

**RNCoC Steering Committee Meeting Minutes**

**When:** January 15, 2026, 1:30 PM  
**Where:** via Teams  
**Who:** Rural Nevada Continuum of Care Steering Committee  
**Why:** To discuss alternatives to homelessness in Rural Nevada

**Present Members:**

Tessia “Tess” Fairbanks, Vitality Unlimited (Co-chair)	Human Services
Karyn Smith, Nye County Health and Human Services (Co-chair)	Dawn Tann, DPBH – Rural Clinics (Collaborative Applicant)
Kelly Robson, Bitfocus	Lourdes Zuniga-Perez, Nevada Rural Housing Authority
Wendy Nelsen, FCC	Andrea Benally, Lyon County Human Services
Jim Peckham, FISH Carson City	Meisha Jensen, VA (SLC VA – Elko/White Pine)
Ian Anderson, Karma Box Project	Liz Jarman, LCSW, CRRC Program Coordinator, VA Southern NV Healthcare System
Chris Murphey, New Frontier	Nikki Wright, Reno VA
Joanna Radtke, Nye Communities Coalition	Rhiannon Baker, Lyon County
Jackie Rhea, Advocates to End Domestic Violence, Carson City	Kessa Lee, Eddy House
Kacey Hansberry, Vitality Unlimited	
Roxanne Peterson, New Frontier	Michele Fuller-Hallauer, Winged Wolf (WWI)
Heather Hatch, SilverSummit HealthPlan	Brandon Hallauer, Winged Wolf (WWI)
Jackee Stewart, Churchill County Social Services	
Cheryl Borgstrom, HUD	
Christie Contreras, Carson City Health and	

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## **1. Public Comment and Announcements**

**Summary:**

Meisha Jensen announced the VA GPD NOFO is due February 19, 2026 and shared that the Salt Lake City VA (covering Elko and White Pine counties) is seeking transitional housing providers for veterans. Elizabeth Jarman (Southern Nevada VA) also shared the need for transitional housing providers in Pahrump/Nye County, noting veterans are requesting options that allow them to remain in rural communities rather than relocating.

**Action Items:**

1. Interested providers to contact the appropriate VA office regarding transitional housing opportunities for veterans in Elko, White Pine, and/or Nye County.

**Motions:** N/A

**Vote:** No vote necessary

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## 2. Standing agenda items for updates

### Nevada Housing Division

**Summary:**

No update was provided. Winged Wolf shared that Chelsea Heath requested to be added to the February agenda to provide an update.

**Action Items:**

1. Add Nevada Housing Division update to the February agenda.

**Motions:** N/A

**Vote:** No vote necessary

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### Bitfocus

**Summary:**

Kelly Robson reported Rural Nevada's LSA is complete and ready for submission. Kelly noted new flags and warnings were introduced this year and explained HUD has advised CoCs that some flags may remain "issue unresolved" despite due diligence review. Kelly thanked Rural Nevada providers for responsiveness to workbook requests and data cleanup during the LSA process. Kelly reported HIC and PIT non-participating worksheets will be distributed at the beginning of the following week.

Kelly requested standing permission to temporarily grant delete rights to Comparable Database Agency Data Leads when deletion requests arise. Kelly explained that the Comparable Database is highly restricted, and deletions cannot be processed through the standard help desk workflow. The proposed process would grant delete rights for a short time period, allow the agency data lead to complete necessary deletions, then revert the user back to standard permissions. The

committee discussed accountability and tracking options, including maintaining an email record and reporting as needed.

**Action Items:**

1. Bitfocus to submit the Rural Nevada LSA.
2. Bitfocus to distribute HIC and PIT non-participating worksheets to non-HMIS participating agencies.
3. Bitfocus to maintain an email record of Comparable Database delete-rights permissions granted.

**Motions:** Motion to allow Bitfocus standing authority to grant delete rights to Comparable Database Agency Data Leads and report that information to the CoC by email.

**Vote:** Motion passed; no opposed; no abstentions.

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**Veterans Administration**

**Summary:**

Elizabeth Jarman shared that the VA is continuing to refine the by-name list process for unsheltered veterans. Liz requested Rural Nevada HMIS access so the VA can pull names directly, similar to the process in Southern Nevada CoC. Brandon confirmed this was approved during the previous meeting and that [the](#) VA will coordinate with Kelly Robson after federal reporting to establish the VA agency in HMIS.

**Action Items:**

1. VA to coordinate with Bitfocus to establish Rural Nevada HMIS access after federal reporting.

**Motions:** N/A

**Vote:** No vote necessary

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**3. Lived Experience Speaker**

**Summary:**

No lived experience speaker presented during this meeting.

**Action Items:**

None.

**Motions:** N/A

**Vote:** No vote necessary

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## 4. Continuum of Care (CoC) Competition

### Summary:

Winged Wolf provided an update on federal litigation and ongoing uncertainty regarding HUD NOFO processes. Michele explained that multiple NOFO releases and withdrawals have occurred, and lawsuits have been filed by multiple states and national organizations. Winged Wolf reported that HUD reopened the FY 2024–2025 CoC NOFO on January 9, 2026, with applications due by February 9, 2026. HUD stated that award decisions are expected to be made no later than March 2026. Michele clarified that it remains unclear whether the Steering Committee will need to approve submissions or if a priority listing will be required. The Rating and Ranking Team remains on standby pending further guidance.

Winged Wolf noted that e-snaps is expected to open soon, and members should stay alert for emails. Michele advised members to anticipate more communications regarding the NOFO and PIT Count. Winged Wolf shared that weekly provider NOFO meetings will be held on Wednesday mornings for the rest of the month, and Steering Committee members are welcome to attend. Brandon added that if a special Steering Committee session is necessary for approvals, it will probably need to take place during the last week of January.

Michele also highlighted the need for CoC-wide strategy discussions and the development of a formal strategic plan to strengthen RNCOC planning efforts regardless of funding changes. Members expressed support for a strategic planning session, potentially held in-person. Christie suggested that an in-person summit-style meeting could support stronger engagement. Jackee noted that the CoC previously rotated meeting locations among counties to reduce travel burdens and offered a Fallon location with capacity for hybrid participation.

### Action Items:

1. Winged Wolf to continue monitoring NOFO guidance and provide updates to the CoC.
2. Steering Committee to consider scheduling a special session in late January if required for NOFO approvals.
3. Add strategic planning session discussion as a future agenda item.

**Motions:** N/A

**Vote:** No vote necessary

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## 4. 2026 Point-in-Time (PIT) Count and Housing Inventory Count (HIC) Discussion and Planning

### Summary:

Winged Wolf shared PIT Count planning updates and apologized for delays ~~due to~~ caused by the HUD CoC NOFO workload. The PIT Count will ~~occur~~ take place on the morning of January 29, 2026, capturing where individuals slept the night of January 28–29. Winged Wolf reported a PIT Leads Meeting was held Monday and materials (slides, recordings, and training resources) are being posted to the RNCOC website.

Rhiannon Baker requested ~~clarification on~~ asked when the app training materials and the slide deck would be available. Winged Wolf stated the app training materials would be posted by the end of the weekend, and the slide deck should be posted by the end of the day. Michele reported she completed a recorded media interview for News 4, Fox 11, NSN, and Our Reno to support outreach and volunteer recruitment.

Brandon confirmed that volunteer signups will be compiled and ~~distributed~~ shared with county leads so leads can coordinate deployment and assignments. Michele addressed questions regarding community donations for PIT incentives, stating that donations should be coordinated locally through county PIT leads and Winged Wolf can connect donors through the website without widely distributing lead emails. Jackee supported this approach.

Dawn ~~requested~~ asked for clarification on the deployment timing. Michele confirmed that teams should gather at 4:00 AM and deploy by 5:00 AM on January 29. The count continues until it is completed.

Jackee provided an update that Churchill County held a local planning meeting and is meeting with the local tribe to improve collaboration. ~~Jackee~~ She also shared that Ian and his team will assist with PIT outreach efforts. Tess raised concerns about Elko County coverage and previous “blackout areas.” Brandon stated that it is assumed there will be no blackout areas this year. ~~Brandon~~ He reported that Eureka and White Pine counties have not yet been engaged, and Elko County ~~has~~ not completed the county lead survey. Katherene Hansberry ~~stated~~ said she would complete the survey.

### Action Items:

1. Winged Wolf to post PIT app training materials to the website by end of weekend.
2. Winged Wolf to ensure PIT Leads Meeting slide deck/recording is posted to the website.
3. Winged Wolf to provide volunteer signup lists to county PIT leads.
4. County PIT leads to coordinate local deployment plans, including safety and volunteer pairing.
5. Elko County to complete and submit the PIT lead survey.

**Motions:** N/A

**Vote:** No vote necessary

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## 6. Discussion on CoC Training needs (Rural BLI)

### Summary:

Christie Contreras shared that Carson City Health and Human Services has \$8,000 budgeted in the CoC Rapid Rehousing grant for rural training opportunities benefiting the entire RNCOC. Christie ~~requested~~ asked for input on training needs and priorities. Members identified coordinated entry training as a key need, especially due to staff turnover and inconsistent understanding of processes. Members also discussed the need for technical assistance training focused on documentation and compliance, including locating HUD-required forms and updated reference materials.

Dawn offered to provide a training compendium from 2022 listing ~~prior~~ that outlines past CoC training expectations and suggested a train-the-trainer approach to address ongoing staff turnover. Members discussed the possibility of combining training with strategic planning and holding an in-person multi-day session. Kessa Lee recommended using a survey to identify both agency availability and topic priority ranking. Members agreed that mid-summer planning ~~may~~ might provide adequate lead time for coordination and participation.

### Action Items:

1. Dawn Tann to send the 2022 training compendium to Brandon Hallauer for distribution.
2. Develop and distribute a survey to agencies to identify training priorities and availability for an in-person training/strategic planning session.
3. Continue discussion of coordinated entry training and strategic planning session format at a future Steering Committee meeting.

**Motions:** N/A

**Vote:** No vote necessary

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## 7. Policy Adjustments; if needed

### Summary:

No policy adjustments were identified or discussed.

### Action Items:

None.

**Motions:** N/A

**Vote:** No vote necessary

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## 8. CoC Coordination

**Summary:**

Michele stated it is time to ~~begin-start~~ discussing the continuation of the CoC Coordination contract with Winged Wolf for FY26–27. Michele advised that if the CoC intends to issue an RFP for a new coordinator, the process must begin soon due to the time required. Dawn requested this be added to the next agenda for discussion and a vote to ensure clear direction and allow time for planning if an RFP is pursued. Tess agreed to add the item to the next agenda.

**Action Items:**

1. Add CoC coordination contract continuation discussion and possible vote to the next meeting agenda.

**Motions:** N/A

**Vote:** No vote necessary

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

**Summary:**

The Steering Committee confirmed that the discussion and ~~possible-potential~~ vote on the ~~regarding~~ CoC coordination contract continuation will be included on the next agenda.

**Action Items:**

1. Include CoC coordination contract continuation discussion and vote on the next agenda.

**Motions:** N/A

**Vote:** No vote necessary

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## 10. Public Comment and Announcements

### Summary:

No additional public comments or announcements were provided. The meeting adjourned.

### Action Items:

1. None.

### Motions: N/A

**Vote:** No vote necessary

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## Next Steps / Action Items

1. Interested providers to contact the appropriate VA office regarding transitional housing opportunities for veterans in Elko, White Pine, and/or Nye County.
2. Add Nevada Housing Division update to the February agenda.
3. Bitfocus to submit the Rural Nevada LSA.
4. Bitfocus to distribute HIC and PIT non-participating worksheets to non-HMIS participating agencies.
5. Bitfocus to maintain an email record of Comparable Database delete-rights permissions granted.
6. VA to coordinate with Bitfocus to establish Rural Nevada HMIS access after federal reporting.
7. Winged Wolf to continue monitoring NOFO guidance and provide updates to the CoC.
8. Steering Committee to consider scheduling a special session in late January if required for NOFO approvals.
9. Winged Wolf to post PIT app training materials to the website by end of weekend.
10. Winged Wolf to ensure PIT Leads Meeting slide deck/recording is posted to the website.
11. Winged Wolf to provide volunteer signup lists to county PIT leads.
12. County PIT leads to coordinate local deployment plans, including safety and volunteer pairing.
13. Elko County to complete and submit the PIT lead survey.
14. Dawn Tann to send the 2022 training compendium to Brandon Hallauer for distribution.
15. Develop and distribute a survey to agencies to identify training priorities and availability for an in-person training/strategic planning session.
16. Add CoC coordination contract continuation discussion and possible vote to the next meeting agenda.