



RNCoC Steering Committee Meeting Minutes

When: April 17th, 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
Dawn Tann, DPBH – Rural Clinics
Christie Contreras, Carson City Health and Human Services
Tess Fairbanks, Vitality Unlimited
Jamal Cunningham, Nye Community Coalition
Roxanne Peterson, New Frontier
Jazzmine Betancourt, Nevada Housing Division
Sarah Escartin, Bitfocus
Chris Murphy, New Frontier
Kara Fraki, Reno, US Department of Veterans Affairs
Wendy Nelson, Frontier Community Coalition
Kessa Lee, Eddy House
Meisha Jensen, Salt Lake City, US Department of Veterans Affairs
Cheryl Borgstrom, US Department of Housing and Urban Development
Kim Stover, Churchill County Social Services
Tichell Morgan, Nevada Housing Division
Katherine Hansberry, Vitality Unlimited
Jennie Martin, Nye County Health and Human Resources
Karyn Smith, Nye County Health and Human Resources
Jackie Rhea, Advocates to End Domestic Violence
Kelli Raney, Rural Nevada Counseling

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

1. Public Comment:

Summary: Michele Fuller-Hallauer shared information about a grant opportunity from SilverSummit, which opens on April 21 and closes on May 21. The grant offers up to \$25,000 for programs supporting children and adolescents (ages 0–21) in or at risk of foster care. She encouraged members to spread the word and apply if eligible.

2. Standing agenda items for updates:

Nevada Housing Division:

Summary:

Jazzmine Betancourt introduced Tishell Morgan, the new ESG analyst, who will be transitioning into that role. ESG drawdowns from FY23 and FY24 are actively being processed. Jazzmine reminded subrecipients that ESG CAPER reports are due the following day and that each funded program must submit separately. She encouraged agencies to reach out if they need help retrieving reports or uploading them.

Action Items:

1. Create Roundtable flyer for lived experience engagement – Jazzmine & Tishell
2. Submit ESG CAPER reports – ESG subrecipients
3. Reach out to Jazzmine/Sarah for CAPER submission support – All applicable agencies

Motions: N/A

Vote: No vote necessary

Bitfocus:

Summary:

Sarah Escartin noted that PIT/HIC utilization emails were sent, and responses are due April 23. HDX 2.0 is expected to open soon, and Bitfocus will assist as needed. Bitfocus is also bringing on a HubSpot specialist to support communication. A statewide HMIS 201 refresher training is scheduled, and all users are encouraged to stay informed via newsletter or email.

Action Items:

1. Respond to PIT/HIC utilization emails – All agencies
2. Attend refresher HMIS training – Interested participants
3. Update contacts and communication preferences – All agencies

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

No updates were provided by the Reno VA. Meisha Jensen stated she is awaiting approval for her HMIS license to move forward with client data access.

Action Items:

1. Coordinate HMIS access for Meisha – Sarah Escartin

Motions: N/A

Vote: No vote necessary

4. Lived Experience Speaker (standing agenda item):

Summary: No speaker attended this month, but Kessa Lee committed to finding someone for May. Brandon Hallauer and Jackee Stewart encouraged members to recruit individuals with lived experience who wish to share their stories or insights. The group also discussed ways to support participation, including the use of stipends, certificates, or peer engagement strategies.

Action Items:

1. Identify potential lived experience speakers – All members
2. Explore incentives and support for participation – Governance/WWI

Motions: N/A

Vote: No vote necessary

3. HMIS Access and License Requests:

Summary:

The committee approved HMIS licenses for Meisha Jensen (VA), two staff from Vitality Unlimited, and one license for Tishell at NHD. Discussion clarified that each license must be assigned to a specific user. Vitality requested an additional license to ensure continuity and data quality, while NHD requested one to enable reporting and monitoring support for ESG.

Action Items:

1. Send license confirmation email – Winged Wolf
2. Coordinate account setup – Sarah Escartin
3. Complete the HMIS training and agency setup – The three new licensed users

Motions: Approve the three new users for HMIS access and a CoC-funded license

Vote: Unanimous verbal approval

4. RNCoC Action Plan

Summary:

Michele Fuller-Hallauer facilitated a review of action plan progress. Discussions emphasized engaging lived experience participants, developing outreach incentives, and redesigning the coordinated entry system. The group discussed fundraising ideas, training certificates, and the critical need for funding. Participants explored grant sources and nonprofit partnerships to support needed reforms and coordination efforts.

Action Items:

1. Post flyer in Roundtable for People with Lived Experience recruitment – Jazzmine & Tishell
2. Explore participation stipends – Jazzmine, Michele
3. Coordinate with DV agencies for CE engagement – WWI
4. Develop certificates of participation – Jazzmine
5. Research funding for CE redesign – All
6. Explore nonprofit fiscal agents – All

Motions: N/A

Vote: No vote necessary

5. Sheltered PIT/HIC:**Summary:**

Sarah provided updates on the status of PIT/HIC reporting. Emails were sent out, and agencies must reply by April 23. There was extensive discussion about challenges in gathering data from DV agencies, particularly Fallon DVI and Winnemucca DVS. Outreach strategies include peer contacts, coalition outreach, and possible future conference presentations. Sarah clarified comparable databases are not accessible via HMIS licenses.

Action Items:

1. Respond to data quality requests – All agencies
2. Reach out to DV providers – Jazzmine, Jackee, others
3. Explore VOCA data access – Jazzmine & Shayla.

Motions: N/A

Vote: No vote necessary

6. Coordinated Entry:

Summary:

The committee revisited ideas for short-term improvements to CE access, including phone-based assessments and expanding CE site locations like Vitality. There was agreement that funding for a full system redesign is still needed. Christie and Tessia expressed willingness to support fiscal agent roles if properly guided. Michele stressed the importance of developing a robust and accessible CE system tailored to the rural context.

Action Items:

1. Follow up on CE access setup – Vitality & Bitfocus
2. Explore funding for CE revamp – All
3. Provide nonprofit application support – Christie
4. Coordinate COC 101 trainings – WWI

Motions: N/A

Vote: No Vote Necessary

7. CoC Coordination (Standing Item) & Contract Renewal**Summary:**

Michele raised concerns about the lack of secured funding for Winged Wolf's current coordination contract, urging members to obtain financial commitments for FY25–26. Churchill County will not continue as fiscal agent, and alternatives are needed. Agencies are asked to come to the next meeting prepared to confirm commitments. Jazzmine stated NHD will work internally to solidify contract processes and ensure accountability moving forward.

Action Items:

1. Secure written funding commitments – All members
2. Identify alternative fiscal agents – All members
3. Add sub-item for funding pledges in May agenda – Jackee & Brandon
4. Share agency contacts with NHD – Winged Wolf

Motions: N/A

Vote: No Vote Necessary

8. Governance Document**Summary:**

Brandon and Michele shared that the new governance document will be posted April 21 for two weeks of public comment. The committee will vote to adopt it in May. Edits are due by April 20.

Members were thanked for their diligence and reminded to review the document fully before the next meeting. SilverSummit was recognized for funding this effort.

Action Items:

5. Submit final edits – Governance Committee
6. Review public comments – Governance Committee
7. Post and circulate final draft – WWI

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

Vote: Approved

Items for the next meeting agenda:

1. The committee will revisit CoC Coordination funding commitments as a sub-item.
2. Kessa's updated data from Eddie House will be shared during public comment.
3. Lived Experience Speaker (standing agenda item)
4. CoC Coordination Contract Renewal Discussion
5. Governance Document – Public Comment Review

Public Comment:

Summary:

Michele noted she will be meeting with Senator Cortez Masto to discuss HR 5221 and requested stories or data that illustrate how the expanded definition of homelessness could impact local service capacity. Christie asked about the finalized RNCOC policies and procedures manual from 2023. Jackee committed to reviewing and sharing the approved version if available. Members also discussed communication gaps with Elko Fish and the potential value of returning to in-person or hybrid meetings.

Next Steps/ Action Items:

1. Create flyer for lived experience participation – Jazzmine & Tishell
2. Submit ESG CAPER reports and seek help as needed – ESG Subrecipients
3. Respond to PIT/HIC utilization emails – All Agencies
4. Coordinate HMIS license setup – Sarah Escartin & Winged Wolf
5. Identify lived experience speakers – Kessa and all members
6. Explore stipends and fundraising ideas – Jazzmine & Michele
7. Develop participation certificates – Jazzmine
8. Establish CE access at Vitality – Tessia & Bitfocus
9. Seek funding for CE redesign – All members

10. Support DV agency outreach and CE training – WWI & Governance Committee
11. Schedule and host COC 101 & DV 101 trainings – Winged Wolf
12. Secure financial commitments for FY25–26 contract – All agencies
13. Identify fiscal agent alternatives – All agencies
14. Update and review governance document – Governance Committee
15. Provide contacts to NHD – Winged Wolf
16. Discuss HR 5221 with Senator – Michele (with member input if provided)
17. Add financial update to next agenda – Jackee & Brandon
18. Report rural data from Eddie House – Kessa
19. Research VOCA coordination for data access – Shayla & Jazzmine.
20. Jazzmine to create and post a flyer in RoundTable.
21. Kessa and Christy will identify participants and support attendance.
22. Agencies to assist group participation where needed.
23. Consider options for participant incentives.
24. Bitfocus will include Jackee and Winged Wolf on all PIT follow-ups.
25. Providers to respond to utilization reports within 1–2 days.
26. Bitfocus to send Coordinated Entry assessment report data to Brandon.
27. Post draft Governance Document for public comment by April 7.
28. Present final document for vote in May.
29. Add contract renewal to April agenda.
30. Update and share funding letters (Jackee & Michele).