



RNCoC Steering Committee Meeting Minutes

When: Thursday, July 16, 2026
Where: via Teams
Who: Rural Nevada Continuum of Care Steering Committee
Why: To discuss alternatives to homelessness in Rural Nevada

Present Members:

Karyn Smith, Nye County Health and Human Services (Co-chair)
Christie Contreras, Carson City Health and Human Services (Co-chair)
Jennie Martin, Nye County Health and Human Services
Jackee Rhea, Advocates to End Domestic Violence
Jackee Stewart, Churchill County Social Services
Kim Stover, Churchill County Social Services
Shayla Holmes, Lyon County Human Services
Rhiannon Baker, Lyon County Human Services

Dawn Tann, DPBH – Rural Clinics (Collaborative Applicant)
Kara Fraki, Veterans Administration
Tishell Morgan, Nevada Housing Division
Roxanne Peterson, New Frontier
Lourdes Zuniga-Perez, Nevada Rural Housing Authority
Kelly Robson, Bitfocus
Kacey Hansberry, Vitality Unlimited
Heather Hatch, SilverSummit Healthplan
Vanessa, Elko FISH

Michele Fuller-Hallauer, Winged Wolf
Brandon Hallauer, Winged Wolf
Morgan Ulmer, Winged Wolf
Tara Ulmer, Winged Wolf

1. Public Comment and Announcements

Summary:

No public comments or announcements were made at the start of the meeting.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

2. Standing agenda items for updates:

Nevada Housing Division

Summary:

Tishell Morgan reported that Nevada Housing Division received 13 FY 2025 Emergency Solutions Grant applications requesting more than \$2.4 million. Because the funding opportunity was oversubscribed, St. Teresa, Night Off the Streets, Marvel Way Apartments, and Charitable Foundations were not selected. Those applicants may request a debrief within 10 calendar days of receiving their denial letter.

Awards were announced for Advocates to End Domestic Violence (\$39,227.70), Carson City Health and Human Services (\$80,000), Churchill County (\$55,000), Clark County Social Services (\$56,466), Eddy House (\$65,000), Frontier Community Coalition (\$35,000), Lyon County Human Services (\$72,000), Nye County Health and Human Services (\$32,052.12), and Vitality Unlimited (\$45,000). The award information will also be posted on housing.nv.gov.

Action Items:

1. Nevada Housing Division to post the FY 2025 ESG award announcement on its website <https://housing.nv.gov>.
2. Applicants not selected for funding to request a debrief within 10 calendar days of receiving their denial letter, if desired.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary:

Kelly Robson reported that the 2026 HIC and PIT submission received final approval from the AHAR team. She also reviewed several HMIS changes: Auth0 replaces the previous multi-factor authentication on the live site on July 28; the legacy training site sunsets on July 17 and is replaced by learn.bitfocus.com; and the annual Nevada Privacy and Security training window opens on August 1. Users who do not complete the training by October 1 will be locked out of HMIS.

A new automated funding-source form is available under “Getting Started” and “Add or Modify Your Program” on the Nevada HMIS website. Annual grants should be closed and recreated as funding sources each year, especially when expenses are tracked against the grant. Agencies were also reminded that the legacy HMIS interface will sunset on October 1 and were urged to use the new interface now and submit detailed support tickets so issues can be corrected before the transition.

Action Items:

1. HMIS users to review the Auth0 toolkit and test the new authentication process before it launches in the live site on July 28.
2. HMIS users with a live account but no training account to contact the support team for access to the Nevada training site.
3. HMIS users to activate their learn.bitfocus.com accounts using the invitation sent by learn@bitfocus.com.

4. Agency data leads and supervisors to ensure staff complete the Nevada Privacy and Security training between August 1 and September 30.
5. Agencies to review program funding sources and use the automated form to add, update, or end funding sources as needed.
6. Agencies to begin using the new HMIS interface and submit support tickets for problems before the old interface sunsets October 1.
7. Vanessa to send Kelly Robson the names of Elko FISH staff who do not have access to the new HMIS interface.

Motions: N/A

Vote: No vote necessary

Veterans Administration

Summary:

The Veterans Administration had no updates.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

3. Lived Experience Speaker (standing agenda item)

Summary:

No lived-experience speaker was present. The item was tabled.

Action Items:

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

Motions: N/A

Vote: No vote necessary

4. Discussion and Appointment of Co-Chairs for FY 2026/27

Summary:

Members discussed the FY 2026–2027 co-chair structure following changes in availability among current and prospective co-chairs. Christie Contreras volunteered to serve, and members agreed to temporarily retain Karyn Smith while revisiting the longer-term co-chair arrangement at the next meeting. Members also confirmed that any Steering Committee member may serve as a co-chair, regardless of whether the member’s agency receives CoC funding.

Action Items:

1. Winged Wolf to include the co-chair discussion on the August Steering Committee agenda.
2. Christie Contreras to schedule an orientation meeting with Winged Wolf regarding the co-chair role.

Motions: Shayla Holmes moved to appoint Christie Contreras as co-chair, retain Karyn Smith as co-chair, and return the co-chair discussion to the next meeting. Dawn Tann seconded the motion.

Vote: Motion passed with no opposition. Christie Contreras abstained from the portion concerning her own appointment.

5. Update on CoC Training utilizing Carson City Rural BLI

Summary:

The first CoC-wide training, Governance 101 with a Rural Nevada focus, was held on July 15 with 15 participants. Members reported that the training clearly explained CoC governance, member roles, and opportunities to strengthen the RNCOC. Winged Wolf is addressing technical issues with breakout rooms.

The next training, Coordinated Entry 101, is scheduled for August 13 from 1:00 PM to 2:30 PM. The remaining trainings will be held on the second Thursday of each month at the same time.

Action Items:

1. Winged Wolf to post the Governance 101 recording and materials for later access.
2. Winged Wolf to resolve the breakout-room issues before the next training.
3. Winged Wolf to send information and the virtual link for Coordinated Entry 101 on August 13 from 1:00 PM to 2:30 PM.
4. Members to attend the remaining trainings on the second Thursday of each month from 1:00 PM to 2:30 PM when possible.

Motions: N/A

Vote: No vote necessary

6. Update regarding which committees, subcommittees, and task forces are being reconvened. (frequency, time, invitees)

Summary:

Winged Wolf reviewed the committee-interest survey results: 14 respondents expressed interest in Coordinated Entry, 10 in Compliance, eight in PIT Planning, and six in Fiscal. Monday afternoons between 2:00 PM and 5:00 PM showed the greatest overall availability. Members reached consensus that a consistent Monday-afternoon RNCOC meeting window would make committee participation easier, even though individual members may not serve on every committee.

Members supported starting the Coordinated Entry Committee after the August 13 Coordinated Entry training to ensure participants have a shared foundation. The committee also discussed transitioning the Wednesday NOFO meeting time to PIT Planning after the NOFO process, with meeting frequency increasing as the PIT count approaches.

Action Items:

1. Winged Wolf to establish and circulate a regular Monday-afternoon cadence for Coordinated Entry, Compliance, and other reconvened committees, accounting for known second- and third-week conflicts.
2. Winged Wolf to schedule meetings as close to 2:00 PM to 3:00 PM as practicable to accommodate member availability.
3. Winged Wolf to begin Coordinated Entry Committee meetings after the August 13 Coordinated Entry training.
4. Winged Wolf to develop the PIT Planning meeting schedule for implementation after the weekly NOFO meeting series concludes.

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

7. Update Coordinated Entry Site information

Summary:

Winged Wolf continues to verify coordinated entry access-point information and recently emailed agencies with missing or unresolved details. Members were asked to respond promptly so the public-facing resource can be finalized and posted. Several messages were returned as undeliverable; Winged Wolf is identifying the affected agencies and will resend requests with updated contact information.

Action Items:

1. Agencies that received a coordinated entry verification email to respond with the requested information.
2. Winged Wolf to identify agencies whose verification emails were returned and resend the requests using updated contacts.
3. Winged Wolf to finalize and publish the coordinated entry access-point resource after outstanding information is received.
4. Vanessa to schedule a meeting with Winged Wolf to discuss Eureka County telephonic coordinated entry, including release-of-information procedures.

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

8. Strategies for outreach to CoC members not attending

Summary:

Members discussed re-engaging inactive members and expanding representation across stakeholder groups identified in the HEARTH Act, including law enforcement, schools, healthcare, business, and workforce development. Members agreed that elected officials and law-enforcement leaders may be better suited to the proposed quarterly board than to two-hour

Steering Committee meetings, while agency representatives may participate through committees and workgroups.

Members also discussed seeking a liaison from the Nevada Sheriffs' and Chiefs' Association and engaging BLM law-enforcement personnel who routinely encounter people experiencing homelessness on public lands. Local relationships and committee participation were identified as practical ways to broaden representation.

Action Items:

1. Christie Contreras to follow up with the Carson City Sheriff regarding a law-enforcement representative.
2. Jackee Stewart to contact her local police chief regarding RNCOC participation and possible connections to the Nevada Sheriffs' and Chiefs' Association.
3. Jackee Stewart to ask the BLM officer who meets with Churchill County whether the officer or another BLM representative could participate in RNCOC activities.
4. Shayla Holmes to explore participation by BLM rangers who work with Lyon County and support the PIT count.
5. Members to identify law-enforcement, healthcare, education, business, and workforce-development representatives for the RNCOC board, committees, or workgroups.
6. Vanessa to share RNCOC information with Elko city and county contacts and report back after the next local meeting.

Motions: N/A

Vote: No vote necessary

9. Policy Adjustments, if needed (Standing Item)

Summary:

No policy adjustments were identified.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

10. CoC Coordination (Standing Item)

Summary:

Winged Wolf reported that the FY 2026 CoC local competition is underway and that application materials are available on the RNCOC website. Weekly NOFO meetings continue, with a focus on outreach to organizations serving survivors of domestic violence, stalking, and human trafficking to encourage potential DV Bonus projects. Members were also shown the 2026 CoC Local Competition Materials collection in Civic Roundtable, where they can add local information and examples for the consolidated application.

Regarding youth homelessness funding opportunities, CoC members previously decided that the RNCoc would not pursue YHDP project funding but would explore the Youth Homelessness Systems Improvement (YHSI) opportunity. Because Nevada Partnership for Homeless Youth currently holds a statewide YHSI grant, Winged Wolf will confirm the current scope and renewal plans before developing a non-duplicative RNCoc proposal. The YHSI application is due to HUD on August 10, before the next Steering Committee meeting.

The committee attempted to authorize Winged Wolf and DPBH – Rural Clinics to proceed with the YHSI application, but a quorum was no longer present. Members directed Winged Wolf to coordinate an urgent email vote with the co-chairs. Winged Wolf also confirmed final AHAR acceptance of the HIC and PIT submission and is preparing county-level reports.

Action Items:

1. Members and applicants to review the FY 2026 local competition materials on the RNCoc website <https://ruralnevadacoc.org/>.
2. Members to add relevant local information and examples to the 2026 CoC Local Competition Materials collection in Civic Roundtable.
3. Members who need Civic Roundtable access to email the RNCoc account.
4. Winged Wolf to meet with Nevada Partnership for Homeless Youth to clarify its statewide YHSI grant scope and renewal plans.
5. Winged Wolf and DPBH – Rural Clinics to confer with the co-chairs and distribute an urgent email vote authorizing submission of the FY 2026 YHSI application.
6. Steering Committee members to respond promptly to the YHSI email vote.
7. Winged Wolf and DPBH – Rural Clinics to proceed with the YHSI application if authorized, ensuring that the proposed scope does not duplicate existing statewide work.
8. Winged Wolf to complete and distribute county-level HIC and PIT reports after final AHAR acceptance.

Motions: N/A

Vote: No vote was taken because quorum was no longer present. An urgent email vote will be conducted.

11. Lightning Training (Standing Item)

Summary:

The scheduled lightning training on 24 CFR § 576.400 ESG-CoC Alignment was postponed due to connectivity issues and limited remaining meeting time.

Action Items:

None.

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. The next Steering Committee meeting is scheduled for Thursday, August 20, 2026.

Action Items:

1. Members to send 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. Members were reminded to watch for the urgent YHSI email vote, and the meeting adjourned.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Nevada Housing Division to post the FY 2025 ESG award announcement on its website <https://housing.nv.gov/>.
2. Applicants not selected for funding to request a debrief within 10 calendar days of receiving their denial letter, if desired.
3. HMIS users to review the Auth0 toolkit and test the new authentication process before it launches in the live site on July 28.
4. HMIS users with a live account but no training account to contact the support team for access to the Nevada training site.
5. HMIS users to activate their learn.bitfocus.com accounts using the invitation sent by learn@bitfocus.com.
6. Agency data leads and supervisors to ensure staff complete the Nevada Privacy and Security training between August 1 and September 30.
7. Agencies to review program funding sources and use the automated form to add, update, or end funding sources as needed.
8. Agencies to begin using the new HMIS interface and submit support tickets for problems before the old interface sunsets October 1.
9. Vanessa to send Kelly Robson the names of Elko FISH staff who do not have access to the new HMIS interface.

10. RNCoc to continue identifying and inviting lived-experience speakers for future meetings.
11. Winged Wolf to include the co-chair discussion on the August Steering Committee agenda.
12. Christie Contreras to schedule an orientation meeting with Winged Wolf regarding the co-chair role.
13. Winged Wolf to post the Governance 101 recording and materials for later access.
14. Winged Wolf to resolve the breakout-room issues before the next training.
15. Winged Wolf to send information and the virtual link for Coordinated Entry 101 on August 13 from 1:00 PM to 2:30 PM.
16. Members to attend the remaining trainings on the second Thursday of each month from 1:00 PM to 2:30 PM when possible.
17. Winged Wolf to establish and circulate a regular Monday-afternoon cadence for reconvened committees, accounting for known scheduling conflicts.
18. Winged Wolf to schedule committee meetings as close to 2:00 PM to 3:00 PM as practicable.
19. Winged Wolf to begin Coordinated Entry Committee meetings after the August 13 training.
20. Winged Wolf to develop the PIT Planning meeting schedule for implementation after the weekly NOFO meeting series concludes.
21. Agencies that received a coordinated entry verification email to respond with the requested information.
22. Winged Wolf to identify agencies whose verification emails were returned and resend the requests using updated contacts.
23. Winged Wolf to finalize and publish the coordinated entry access-point resource after outstanding information is received.
24. Vanessa to schedule a meeting with Winged Wolf regarding Eureka County telephonic coordinated entry and release-of-information procedures.
25. Christie Contreras to follow up with the Carson City Sheriff regarding a law-enforcement representative.
26. Jackee Stewart to contact her local police chief regarding RNCoc participation and possible association connections.
27. Jackee Stewart to contact the BLM officer who meets with Churchill County regarding possible RNCoc participation.
28. Shayla Holmes to explore participation by BLM rangers who work with Lyon County.
29. Members to identify additional law-enforcement, healthcare, education, business, and workforce-development representatives.
30. Vanessa to share RNCoc information with Elko city and county contacts and report back after the next local meeting.
31. Members and applicants to review the FY 2026 local competition materials on the RNCoc website <https://ruralnevadacoc.org/>.

32. Members to add relevant local information and examples to the 2026 CoC Local Competition Materials collection in Civic Roundtable.
33. Members who need Civic Roundtable access to email the RNCOC account.
34. Winged Wolf to meet with Nevada Partnership for Homeless Youth regarding its statewide YHSI grant scope and renewal plans.
35. Winged Wolf and DPBH – Rural Clinics to confer with the co-chairs and distribute an urgent YHSI authorization vote by email.
36. Steering Committee members to respond promptly to the YHSI email vote.
37. Winged Wolf and DPBH – Rural Clinics to proceed with the YHSI application if authorized and avoid duplication with existing statewide work.
38. Winged Wolf to complete and distribute county-level HIC and PIT reports.
39. Members to send future agenda items to rncoc@wingedwolf.org.