



RNCoC Steering Committee Meeting Minutes

When: Thursday, June 18, 2026
Where: via Teams
Who: Rural Nevada Continuum of Care Steering Committee
Why: To discuss alternatives to homelessness in Rural Nevada

Present Members:

Jennie Martin, Nye County Health and Human Services	Tishell Morgan, NHD
Christie Contreras, Carson City Health and Human Services	Andrea Benally, Lyon County Human Services
Chelsea Heath, Nevada Housing Division	Kim Stover, Churchill County Social Services
Tishell Morgan, Nevada Housing Division	Lourdes Zuniga-Perez, Nevada Rural Housing Authority
Kelly Robson, Bitfocus	Vanessa, Elko FISH
Dawn Tann, DPBH – Rural Clinics (Collaborative Applicant)	Ryan Sexton, Eddy House
Meisha Jensen, VA (SLC VA – Elko/White Pine)	Roxanne Peterson, New Frontier
Kacey Hansberry, Vitality Unlimited	Wendy Nelsen, Frontier Community Coalition
Joanna Radtke, Nye Communities Coalition	
	Michele Fuller-Hallauer, Winged Wolf
	Brandon Hallauer, Winged Wolf
	Morgan Ulmer, Winged Wolf

1. Public Comment and Announcements

Summary:

No formal public comment was made at the start of the meeting. Christie Contreras clarified that she qualifies for the steering committee category for formerly homeless representation, and the CoC noted the continued need to recruit a law enforcement representative.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

2. Standing Agenda Items for Updates

Nevada Housing Division

Summary:

Chelsea Heath reported that homeless-prevention award announcements were expected by the end of the following week and would include all three funding sources in the combined application: Account for Affordable Housing, Emergency Solutions Grant, and Supportive Housing Development Account funds. Applicants not funded in this cycle will have the opportunity to request a debrief with the Housing Division.

Chelsea also reminded ESG grantees to submit June draws by July 15 for state fiscal year closeout and shared that updated ESG policies, procedures, welcome packets, and grantee toolkit materials are being finalized. Brandon Hallauer and Chelsea also discussed a follow-up conversation about potential alignment between CoC Builds and development-side funding.

Action Items:

1. Nevada Housing Division to issue homeless prevention award announcements by the end of the following week.
2. ESG grantees to submit June draws by close of business on July 15.
3. Nevada Housing Division to provide debrief instructions to applicants not awarded during the funding cycle.
4. Nevada Housing Division to finalize and distribute updated ESG policies, procedures, welcome packets, and grantee toolkit materials.
5. Brandon Hallauer to email Chelsea Heath, Tishell Morgan, and Adrienne to discuss possible alignment between CoC Builds and development-side funding.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary:

Kelly Robson reported that the old HMIS interface will sunset on October 1, 2026, and encouraged agencies to begin using the new interface now so issues can be identified and resolved before the transition. Members who attended Clarity Connect noted that Nevada is ahead of many communities because end users already have access to the new interface.

Kelly reviewed how agencies should report new interface issues, including providing specific details and avoiding personally identifiable information in screenshots. She also reported that future office hours, micro-trainings, and refresher trainings will focus on the new interface, Nevada-specific training videos will be developed, Head of Household Data Quality will be distributed in the new format, and Bitfocus will create a test-account public alert for review.

Action Items:

1. Agencies to begin using the new HMIS interface before the October 1, 2026 sunset of the old interface.

2. Agencies to report new interface issues to the Help Desk or Nevada Admin email with specific details and screenshots when possible.
3. Agencies to avoid including personally identifiable information in screenshots or emailed examples.
4. Agencies to attend statewide office hours, micro-trainings, and refresher trainings focused on the new interface.
5. Bitfocus to create Nevada-specific new interface training videos and place them in the LMS.
6. Bitfocus to send Head of Household Data Quality reports to agency data leads using the new format.
7. Kelly Robson to set up a public alert on a test account and send the UID to Brandon Hallauer.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

Meisha Jensen reported that the VA is hiring a full-time licensed mental health clinician for the Elko Community-Based Outpatient Clinic and asked members to share potential referrals. Jennie Martin noted that she may have a possible referral and would follow up if appropriate.

Action Items:

1. Members to contact Meisha Jensen at meisha.jensen@va.gov if they know licensed mental health providers who may be interested in the Elko VA position.
2. Jennie Martin to follow up with Meisha Jensen if she identifies a possible referral.

Motions: N/A

Vote: No vote necessary

3. Lived Experience Speaker

Summary:

No lived-experience speaker was present. The committee will continue working to identify speakers for future meetings.

Action Items:

1. RNCoC to continue identifying and inviting lived experience speakers for future meetings.

Motions: N/A

Vote: No vote necessary

4. Update on CoC Training utilizing Carson City Rural BLI

Summary:

Michele Fuller-Hallauer reviewed the proposed schedule for CoC-wide trainings funded through

Carson City's Rural BLI line item. The trainings will be held virtually from 1:00 PM to 2:30 PM on July 15, August 13, September 10, October 8, and November 12, and will be recorded and posted for later access.

Members supported the proposed schedule and emphasized the value of both live participation and recorded access for members who cannot attend in real time.

Action Items:

1. Winged Wolf to move forward with the approved CoC training schedule.
2. Winged Wolf to send training information and virtual links to members.
3. Winged Wolf to record and post trainings for later access.
4. Members to attend live trainings when possible and access recordings as needed.

Motions: Christie Contreras moved to accept the proposed training schedule as outlined by Michele Fuller-Hallauer. Wendy Nelsen seconded the motion.

Vote: The motion passed. No opposition or abstentions were noted.

5. Update regarding what Committees, Subcommittees, Taskforces being Reconvened

Summary:

Members reviewed the committee-interest and availability survey for reconvening RNCoC committees and planning groups. Several members reported not receiving the survey, so the link was shared in the chat and members were asked to complete it so Winged Wolf can schedule committees based on availability.

Current survey results showed the strongest interest in the Coordinated Entry Committee, followed by the Compliance Committee, Fiscal Committee, and Point-in-Time planning. The committee also clarified that the Compliance Committee combines the prior Governance and Monitoring functions, and Winged Wolf will correct identified email distribution issues.

Action Items:

1. Members to complete the committee-interest and availability survey.
2. Winged Wolf to use survey results to schedule reconvened committees and planning groups.
3. Winged Wolf to correct Christie Contreras's CarsonCity.gov email address across RNCoC distribution lists.
4. Members who did not receive the survey email to check spam or email filtering and use the chat link to respond.

Motions: N/A

Vote: No vote necessary

6. Update Coordinated Entry Site Information

Summary:

The committee continued verifying coordinated entry site information for public-facing and telephonic access points. Lyon County confirmed telephonic coverage for Storey and Mineral Counties; Elko FISH, Churchill County, Nye County HHS, and Frontier Community Coalition provided or corrected site information; and additional verification remains needed for several counties and agencies.

Winged Wolf will update the coordinated entry information based on the corrections provided, including Churchill County's new address, Elko FISH's coordinated entry email, Nye County HHS access information, and the correction from Frontier Community Action Agency to Frontier Community Coalition.

Action Items:

1. Lyon County Human Services to continue telephonic coordinated entry coverage for Storey and Mineral Counties.
2. Vanessa to verify with Tim whether Elko FISH is conducting telephonic coordinated entry for Eureka County.
3. Kim Stover to email updated Churchill County coordinated entry contact information.
4. Winged Wolf to update Churchill County's address to 270 South Maine Street, Suite B, Fallon, Nevada 89406.
5. Winged Wolf to update Elko FISH's coordinated entry email to eligibility2@fishelko.org.
6. Winged Wolf to add or update Nye County HHS as a designated access point for Nye County and telephonic support for White Pine County.
7. Winged Wolf to correct Frontier Community Coalition information and remove outdated Frontier Community Action Agency references.
8. Wendy Nelsen to place county-specific Frontier Community Coalition phone numbers in the chat.
9. Winged Wolf to continue verifying unresolved coordinated entry coverage for counties and agencies not represented on the call.

Motions: N/A

Vote: No vote necessary

7. Strategies for Outreach to CoC Members Not Attending

Summary:

Members discussed direct outreach to re-engage inactive CoC members and strengthen required representation categories for the CoC. Christie Contreras, Nye County HHS, and other partners volunteered to assist with outreach to Nations Finest, NOTO, law enforcement, Douglas County contacts, and other potential partners.

The committee also discussed the need to recruit law enforcement, elected officials, religious organizations, and non-traditional nonprofit partners to support CoC participation and strengthen the consolidated application. Wheeling Worship Motorsports was identified as a potential non-traditional/religious partner for follow-up in Nye County.

Action Items:

1. Winged Wolf to provide or assign a re-engagement contact list for outreach.
2. Christie Contreras to reach out to Nations Finest.
3. Christie Contreras to ask Carson City law enforcement about possible RNCoC participation.
4. Christie Contreras to reach out to Douglas County contacts regarding coordinated entry engagement.
5. Nye County HHS to reach out to NOTO regarding RNCoC participation.
6. Brandon Hallauer to provide the RNCoC mailing list link to Vanessa.
7. Members to identify possible law enforcement, elected official, religious organization, and non-traditional nonprofit partners for RNCoC participation.
8. Nye County HHS and Nye Communities Coalition to discuss possible outreach connections during their upcoming meeting.

Motions: N/A

Vote: No vote necessary

8. Policy Adjustments; if needed

Summary:

The committee considered ratification of an interim authorization allowing one designated data lead from each agency using the comparable database to delete that agency's own client-level data when needed to correct duplicate or incorrect entries. Kelly Robson explained that this approach supports comparable database security because system administrators should not access client-level data.

The Steering Committee ratified the authorization for one designated agency data lead per comparable database agency to have delete rights for that agency's comparable data.

Action Items:

1. Bitfocus to ensure one designated data lead per comparable database agency has appropriate delete rights.
2. Comparable database agencies to use designated data leads for necessary deletion of incorrect or duplicate agency data.

Motions: Jennie Martin made a motion to ratify authorization allowing one data lead from each agency using the comparable database to delete data within that agency's comparable database. Kelly Robson seconded the motion.

Vote: Motion passed. Quorum was confirmed before the vote was finalized. No opposition or abstentions were noted.

9. CoC Coordination

Summary:

Michele Fuller-Hallauer reported that HUD released the FY 2026 CoC NOFO on June 1 and that weekly RNCOC NOFO meetings are underway on Wednesdays at 10:00 AM. The HUD application is due August 26, and Winged Wolf anticipates posting the full consolidated application by August 17 if possible.

Members discussed preparation for new project applications, monitoring of current projects, Rating and Ranking Team recruitment, and data needs from Bitfocus. Transitional housing and supportive services-only projects, particularly outreach, were identified as priorities; members also discussed requirements for nonprofits seeking transitional housing rental assistance.

Michele also reported that the YHDP NOFO has been released and that CoC Builds is anticipated. Members were asked to consider whether RNCOC should pursue those opportunities and to continue identifying partner representation that can strengthen the consolidated application.

Action Items:

1. Members to attend weekly FY 2026 CoC NOFO meetings on Wednesdays at 10:00 AM when possible.
2. Agencies interested in new projects to begin preparing project applications and concepts.
3. Winged Wolf to continue preparing the local competition and consolidated application timeline.
4. Winged Wolf to post the consolidated application by August 17, if possible.
5. Members to identify non-conflicted volunteers for the Rating and Ranking Team.
6. Winged Wolf to send monitoring requests to current projects.
7. Agencies with current projects to respond to monitoring requests related to project, agency, and financial capacity.
8. Agencies to send Bitfocus data requests through the Nevada Admin email with sufficient lead time.
9. Members to consider whether RNCOC should pursue YHDP and/or CoC Builds opportunities.
10. Members to identify law enforcement, elected official, religious organization, and other partner representation to support the consolidated application.
11. Winged Wolf to determine whether Civic Roundtable will be used to collect community responses for the consolidated application.

Motions: N/A

Vote: No vote necessary

10. Lightning Training

Summary:

Michele Fuller-Hallauer provided a lightning training on 24 CFR § 578.7 and CoC

responsibilities. The training framed CoC responsibilities in four areas: operating the CoC, HMIS, planning, and performance/coordinated entry.

Michele emphasized that the Steering Committee should help keep these responsibilities visible, scheduled, and moving during NOFO season. Winged Wolf will post the training slides and a one-page guide for member reference.

Motions: N/A

Vote: No vote necessary

11. Any Items for Addition to the Agenda for the Next Meeting

Summary:

No additional agenda items were proposed. The next Steering Committee meeting is scheduled for July 16, 2026.

Action Items:

1. Members to send any future agenda items to rmcoc@wingedwolf.org.

Motions: N/A

Vote: No vote necessary

12. Public Comment and Announcements

Summary:

No additional public comments were made. Michele Fuller-Hallauer noted that the lightning training slides and one-page guide would be posted, and the meeting adjourned.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Nevada Housing Division to issue homeless prevention award announcements by the end of the following week.
2. ESG grantees to submit June draws by close of business on July 15.
3. Nevada Housing Division to provide debrief instructions to applicants not awarded during the funding cycle.
4. Nevada Housing Division to finalize and distribute updated ESG policies, procedures, welcome packets, and grantee toolkit materials.
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11. Bitfocus to send Head of Household Data Quality reports to agency data leads using the new format.
12. Kelly Robson to set up a public alert on a test account and send the UID to Brandon Hallauer.
13. Members to contact Meisha Jensen meisha.jensen@va.gov if they know licensed mental health providers who may be interested in the Elko VA position.
14. Jennie Martin to follow up with Meisha Jensen if she identifies a possible referral.
15. RNCoc to continue identifying and inviting lived experience speakers for future meetings.
16. Winged Wolf to move forward with the approved CoC training schedule.
17. Winged Wolf to send training information and virtual links to members.
18. Winged Wolf to record and post trainings for later access.
19. Members to attend live trainings when possible and access recordings as needed.
20. Members to complete the committee-interest and availability survey.
21. Winged Wolf to use survey results to schedule reconvened committees and planning groups.
22. Winged Wolf to correct Christie Contreras's CarsonCity.gov email address across RNCoc distribution lists.
23. Members who did not receive the survey email to check spam or email filtering and use the chat link to respond.
24. Lyon County Human Services to continue telephonic coordinated entry coverage for Storey and Mineral Counties.
25. Vanessa to verify with Tim whether Elko FISH is conducting telephonic coordinated entry for Eureka County.
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31. Wendy Nelsen to place county-specific Frontier Community Coalition phone numbers in the chat.
32. Winged Wolf to continue verifying unresolved coordinated entry coverage for counties and agencies not represented on the call.
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34. Christie Contreras to reach out to Nations Finest.
35. Christie Contreras to ask Carson City law enforcement about possible RNCoc participation.
36. Christie Contreras to reach out to Douglas County contacts regarding coordinated entry engagement.
37. Nye County HHS to reach out to NOTO regarding RNCoc participation.
38. Brandon Hallauer to provide the RNCoc mailing list link to Vanessa.
39. Members to identify possible law enforcement, elected official, religious organization, and non-traditional nonprofit partners for RNCoc participation.
40. Nye County HHS and Nye Communities Coalition to discuss possible outreach connections during their upcoming meeting.
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48. Winged Wolf to send monitoring requests to current projects.
49. Agencies with current projects to respond to monitoring requests related to project, agency, and financial capacity.
50. Agencies to send Bitfocus data requests through the Nevada Admin email with sufficient lead time.
51. Members to consider whether RNCoc should pursue YHDP and/or CoC Builds opportunities.

52. Members to identify law enforcement, elected officials, religious organizations, and other partner representation to support the consolidated application.
53. Winged Wolf to determine whether Civic Roundtable will be used to collect community responses for the consolidated application.
54. Winged Wolf to post the lightning training slides.
55. Winged Wolf to post the one-page guide on 24 CFR § 578.7 CoC responsibilities.
56. Members to send any future agenda items to rncoc@wingedwolf.org.