

NEVADA INTERAGENCY ADVISORY COUNCIL ON HOMELESSNESS TO HOUSING  
SUBCOMMITTEE FOR TECHNICAL ASSISTANCE – January 21, 2025

MINUTES OF THE MEETING

OF

THE NEVADA INTERAGENCY ADVISORY COUNCIL ON HOMELESSNESS TO HOUSING SUBCOMMITTEE  
FOR TECHNICAL ASSISTANCE

January 21, 2025

The Nevada Interagency Advisory Council on Homelessness to Housing Subcommittee for Technical Assistance was called to order by Vice Chair Brooke Page at 1:05 p.m. on Tuesday, January 21<sup>st</sup>, 2025. This meeting is being conducted virtually. This meeting was noticed in accordance with Nevada Open Meeting Law and posted on <https://dwss.nv.gov/Home/Features/Public-Information/> the Division of Welfare and Supportive Services website.

**COUNCIL MEMBERS PRESENT:**

Chair Michele Fuller-Hallauer, Owner, CEO, Chief Strategist, Winged Wolf Innovations LLC

Vice Chair Brooke Page, Corporation for Supportive Housing Director, Southwest, Nevada

Austin Pollard, State Housing Manager for United Healthcare

Dr. Pamela Juniel, McKinney-Vento Coordinator, Nevada Department of Education, Nevada

Adrienne Babbitt, Field Office Director, Department of Housing and Urban Development

Julee King, Product Manager, Bitfocus Inc.

**COMMITTEE MEMBERS ABSENT:**

Chris Murphey, Grants Manager, Churchill Council on Alcohol and Other Drugs DBA: New Frontier, Nevada

Lorena Lemus, Case Management Services Coordinator Northern Nevada Hopes, Reno Nevada

Cristy Costa, Human Services Director, Northern Nevada Community Housing

Kimberly Martin, Corporate Administrator, Clean Shot Living

**OTHERS PRESENT:**

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Shelly Aguilar, Social Services Chief, Nevada Department of Health and Human Services Division of Welfare and Supportive Services

Alexis Ochoa, Social Services Manager, Nevada Department of Health and Human Services Division of Welfare and Supportive Services

Carlea Freeman, Family Services Supervisor, Homeless to Housing, Nevada Department of Health and Human Services Division of Welfare and Supportive Services

Abigail Bagolor, Administrative Assistant, Homeless to Housing, Nevada Department of Health and Human Services, Nevada

Ryan Kokoski, Administrative Assistant, Homeless to Housing, Nevada Department of Health and Human Services, Nevada

Ryan Sunga, DAG, Nevada

**Agenda Item I.** [Welcome, Call to Order, and Roll Call]

**Abigail Bagolor:**

Good afternoon, and welcome to the Governor's Interagency Advisory Council on Homelessness to Housing Technical Assistance Subcommittee. This meeting has been publicly noticed and compliance with Nevada's open meeting law. Vice Chair Brooke Page will call the meeting to order.

**Vice Chair Brooke Page:**

Good afternoon, it is 1:05 p.m. on January 21<sup>st</sup>, 2025. I'd like to call the meeting of the Nevada Interagency Advisory Council on Homelessness to Housing Subcommittee for Technical Assistance to order. Abigail, will you please call roll?

**Abigail Bagolor: [Roll Call. We Do Have Quorum.]**

**Vice Chair Brooke Page:**

Thank you very much. We will now move to item number two.

**Agenda Item II.** [General Public Comments]

**Vice Chair Brooke Page:**

Item number two on our agenda is public comment. No action may be taken upon a matter raised until the matter has been specifically added to the agenda. Comments are limited to three minutes. If you are making a public comment via phone, please call 1-775-321-6111, and the meeting ID is 489 058 294 followed by pound. We are now open for public comment. Please unmute yourself and state your name for the council.

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Do we have any public comment? Seeing none, hearing none, we will close this agenda item. We will move on to agenda item number three.

**Agenda Item III.** [For Possible Action – Discussion and Possible Approval of Minutes from December 17, 2024, Interagency Advisory Council on Homelessness to Housing Technical Assistance Subcommittee Meeting]

**Vice Chair Brooke Page:**

Are there any discussion or questions regarding the minutes? Seeing none, hearing none, I will entertain a motion.

**Julee King:**

I move to approve the minutes from December 17<sup>th</sup>, 2024, meeting.

**Vice Chair Brooke Page:**

Thank you, Julee. Do we have a second?

**Adrienne Babbitt:**

I second.

**Vice Chair Brooke Page:**

Thank you, Adrienne. We have a motion and a second. All those in favor, please indicate by unmuting yourself and saying “aye”.

**Michele Fuller-Hallauer, Austin Pollard, Pamela Juniel, Adrienne Babbitt, Julee King:**

Aye.

**Vice Chair Brooke Page:**

Any opposed, please unmute yourself and indicate by saying “nay”. Any abstentions? Please unmute yourself and indicate by stating you abstain. Motion passes. Let’s move on to agenda item number four.

**Agenda Item IV.** [For Possible Action – Discussion and Review of the Subcommittee Member Commitments, Attendance, Vacancies, and Possible Rotation of Leadership Roles]

**Vice Chair Brooke Page:**

Abigail, do we have any information related to vacancies or attendance?

**Abigail Bagolor:**

We currently have ten members for this Council. But Lorena Lemus has mentioned that she is resigning. We haven’t received any official letter yet.

**Vice Chair Brooke Page:**

Did she send an email inquiring about the process on resigning?

**Abigail Bagolor:**

Yes.

**Vice Chair Brooke Page:**

Okay. So, we have ten members of this Council. One of the members is currently inquiring about resigning. Do we have any reports on attendance of this ten members?

**Abigail Bagolor:**

Yes.

**Vice Chair Brooke Page:**

Okay. We've got excused absences versus unexcused absences. In our current Bylaws, is there a recommendation in terms of meeting attendance?

**Abigail Bagolor:**

A member should be present for 75% of the meetings.

**Vice Chair Brooke Page:**

Based off of this report, it appears that our members have been consistent throughout and present for majority of the meetings. Any questions regarding this report or discussion about committee membership?

**Adrienne Babbitt:**

Are we able to make recommendations around removing somebody from this Council?

**Vice Chair Brooke Page:**

Yes.

**Pamela Juniel:**

I love that we are able to see this report in real time. Working with Department of Education, I am double booked even today. But I have to be able to be at these meetings to make quorum. I appreciate that the Council reached out to me personally and asked what ways they could assist me. And I've been able to receive assistance. I would love if we are able to revisit this more often if possible. Because there was a stretch of a few months where it was very difficult for me to meet my commitment. But when the committee reached out and supported, it really made a big difference. Thank you.

**Vice Chair Brooke Page:**

Thank you for that feedback. I'm appreciate the staff's willingness to support whatever was needed. Any other thoughts or discussion?

**Adrienne Babbitt:**

Is Kimberly Martin here today?

**Vice Chair Brooke Page:**

No, she's not.

**Adrienne Babbitt:**

Kimberly, me and Julee all started on the Council around the same time. I don't think she's made a meeting since the very first one. Has there been any contact with her about continued participation?

**Abigail Bagolor:**

We have not sent an email yet. Just the notifications regarding the upcoming meetings.

**Adrienne Babbitt:**

I was under the impression that some outreach was happening. Do we have to initiate that? I don't want to overstep but I would like this committee to be productive and be able to make quorum. To take votes and do whatever it is that we need to do.

**Vice Chair Brooke Page:**

I second that Adrienne. Thank you for the recommendation. It is on this committee to direct staff to make that outreach. If there's an opportunity for us to revisit this quarterly and have these conversations about attendance. To be more proactive about outreach and providing whatever accommodations or reminders to folks.

**Adrienne Babbitt:**

In the interim, can we start the outreach and explain the process to resign from this committee to the individual that requested the information? And also to Kimberly Martin if she no longer wants to participate. For the rest of us that are attending, if we can RSVP that we are going to attend. Because showing up and not having quorum is not an effective use of anybody's time. If we can, if you're going to be absent from the meeting, you need to communicate that in advance. This is something that we need to keep accountable not only to ourselves in this committee but also to the individuals who attend that are just listening.

**Pamela Juniel:**

Adrienne, thank you for bringing up a very good point. Being a member of this committee for couple of years now, I notice that we request for membership at a completely different time from revisiting attendance. Is there a way that we could have a back up for each member so that we have enough coverage? I've been on these meetings several times when we don't make quorum. And there are important items that we are unable to move forward. It would be important to revisit on how we're polling membership in and bolstering the number of members. To have better chances of making quorum and moving forward with the work that we need to do.

**Vice Chair Brooke Page:**

Thank you for your comments. Any other thoughts on how we should proceed?

**Adrienne Babbitt:**

Are we also going to discuss the date and time that this meeting continues to meet? I'm wondering if we move it to different day or timeslot, if we could potentially have better attendance. When the poll was submitted, the only option was the third Tuesday from 1:00 to 3:00 pm to attend or not attend. If we can't change membership easily, this is something worth looking at. Is there a better date and time for the current body to meet?

**Vice Chair Brooke Page:**

Thank you, Adrienne. Abigail, did you receive 100% participation from that survey poll that went out? Was there a consensus that this time slot worked throughout for the full year?

**Abigail Bagolor:**

There were seven people responded to that poll for the proposed meetings for this year.

**Vice Chair Brooke Page:**

Did all seven say that they could make this meeting time?

**Abigail Bagolor:**

Yes.

**Vice Chair Brooke Page:**

Are the three that didn't respond on this call today?

**Abigail Bagolor:**

They are not.

**Pamela Juniel:**

I know some people don't have that flexibility. Looking at another time instead of giving just one option might be helpful.

**Adrienne Babbitt:**

When I filled out the poll, I put if need be. Because I also have a meeting from two to three every Tuesday that I don't go to prioritize this meeting. I would be open to discussing a shift if we could get better attendance from our current membership. Brooke, what are your thoughts?

**Vice Chair Brooke Page:**

I'm thinking about the importance of what you all are saying. Expanding the poll to doing a morning option or multiple days of the week. To see if that would get us a better percentage. We are cutting it close with only having one to seven people. We need six for a quorum that are able to make this time slot.

**Abigail Bagolor:**

Vice chair, I would like to add that Kimberly Martin also accepted all the invites for this year.

**Vice Chair Brooke Page:**

Good to know. We got multiple things going on, so let's make some decisions. Let's first make a decision about the member commitment. Do we want to make a recommendation or a motion related to outreach of existing members and their commitments to this body? Should we make a poll to see if we get a different time slot agreement first? What are your thoughts?

**Austin Pollard:**

Reaching out to the members is definitely a good thing, even require a response back to see if they're even engaging. I know last year around this time we talked about what recruitment be like. As for the ones that are potentially dropping off, do we have anybody on hold to potentially join? If so, do we want to relook at that process where we set that expectation and be really upfront about when this meeting is

scheduled? So that way, anybody who's willing to join has an understanding that these meetings are at this time. I know it can be difficult, but it might be helpful when we do get new people to kind of set the expectations ahead of time.

**Vice Chair Brooke Page:**

Thank you so much. Michele?

**Chair Michele Fuller-Hallauer:**

Great conversation. I love all the suggestions and ideas that are coming out of this. We've got some clear directions with our bylaws on what to do with folks that have less than 75% attendance. We need some recommitment from folks that are currently on the Council that have had 75% or more attendance over the last year. Whether it will be a letter, an email or a comprehensive survey, it should have a blurb where a member can indicate whether or not they are committing to attending the meetings of this Technical Assistance Committee. With their initials or signature. Also including the questions whether the current day and time work for their schedule. Or would they prefer the Technical Assistance Committee to consider a different day and time of the week and month. If so, what day and time of the week and month will work better for them? For us to get a better sense of what works better for folks.

**Vice Chair Brooke Page:**

Thank you, Michele. Yes, Adrienne?

**Adrienne Babbitt:**

I have a question for Ryan. If we send notice that says you've been absent more than 75% of the meetings, we plan to take action at the next meeting. What if the next meeting, we can't achieve quorum? Is there any way to get around that?

**Ryan Sunga:**

No. No quorum, no action unfortunately.

**Adrienne Babbitt:**

Okay. If we can't get people to show up to have a vote or a meeting, then we can't adjust the membership. Since we have quorum today, I'm hoping that we can make some progress on this. We know that we have one person that's planning to voluntarily resign. Are we able to move forward with new recruitment? To fill one spot and potentially more if additional members are either voted to no longer be a part of the committee or voluntarily resign.

**Vice Chair Brooke Page:**

I was under the impression that we had a standing open recruitment process. That folks could submit letters of interest, and we could review that on a rolling basis. Is that what you have Abigail?

**Abigail Bagolor:**

Yes. Since we had the open call last year, there's a total of twenty-five applications. And we have one new application for this month that totals to twenty-six applications.

**Vice Chair Brooke Page:**

That's great. If we wanted to consider those applicants in the process of evaluating the commitment of our existing membership, can we do that simultaneously? If we have a standing agenda item to discuss new possible committee members?

**Pamela Juniel:**

Because we have twenty-six people who really want to participate, I think this will be a great way to move forward. Do we have something like that in the bylaws? Or do we need to change anything or is this just a matter of a vote?

**Ryan Sunga:**

There's nothing in the bylaws that addresses the recruiting process. You can do that however you feel like doing it. It's up to the Chair.

**Chair Michele Fuller-Hallauer:**

Last year, we had the ongoing open solicitation or acceptance of new member applications. We determined that anytime we had vacancies and if they came up throughout the year, we would then fill those vacancies as they came up. To your point Dr. Juniel, it just so happens that we are at the beginning of the year, and we have these voluntary vacancies happening. If they happened like in June, we could have done the recruitment or filling of those vacancies at that time.

**Pamela Juniel:**

Thank you for that clarification.

**Adrienne Babbitt:**

If we have individuals that missed three meetings, can we let them know that action will be initiated? Or do they have to miss the 4<sup>th</sup> meeting before an action can be initiated? Do we have anybody currently on this roster who has missed 75% who is not here today?

**Vice Chair Brooke Page:**

There's folks that are listed that are technically not a part of our current membership. Karen Van Hest and Nolga Valadez may not apply to this conversation.

**Adrienne Babbitt:**

How many active members do we have currently?

**Vice Chair Brooke Page:**

We have ten. Lorena Lemus is technically a member but has a pending request for resignation.

**Chair Michele Fuller-Hallauer:**

We have two vacancies that came up at the end of the year because folks left their job or asked to resign. So, we already knew those folks were rolling off.

**Vice Chair Brooke Page:**

As the official number, is it thirteen? I thought we had an odd number.

**Chair Michele Fuller-Hallauer:**

Yes. Karen and Nolga had resigned, and Lorena is resigning.



**Vice Chair Brooke Page:**

Abigail, could you clarify what our official number is?

**Abigail Bagolor:**

Including Lorena, it will be ten.

**Vice Chair Brooke Page:**

Without filling the vacancies of Karen and Nolga? Do we still need to fill those vacancies?

**Chair Michele Fuller-Hallauer:**

Yes.

**Vice Chair Brooke Page:**

We need to make a motion to possibly evaluate our existing pool of twenty-six candidates. To fill our current vacancies.

**Pamela Juniel:**

I move that we evaluate our candidates list to fill the vacancies of Karen Van Hest, Nolga Valadez, and potentially Lorena Lemus.

**Vice Chair Brooke Page:**

Thank you. Is there a second or any discussion on that?

**Julee King:**

I second that motion.

**Vice Chair Brooke Page:**

Great. All those in favor, please indicate by unmuting yourself and saying “aye”.

**Michele Fuller-Hallauer, Austin Pollard, Pamela Juniel, Adrienne Babbitt, Julee King:**

Aye.

**Vice Chair Brooke Page:**

Any opposed, please unmute yourself and indicate by saying “nay”. Any abstentions? Please unmute yourself and indicate by stating you abstain. Motion passes. We are going to evaluate our current membership. Abigail will send us the applications and we’ll score and rank those. Committee members please be on the lookout for that. We need to make sure we’re in agreement with sending out the notifications to the members who have not met the 75% criteria. We need to put an action item for removal on the next meeting’s agenda. We should give the staff direction to draft a letter on behalf of the Chair to send out to anybody that has not met the 75% commitment. Letting them know that their position is going to be disputed at the next meeting for consideration. Does anybody have any other thoughts?

**Adrienne Babbitt:**

I confer with that.

**Vice Chair Brooke Page:**

Great. That will move us forward with commitments. There was a recommendation about survey with time. That letter can just restate the current time of this committee meeting. If folks can make that meeting and if not, what's a better time? We just need to draft that letter to capture the elements that Michele mentioned. To get folks specific commitments. Next part of this agenda item is the rotation of leadership roles. For as long as I've been on this committee, Michele Fuller-Hallauer has been the Chair and I've been the Vice Chair. We want to open it up for discussion. If there's any folks on this committee who would like to be considered for Chair or Vice Chair. And see if we have any nominations. Any thoughts?

**Adrienne Babbitt:**

I personally have no desire in the leadership role on this committee and think that you two are doing a fantastic job.

**Pamela Juniel:**

I agree with Adrienne. You all have been doing a fabulous job. I appreciate your extending the opportunity of interest in leadership to the rest of the committee. If I was not already maxed out of capacity, I would assist more wherever I could.

**Austin Pollard:**

I don't have any recommendations. I don't think it would be in my capacity to lead better than you two. So, I enjoy the position I'm in.

**Julee King:**

I don't feel like I've been involved enough to take on any kind of different role. I'll pass on that but will continue to participate in my current capacity.

**Pamela Juniel:**

I would like to add that the roles you and Madam Chairwoman play and your institutional knowledge, is something that I value, and I don't have. Which I learn and glean from both of you. Thank you.

**Vice Chair Brooke Page:**

Thank you. You all are very kind. Michele, it sounds like we are going to continue this role moving forward for this year. We'll reevaluate this next year.

**Chair Michele Fuller-Hallauer:**

Thank you for the vote of confidence, everybody.

**Vice Chair Brooke Page:**

Thank you. Let's move on to agenda item number five.

**Agenda Item V.** [For Possible Action – Discussion and Possible Action Regarding the Next Steps with the Strategic Plan]

**Chair Michele Fuller-Hallauer:**

We asked Abigail and her team to create a survey. To send out to the CoCs that they can distribute to their members, providers, people that they serve and all their stakeholders. To get feedback and help us identify the top three action items. They needed to find out if they were able to do or send out a survey or utilize SurveyMonkey. By the time they found out whether they were able to do that or not, I came down with flu and was out of work for a week. So, the survey didn't get out and we didn't get the information that we need for this meeting. We apologize to you all about not having the information to be able to move forward. I met with the Homeless to Housing team this morning and we had some discussions. They had some really great questions about the survey and how we want to present the survey. I wanted to take it to the Technical Assistance team and get some feedback. I'll have Abigail ask you all for some feedback on the way that the questions should be presented and the way that we should ask people from the community to prioritize. Brooke, we may want to not only get information from our core committee. If we got folks that are calling in from the broader community, we may want to also get some feedback from them. Because we want the survey to be very clear and straightforward for the people that are taking the survey. So that the information that we get is easy for us to digest and get the information that we need. Once we get that feedback, the Homeless to Housing team will meet with myself and possibly Brooke on Thursday. We will complete the survey, make any adjustments that you all give us feedback on. Then it will go out by the end of this week.

**Vice Chair Brooke Page:**

Thank you so much Michele. Go ahead, Carlea.

**Carlea Freeman:**

Abigail and I worked on this survey for the action plan and came up with couple different ideas. But we want to make sure that the survey meets your standard. I know that the individuals that will be taking this survey will most likely take this in their free time. We want to make sure it's seamless and easy for them to take the survey as possible. The first survey we created has action plans in bolded letters like the standardize tenant selection plans. Then, we have it in ranking from extremely important to important, neutral, not important and not sure. Each of the questions have something similar to that. When meeting with Michele today, she advised that it may be too broad to answer. The other draft we created ranks each action item for the specific strategic issue. Our question is if you guys have any idea of how we can easily make the survey more comprehensible to the individuals that we are sending it to?

**Vice Chair Brooke Page:**

Thank you Carlea for the overview. A person may not understand what a tenant selection plan is or have never heard of that terminology. Having a brief description with these questions such as how a tenant selection is used and what its purpose. And then going into how important that being standardized across different apartment units or communities, would be helpful.

**Austin Pollard:**

I definitely agree with a definition and even an example. If this is going out to a broad spectrum of individuals, my assumption is always that they have limited understanding of some of the terminology. So, the more information we can give to improve awareness of what we're asking, it would likely garner some better responses.

**Vice Chair Brooke Page:**

Thank you, Austin. And the goal with these listed strategic issues is to identify which are the most important issues we want to move forward to the Interagency Advisory Council?

**Carlea Freeman:**

That is correct.

**Vice Chair Brooke Page:**

So whichever one gets the most extremely important votes would win?

**Carlea Freeman:**

Yes. From there, you will have to identify the top three. I don't know if another survey will go out depending on how it's answered.

**Pamela Juniel:**

Carlea, the way you're describing this kind of mirrors the Delphi study where you take a large amount of information. Ask questions and the ones that ranks the highest you continue to whittle down until there's a focus on one or two things. I think it would be advantageous. But we also have to be very cognizant and mindful of the audience we are sending it to. There may be one perspective that's formed that may or may not differ from a larger group answering said questions.

**Vice Chair Brooke Page:**

Have we talked about who our audience is for this survey? Is it the CoCs and the general public? Or is it certain group of people?

**Carlea Freeman:**

The survey will be sent to the CoCs, service providers, and individuals with lived experience of homelessness.

**Vice Chair Brooke Page:**

So, is it not for general public but just the homeless service?

**Carlea Freeman:**

We will ask for them to share the survey as well.

**Pamela Juniel:**

Once it is shared, will respondents be able to self-identify as a CoC member, a community member, or a person with lived experience? Without identifying PII or personal information. Is that part of the demographic information that we usually gather?

**Carlea Freeman:**

I don't believe we were going to include the demographic information.

**Chair Michele Fuller-Hallauer:**

I think that's important for us to gather. So, we can get a sense if there's a difference in certain demographic that feels certain things are more important than the others. That might be very telling.

**Vice Chair Brooke Page:**

I agree.

**Pamela Juniel:**

I agree with that as well. I've conducted research before. Some of the questions that were raised was, were we designing this on what we know and what we're comfortable with versus who its impacting? It's not intentional but it tends to happen when putting information out to get answers. It's usually from the perspective of something that we already know versus what we're really trying to get real answers to. Knowing who's answering this will really help broaden the perspective. So, it's not from the point of view of the person sending out the survey.

**Vice Chair Brooke Page:**

Thank you, Dr. Juniel. It would make sense for you to work with the staff because you've done research studies in the past. And help us frame this using the Delphi study that you were mentioning. If we could just review these questions and make sure that it's being asked in the way that we we're intending, that would help us.

**Chair Michele Fuller-Hallauer:**

I'm not really familiar with SurveyMonkey, but it feels like there's a way that we can have people actually rank this listing. And tell us what's most important and rank them from one to five. I don't know if anybody else on the call has any more in-depth experience with SurveyMonkey to know if it has the capability to do that.

**Vice Chair Brooke Page:**

I believe SurveyMonkey can rank answers. Is the question about what's important to a person or what's important to ending homelessness or addressing whatever strategic issue is? If that would change the context to this question.

**Chair Michele Fuller-Hallauer:**

That's a great point and question. We need to be careful about how we phrase that. Because we are going to take this to the ICHH. Who is probably going to take it to the State Legislature. What are the top three issues or action steps that you feel will have the most impact on addressing the homeless system? Is that the question that we want to know?

**Vice Chair Brooke Page:**

The homeless issue in your community or something similar to that. Because it may look different in rural frontier Nevada than it does in urban.

**Pamela Juniel:**

I think it's best to ask both questions. Because one focuses on the strategic issues and the level of importance each of them are. And the other one is speaking directly to ending homelessness. I'm okay with having some discussion about it off channel.

**Vice Chair Brooke Page:**

I would like to make a recommendation Carlea that you send out these questions to the committee. And we can provide our recommendations and thoughts on how to word these questions by Thursday if

possible. Then, as you all are meeting, finalize it so we can get it out for review. Unless the committee wants to see it before it goes out.

**Carlea Freeman:**

Yes, we'll get those questions emailed out to you all. I also wanted to mention that we could only create the survey through Microsoft forms. We no longer use SurveyMonkey.

**Vice Chair Brooke Page:**

Great, thank you. Any other discussion on this item? Anybody want to make a motion to move that process along to staff?

**Pamela Juniel:**

I move to take the information discussed here and move the revision of the survey to the staff to complete according to the recommendations made by the said committee.

**Vice Chair Brooke Page:**

Thank you, Dr. Juniel.

**Austin Pollard:**

I second that.

**Vice Chair Brooke Page:**

Thank you, Austin. We got a motion and a second. Any discussion? Hearing none, all those in favor, please indicate by unmuting yourself and saying "aye".

**Michele Fuller-Hallauer, Austin Pollard, Pamela Juniel, Adrienne Babbitt, Julee King:**

Aye.

**Vice Chair Brooke Page:**

Any opposed, please unmute yourself and indicate by saying "nay". Seeing none, hearing none, we'll move on to agenda item number six.

**Agenda Item VI.** [For Information Only – Alternative Ways of Presenting the Action Plan – Brooke Page]

**Vice Chair Brooke Page:**

We have a few ideas that I wanted to present to you all. We've got a lot of strategic issues and action items that we worked to develop. We wanted ways to figure out how to digest these action items to put accountability. And we're moving three priorities to the Interagency Advisory Council at some point. To have a succinct tool that gives us the ability to do that. I wanted to get some recommendations from you all to make a decision on which one we want to move forward with. Then, we can either work with staff or I can work with them. To figure out how to get this to a place where we can present it to the Interagency Advisory Council with our current action steps. The first one is what I used for the actual Housing group and the Policies work group. This provides an opportunity for us to look at the target goal that we're working on. Then, flushing out the action item. For Housing specifically, we had the first action for preserving the existing affordable and low-income housing stock. One of the action items was

creating a preservation fund with best practices for private-public partnerships for preservation. This ability to take this action to the next level to understand when it is that we could start moving this action forward. And where does this action ideally live? Is it a state action or the legislature has to do something? Is it local jurisdiction or the Continuum of Care? Taking the next step to map out who we need to hold accountable to these actions? That is the intent of this format. So, you've got the goal, the various different actions. We had some comments in the strategic plan about stuff that felt like duplicates. Should it be the Policy Committee who should make decisions to this particular action item or if it's Data work group? This breaks this down by every single goal, each action, and broom and space for us to take it to the next level. The workbook could have a tab for Housing, Prevention and Intervention and then we would build this out. The last one I have is Policies because that's the one I Chaired. Another way that we could present this information is through simple action listing. Instead of saying outcome, it would be our strategic goals and the action items that we decide. At some point we need to narrow down our action items that we may want to hone. Like 2025 versus 2026 and use this as a bird's eye view for simpler version. This community put in some key points. The delta sign means it's planned for this year. The circle means in progress and the check mark means completed. Something to keep track of what's happening. Another community has examples of them taking their strategic issues. They call them action area examples. Along with the action areas, they have objectives that they're trying to achieve for each one of their action areas. Fleshing out of what is the objective that we're trying to achieve with our goals. Taking that a little step further. Then, they build out their action area, objectives and list all their activities under that. And who's the lead department or agency that's moving forward with that activity. Are they collaborating with another department? What's the timeline? What is the performance metrics and outcomes that we're trying to achieve by that action? This other way gives us more detail and more fleshed out. Those are the three examples that I have. Are there any thoughts or questions?

**Adrienne Babbitt:**

Can you share that so I can look at it and process it a little more?

**Vice Chair Brooke Page:**

Absolutely. I'll send those examples out for us to review.

**Pamela Juniel:**

Thank you for presenting. I do need a little bit of time to process it. But I think we're moving in such great direction with regards to what we want this work to look like. Especially that we're going to present this to the Committee leading into the Legislative session. I'm good with either options. It depends on what we really want to hone in, in terms of moving forward with said actions. Because all of them speak to how we move in a certain way and they're all good.

**Vice Chair Brooke Page:**

Appreciate your feedback Dr. Juniel.

**Julee King:**

I like that simplified chart with the key that tells us whatever the status is. That is very simple and easy to understand display of information.

**Chair Michele Fuller-Hallauer:**

I agree. I like the very simplified chart especially for public consumption. But I think that having more detailed excel spreadsheet is important for us to know who's accountable for the work and the timelines and minutiae. We may want to consider what is the bigger tool that we'll use to capture everything that is happening. Then, what is the more simplified version that will be used for reporting out to folks.

**Pamela Juniel:**

I agree with Madam Chairwoman's suggestion. We do need something for the back of the house. Like our repository to keep the work moving forward. And also a user ready friendly item that we can present publicly. That will give a quick snapshot, so people have the awareness of what we're doing. Anytime there are any questions that's when we can meet with people offline to give further explanation where the simplified document doesn't provide.

**Vice Chair Brooke Page:**

I agree. It sounds like we need a combination of both.

**Adrienne Babbitt:**

I liked the way the first one looked but I'm wondering if we can add additional information that the third one had. About lead agency or if there's actually steps happening under the action type.

**Vice Chair Brooke Page:**

The first one with the details of the timeline and who is moving that forward.

**Adrienne Babbitt:**

And this would be just for us, internal?

**Vice Chair Brooke Page:**

The goal was to be able to share with the Interagency Advisory Council as to the work that we're doing. And any outstanding strategic planning that we may need additional capacity for. The third one is the simplified one.

**Adrienne Babbitt:**

I agree. I like the third one for public facing updates. Or keeping track of what's being done and then having more detailed task.

**Vice Chair Brooke Page:**

There's another excel spreadsheet with those details that you all are mentioning but is formatted differently than the first one. It just goes across all of our strategic issues. These two are kind of the same in a way. I will get these out for the committee to further review. We may put some decisions on our next meeting so we can get a presentation format solidified. Any questions or thoughts? Hearing none, we'll close agenda item six and move on to agenda item number seven.

**Agenda Item VII.** [For Information Only – Update on the Poll Survey Regarding the Top three Action Items from CoCs, Providers, and Individuals with Lived Experience of Homelessness]



**Vice Chair Brooke Page:**

We have already covered the update on the poll survey regarding the top three action items. We have a decision about that, and we are moving forward with that work. We will close agenda item seven and move on to agenda number eight.

**Agenda Item VIII.** [For Possible Action – Discussion and Possible Action Regarding Meeting Schedule for 2025]

**Vice Chair Brooke Page:**

In our commitment survey that will go out to anybody that has missed 75% of meetings, they're going to get this question about meeting date and time. To see if it works for them because they aren't here now. For everybody that is present today, does this meeting date and time work for you?

**Austin Pollard:**

It works for me.

**Vice Chair Brooke Page:**

Great. Anybody that would like to get other alternative times? I know Adrienne, that you've got a standing meeting that you're missing.

**Adrienne Babbitt:**

Yes, that is true. I would be open to discussing alternative time but not if it's just me. I can make it work.

**Pamela Juniel:**

I would like to explore additional times as well. Because I want to be sure that my commitment and contributions are what this committee needs.

**Julee King:**

There are a few meetings throughout the year that conflict with another meeting that I have. So, I've been rescheduling that meeting. I would also be interested in discussing some other times too so that they can all be fit in.

**Vice Chair Brooke Page:**

Can we as a committee send those requests to staff and let them know what days of the week you'd like to poll the committee? To see if that works for everybody and they can use it as a starting point. Can we also send out another survey to this committee based on those recommendations that you receive?

**Carlea Freeman:**

Yes, we can.

**Adrienne Babbitt:**

Is the timeslot required to be two and a half hours? Or what's the minimum when we're sending recommendations.

**Vice Chair Brooke Page:**

Ryan, is there anything on our bylaws that says it has to be a two and a half-hour meeting?

**Ryan Sunga:**

No, there's nothing that is specific about your meeting.

**Vice Chair Brooke Page:**

Carlea, if we could put in the survey the preferred amount of time that we want to dedicate to this. If meeting monthly, should we do ninety minutes, two hours or one hour? To get a sense of what works for folks.

**Carlea Freeman:**

Of course.

**Vice Chair Brooke Page:**

Any other thoughts? Hearing none, seeing none, we'll close this agenda item. Let's move on to agenda item number nine.

**Agenda Item IX.** [For Information Only – Discussion of Agenda Items for the Next Meeting on February 18, 2025]

**Vice Chair Brooke Page:**

We have a lot of agenda that we needed to table. One of which is the discussion and possible action to identify the top three action items. Hopefully the survey have gone out by then and we can have some results to make that decision. It sounds like we need to have a standing agenda item that we are reviewing membership interest of this committee. We wanted to have a conversation as to who has applied and if we've got vacancies to fill. We also need to vote on filling the vacancies for two seats that are open.

**Adrienne Babbitt:**

Question about the scoring and ranking. Is that information going to be emailed? How does that process work?

**Vice Chair Brooke Page:**

Yes. In the past, we've received that information from staff. They sent us the actual applications that folks submitted and the scoring criteria. We've reviewed those applications, scored and ranked based off the criteria. We sent those scores back to staff. They culminated all the scores and presented at the next meeting. There's a definite time commitment that we've got to be responsive to get those scores back. So, they can compile them in time for the meeting and they'll show who scored what based off of our scores.

**Adrienne Babbitt:**

Okay, thank you.

**Vice Chair Brooke Page:**

NEVADA INTERAGENCY ADVISORY COUNCIL ON HOMELESSNESS TO HOUSING  
SUBCOMMITTEE FOR TECHNICAL ASSISTANCE – January 21, 2025

Any other agenda topics that we need to make sure to capture for next meeting? We can vote on the format of the action items in which we want to move forward. Which we will share with everybody. If you have any ideas that come up between now and before we need to post the agenda, please email Michele or me, Abigail and Carlea. So we can get those things on the agenda. Hearing none, we'll close this item. Let's move on to agenda item number ten.

**Agenda Item X. [General Public Comments]**

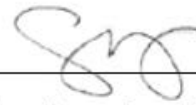
**Vice Chair Brooke Page:**

This is our last public comment for this meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Comments will be limited to three minutes. If you are making a public comment via phone, please call 1-775-321-6111 and the ID number is 489 058 294 followed by pound. We are now open to public comment. Please unmute yourself and state your name for the record. Do we have any public comment? Seeing none, hearing none, we will close this agenda item. We will move to adjournment. It is 2:27 p.m. on January 21<sup>st</sup>, 2025. I call to adjourn the meeting of the of the Interagency Advisory Council on Homelessness to Housing Technical Assistance Subcommittee. Thank you all for your service.

**Agenda Item XI. [Adjournment: 2:27 PM]**

NEVADA INTERAGENCY ADVISORY COUNCIL ON HOMELESSNESS TO HOUSING  
SUBCOMMITTEE FOR TECHNICAL ASSISTANCE – January 21, 2025

RESPECTFULLY SUBMITTED:



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Shelly Aguilar, Committee Moderator

APPROVED BY:



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Michele Fuller-Hallauer, Chair

Date: January 30, 2025