



RNCoC Steering Committee Meeting Minutes

When: Thursday, April 16, 2026
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)

Karyn Smith, Nye County Health and
Human Services (Co-chair)

Andrea Benally, Lyon County Human
Services

Chris Murphey, New Frontier

Dawn Tann, DPBH – Rural Clinics
(Collaborative Applicant)

Heather Hatch, SilverSummit HealthPlan

Ian Anderson, Karma Box Project

Jackie Rhea, Advocates to End Domestic
Violence, Carson City

Jennie Martin, Nye County HHS

Joanna Radtke, Nye Communities Coalition

Kacey Hansberry, Vitality Unlimited

Kara Franki, Reno VA

Kelly Robson, Bitfocus

Kessa Lee, Eddy House

Lourdes Zuniga-Perez, Nevada Rural
Housing Authority

Meisha Jensen, VA (SLC VA – Elko/White
Pine)

Roxanne Peterson, New Frontier

Tishell Morgan, NHD

Michele Fuller-Hallauer, Winged Wolf

Brandon Hallauer, Winged Wolf

Morgan Ulmer, Winged Wolf

1. Public Comment and Announcements

Summary:

No formal public comments or announcements were made.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

2. Standing Agenda Items for Updates

Nevada Housing Division

Summary:

No representatives from the Nevada Housing Division were present, and no update was provided.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary:

Kelly Robson reported that HIC and PIT work were nearing final submission. The HIC was nearly complete, with only a few remaining notes and warnings to review. Kelly and Brandon had reviewed the notes, and Michele and Dawn were invited to review the final HIC notes in HDX.

Kelly also reported that PIT data cleanup was ongoing to ensure HIC and PIT counts aligned. A statewide HMIS training was announced for April 23, from 1:00 PM to 2:00 PM. The training will focus on properly closing programs, opening new programs, submitting new funding source requests, and cleaning up outdated services and funding sources in HMIS.

Action Items:

1. Michele Fuller-Hallauer, Brandon Hallauer, and Dawn Tann to review final HIC notes in HDX before submission.
2. Winged Wolf to complete unsheltered PIT cleanup so HIC/PIT can be finalized and submitted.
3. Bitfocus to send the April 23 statewide HMIS training information.
4. RNCOC to circulate the training notice through the listserv.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

Meisha Jensen and Kara Franki were present. No substantive updates from the Veterans Administration were provided.

Action Items:

None.

Motions: N/A**Vote:** No vote necessary

3. Lived Experience Speaker

Summary:

No lived experience speaker was present.

Action Items:

None.

Motions: N/A**Vote:** No vote necessary

4. Discussion on CoC Training utilizing Carson City Rural BLI

Summary:

Michele Fuller-Hallauer provided an update on the CoC-wide training series, supported by Carson City's Rural BLI funding. The selected training topics include Coordinated Entry 101, Trauma-Informed Care, Housing Types and Eligibility, Housing First, and CoC Governance 101.

Michele reported that a proposal had been submitted to Carson City and that the contract process was moving forward. Training sessions are expected to be offered virtually, recorded, and posted in a password-protected section of the RNCoC website for future use.

Action Items:

1. Winged Wolf to finalize the Carson City contract and paperwork so training delivery can begin.
2. Winged Wolf to coordinate scheduling and implementation of the monthly training series.
3. Winged Wolf to archive recordings and materials on the RNCoC website.

Motions: N/A**Vote:** No vote necessary

5. Discussion regarding what Committees, Subcommittees, Taskforces need to be reconvened

Summary:

The Steering Committee discussed which RNCOC committees should be reconvened. Michele explained that the primary committees are the Steering, Fiscal, Governance/Compliance, and Coordinated Entry Committees.

Members discussed limited rural capacity and agreed that the focus should remain on the core committees for governance, monitoring, funding, and coordinated entry. Committee participation will be volunteer-based. Several members volunteered for committees, and Winged Wolf will send a listserv email to gather additional interest and availability for committees.

Action Items:

1. Winged Wolf to send a listserv email asking members to identify committee interest and availability.
2. Winged Wolf to determine recurring committee schedules based on member responses.
3. Meeting notes to be made available in PDF or Word format for members unable to access AI notes.
4. Fiscal Committee schedule to be adjusted for June due to the Juneteenth holiday.

Motions: N/A

Vote: No vote necessary

6. Update Coordinated Entry Site Information

Summary:

Michele and Brandon led a review of the RNCOC coordinated entry site list. The goal is to verify the current sites, addresses, phone numbers, and access methods before publishing the updated information.

Members discussed public-facing coordinated entry sites, internal assessment locations, and agencies conducting CHAT assessments. Vitality Unlimited confirmed coordinated entry involvement in Elko County and possible telephonic support for Eureka County. Carson City Health and Human Services confirmed its public-facing role, and Reno VA agreed to provide county coverage and contact information. Additional follow-up is needed for several counties and agencies before the list is finalized.

Action Items:

1. Winged Wolf to finalize the coordinated entry spreadsheet and post a verified public-facing version on the RNCOC website.

2. Winged Wolf to maintain a separate internal master list of all approved coordinated entry/CHAT assessment access points.
3. Kara Franki to send VA county coverage and contact information to the RNCoC email address.
4. Lyon County to verify continued telephonic coordinated entry coverage for Mineral County.
5. Vitality Unlimited to provide an updated central referral number once available.
6. Winged Wolf to follow up with absent agencies and counties to verify unresolved site information.

Motions: N/A

Vote: No vote necessary

7. Policy Adjustments; if needed

Summary:

No policy adjustments were identified.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

8. CoC Coordination

Summary:

Michele Fuller-Hallauer provided an update on federal litigation regarding HUD's CoC NOFO process. Michele explained that HUD was required to honor the two-year FY24–FY25 process and that RNCoC should continue preparing for a possible June FY2026 NOFO release.

Members discussed ongoing uncertainty about federal priorities, Housing First, and renewal funding. Michele also reported that Winged Wolf has been recruiting for a dedicated CoC coordinator position and that an offer has been made.

Action Items:

1. Winged Wolf to continue monitoring litigation, appropriations, and NOFO developments and keep the Steering Committee informed.
2. RNCoC to prepare for the possibility of a June NOFO release.

3. Winged Wolf to notify the committee once the dedicated CoC coordinator hire is finalized.

Motions: N/A

Vote: No vote necessary

9. Lightning Training (Standing Item)

Summary:

Michele Fuller-Hallauer delivered a lightning training session on 24 CFR § 578.9 and the collaborative process for CoC applications. The session reviewed the roles of the Collaborative Applicant, Winged Wolf, the Rating and Ranking Team, and the Steering Committee in the local CoC application process.

Michele emphasized the need to maintain quorum, track recusals when conflicts of interest arise, and be prepared for special meetings or electronic voting if a NOFO timeline requires quick action. Members requested future training on recusals, conflicts of interest, and modified Robert's Rules of Order.

Action Items:

1. Include a lightning training on recusals and conflicts of interest at the next Steering Committee meeting.
2. Include a future lightning training on modified Robert's Rules of Order.

Motions: N/A

Vote: No vote necessary

10. Any items for addition to the agenda for the next meeting

Summary:

Members requested that the next meeting include an update on committee participation and a coordinated entry site list update. Members also supported sending a full listserv email to gather committee interest and availability from the broader RNCOC membership.

Action Items:

1. Add committee participation and roster update to the next meeting agenda.
2. Add coordinated entry site update to the next meeting agenda.
3. Send a committee-interest and availability email to the full RNCOC listserv.

Motions: N/A

Vote: No vote necessary

11. Public Comment and Announcements

Summary:

Members discussed re-engaging organizations and representatives on the RNCoC listserv who are not regularly attending meetings. Dawn suggested direct outreach to confirm current contacts and encourage participation. Christie volunteered to assist with outreach, and members discussed splitting the list among several volunteers.

Action Items:

1. Develop an outreach list for inactive or missing member organizations.
2. Begin direct re-engagement outreach to confirm contacts and encourage participation.
3. Add member participation and re-engagement discussion to the next meeting agenda.

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Michele Fuller-Hallauer, Brandon Hallauer, and Dawn Tann to review final HIC notes in HDX before submission.
2. Winged Wolf to complete unsheltered PIT cleanup so HIC/PIT can be finalized and submitted.
3. Bitfocus to send the April 23 statewide HMIS training information, and RNCoC to circulate it through the listserv.
4. Winged Wolf to finalize Carson City training paperwork and begin scheduling the monthly training series.
5. Winged Wolf to archive training recordings and materials on the RNCoC website.
6. Winged Wolf to send a full listserv email requesting committee interest and availability.
7. Winged Wolf to determine recurring schedules for the Fiscal, Governance/Compliance, and Coordinated Entry committees based on member responses.
8. Provide meeting notes in PDF or Word format for members unable to access AI notes.
9. Winged Wolf to finalize and verify the updated coordinated entry access site spreadsheet for website posting.
10. Winged Wolf to maintain an internal master list of all approved coordinated entry/CHAT assessment sites.
11. Kara Franki to send VA county coverage and contact information to the RNCoC email address.

12. Lyon County to verify continued telephonic coordinated entry coverage for Mineral County.
13. Vitality Unlimited to provide an updated central referral number once available.
14. Winged Wolf to continue monitoring HUD litigation, appropriations, and NOFO developments and prepare RNCOC for a possible June competition.
15. Winged Wolf to notify the Steering Committee once the dedicated CoC coordinator hire is finalized.
16. Include lightning training on recusals and conflicts of interest at the next Steering Committee meeting.
17. Include a future lightning training on modified Robert's Rules of Order.
18. Add committee roster/status, coordinated entry site update, and member re-engagement discussion to the next meeting agenda.
19. Begin direct outreach to missing or inactive member organizations to encourage renewed participation.