



Lourdes Yapjoco & Angela Smith, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA PART A RYAN WHITE PLANNING COUNCIL  
**Strategic Planning and Assessment Committee Minutes**  
 Wednesday, February 22, 2023  
 2:00 pm – 3:00 pm

Committee Members				Recipient Staff		Guests
Danny Brown Sr.	A	Tory Johnson	p	Heather Shoop	P	Cathleen Danheiser
Adriene Christian	P	Heather Lazarakis	P	Jessica Rios	P	Maria Montez
Stephany Coaley	P	Aaronell Matta	P	Tiffany Evans	P	Stacey Young
Dr. David DiJohn	P	Davina “Dee” Otalor	A	Vanessa Cruz	p	Darnell Duwenie
Caesar Espinoza	P	Dr. Cheryl Radeloff	P	Tony Garcia	A	Kenneth
Ricardo Fernandez	A	Franchesca Reed	P			Carlos Wallace
Marc Gilbert	P	Angela Smith	P			
Susan Gonzalez	P	Lorenzo Stanley	P			
Krystal Griffin	A	Robert Tinghitella	A			
Roberta Hamilton	A	Robert Wilson	P			
Raychel Holbert	P	Lourdes Yapjoco	P			

P = Present      A = Absent      ☒ = Phone/Zoom

Support Staff: Thomas Rodriguez-Schucker, Clifford Barnett

Call to order	Stephany Coaley called the meeting to order at 1:00pm
Determination of Quorum	16 of 22 members present at 1:05pm and Quorum was established
Welcome and Introductions	The Chair welcomed Planning Council members and guests. Planning Council Support introduced each attendee and asked for any conflicts of interest.
Public Comments and Discussion	No public comments at this time
Approval of the Minutes from December 14, 2022	A motion to approve the December 14, 2022, meeting minutes was made by Angela and 2nd by Lorenzo  For (16) Against (0) Abstain (0)

Business Item	Discussion / Motion	Action
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<p><b>Review Performance Measures and how CQM has performed in CY 2022</b></p>	<p>Jessica Rios from the recipient’s office provided 2022 Performance Measurement report with outcomes SPOC</p> <ul style="list-style-type: none"> <li>• Reviewed the goals and performance measures using service utilization reports</li> <li>• Reviewed rather or not we met our goals in the different service categories</li> <li>• More details on the 2023 goals and plans will be shared at the CQI quarter one meeting is March 30<sup>th</sup> meeting</li> </ul>	
<p><b>Recipient’s Report.</b></p>	<p>Heather Shoop from the Recipient’s Office gave the report.</p> <ul style="list-style-type: none"> <li>• In the final months of the 22/23 grant year. The grant year closes on February 28, 2023</li> <li>• HRSA is moving up the dates for the federal financial report and expenditure reports by 60 days <ul style="list-style-type: none"> <li>○ All reimbursement requests need to be to the recipient office by March 31st</li> </ul> </li> <li>• NYE county has not cut back on their food bank. They did not have as much money this year for a bulk food order, but they are still shopping for the pantry to keep it stocked and make sure NYE county residents have what they need. They have included a request for extra money to bulk up the bulk food order in the upcoming grant year. NYE counties food bank is working properly.</li> </ul>	<p>Discussion Only. No Action</p>
<p><b>Review/Update Committee Planning Council Activity Timeline (PCAT). (For possible action)</b></p>	<p>Support staff went over the PCAT activities for the month of February. No action needed</p>	<p>Discussion Only No Action</p>
<p><b>Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)</b></p>	<ul style="list-style-type: none"> <li>• They will be meeting on the 2nd Wednesday of every month.</li> <li>• They have already met 2x’s and are utilizing basecamp to update service standards</li> <li>• Next month they are starting with EIS and EFA</li> </ul>	

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<p><b>Review and Update By Laws and Policy &amp; Procedure Manual</b> <i>(For possible action)</i></p>	<p>A motion to approve the updates to the Bylaws and Policy and Procedure Manuals was made by Lorenzo and seconded by Adrienne. Motion passes.</p> <p>For (16) Against (0) Abstain (0)</p>	<p>Motion to approve Bylaws and P&amp;P Manuals Motion passes</p>
<p><b>Compile Unresolved Issues in the Parking Lot.</b> <i>(For possible action)</i></p>	<p>Moving to hybrid (in-person and via zoom) format beginning in March of 2023</p> <ul style="list-style-type: none"> <li>• CR staff is working with CCC to secure the area</li> <li>• The capacity limit is currently 30</li> <li>• If we get to our maximum threshold, CR will secure additional area</li> <li>• New members voting capacity will not begin until county commissioners can officially approve you.</li> <li>• CR will add you to the attendance effective in March</li> <li>• Ensure CR can accommodate power wheelchair accessibility</li> </ul> <p>Discussion of the Consumer Forums</p> <ul style="list-style-type: none"> <li>• Reviewed the progress of the community forum</li> <li>• Great feedback from consumers on what’s happening in the community</li> </ul>	
<p><b>Announcements by Members.</b> <i>(Discussion, all matters in this item are informational only).</i></p>	<p>Angela Smith has started a new women’s support group (Her Story) if anyone needs a referral Angela will have flyers to distribute to the committee by CR</p>	
<p><b>Adjournment</b></p>	<p>Motion to adjourn made at 2:51pm by Marc and seconded by Robert.</p>	<p>Motion to adjourn the meeting</p>

Angel Smith  
Angel Smith (Oct 4, 2023 10:49 PDT)

Lourdes Yapjoco  
Lourdes Yapjoco (Oct 4, 2023 12:02 PDT)