



Maria Montes Mendoza & Angela Smith, Co-Chairs

**LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL**

**Executive Committee Minutes**

Wednesday, March 27<sup>th</sup>, 2024

1:00 pm – 2:00 pm

**Southern Nevada Health District**

280 S Decatur Blvd

Las Vegas, NV 89107

**Guests' Directions: Meeting attendees may enter through the front doors and the Red Rock Conference Room is to the right of the reception desk.**

Committee Members		Planning Council Members		Recipient Staff		Guests
Dan Brown	P			Heather Shoop	P	Angela Smith
Marc Gilbert	P			Jessica Rios	A	Hannah Branch
Maria Montes Mendoza	P			Alisha Barret	A	
				Tony Garcia	P	
				Tiffany Evans	P	
				Mary Duff	P	
				Kamron Toston	A	
				Jamie Sorenson	A	
Support Staff: Thomas Rodriguez-Schucker, Deryk Jackson, Vanessa Cruz						

**Agenda:**

- 1. Call to Order and Roll Call.** *The Chair will call the meeting to order and establish a quorum by announcing each participant in the teleconference participants list.*
  - Maria called the meeting to order. Support staff took roll call to establish quorum.
- 2. Welcome and Introduction of Guest(s).** *The Chair will welcome everyone to the meeting and remind attendees to please mute their mobile devices or conference line unless they are called upon to speak. Attendees may use the "Raise Your Hand" option in the participant's panel to signal that they wish to speak. The Chair will call upon the attendee when it is their turn to speak. The Chair will ask guests of the committee meeting to announce their first and last name for the record.*
  - Maria gave a warm welcome to our guests and reminded them of proper etiquette for mobile devices and how to signal they would like to speak.

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- 3. Confirmation of Notice of Meeting Posting. (Discussion, all matters in this item are informational only)** *The Chair will request from Planning Council Support Staff the total number of confirmed Notice of Meeting postings.*

  - Support staff confirmed that there were six notice of meeting postings.
  
- 4. Public comment and discussion. (Discussion, all matters in this item are informational only)** *This is a period of time devoted to comments and discussion by the general public about items listed on this agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken. Comments will be limited to three minutes per person.*

  - **If you wish to make a comment in person:** Please stand, clearly state your name, and address, and please spell your last name for the record.
  - **If you wish to make a comment via Phone or Computer:** Please raise your hand through the participant chat, wait to be called upon, clearly state your name, and address, and please spell your last name for the record.
  - There were no public comments or discussions at this time.
  
- 5. Approval of February 28<sup>th</sup>, 2024 Meeting Minutes. (For possible action)** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*

  - Support staff reviewed the meeting minutes from the February 28th 2024 meeting. A motion was made by Dan Brown and seconded by Marc Gilbert to accept the minutes as written. All members approved in the motion passed.
  
- 6. Co-Chair Elections. (For possible action)** *The chair will review the names up for election and entertain a motion to nominate a member as the new co-chair.*

  - There were three people to accept the nomination for co-chair, and they were Danny Brown Sr, Kenneth Gary, and Marc Gilbert. Dr. Radeloff respectfully declined the nomination and Rachel Holbert has not responded. We will complete this process today during the Planning Council meeting.
  
- 7. Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)** *The chair will ask the recipient's office to provide program updates for the TGA.*

  - Heather Shoop – Office of HIV
  - Heather informed is that she completed a rapid reallocation a few weeks ago and the amount of \$1319.77. This was moved from Health Education Risk Reduction to Emergency Financial Assistance. One of the providers had overspent in one category and underspent in another. To ensure that they didn't have to utilize a different funding source and we would spend down as much as possible, she moved those funds.
  - She also informed us that we had officially moved into the FY24 grant year. The previous grant year ended on February 29<sup>th</sup> and staff is now working on reports and expenditures.

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- They are still getting requests for reimbursement from many of the sub-recipient agencies. As those get processed and paid, we will get closer and closer to being able to share some preliminary expenditures for the last grant year. We expect to have those in by April no later than May.
- The expenditure reports and our federal financial reports are due to HRSA and the federal government by May 29<sup>th</sup>. So, there's a big push for us over the next couple of months.
- She also gave a reminder about the town hall that is planned for tonight that's being hosted by the Planning Council.
- There have been quite a few questions about housing assistance, emergency financial assistance, and medical transportation and what happens when a person's physician no longer works for a Ryan White funded outpatient ambulatory agency?
- We will look at the service categories that we fund, dispel some myths, and inform people of some regulations that clients need to know.
- Ending the HIV epidemic is currently waiting on a site visit from HRSA, on April 9<sup>th</sup> through the 11<sup>th</sup>. They are feverishly preparing for that and being able to share the ending the epidemic work with them and some of the senior leadership.
- She followed up on the conversation with Mary from the last meeting regarding Tiffany, Jessica, Cameron, and Heather being in Los Angeles for a 2-day meeting with HRSA and other EHE recipients. This was to focus on maximizing funds for year five and to strategize around priority populations. They had an opportunity to look at some data and see a map that was created for them that shows where prior and priority populations live.
- They also looked at what the incidence and prevalence are in each ZIP code of Clark County where the FQHCS are located as well as any Ryan White funded medical agencies and ending the epidemic-funded medical agencies.
- They have decided to wrap some additional support around black women and their outcomes. They have some of the lowest rates of linkage and viral suppression in our TGA. They will also be having a focus group later in the year around May with black women to really talk about what they need and what happens in terms of linkage viral suppression and barriers. The hope is to create some solutions around that, such as an expanded peer supported program, childcare and other things that are identified as needed.
- Her commitment is to keep the programs going. She believes that building trust with the community is a key.
- They hosted a community planning session a few weeks ago. The purpose was to really look back at the last four years of ending the HIV epidemic, looking at where we started and where we are historically. We were also able to celebrate some of the work that's been done over the last four years.
- We went into a planning session later that day to really help get some information from the community and be able to kind of get to the bones for our next five-year workplan for ending the HIV epidemic which they will be applying for later this year.
- There were 80 people in attendance including Harold Phillips, who happened to be in town and was able to come give some words of encouragement. There was also a moment of silence and honoring for a community member who recently passed away.

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- There was also an acknowledgement of the passing of Carlos Wallace, who passed away last week. We want to make sure that we do something to remember, recognize and honor him today.
- Marc found a suitable affirmation for today's Planning Council meeting.

**8. Review/Update Service Category Definitions and Service Standards. (For possible action) –** Work Group Update *The chair will ask the recipient's office to provide program updates for the TGA.*

- Tiffany Evans – Service Category Updates
- There were no updates at this time.

**9. Las Vegas TGA CQM Updates. (Discussion, all matters in this item are informational only). The chair will ask the recipient's office to provide program updates for the TGA.**

- Jessica Rios – CQM Updates
- The RSR was submitted and completed on time. This is our annual Ryan White Services report that was due earlier this week on the 25<sup>th</sup>. All agencies submitted last week, and this process has been completed.
- The CQM plan is drafted and waiting for Heathers review and approval, and this should be ready before the April meeting time. Thomas has been working with Jessica on some CQM strategies for the current year.
- They have been looking at the amount of forethought it takes to complete a quality improvement project. How can we use the KISS method to make it simple but still get everything done in an effective manner?
- We're looking at utilizing some quality assurance indicators to inform quality improvement projects. If we can start moving to addressing what we typically see in monitoring chart reviews. We can address some of those deficiencies and. Taking a look at our HIV care continuum will start moving to better results. In the next round of our quality improvement projects, we're going to help design projects for the sub recipients then they just can pick from one of the three or four projects that we developed and then we'll teach them how to run the needed reports out of Care Ware, so they'll be easily monitored, and easily accessible to the sub recipients. Now they can just focus on getting the project done instead of trying to figure out how to do it.

**10. Review Scope of Work and Planning Council Activity Timelines (PCAT) (For possible action) – Executive Committee**

*The chair will ask support staff to review the current scope of work and Planning Council Activity Timelines for the Executive Committee.*

- Support staff reviewed the Planning Council Activity Timeline and informed everyone that this is a working document that can be changed at any time as we see that some of our tasks change throughout the year.

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- 11. Receive award from HRSA/HAB for grant year. Review and approve final allocations based actual award amount. (If a partial award is received, this process could take place again when another award is received.) (For possible action)** *The chair will ask the recipient's office for the final notice of award or the partial notice of award to be reviewed by the committee.*

  - Congress recently passed a budget and so we were hoping to have a full award by April to report.
  
- 12. Receive Reports from Standing Committees. (Discussion, all matters in this item are informational only).** *The chair will provide updates from the previous committee meetings. The chair of the SPA committee will provide the committee's updates.*

  - SPA Committee Updates
    - Marc provided updates from the SPA Committee on February 28<sup>th</sup>. 2024.
  
- 13. Review Planning Council Feedback (SPA) – February 2024. (Discussion, all matters in this item are informational only).** *The chair will ask support staff to review the Planning Council feedback from the previous meetings.*

  - We need to make sure we clarify when guests are allowed to speak so that they are comfortable.
  - Start being mindful of the microphones, making sure that they are speaking directly into the mic or speaking loudly so that everyone can hear online.
  - Support staff will purchase an extension to the current meeting OWL that will allow us to extend the microphone out to additional areas in the room.
  
- 14. Schedule New Member Orientation – March/April. (For possible action)** *The chair will ask support staff for updates regarding the new member orientations.*

  - Support staff will send out a survey to figure out what is the best date for everyone to attend a new member orientation.
  - Support staff are also working on Planning Council Binders for everyone to have that will have all the pertinent information that they need in order to be exceptional members of the Planning Council.
  - We are also considering keeping the planning council binders for you.
  
- 15. Review Planning Council Support Budget for March (Monthly). (For possible action)** *The chair will ask support staff to present the Planning Council support budget for the month.*

  - CR team and recipients' office will give an update on the Planning Council Support Budget
  - We are in the first month and we have not submitted an invoice yet, so there is nothing to report at this time.

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**16. Review Planning Council Attendance for Membership Compliance. (For possible action)** *The chair will ask support staff to review the current membership attendance for the grant year.*

- Support staff will review current membership attendance as a standing item.
- Attendance is reviewed on a rolling calendar year. Attendance is reset on January 2024. There is no one that is currently in violation of the meeting attendance.
- New members attendance will be blacked out prior to March so that it does not look like they have missed any days.

**17. Review and Resolve Parking Lot Items (For possible action)**

- Potential training topics for future PC meetings
  - The idea is to plan training topics for the year. Set a schedule of what we want to do, training wise for Planning Council and SPA committee meetings. Support staff will review this at the next meeting.
- Removal of members with attendance issues
  - This is a reminder for us to look at the attendance policy and monitor current attendance of members and address it via the bylaws.
  - Support staff will look at the policies and procedures for the Planning Council that will address the number of absences you are allowed in a calendar year and not in a rolling 12-month period. The Executive Committee will also look at how do we reach out to members who are in attendance violation? Or maybe approaching?
- Community Forum
  - This is planning for our road, showing November. We would really do. A great deal of planning headed into the September and October time.
  - This year, we'd like to try to involve committee chairs or people with lived experience to talk about your experience as a planning council member to help garner some participation and communication about why Ryan White Planning Council is so important.
- Discuss Website Updates and Possible New Logo Designs (<https://lasvegastga.com/planning-council/>)
  - We are looking at updating the logo design because it has been copied and recopied so many times that it does not look well.

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

- There were some questions about the transportation policy and being able to help people with HIV that are unaligned being able to get to and from meetings. Planning Council support staff informed the committee that if someone had issues that they could reach out to Planning Council support staff to coordinate transportation for them to be able to get to the meeting.
- This will be included in the new member orientation training to inform members of the policy.

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**19. Public comment and discussion. (Discussion, all matters in this item are informational only)**

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- Today is Deryk's birthday and there will be cupcakes after the Planning Council meeting.
- If you are interested in attending a Planning Council town hall tonight, please use the link to register online that was sent out by support. If you have questions prior to the meeting, you can submit them online.
- There's a memorial Friday from 5 to 7 at Community Council and Center. And there will be another service held Thursday from 11 to one.

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

- The chair entertained the motion to adjourn. Dan Gilbert made the motion and Marc Gilbert seconded.

*Anyone desiring supporting documentation or additional information is invited to call Cliff Barnett, Planning Council Support Staff at 1(888) 323-1110 or [clifford@collaborativeresearch.us](mailto:clifford@collaborativeresearch.us)*

  
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Maria Montes-Mendoza (May 3, 2024 11:01 PDT)

  
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Marc Gilbert (May 3, 2024 09:35 PDT)










# Microsoft Word - 2024.03.27 Executive Committee Minutes

Final Audit Report

2024-05-03

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