



RNCoC Steering Committee Meeting Minutes

When: Thursday, May 21, 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)?

Dawn Tann, DPBH – Rural Clinics
(Collaborative Applicant)
Christie Contreras, Carson City Health and
Human Services
Joanna Radtke, Nye Communities Coalition
Kelly Robson, Bitfocus
Kacey Hansberry, Vitality Unlimited
Jenn Wosley, Nation’s Finest
Meisha Jensen, VA (SLC VA – Elko/White
Pine)
Kelly Rupp, Southern Nevada VA
Jackee Stewart, Churchill County Social
Services

Kessa Lee, Eddy House
Jackie Rhea, Advocates to End Domestic
Violence, Carson City
Roxanne Peterson, New Frontier
Casey Green, Karma Box Project
Andrea Benally, Lyon County Human
Services
Rhiannon Baker, Lyon County
Edna Vera, Elko FISH
Vanessa, Elko FISH / Samaritan House
Alexandra Cristello, Vitality Unlimited
Marianne McKown, Vitality Unlimited
Curtiss, Vitality Unlimited

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

1. Public Comment and Announcements

Summary:

Members addressed several announcements and administrative items at the start of the meeting. Christie Contreras reported that she had not received RNCoC agendas or notices since March. Michele Fuller-Hallauer and Brandon Hallauer agreed to verify the issue, and Christie said she would also have her IT team confirm that the RNCoC email address is whitelisted.

Christie also shared that Carson City Health and Human Services is now fully staffed for the first time in two years. Dawn Tann asked about an unexpected congratulatory email from Senator Rosen's office regarding her Shelter Plus Care renewal. Brandon and Michele confirmed that HUD had released the quarter three and quarter four renewal lists and would discuss additional details later during CoC Coordination.

Action Items:

1. Winged Wolf to verify and correct the RNCoC agenda/distribution issue affecting Christie Contreras.
2. Christie Contreras to ask Carson City IT to confirm the RNCoC email address is whitelisted.

Motions: N/A

Vote: No vote necessary

2. Standing Agenda Items for Updates

Nevada Housing Division

Summary:

No representative from Nevada Housing Division was present, and no update was provided.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary:

Kelly Robson reported that Rural Nevada successfully submitted HIC/PIT and described the cycle as the smoothest so far, thanking providers for their responsiveness, patience, and continued data quality efforts. She said agencies should expect overlapping enrollments to be distributed the following week.

Kelly also explained that beginning in July, recurring data quality reviews will shift from manually emailed Excel worksheets to automated Looker reports with Box upload links. She reported that statewide HMIS office hours now include a 30-minute micro-training session followed by 30 minutes for open HMIS questions. The May micro-training focused on the HUD 225 data quality report; June will focus on running and validating APRs in SAGE; July will focus on annual assessments.

Kelly also reminded members that Bitfocus is preparing agencies for the full transition to the new Clarity user interface, with training sessions beginning in August using that interface. Kelly and Brandon further explained that agencies will soon receive agency agreement, BAA, and ADLE packets tied to HMIS data-sharing choices and the new system structure, and that authorized agency leadership will need to sign them as applicable.

Action Items:

1. Agencies to watch for overlapping enrollments and future automated Looker data quality reports.
2. Agencies to attend upcoming HMIS micro-trainings and office hours as needed.
3. Agencies to familiarize staff with the new Clarity interface.
4. Agencies to review and return agency agreement, BAA, and ADLE materials once received, with signatures from authorized leadership as applicable.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

Kelly Rupp reported that Southern Nevada VA recently held its VA 2K two-mile walk to support donations for homeless programs. She also shared that Southern Nevada clinic hours changed from 6:30 AM–3:00 PM to 7:00 AM–3:00 PM Updated brochures and outreach cards are available electronically for partners who want them. No other substantive VA updates were provided.

Action Items:

1. Interested agencies to contact Kelly Rupp for updated digital outreach materials.

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. Vitality presentation re: Rural Mobile Services

Summary:

Tess Fairbanks introduced Marianne McKown, Alexandra Cristello, and Curtiss from Vitality Unlimited to present Vitality's new Rural Mobile Services program. Marianne reported that the mobile services van launched on April 6 and is equipped to provide mental health therapy, substance use counseling, medication-assisted treatment, targeted case management, peer recovery support services, and primary care.

She explained that the van currently serves communities across northeastern Nevada, including Carlin, Wells, Eureka, Ely, West Wendover, Battle Mountain, Owyhee, and Jackpot, and that Crescent Valley will be added starting in June. Marianne also reviewed Operation Recovery, a separate opioid-funded program for veterans and eligible family members affected by opioid use disorder. Tess and Alexandra emphasized that although current funding is tied to opioid-related services, Vitality can still bill for regular services and does not intend to turn people away simply because they do not neatly fit the opioid grant category.

Action Items:

1. Vitality to circulate the mobile services and Operation Recovery flyers and schedule.
2. Members to refer potentially eligible clients to Vitality mobile services and Operation Recovery.
3. Members to send suggestions for future service locations or community needs to Vitality.

Motions: N/A

Vote: No vote necessary

5. Update on CoC Training utilizing Carson City Rural BLI

Summary:

Michele Fuller-Hallauer reported that Winged Wolf has finalized its contract with Carson City to use the Rural BLI for CoC-wide training. She reviewed the previously selected training priorities, including Coordinated Entry 101, CoC Governance 101, Housing First, Housing Types and Eligibility, and Trauma-Informed Care.

Michele also shared that Winged Wolf has hired a trainer and is developing the trainings while exploring CEU approval options for various professional licenses and certifications. The current expectation is that the trainings will be 90 minutes to 2 hours long, offered monthly beginning around July or August, and open to the full RNCoC membership. Christie Contreras added that the trainings will be recorded, edited, and posted to a restricted portion of the RNCoC website for later access by CoC members and future staff.

Action Items:

1. Members to send licensure or CEU needs to mncoc@wingedwolf.org for review.
2. Winged Wolf to finalize development and scheduling of the training series.
3. Winged Wolf to record, edit, and post trainings in the restricted RNCoC website area.

Motions: N/A

Vote: No vote necessary

6. Update regarding what Committees, subcommittees, taskforces being reconvened. (frequency, time, invitees)

Summary:

Brandon Hallauer reported that, at present, the only subcommittee actively convened is the Fiscal Committee, which meets monthly on Fridays. He also acknowledged that Winged Wolf had dropped the ball on sending the committee-interest and availability survey discussed the previous month, and said the survey was being drafted and would go out the following week.

Christie Contreras noted that she believed she was supposed to be on the Fiscal Committee but had not received any meeting invitations. Brandon said he would forward those invitations and continue troubleshooting the larger email distribution issue.

Action Items:

1. Winged Wolf to send the committee-interest and availability survey the following week.
2. Brandon Hallauer to forward Fiscal Committee invites to Christie Contreras.
3. Winged Wolf to continue troubleshooting missing agenda and meeting invite emails.

Motions: N/A

Vote: No vote necessary

7. Update Coordinated Entry Site Information

Summary:

Michele Fuller-Hallauer and Brandon Hallauer led a discussion of coordinated entry site activity and recent HMIS reporting. Brandon first shared a report that appeared to include more assessment activity than expected, and members clarified that several agencies shown in that first report are not actually conducting coordinated entry assessments. A second report more specifically reflected CHAT and family CHAT activity and showed that only a limited number of agencies had completed coordinated entry assessments over the prior six months.

Members discussed those findings in detail, including the fact that some assessments were not being referred to the queue, which Christie identified in at least one case as a likely training issue for a newer staff member. Elko FISH also stated that staff are still clarifying whether they are currently handling coordinated entry or housing referrals. Kelly Robson then demonstrated a dashboard showing 211 clients assessed over the prior six months, 198 sent to the queue, 27 program referrals, four enrollments, and three referrals connected to PH or RRH move-ins. Michele concluded that Winged Wolf will send verification emails to confirm site information and will bring an updated coordinated entry spreadsheet to the next meeting.

Action Items:

1. Winged Wolf to send verification emails for coordinated entry site phone numbers, emails, and addresses.
2. Winged Wolf to update the coordinated entry site spreadsheet and present it at the next meeting.
3. Carson City to review the identified training issue related to assessments not being sent to the queue.
4. Continue follow-up with Elko FISH regarding whether it will serve as the Elko County coordinated entry and referral site.

Motions: N/A

Vote: No vote necessary

8. Strategies for outreach to CoC members not attending

Summary:

Members discussed direct outreach strategies to re-engage agencies that have stopped attending CoC meetings. Christie Contreras volunteered to contact a portion of the agencies that are missing and said she could also connect with Carson City FISH, though she noted their staffing

is currently thin. Roxanne Peterson suggested creating a flyer to re-engage or recruit agencies, and Marianne McKown agreed to design one if provided with the language.

Dawn Tann noted that an older “why join the CoC?” flyer or handout may serve as a useful starting point. Elko FISH shared that a lack of notice contributed to their absence and that direct outreach from Dawn and Tess helped reconnect them to the meeting process. Members also discussed broader outreach to DV agencies and other partners who should be re-engaged.

Action Items:

1. Winged Wolf to compile and circulate a re-engagement list for inactive members and agencies.
2. Marianne McKown to draft a re-engagement and recruitment flyer using supplied language and prior materials.
3. Members to provide introductions, contact information, and outreach support for missing agencies.

Motions: N/A

Vote: No vote necessary

9. Policy Adjustments; if needed

Summary:

No policy adjustments were identified.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

10. CoC Coordination

Summary:

Michele Fuller-Hallauer reported that Winged Wolf is still recruiting for a CoC project coordinator role after the previous offer was declined. She asked members to share the position details with potential candidates. Michele also reminded the committee that, although the coordination contract has been approved for renewal, the CoC still needs to identify supplemental funding to close the remaining gap to fully support the contract.

She then reviewed HUD's May 21 announcement on third- and fourth-quarter renewals and explained that all current RNCOC renewals were approved. Most projects increased due to fair market rent and COLA adjustments, pushing the CoC's total annual renewal amount above \$1 million, although the planning grant remained flat. Michele also reviewed a positive and unexpected outcome for Churchill County's rapid rehousing project: although it had previously been treated as unfunded based on earlier competition results, HUD's records showed it as an 18-month contract, and the renewal was ultimately awarded.

Brandon added that national partners had reported that HUD was moving very slowly in executing renewal contracts, so agencies should expect delays between public renewal announcements and the actual contract documents. Tess also asked about ESG timing, and members noted that no state ESG decisions had yet been announced.

Action Items:

1. Members to share the CoC project coordinator job posting with potential applicants.
2. Fiscal Committee to continue identifying supplemental funding for the coordination contract gap.
3. Churchill County to execute its renewed rapid rehousing contract.
4. Agencies to watch for HUD renewal notices and contracts as they are processed.

Motions: N/A

Vote: No vote necessary

11. Lightning Training (Standing Item)

Summary:

Michele Fuller-Hallauer provided the standing lightning training on conflict of interest, recusals, documentation, and the committee's light parliamentary procedures. She emphasized a three-step rule for conflicts: disclose, recuse, and document. Michele explained that members must disclose real or perceived conflicts before discussion, recuse themselves from both discussion and voting when appropriate, and ensure the recusal is reflected in the minutes.

She also reviewed the committee's simplified version of Robert's Rules, including the distinction between consensus items and matters that require a formal motion, second, discussion, a vote, and a recorded outcome. Michele said she had prepared a one-page cheat sheet and would make it available by email and/or on the website.

Action Items:

1. Winged Wolf to distribute or post the conflict of interest and light parliamentary procedures cheat sheet.
2. Steering Committee to use the disclose, recuse, and document process and light parliamentary procedures going forward.

Motions: N/A

Vote: No vote necessary

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

Summary:

No additional agenda items were proposed during the meeting. Tess reminded members that if they want something added to a future agenda, they should email it.

Action Items:

1. Members to email any requested future agenda items to rncoc@wingedwolf.org.

Motions: N/A

Vote: No vote necessary

13. Public Comment and Announcements

Summary:

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

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Winged Wolf to verify and correct the RNCoC agenda/distribution issue affecting Christie Contreras.

2. Christie Contreras to ask Carson City IT to confirm the RNCoC email address is whitelisted.
3. Agencies to watch for overlapping enrollments and future automated Looker data quality reports.
4. Agencies to attend upcoming HMIS micro-trainings and office hours as needed.
5. Agencies to familiarize staff with the new Clarity interface.
6. Agencies to review and return agency agreement, BAA, and ADLE materials once received, with signatures from authorized leadership as applicable.
7. Interested agencies to contact Kelly Rupp for updated digital outreach materials.
8. Vitality to circulate the mobile services and Operation Recovery flyers and schedule.
9. Members to refer potentially eligible clients to Vitality mobile services and Operation Recovery.
10. Members to send suggestions for future service locations or community needs to Vitality.
11. Members to send licensure or CEU needs to mncoc@wingedwolf.org for review.
12. Winged Wolf to finalize development and scheduling of the training series.
13. Winged Wolf to record, edit, and post trainings in the restricted RNCoC website area.
14. Winged Wolf to send the committee-interest and availability survey the following week.
15. Brandon Hallauer to forward Fiscal Committee invites to Christie Contreras.
16. Winged Wolf to continue troubleshooting missing agenda and meeting invite emails.
17. Winged Wolf to send verification emails for coordinated entry site phone numbers, emails, and addresses.
18. Winged Wolf to update the coordinated entry site spreadsheet and present it at the next meeting.
19. Carson City to review the identified training issue related to assessments not being sent to the queue.
20. Continue follow-up with Elko FISH regarding whether it will serve as the Elko County coordinated entry and referral site.

21. Winged Wolf to compile and circulate a re-engagement list for inactive members and agencies.
22. Marianne McKown to draft a re-engagement and recruitment flyer using supplied language and prior materials.
23. Members to provide introductions, contact information, and outreach support for missing agencies.
24. Members to share the CoC project coordinator job posting with potential applicants.
25. Fiscal Committee to continue identifying supplemental funding for the coordination contract gap.
26. Churchill County to execute its renewed rapid rehousing contract.
27. Agencies to watch for HUD renewal notices and contracts as they are processed.
28. Winged Wolf to distribute or post the conflict of interest and light parliamentary procedures cheat sheet.
29. Members to email any requested future agenda items to rncoc@wingedwolf.org.