



RNCoC Steering Committee Meeting Minutes

When: March 20th, 2025, 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, Churchill County Social Services
Jazzmine Betancourt, Nevada Housing Division
Roxanne Peterson, New Frontier
Chris Murphy, New Frontier
Lourdes Perez, Nevada Rural Housing Authority
Wendy Nelson, Frontier Community Coalition
Kelly Robson, Bitfocus
Kessa Lee, Eddy House
Rhiannon Baker, Lyon County Human Services
Jackie Rhea, Advocates to End Domestic Violence
Jennie Martin, Nye County Health and Human Resources
Karyn Smith, Nye County Health and Human Resources
Meisha Jensen, US Department of Veterans Affairs
Kara Fraki, Sierra Nevada Veterans Affairs
John Weberg, DPBH
Jim Peckham, F.I.S.H
Katherine Hansberry, Vitality Unlimited
Christie Contreras, Carson City Health and Human Services
Shayla Holmes, Lyon County Human Services
Jessica Barlow, Nevada Training Organization- No to Abuse
J'Amie Webster, DPBH

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

1. Public Comment:

Summary: The committee was informed that Jordan was leaving Winged Wolf and her role is being restructured, with recruitment for a new position to follow. No other announcements or public comments were shared.

2. Standing agenda items for updates:

Nevada Housing Division:

Summary:

Jazzmine updated the group that HUD has released FY24 ESG funds, which will be distributed shortly. Future application cycles will be realigned to better match actual funding timelines.

Action Items:

1. Agencies to prepare reimbursement requests.
2. Expect new funding cycle announcements later this year.

Motions: N/A

Vote: No vote necessary

Bitfocus:

Summary:

Kelly updated the group that SPM submissions are now open; agencies must confirm their readiness. HIC and PIT preparations are in progress, pending further HUD guidance. Moving forward, all HMIS deletions and program changes must go through Agency Data Leads (ADLs), replacing the former process involving end users.

Action Items:

1. Jackee and Michele to designate SPM contacts.
2. Kelly to send ADL documentation to Michele.
3. Agencies to confirm receipt of the updated data protocol notice.
4. Kelly to follow up with users who missed prior communications.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

The VA is pursuing HMIS access for Elko and White Pine counties to support eligibility determinations and service expansion. Read-only access is the first step, with full access to follow.

Action Items:

1. Schedule a vote on HMIS access for Meisha at the next meeting.
2. Meisha to respond to questions in advance of the vote.

Motions: N/A

Vote: No vote necessary

3. New RNCOC Membership- Eddie House:

Summary:

Kessa presented an overview of Eddie House's services for youth experiencing homelessness, including outreach and a new mobile program. Their data shows youth served in both rural and urban areas.

Discussion focused on how to track rural outreach in HMIS. Bitfocus will work with Eddie House to develop reporting tools without duplicating programs.

Action Items:

1. Kessa to meet with Bitfocus for rural reporting solutions.
2. Brandon, Kelly, and Kessa to explore tagging methods in HMIS.
3. Eddie House to continue sharing rural data with the CoC.

Motions: Eddie House to be a voting member

Vote: Approved

4. RNCOC Action Plan :

Summary:

The group discussed strategies to improve the representation of individuals with lived experience. Suggestions included anonymous attendance, a rotating open seat, and coordinated group participation. A flyer will be created to support outreach.

Action Items:

1. Jazzmine to create and post a flyer in Roundtable.
2. Kessa and Christy will identify participants and support attendance.
3. Agencies to assist group participation where needed.
4. Consider options for participant incentives.

5. Sheltered HIC/PIT Update

Summary:

Bitfocus is finalizing SPMs before initiating PIT/HIC outreach. Utilization reports will be sent soon. Agencies should prepare to review and respond quickly.

Action Items:

1. Include Jackee and Winged Wolf on all PIT follow-ups.
2. Respond to utilization reports within 1–2 days.
3. Bitfocus to send Coordinated Entry assessment report data to Brandon.

Motions: N/A

Vote: No vote necessary

6. Coordinated Entry:

Summary:

The committee explored options for centralized or automated Coordinated Entry access. Jazzmine's team provided examples and resources. Funding and staffing remain barriers to implementation.

Action Items:

1. Jazzmine and Brandon to share automation research with committee.
2. Agencies and Governance to explore potential funding sources.
3. Bitfocus to send Coordinated Entry assessment counts.

Motions: N/A

Vote: No vote necessary

7. CoC Coordination (Standing Item):

Governance Document

Summary: The revised governance document is nearly complete. It includes clarified roles, committee definitions, conflict of interest policies, and a new compliance committee. The committee agreed to post the draft for public comment ahead of the May vote.

Action Items:

1. Post draft for public comment by April 7.
2. Present final document for vote in May.

Motions: The Governance Document will have a two week public comment period.

Vote: Approved

CoC Coordination

Summary:The current Winged Wolf contract ends in June. Agencies are encouraged to begin internal discussions about future funding.

Action Items:

1. Add contract renewal to April agenda.
2. Update and share funding letters (Jackee & Michele).

Items for the next meeting agenda:

1. Lived Experience Speaker (standing agenda item)
2. CoC Coordination Contract Renewal Discussion
3. Governance Document – Public Comment Review

Public Comment:

Summary:

Mary Jane is continuing to recover. The Governance Committee will meet on March 21st. Agencies were reminded to respond to Bitfocus SPM emails within two days.

Next Steps/ Action Items:

1. Agencies to prepare reimbursement requests.
2. Expect new funding cycle announcements later this year.
3. Jackee and Michele to designate SPM contacts.
4. Kelly to send ADL documentation to Michele.
5. Agencies to confirm receipt of the updated data protocol notice.
6. Kelly to follow up with users who missed prior communications.
7. Schedule a vote on HMIS access for Meisha at the next meeting.
8. Meisha to respond to questions in advance of the vote.
9. Kessa to meet with Bitfocus for rural reporting solutions.
10. Brandon, Kelly, and Kessa to explore tagging methods in HMIS.
11. Eddie House to continue sharing rural data with the CoC.
12. Jazzmine to create and post a flyer in RounTable.
13. Kessa and Christy will identify participants and support attendance.
14. Agencies to assist group participation where needed.
15. Consider options for participant incentives.
16. Include Jackee and Winged Wolf on all PIT follow-ups.
17. Respond to utilization reports within 1–2 days.

18. Bitfocus to send Coordinated Entry assessment report data to Brandon.
19. Post draft for public comment by April 7.
20. Present final document for vote in May.
21. Add contract renewal to April agenda.
22. Update and share funding letters (Jackee & Michele).