



RNCoC Steering Committee Meeting Minutes

When: Thursday, October 16, 2025
Where: via Teams
Who: Rural Nevada Continuum of Care Steering Committee
Why: To discuss addressing homelessness in Rural Nevada

Present Members:

Karyn Smith, Nye County Health and Human Services, Co-Chair	Melanee Sampson, Nations Finest
Tess Fairbanks, Vitality Unlimited, Co-Chair	Nikki Wright, Reno VA
Kelly Robson, Bitfocus	Jennie Martin, Nye County Health and Human Services
Dawn Tann, DPBH Rural Clinics	Jessica Barlow, Nevada Outreach & Training Organization (NOTO)
Roxanne Peterson, New Frontier	Ian Anderson, Karma Box
Kara Fraki, Reno VA	Kacey Hansberry, Vitality Unlimited
Christie Contreras, Carson City Health and Human Services	Casey Green, Karma Box
Wendy Nelson, Frontier Community Coalition	Lourdes Perez, Nevada Rural Housing
	Kessa Lee, Eddy House

Michele Fuller-Hallauer, Winged Wolf Innovations
Brandon Hallauer, Winged Wolf Innovations

1. Public Comment and Announcements

Summary:

No public comments at the start of the meeting.

Action Items:

None

Motions: N/A

Vote: No vote necessary

2. RN CoC Coordination Contract (For Possible Action)

Summary:

Co-Chairs reviewed the current \$24,000 coordination contract shortfall and the activities that remain unfunded until the gap is closed (including the 2026 school district count, travel outside Clark County for in-person facilitation, systemwide HMIS outcome presentations, flexible TA support, and other scope items). Wendy reported she submitted a \$10,000 voucher through

Lander County to contribute toward the contract; the county requested clarifying language on purpose/scope, and she will follow up with Michele to finalize wording. Nations Finest previously expressed interest in contributing; Melanie (filling in for Curtis) will check internally and have Curtis follow up with Brandon/Michele.

Action Items:

1. Wendy to coordinate with Michele Fuller-Hallauer on clarifying language for Lander County's \$10,000 voucher submission.
2. Melanie (Nations Finest) to relay request to Curtis Butler to contact Brandon Hallauer and Michele Fuller-Hallauer about potential contribution.

Motions: N/A

Vote: No vote necessary

3. Standing Agenda Items for Updates (For Possible Action)

Nevada Housing Division

Summary:

Nevada Housing Division representatives were not present. Committee noted staffing changes (Jazzmine and Juawana no longer with NHD) and discussed reaching out to new leadership to confirm continued participation in RNCoc Steering meetings.

Action Items:

1. Winged Wolf / Co-Chairs to identify and invite NHD's new point of contact to future Steering Committee meetings.

Motions: N/A

Vote: No vote necessary

Bitfocus / HMIS / Data Analysis Licenses (For Possible Action)

Summary:

Data Analysis License to NOTO (Comparable Database):

Kelly Robson explained that NOTO (Chris) needs a Data Analysis license to pull comparable-database reports independently, due to tightened PII access rules. Missing approval caused reports to be late this month.

Motion: Approve Data Analysis license for Chris (NOTO).

Vote: Motion passed; one abstention for conflict of interest.

Letter/Memo for Late Reports:

Brandon and Michele proposed providing a memo explaining delays were due to CoC policy.

Motion: Authorize Winged Wolf/Bitfocus to draft and send memo to NOTO and make DA licensing a standing item for clarity.

Vote: Motion passed.

Emergency Decision Authority (Licenses → Expanded HMIS/CoC Emergencies):

Committee discussed balancing governance checks with urgent operational needs.

Motion: Allow Winged Wolf to make emergency HMIS/CoC decisions case-by-case with required report-back to Steering Committee; memo expires June 30, 2026 unless renewed.

Vote: Motion passed.

Carson City FASTT Closure / CCCNN Access:

Kelly reported Carson City FASTT closed and requested transfer of four paid-scope licenses to Community Counseling Center of Northern Nevada (CCCNN) to continue FAST/OD2A coverage.

Motion: Approve CCCNN entry into RNCoc HMIS for FASTT replacement.

Vote: Motion passed.

Karma Box – Churchill County PATH:

Karma Box requested RNCoc HMIS access and one CoC-funded license to take over PATH outreach in Churchill County. Ian confirmed the position will be dedicated to Churchill County.

Motion (compound): Approve Karma Box as RNCoc HMIS agency for Churchill PATH and allocate one CoC-funded license; application to Bitfocus to follow immediately.

Vote: Motion passed.

License Reconciliation for NOTO:

Kelly noted NOTO showed a negative license balance across main and comparable databases; committee approved allocating three unused licenses to reconcile.

Motion: Allocate three CoC licenses to NOTO to eliminate negative balance.

Vote: Motion passed.

Statewide HMIS Privacy/Security Training:

Kelly announced Nevada HMIS Privacy & Security Training is mandatory for all end-users within 60 days; non-completion results in lockout. Training is ~1 hour and includes knowledge checks. It will become annual, and statewide changes (2FA, ROI updates, end-user agreement reset) take effect after the 60-day window. LSA prep emails to begin in early November regardless of HUD timeline.

Action Items:

1. Bitfocus to assign Data Analysis license to Chris (NOTO) and embed comparable Looker report.

2. Winged Wolf/Brandon to draft and send memo to NOTO explaining report delay due to CoC policy.
3. Winged Wolf to issue emergency-decision authority memo (HMIS/CoC emergencies) with report-back requirement and June 30, 2026, sunset.
4. Bitfocus to process CCCNN FASTT agency setup and license transfer.
5. Ian (Karma Box) to submit new agency application to Bitfocus immediately upon receipt.
6. Bitfocus to allocate one CoC-funded license to Karma Box for Churchill PATH outreach.
7. Bitfocus to allocate three additional licenses to NOTO to correct negative balance.
8. All agencies/end-users to complete Nevada HMIS Privacy & Security Training within 60 days.
9. Bitfocus to begin LSA/data-quality prep communications in early November.

Motions & Votes:

Multiple motions passed as detailed above.

Veterans Administration

Summary:

VA representative reported no funding changes affecting VA programs serving White Pine/Elko and reiterated commitment to veteran housing support.

Action Items:

None

Motions: N/A

Vote: No vote necessary

4. Coordinated Entry Assessment Site Request – AEDV Carson City (For Possible Action)

Summary:

Christie requested that Advocates to End Domestic Violence (AEDV) be authorized as a CE assessment site for DV shelter clients to reduce barriers, improve privacy, and avoid transport delays.

Motion: Grant AEDV access to conduct CE assessments onsite for DV clients.

Vote: Motion passed unanimously.

Action Items:

1. Bitfocus/Winged Wolf to enable AEDV CE assessment permissions and coordinate implementation/training.

5. Lived Experience Speaker (Standing Agenda Item)

Summary:

No lived experience speaker participated; Kacey reported their resident needs more preparation and will join next meeting.

Action Items:

1. Kacey to confirm lived-experience speaker for November meeting.

Motions: N/A

Vote: No vote necessary

6. HUD-TA Coordinated Entry Workshop / Reestablish CE Workgroup (For Possible Action)**Summary:**

Brief cohort debrief given; workshop focused on CE prioritization. Members agreed to wait until cohort training concludes before formally re-establishing the CE workgroup. Michele suggested exploring Bitfocus' "MAP" assessment tool as a possible replacement/improvement for current CHAT-based screening; Kelly shared the resource link.

Action Items:

1. Cohort and interested members to review MAP tool materials ahead of CE redesign discussions.
2. Steering Committee to revisit re-establishing CE workgroup after cohort ends.

Motions: N/A

Vote: No vote necessary

7. CoC Coordination (Standing Item) – CoC Competition / San Diego Convening / Youth Summit**Summary:**

Brandon and Michele reported the federal shutdown delays NOFO release. They outlined possible major policy shifts (e.g., DEI/Housing First restrictions and a rumored 30% cap on permanent housing funding) and said Winged Wolf is monitoring and advocating with elected officials. Michele noted that other CoCs are authorizing leads to make rapid competition decisions if the NOFO turnaround is short; the Steering Committee opted to wait and use the current emergency authority if needed. San Diego CoC Leads convening remains scheduled but unfunded; attendance still dependent on closing the \$24k gap. Youth Summit no longer requires separate rural panelists; organizers will cover rural updates through statewide report-out.

Action Items:

1. Winged Wolf to continue monitoring NOFO timing/policy changes and notify agencies as soon as released.

2. Continue seeking contributions to close \$24k shortfall to support national convening participation.

Motions: N/A

Vote: No vote necessary

8. Items for Addition to Next Meeting Agenda

Summary:

No new items added for next meeting.

Action Items:

None

Motions: N/A

Vote: No vote necessary

9. Public Comment and Announcements

Summary:

Dawn shared a resource: a private Facebook group “Hub for Ending Homelessness” where CoC members exchange tools and updates.

Action Items:

None

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Wendy to coordinate with Michele Fuller-Hallauer on clarifying language for Lander County’s \$10,000 voucher submission toward contract shortfall.
2. Melanie (Nations Finest) to have Curtis Butler contact Brandon Hallauer and Michele Fuller-Hallauer about potential contract contribution.
3. Winged Wolf / Co-Chairs to identify and invite Nevada Housing Division’s new point of contact to future Steering Committee meetings.
4. Bitfocus to assign Data Analysis license to Chris (NOTO) and embed the comparable Looker report.
5. Winged Wolf/Brandon to draft and send memo to NOTO explaining October reporting delay due to CoC policy.
6. Winged Wolf to issue emergency-decision authority memo (HMIS/CoC emergencies) with report-back requirement and June 30, 2026 sunset.
7. Bitfocus to process CCCNN FASTT agency setup and transfer FAST-related licenses.
8. Ian (Karma Box) to submit RNCoc new-agency application to Bitfocus immediately.

9. Bitfocus to allocate one CoC-funded HMIS license to Karma Box for Churchill PATH outreach.
10. Bitfocus to allocate three additional licenses to NOTO to correct negative license balance.
11. All agencies/end-users to complete Nevada HMIS Privacy & Security Training within 60 days to avoid lockout.
12. Bitfocus to begin LSA/data-quality prep communications in early November.
13. Cohort/Steering members to review MAP assessment tool resources before CE redesign work begins.
14. Kacey to confirm lived-experience speaker for November meeting.
15. Winged Wolf to monitor NOFO release/policy shifts and notify agencies/Steering Committee promptly.
16. Steering Committee to revisit re-establishing the Coordinated Entry Workgroup after cohort training concludes.
17. Continue outreach and fundraising to close the \$24,000 coordination contract shortfall.