



RNCoC Steering Committee Meeting Minutes

When: Thursday, November 20, 2025
Where: via Teams
Who: Rural Nevada Continuum of Care Steering Committee
Why: To discuss addressing homelessness in Rural Nevada

Present Members:

Tessia "Tess" Fairbanks, Vitality Unlimited (Co-chair)	Gekia Brittingham, Nevada Housing Division (standing in for Tishell Morgan)
Karyn Smith, Nye County Health and Human Resources (Co-chair)	Jim Peckham, F.I.S.H.
Kelly Robson, Bitfocus	Tim Royal, Elko F.I.S.H.
Jackee Stewart, Churchill County Social Services	Michael Quattrocchi, Nye Communities Coalition
Kim Stover, Churchill County Social Services	Casey Green, Karma Box Project
Kacey Hansberry, Vitality Unlimited	Ian Anderson, Karma Box Project
Christie Contreras, Carson City Health and Human Services	Ty Fleck, Lived Experience Speaker (via Vitality Unlimited)
Chris Murphey, New Frontier	Roxanne Peterson, New Frontier
Jennie Martin, Nye County Health and Human Resources	Rhiannon Baker, Lyon County Human Services
Dawn Tann, DPBH – Rural Clinics (Collaborative Applicant)	Cheryl Borgstrom, HUD
Lourdes Zuniga-Perez, Nevada Rural Housing Authority	Kessa Lee, Eddy House
	Pamela Juniell, McKinney-Vento State Coordinator from NV DOE
	Jackie Rhea, AEDV
	Heather Hatch, SilverSummit Health Plan

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

1. Public Comment and Announcements:

Summary: No formal public comment or announcements were made at the opening of the meeting.

2. Standing agenda items for updates:

Nevada Housing Division

Summary: Gekia Brittingham attended on behalf of Nevada Housing Division, substituting for Tishell Morgan. No program or policy updates were provided; Gekia noted she would relay relevant discussion back to NHD leadership.

Action Items:

1. None.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary: Kelly Robson reported that updated Agency User Agreement packets will be distributed in late December and will include Agency Data Lead (ADL) agreements. Agencies may designate up to three ADLs. Kelly reviewed current ADL assignments with the committee and confirmed leads for each agency. Agencies must send Bitfocus executive leadership contact information (name and email) to ensure agreements are routed correctly.

Kelly reminded members that Nevada HMIS Privacy & Data Security Training is mandatory for all HMIS users by December 15, 2025. New users must complete both standard HMIS training and the Nevada privacy/security training, and users inactive for more than six months will be required to re-take both trainings.

Kelly confirmed LSA is open. Rural Nevada's first upload was successful with minimal issues. To reduce email volume, Bitfocus will send one LSA Data Quality Workbook per housing agency. Tabs in the workbook indicate specific error or warning types; blank tabs indicate no issues. Agencies are expected to coordinate internally on any overlap flags and return one consolidated workbook per agency. Kelly also agreed to confirm if the new interface currently supports CE "check-in" workflow functions and to look into a desk-phone/2FA workaround for Rural Clinics.

Action Items:

1. Agencies to email Bitfocus their agency executive leadership contact (name + email) to Nevada-admin@bitfocus.com.
2. All HMIS users to complete NV Privacy/Data Security Training by Dec. 15, 2025.
3. Bitfocus to distribute LSA Data Quality Workbooks to housing agencies.
4. ADLs to complete corrections and return one consolidated workbook per agency.
5. Kelly to confirm whether the new interface supports CE "check-in" functions and respond to Chris Murphey.
6. Kelly to research a desk-phone/2FA workaround for Dawn Tann and follow up.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary: VA coordinated entry and HMIS coverage was discussed briefly within the ADL review. Meisha Jensen was confirmed as the VA ADL for Elko/White Pine coverage. Reno VA ADL coverage is pending due to maternity leave; Bitfocus will update once confirmation is received.

Action Items:

1. Bitfocus to update VA ADL listings (Meisha confirmed; Reno pending).

Motions: N/A

Vote: No vote necessary

3. Current Status of Coordinated Entry in Elko County (For Possible Action):

Summary: Tim Royal (Elko FISH) explained that Elko FISH is currently the only coordinated entry access point for the county, creating barriers for clients in more remote areas. Vitality Unlimited proposed becoming a secondary coordinated entry assessment provider to expand access countywide, including both in-person and telephonic assessments. Brandon clarified that county CE expansion requires county CE lead support and Steering Committee approval. Tim Royal formally confirmed Elko FISH supports Vitality's request.

A motion was made and amended to explicitly authorize Vitality to conduct both telephonic and in-person CE assessments in partnership with Elko FISH. The motion passed; Vitality abstained.

Action Items:

1. Vitality Unlimited and Elko FISH to coordinate the implementation of shared CE assessment access in Elko County.
2. Vitality and Bitfocus to coordinate CE refresher training for Elko FISH staff.

Motions: Approve Vitality Unlimited as CE assessment provider in Elko County (telephonic + in-person), in partnership with Elko FISH.

Vote: Motion Passed. One abstained due to conflict of interest.

4. Lived Experience Speaker (standing agenda item):

Summary: Kacey Hansberry (Vitality Unlimited) introduced Ty Fleck as the lived experience speaker. Ty shared his experience transitioning from homelessness to stable housing. He emphasized that safe and stable housing changed his mindset, that consistent supportive relationships were critical to his progress, and that peer-led outreach by people with lived

experience may help engage others in services. Members thanked Ty and discussed continued recruitment of lived experience voices in RNCOC decision-making.

Action Items:

1. Continue recruiting Lived Experience participants for future meetings, including peer-led engagement opportunities.

5. HUD-TA Coordinated Entry Workshop (Standing Item):

Summary: The HUD-TA CE workshop/cohort update was deferred due to time constraints and prioritization of NOFO response.

Action Items:

1. Keep CE cohort/workshop update on the next meeting agenda.

Motions: N/A

Vote: No vote necessary

6. Policy Adjustments, if needed (Standing Item):

Summary: Deferred due to limited meeting time.

Action Items:

1. Maintain policy adjustment on the next agenda.

Motions: N/A

Vote: No vote necessary

7. CoC Coordination (Standing Item):

Summary: Michele reported that the 2025 CoC NOFO was released the prior week, with a 60-day deadline that overlaps major holidays. She summarized significant changes affecting renewal strategy, tiering, and scoring, including reduced Tier 1 protections, a 30% cap on permanent housing requests, national scoring for planning grants, and risks tied to Housing First terminology in applications. Michele requested Steering Committee guidance on prioritizing competition strategy work versus broader national advocacy. Members agreed the immediate focus must be on NOFO/competition strategy due to the compressed timeline and complexity, while supporting advocacy efforts secondarily. The previously scheduled co-chairs meeting on Monday (9:30–11:00 AM) will be repurposed as a NOFO work session open to members. Bitfocus committed to

minimizing LSA burden during the NOFO window. Jackee agreed to brief Casey separately on NOFO impacts.

Action Items:

1. Winged Wolf to send NOFO strategy work-session invite for Monday (9:30–11:30 AM).
2. Members to review NOFO and NAEH comparison materials before Monday.
3. Winged Wolf to prepare ARD/bonus totals and draft scenario options for Monday.
4. Members to bring specific NOFO impact questions/concerns to Monday work session.
5. Jackee Stewart to brief Casey (Karma Box) on NOFO implications.
6. Bitfocus to continue minimizing LSA workload during the NOFO period.

Motions: N/A

Vote: No vote necessary

8. 2026 PIT Count Prep:

Summary: PIT preparation was deferred due to NOFO urgency. Michele confirmed PIT prep information will be sent to members prior to the next meeting.

Action Items:

1. Winged Wolf to distribute PIT Count prep guidance before next meeting.

Motions: N/A

Vote: No vote necessary

9. Any items for addition to the agenda for the next meeting:

Summary: Deferred items to remain on agenda for next month, including CE cohort updates, policy adjustments, PIT prep follow-up, and a NOFO progress check-in.

Action Items:

1. Add deferred items to next meeting agenda.

Motions: N/A

Vote: No vote necessary

10. Public Comment and Announcements:

Summary: No additional closing public comments or announcements were shared. The meeting adjourned after confirming NOFO next steps.

Next Steps/ Action Items:

1. Agencies to email Bitfocus executive leadership contact (name + email).
2. All HMIS users to complete NV Privacy/Data Security Training by Dec. 15, 2025.
3. Bitfocus to distribute LSA Data Quality Workbooks to housing agencies.
4. ADLs to complete corrections and return one consolidated workbook per agency.
5. Kelly Robson to confirm Horizon CE “check-in” functionality and respond to Chris Murphey.
6. Kelly Robson to research a desk-phone/2FA workaround for Dawn Tann.
7. Vitality Unlimited and Elko FISH to implement shared CE assessments in Elko County (telephonic + in-person).
8. Vitality and Bitfocus to coordinate CE refresher training for Elko FISH staff.
9. Winged Wolf to send NOFO strategy work-session invite for Monday (9:30–11:00 AM).
10. Members to review NOFO + comparison materials prior to Monday.
11. Winged Wolf to prepare ARD/bonus totals and scenario options for Monday.
12. Members to bring NOFO impact questions/concerns to Monday work session.
13. Jackee Stewart to brief Casey (Karma Box) on NOFO implications.
14. Winged Wolf to distribute PIT Count prep guidance before next meeting.