



RNCoC Steering Committee Meeting Minutes

When: Thursday, August 20, 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)
Dawn Tann, DPBH – Rural Clinics (Collaborative Applicant)
Jennie Martin, Nye County Health and Human Services
Christy Lee, Nye County Health and Human Services
Jim Peckham, Carson City FISH
Jackee Stewart, Churchill County Social Services
Kessa Lee, Eddy House
Vanessa, Elko FISH
Tania Alvarez, Frontier Community Coalition
Casey Joseph, Karma Box Project
Shayla Holmes, Lyon County Human Services

Jenn Wolsey, Nations Finest
Meisha Jensen, Veterans Administration
Kara Fraki, Veterans Administration
Tishell Morgan, Nevada Housing Division
Chris Murphey, New Frontier
Roxanne Peterson, New Frontier
Lourdes Zuniga-Perez, Nevada Rural Housing Authority
Kelly Robson, Bitfocus
Sarah Escartin, Bitfocus

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

1. Public Comment and Announcements

Summary:

Michele Fuller-Hallauer announced that she will attend the Nevada Housing Coalition Conference in Reno on September 23–24 and may schedule site visits in northern Nevada before or after the conference. Kessa Lee advised members that her email account had been compromised earlier in the week and that unauthorized messages containing a link may have been sent; the account has since been secured.

Action Items:

1. Northern Nevada members interested in a site visit to contact Michele Fuller-Hallauer so the visit can be incorporated into her September travel schedule.

2. Recipients of suspicious messages sent from Kessa Lee's account earlier in the week to delete the messages and avoid opening the link.

Motions: N/A

Vote: No vote necessary

2. Standing agenda items for updates:

Nevada Housing Division

Summary:

Nevada Housing Division had no updates.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Bitfocus

Summary:

The State of Nevada's FAST/MOST contract with Bitfocus ends on August 31, and the State will not provide a replacement case-management database. Churchill County Social Services, Douglas County Social Services, and Partnership Douglas County each requested one HMIS license to continue using their existing FAST programs. Responses from Nye County and Carson Community Counseling Center were still pending. The RNCoc had eight unassigned CoC-funded licenses available at the time of the meeting.

Members approved making up to five licenses available to affected FAST agencies. Recipient agencies must participate in good faith in CoC meetings and the HIC and PIT counts, and the CoC will not be financially responsible for future FAST-related system updates. A broader review of active, inactive, and unevenly distributed licenses will occur after Bitfocus and Winged Wolf gather usage information and consult with affected agencies; no reallocation decision was made during this meeting.

Bitfocus also reminded all active HMIS users to complete the annual Privacy and Security training between August 1 and September 30 to avoid deactivation on October 1. Agency data leads will receive instructions to review and update program funding sources, and September office hours are available for questions. The legacy HMIS interface will sunset on October 1. Agencies were also reminded to return signed agency and business associate agreements to Clark County Social Service.

Action Items:

1. Bitfocus and Winged Wolf to finalize FAST license needs with the agencies that had not responded before the August 31 contract expiration.
2. Affected FAST agencies receiving CoC-funded HMIS licenses to participate in good faith in CoC meetings and the HIC and PIT counts.
3. HMIS users to complete annual Privacy and Security training by September 30 to avoid account deactivation on October 1.
4. Agency data leads to review the forthcoming funding-source report and update or close program funding sources as instructed.
5. HMIS users to begin using the new interface, review the forthcoming support materials, and submit feedback before the legacy interface sunsets October 1.
6. Agencies with outstanding agency agreements or business associate agreements to obtain the required signatures and return the documents to Clark County Social Service.

7. Bitfocus to provide an RNCOC report identifying active and locked HMIS users and available usage information.
8. Bitfocus and Winged Wolf to consult agencies regarding current and anticipated license needs before any reallocation recommendation is presented.
9. The Compliance Committee to consider HMIS license use and allocation among its initial priorities.

Motions: Shayla Holmes moved to make up to five CoC-funded HMIS licenses available to affected FAST agencies, require recipient agencies to participate in good faith in as many CoC meetings as practicable and in the HIC and PIT counts, and confirm that the CoC will not be financially responsible for FAST-related HMIS updates. Christie Contreras seconded the motion.

Vote: Motion passed with no opposition. Jackee Stewart abstained because Churchill County Social Services could benefit from the action.

Veterans Administration

Summary:

Meisha Jensen and Jenn Wolsey announced an August 28 visit to Elko to strengthen veteran-referral coordination, particularly in Elko and White Pine Counties, where the VA and Nation's Finest lack a permanent physical presence. Nation's Finest is expanding outreach via its mobile service unit and invited rural partners to coordinate local visits. Members noted that the Coordinated Entry Committee may consider regional approaches to coordinated entry.

Kara Fraki reported that the Reno VA is relocating and will provide the updated address. The Reno VA serves Nevada counties other than Nye, Lincoln, and Clark and encouraged providers to refer veterans who need housing assistance.

Action Items:

1. Elko and White Pine County partners to contact Meisha Jensen and Jenn Wolsey regarding the August 28 visit and veteran-referral coordination.
2. Rural providers to contact Jenn Wolsey to coordinate Nation's Finest mobile service unit outreach in their communities.
3. Kara Fraki to distribute the Reno VA's updated address after the relocation information is finalized.
4. The Coordinated Entry Committee to consider whether a regionalized approach would strengthen rural coordinated entry and referral processes.

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-Chair for FY 2026-28

Summary:

The committee reviewed co-chair duties and confirmed that the July motion appointed Christie Contreras and retained Karyn Smith without changing Karyn's existing term, which continues through next year. No additional appointment was necessary. Members supported circulating a co-chair role overview and providing a future lightning training so prospective candidates understand the responsibilities and available support.

Action Items:

1. Winged Wolf to circulate an overview of co-chair duties and expectations to Steering Committee members.
2. Winged Wolf to provide a future 15-minute lightning training on co-chair duties and applicable bylaws and post the training to the RNCOC website.
3. Steering Committee members to consider future co-chair service as Karyn Smith approaches the end of her term.

Motions: N/A

Vote: No vote necessary

5. Update on CoC Training utilizing Carson City Rural BLI

Summary:

Three trainings remain in the current CoC series. The next session, Trauma-Informed Care, is scheduled for September 9. The November training was renamed from "Housing First" to "Housing Stability: Practical Strategies for Participant Success" to better reflect the content and align with current federal terminology.

Winged Wolf is editing the completed training recordings and expects to post them within the next several weeks. Access instructions will be distributed once the password-protected training page is ready. Winged Wolf will also edit and post prior Steering Committee lightning trainings for open access.

Action Items:

1. Members to attend the September 9 Trauma-Informed Care training and the remaining sessions when possible.
2. Winged Wolf to edit and post the completed CoC training recordings on a password-protected website page and distribute access instructions.
3. Winged Wolf to edit and post prior Steering Committee lightning trainings for open access on the RNCOC website.
4. Members to submit recommendations for future trainings that would strengthen CoC understanding and operations.

Motions: N/A

Vote: No vote necessary

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

Summary:

The committee reviewed the reconvened meeting schedule: Coordinated Entry Committee on August 24 from 2:00–3:00 PM, Compliance Committee on August 31 from 2:00–3:00 PM, and PIT Planning on September 2 from 10:00–11:00 AM. All interested members are welcome to attend. The first meeting of each group will set its recurring cadence and initial priorities.

Members emphasized that active participation is essential for the committees to produce meaningful recommendations. Attendance at the initial meetings is especially important for members who want to provide input on meeting schedules, priorities, and future work.

Action Items:

1. Winged Wolf to post committee meeting links on the RNCoc website and notify the full RNCoc where the links can be found.
2. Members who are missing an invitation to contact rncoc@wingedwolf.org or obtain the invitation from a participating colleague.
3. Interested members to attend each committee's first meeting to help establish the recurring schedule and priorities.
4. Each reconvened committee to determine its ongoing meeting cadence at its first meeting.

Motions: N/A

Vote: No vote necessary

7. Strategies for outreach to CoC members not attending

Summary:

Members agreed that an automated note-taking account alone does not constitute attendance or active participation, though members may use such tools while attending in person. The committee supported reviewing attendance by agency for the prior two quarters, encouraging agencies to designate proxies when primary representatives are unavailable, and using the Compliance Committee to establish a consistent approach to attendance monitoring and member re-engagement.

Action Items:

1. Winged Wolf to compile Steering Committee attendance by agency for the previous two quarters.
2. The Compliance Committee to consider attendance monitoring and member re-engagement when establishing its initial priorities.
3. Steering Committee members to review the attendance information and volunteer to contact inactive agencies where they have an existing relationship.
4. Member agencies to identify a proxy or alternate representative when the primary representative cannot attend.

Motions: N/A

Vote: No vote necessary

8. Policy Adjustments, if needed (Standing Item)

Summary:

The FAST/MOST license allocation was addressed under the Bitfocus standing update. The committee approved up to five licenses for affected agencies and identified conditions for their use. No additional policy adjustments were made under this item.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

9. CoC Coordination (Standing Item)

Summary:

Although a federal court stayed the FY 2026 CoC NOFO and HUD appealed the ruling, the committee supported continuing application preparation. All local project applications were accepted and prioritized through rating and ranking. Winged Wolf is working with applicants to strengthen projects against anticipated threshold, merit, and risk reviews. Four agencies had not yet scheduled their required one-on-one meeting. The RNCOC may be eligible for approximately \$1.75 million if awarded all available bonus funding, compared with the prior annual renewal demand of approximately \$1.028 million.

Winged Wolf submitted three coordination-funding documents to Amy Hines-Sutherland of Nevada NACo regarding a potential bill draft request. The materials outline the current coordination scope and funding structure, tiered capacity and funding needs, and a possible future scope of work. Members supported sharing the documents with the Fiscal Committee and assisting the effort as appropriate.

The co-chairs approved a memo for an RNCOC project addressing HUD concerns about vacancies and low spending. The memo acknowledges coordinated-entry constraints stemming from geography and limited resources, outlines planned system improvements, and does not excuse the project from responsibility for its performance. The memo was provided to the agency for inclusion in its HUD response.

Action Items:

1. Winged Wolf to continue FY 2026 CoC NOFO preparation, applicant support, and draft narrative development while the federal process remains pending.
2. The four agencies that have not completed a one-on-one project review to schedule and hold the meeting with Winged Wolf no later than August 28.
3. Applicants that completed a one-on-one review to continue the agreed application revisions and submit requested information.
4. Members that have not completed the community survey to submit their information so it can be incorporated into the consolidated application.
5. Winged Wolf to share the three CoC coordination-funding documents with the Fiscal Committee and make them available to Steering Committee members.
6. Members to support the proposed coordination-funding BDR effort where appropriate.

Motions: N/A

Vote: No vote necessary

10. Lightning Training (Standing Item)

Summary:

The scheduled lightning training on 24 CFR § 576.400 ESG-CoC Alignment was not presented because the meeting reached its scheduled end time. The item was deferred.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

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

Summary:

No additional items were proposed at the close of the meeting. Earlier discussion identified a future review of HMIS license use and reallocation after agency consultations and preparation of the usage information.

Action Items:

1. Members to send future agenda items to rncoc@wingedwolf.org.

Motions: N/A

Vote: No vote necessary

12. Public Comment and Announcements

Summary:

No additional public comments or announcements were made. The meeting adjourned at approximately 3:30 PM.

Action Items:

None.

Motions: N/A

Vote: No vote necessary

Next Steps / Action Items

1. Northern Nevada members interested in a site visit to contact Michele Fuller-Hallauer so the visit can be incorporated into her September travel schedule.
2. Recipients of suspicious messages sent from Kessa Lee's account earlier in the week to delete the messages and avoid opening the link.
3. Bitfocus and Winged Wolf to finalize FAST license needs with the agencies that had not responded before the August 31 contract expiration.
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10. Bitfocus and Winged Wolf to consult agencies regarding current and anticipated license needs before any reallocation recommendation is presented.
11. The Compliance Committee to consider HMIS license use and allocation among its initial priorities.
12. Elko and White Pine County partners to contact Meisha Jensen and Jenn Wolsey regarding the August 28 visit and veteran-referral coordination.
13. Rural providers to contact Jenn Wolsey to coordinate Nation's Finest mobile service unit outreach in their communities.
14. Kara Fraki to distribute the Reno VA's updated address after the relocation information is finalized.
15. The Coordinated Entry Committee to consider whether a regionalized approach would strengthen rural coordinated entry and referral processes.
16. RNCoc to continue identifying and inviting lived-experience speakers for future meetings.
17. Winged Wolf to circulate an overview of co-chair duties and expectations to Steering Committee members.
18. Winged Wolf to provide a future 15-minute lightning training on co-chair duties and applicable bylaws and post the training to the RNCoc website.
19. Steering Committee members to consider future co-chair service as Karyn Smith approaches the end of her term.
20. Members to attend the September 9 Trauma-Informed Care training and the remaining sessions when possible.
21. Winged Wolf to edit and post the completed CoC training recordings on a password-protected website page and distribute access instructions.
22. Winged Wolf to edit and post prior Steering Committee lightning trainings for open access on the RNCoc website.
23. Members to submit recommendations for future trainings that would strengthen CoC understanding and operations.
24. Winged Wolf to post committee meeting links on the RNCoc website and notify the full RNCoc where the links can be found.
25. Members who are missing an invitation to contact rncoc@wingedwolf.org or obtain the invitation from a participating colleague.
26. Interested members to attend each committee's first meeting to help establish the recurring schedule and priorities.
27. Each reconvened committee to determine its ongoing meeting cadence at its first meeting.
28. Winged Wolf to compile Steering Committee attendance by agency for the previous two quarters.

29. The Compliance Committee to consider attendance monitoring and member re-engagement when establishing its initial priorities.
30. Steering Committee members to review the attendance information and volunteer to contact inactive agencies where they have an existing relationship.
31. Member agencies to identify a proxy or alternate representative when the primary representative cannot attend.
32. Winged Wolf to continue FY 2026 CoC NOFO preparation, applicant support, and draft narrative development while the federal process remains pending.
33. The four agencies that have not completed a one-on-one project review to schedule and hold the meeting with Winged Wolf no later than August 28.
34. Applicants that completed a one-on-one review to continue the agreed application revisions and submit requested information.
35. Members that have not completed the community survey to submit their information so it can be incorporated into the consolidated application.
36. Winged Wolf to share the three CoC coordination-funding documents with the Fiscal Committee and make them available to Steering Committee members.
37. Members to support the proposed coordination-funding BDR effort where appropriate.
38. Members to send future agenda items to rncoc@wingedwolf.org.