.
12. CoC members will try to obtain any additional funding to support the CoC Coordination cost.
13. WWI will send out an email regarding the upcoming workshop opportunities.
14. Any agency wanting to participate in the upcoming workshops will respond to the email sent by **February 7th**.
15. WWI will work on the quote for the Coordinated Entry redesign.
16. Bitfocus will lead the HIC/PIT. Jackee will provide support as necessary.
17. WWI will monitor the RNCoc inbox and forward any relevant emails to Jackee.
18. WWI will send a list of items they planned to work on to Jazzmine.