



Lourdes Yapjoco & Angela Smith, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA PART A RYAN WHITE PLANNING COUNCIL

**Executive Committee Minutes**

Wednesday, April 26<sup>th</sup>, 2023

1:00pm – 2:00pm

Clark County Social Services

3<sup>rd</sup> Floor Training Room

1600 Pinto Lane

Las Vegas, NV 89106

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	P	
Angela Smith	P			Tony Garcia	P	
Lourdes Yapjoco	P			Vanessa Cruz	P	
				Tiffany Evans	P	
<b>P = Present      A = Absent</b>						
Support Staff: <i>Thomas Rodriguez-Schucker, Clifford Barnett, Deryk Jackson</i>						
5 Members – 3 for quorum						

**1. Expectations of meeting at Social Service – Heather Shoop**

- A few things to be mindful of:
  - Restroom location in the building
  - Keep your volume low while walking through the halls
  - You will need an escort through the building
  - Networking after the meeting should remain in the meeting room to respect the people working in the building

**2. Call to Order and Roll Call.**

- CR Staff completed Roll Call

**3. Welcome and Introduction of Guest(s).**

- Angela Smith welcomed everyone to the meeting and quorum was established

**4. Confirmation of Notice of Meeting Posting.**

- CR noted that there were 3 confirmations of Notice of Meeting Postings

**5. Public comment and discussion. (Discussion)**

- There were no public comments at this time

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**6. Approval of March 29th, 2023 Meeting Minutes. (For possible action)**

- Motion made to approve the March 29th, 2023 Meeting Minutes with the adjustment of changing co-chair names on the minutes and adjusting Tiffany Evans name by Marc and seconded by Dan, all in favor and motion is approved

**7. Recipient's Report. (For possible action)**

- We received the final notice of award from HRSA and it was a little over 7.2 million
  - This was a little less than the expected and she is working on getting out final awards to providers
- Update on expenditure reports
  - There are still some requests for reimbursements coming in from providers for that time period.
  - Expenditure reports are due to HRSA by May 29th so the team is working on getting the expenses finalized
  - We will have final numbers available for you at the May 31st meeting
- Its reporting season for HRSA both for Ryan White and Ending the HIV epidemic
  - Expenditure reports for both grants
  - Allocation reports for both grants
    - The report for Ryan White is to tell HRSA how we allocated funds and are they in alignment with Planning Council priorities
  - Part A progress report due at the end of May
  - Federal Financial report due at the end of July with hopes of getting it submitted earlier due to HRSA's decision to change the date next year to May 31st. Which is a full 60 days earlier. So this year will be a test run
  - Ryan White Program terms reports
  - Ryan White Program submission reports
- The recipients office will be focused on completing reports for HRSA over the next few months and will keep the Planning Council posted as things are needed from the PC
- Update on the approval of new members to the Planning Council
  - The agenda item was submitted to the Board of County Commissioners and will go before them on May 16th
  - Everyone on that slate should be approved voting members by the time we meet in May
- Eligibility
  - All parts (A,B,C,& D) come together to look at eligibility requirements and applications to make it less cumbersome for clients
  - Under Tiffany and Tonys leadership we have arrived at a finished universal eligibility application that will roll out on May 1

**8. Program Updates and Collaboration with the Recipients Office**

- LOVE LIVE campaign <https://www.uequalsulas.com> and social media workshop
  - There are T-shirts available for members with the QR code on the back for people to have a direct link to the website
  - Please see Vanessa for sizes or you can reach out to Cliff and CR staff
  - Everyone should wear their shirts at the May meeting

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- Campaign is slated to last through the end of June in the first round, then it will be picked back up with another round of marketing around August-September to carry us through Pride month and World Aids Day
- Everything will still be live through the different rounds
- Use the link on the bottom of the website to post some of the media to your social media and we are working on coming up with a social media workshop to teach people how to share information
- NMAC Biomedical HIV conference
  - We were nominated for a Preppy Award at the Biomedical conference for the love, live campaign and won 3rd place
- 9. Receive award from HRSA/HAB for grant year**
  - The grant award has been received from HRSA
    - CR will send out the final notice of award to the members of the Planning Council
- 10. Review Planning Council Support Budget (Monthly)**
  - CR team and recipients' office will give an update on the Planning Council Support Budget
    - We have not begun to bill out for this grant year yet
    - Scope of work has been submitted to the recipients office
    - The documents will be populated as bills are submitted
    - Key Activities include:
      - Planning Council Meeting Coordination and Facilitation
      - Support for Consumer Involvement
      - 2022 Assessment of the Efficiency of the Administrative Mechanism
      - 2024 Priority Setting and Resource Allocation
      - 2024 Consumer Forum - possibly 2023
    - We are looking to move somethings ahead to ensure we are able to have new members approved by March 1
      - This will require some adjustments to bylaws and policies and procedures which we will talk about today
- 11. Design the Assessment of the efficiency of the administrative mechanism (AEAM)**
  - Administer the Assessment of the Efficiency of the Administrative Mechanism (AEAM) – July and August
  - Review the results of the Assessment of the Efficiency of the Administrative Mechanism (AEAM – August, September, and October
  - This is a legislative requirement that lies with executive committee
  - This is the PC's only look at the procurement process  
(The recipients ability to find someone to provide the services)
  - There are three different sets of questions
    - Recipients office
    - Planning Council members
    - Consumers
  - CR staff reviewed the questions on the AEAM
  - CR staff will send out the question to the PC for review before the next meeting in May

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**12. Review Scope of Work and Planning Council Activity Timelines (PCAT) – Executive Committee**

- Review and vote on updates to the PCAT
  - Motion made to approve the Planning Council Activity Timeline with approved adjustments made by Marc and seconded by Dan, all in favor and motion carries
  - Include months on the monthly committee report out
- Planning for annual community forum – July – November - Executive
- Nominations of Planning Council Co-Chairs – September – PC
- Approval of new Planning Council members - November – PC
- Elections of Planning Council Co-Chairs – October - SPA

**13. Review Planning Council Feedback from the meeting on March 29th (For possible action)**

- The link for planning council feedback is now included on agendas

**14. Receive reports from standing committees**

- Receive reports from Planning Council meeting in April  
Planning Council met on March 29th, 2023
  - PC heard reports from the recipient’s office in relation to funding and programming
  - PC reviewed the initial award received by HRSA and it was discussed that we were hopeful to receive the full grant award by April
  - PC support staff discussed the mileage reimbursement process and let everyone know that it would be available at the April meeting for unaligned consumers
    - Mileage reimbursement forms were issued before the end of the meeting.
    - We will be using Arco gas station
    - Gift cards are issued in increments of \$10 so if you get a \$5 gift card each month, you will receive your gift card once every 2 months in the amount of \$10

**15. Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)**

- Tiffany Evans - Review of EFA and EIS services
  - Everything is on track

**16. Review and Update By Laws and Policy & Procedure Manual (For possible action)**

- Changes to Bylaws due to adjustments on the PCAT
  - Website was updated in the bylaws
  - Changes to legislatively required membership to meet federal reflectiveness
  - Took out specific dates and timeframes from the bylaws and left them in the policies and procedures
  - Policies and Procedures can be approved by PC, Bylaws have to go to the Board of County Commissioners
  - CR staff will send this information out for review
- Co-Chair and new member elections – Review track changes

**17. Compile Unresolved Issues in the Parking Lot. (For possible action)**

- Discuss Website Updates and Possible New Logo Designs – Tiffany Evans  
<https://lasvegastga.com/planning-council/>
  - Included essential documents for the website

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- PC have its own headed instead of being hidden within a menu
- Updates to the logo based off feedback from the previous meeting
- Updates at SPA committee meeting
- Code of conduct – PC support staff will review letter emailed
  - Reviewed the code of conduct rules with executive and went over some basic expectations for meeting attendance as a member of the PC

**18. Announcements by Members. (Discussion, all matters in this item are informational only).**

- There were no announcements at this time

**19. Adjournment. (Action) The Chair will entertain a motion and a second to approve the adjournment of this meeting.**

- The meeting was adjourned by Lourdes and seconded by Marc

*Angelina Smith*

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

*Lourdes Yapjoco*

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