



Lourdes Yapjoco & Angela Smith, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA PART A RYAN WHITE PLANNING COUNCIL  
**Executive Committee Minutes**  
 Wednesday, March 29, 2023

Committee Members		Planning Council Members		Recipient Staff		Guests
Dan Brown	P			Heather Shoop	P	Gina Candelario
Stephany Coaley	P			Jessica Rios	P	
Marc Gilbert	P			Alisha Barret	A	
Angela Smith	P			Tony Garcia	A	
Lourdes Yapjoco	A			Vanessa Cruz	P	
				Tiffany Evans	P	

**P = Present      A = Absent**

Support Staff: *Thomas Rodriguez-Schucker, Clifford Barnett,*

<b>Call to order and Roll Call</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:01pm by Angela Smith</li> </ul>
<b>Determination of Quorum</b>	<ul style="list-style-type: none"> <li>4 of 5 members present <b>QUORUM WAS ESTABLISHED</b></li> </ul>
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>The Chair welcomed Planning Council members and guests. Planning Council Support introduced each attendee and asked for any conflicts of interest.</li> <li>Gina Candelario was introduced. She will be representing Stephany Coaley. Stephanie will still attend meetings.</li> </ul>
<b>Confirmation of Notice of Meeting Posting</b>	<ul style="list-style-type: none"> <li>Support staff received a total of 7 confirmed postings. Planning Council Staff confirmed agenda postings. The agenda was read for today's meeting</li> </ul>
<b>Public comment and discussion.</b>	<ul style="list-style-type: none"> <li>There were no public comments or discussions at this time.</li> </ul>
<b>Approval of the February 22<sup>nd</sup>, 2023 Meeting Minutes</b>	<ul style="list-style-type: none"> <li>A motion to approve the February 22<sup>nd</sup>, 2022 minutes was made by Marc and seconded by Dan. Motion carries.</li> </ul> <p>For (ALL in favor)          Against (0)          Abstain (0)</p>

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Business Item	Discussion / Motion	Action
<p><b>Recipient's Report.</b></p>	<ul style="list-style-type: none"> <li>• They are working on getting all of the requests for reimbursement from subrecipients to complete the expenditure reports</li> <li>• The goal is to have all of this completed and available for the Planning Council by Mid may and have a closer number for us at the next meeting</li> <li>• The recipient's office is waiting on approval from the DA's office in order to approve new members to the planning council to move the agenda item forward</li> <li>• We are hoping to have everyone as voting members by hopefully by Aprils meeting</li> <li>• Suggestion to move the elections to earlier in the year to hit the ground running in March. It could solve the problem with delays we have on the county end</li> <li>• NMAC Biomedical HIV conference in Las Vegas from April 11<sup>th</sup> till the 12<sup>th</sup>. They are looking for volunteers. Reach out to Heather Shoop at the recipients office and she will connect you to Chris Reynolds to help staff the conference.</li> <li>• CR will share information with the PC on the NMAC event</li> <li>• The love lives campaign launched on Monday. The website is <a href="https://www.uequalsulas.com/">https://www.uequalsulas.com/</a></li> <li>• The media campaign features community members from the Las Vegas area.</li> <li>• It features links for HIV care, how to apply, what providers are available and what U=U actually means. The website is also available in Spanish.</li> <li>• Considering expanding the program for a speakers bureau for people to share their story</li> <li>• They are planning a social media workshop to show people how to share information on the website and how to utilize social media.</li> <li>• CR will email out the link to the website. The recipient's office will create a flyer to be sent out.</li> </ul>	<p>Discussion Only. No Action</p>

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<p><b>Receive award from HRSA/HAB for grant year</b></p>	<ul style="list-style-type: none"> <li>• If a partial award is received, this process could take place again when another award is received</li> <li>• We are currently operating under continuous resolution. This happens every year. Congress gives us funds to start off, but not the full grant amount.</li> <li>• We received an initial award in January of approximately 1.2 million. We are waiting for the rest of the award. We received a million dollars less than last year.</li> <li>• Hope to have the full award sometime in April. We will be ok and this is not something abnormal.</li> </ul>	
<p><b>Review Planning Council Support Budget</b></p>	<ul style="list-style-type: none"> <li>• We are currently in negotiations with the recipient’s office.</li> <li>• Thomas reviewed the PC support budget and spoke about mileage reimbursement requests</li> <li>• CR will have the forms available at the next meeting, and will make sure that everyone receives it moving forward</li> <li>• Mileage will be from your home to the meeting facility and back home.</li> <li>• Mileage will be rounded up in \$5 increments</li> <li>• CR will review the budget monthly at the every meeting</li> </ul>	<p>Discussion Only. No Action</p>
<p><b>Review Feedback from SPA meeting on February 25<sup>th</sup></b></p>	<ul style="list-style-type: none"> <li>• There was no feedback for the meeting.</li> <li>• CR will have feedback available for SPA and PC meetings moving forward.</li> </ul>	<p>Discussion Only. No Action</p>
<p><b>Review Planning Council Activity Timelines for March (PCAT)</b></p>	<ul style="list-style-type: none"> <li>• Review of the Planning Council PCAT for the month of March</li> <li>• CR needs to adjust the PCAT to adjust the dates of recruitment to better align.</li> </ul>	<p>Discussion Only. No Action</p>
<p><b>Receive reports from standing committees</b></p>	<ul style="list-style-type: none"> <li>• Nothing to present for SPA committee</li> <li>• QI committee had nothing to present</li> <li>• The 2023 CQM plan has been approved and will be presented in the CQM meeting tomorrow</li> </ul>	<p>Discussion Only.No Action</p>
<p><b>Review/Update Service Category Definitions and Service Standards – Work Group Update</b></p>	<ul style="list-style-type: none"> <li>• Tiffany Evans said they have reviewed EIS and EFA.</li> <li>• They will continue to go through the rest with hopes of being completed by the September PC meeting</li> </ul>	
<p><b>Discuss Community Forum</b></p>	<ul style="list-style-type: none"> <li>• What is some feedback from the forum?</li> </ul>	<p>Discussion Only. No Action</p>

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	<ul style="list-style-type: none"> <li>○ CR suggests that we move the community forum to January prior to bringing on new people in February.</li> <li>○ The suggestion is to hold the forum 1 month prior to bringing people on to the council.</li> <li>○ There were people at the last forum who wanted to join but we had just done elections</li> <li>● What are some changes that can be made to future formats?</li> </ul>	
<p><b>Compile Unresolved Issues in the Parking Lot. (For possible action)</b></p>	<ul style="list-style-type: none"> <li>● Consideration of the 2023/24 consumer forum date</li> </ul> <p>Bylaw suggestions and recommendations:</p> <ul style="list-style-type: none"> <li>● What happens when someone who holds a federally mandated seat gets switched out of their role? <ul style="list-style-type: none"> <li>○ We have to be able to allow for these particular instances to be able to be presented to the board for approval.</li> <li>○ Part A and HOPWA rep</li> <li>○ CR will draft changes to the bylaws for review at the next meeting.</li> </ul> </li> <li>● New members bylaws change</li> </ul> <p>Discuss enhancements and updates to the Planning Council website</p> <ul style="list-style-type: none"> <li>● QR codes to the planning council website, on the agenda, or planning council documents</li> <li>● CR will make a list of the documents needed on the webpage (ex. Planning council schedule)</li> <li>● CR suggested a tab for planning council resources <ul style="list-style-type: none"> <li>○ PSRA</li> <li>○ Bylaws</li> <li>○ Policies and Procedures</li> </ul> </li> <li>● CR will use the HRSA HAB list to make important documents available to participants</li> <li>● CR will work with Tiffany and Sabrina to make this happen</li> <li>● CR will see if there is a way to send out reminders for the PC.</li> </ul> <p>A motion was made by Marc and seconded by Dan to approve CR making suggestions for the Planning Council website.</p>	<p>A motion was made to approve CR staff making suggestions for the Planning Council website</p>



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<b>Announcements by Members.</b>	None	Discussion Only. No Action
<b>Public comment and discussion.</b>	Nevada Listening Session to express needs and hear updates on April 10 from 9-11am. CR will send out this information again to PC members.	Discussion Only. No Action
<b>Adjournment</b>	Motion to adjourn made at 1:54pm by Marc and seconded by Dan. Motion carried	Motion to adjourn made Motion carried

*Angela Smith*

Angela Smith (Oct 4, 2023 10:45 PDT)

*Lourdes Yapjoco*

Lourdes Yapjoco (Oct 4, 2023 12:05 PDT)