



Maria Montes Mendoza & Angela Smith, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, February 28<sup>th</sup>, 2024, 2023

1:00 pm – 2:00 pm

**The Center**

401 S. Maryland Parkway

Las Vegas, NV 89101

Committee Members		Planning Council Members		Recipient Staff		Guests
Dan Brown	P			Heather Shoop	A	Gina Candelario
Marc Gilbert	P			Jessica Rios	A	Max Wilson
Angela Smith	P			Alisha Barret	A	Patrick Forand
Maria Montes Mendoza	P			Tony Garcia	P	
				Tiffany Evans	A	
				Mary Duff	P	
				Kamron Toston	A	
				Jamie Sorenson	A	
Support Staff: Cliff Barnett, Thomas Rodriguez-Schucker						

**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 and support staff took roll call to establish a 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.
- 3. Confirmation of Notice of Meeting Posting.** The Chair will request from Planning Council Support Staff the total number of confirmed Notice of Meeting postings.
  - Support staff confirmed that there were 6 notice of meeting postings.

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- 4. Public comment and discussion. (Discussion)** 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 January 31<sup>st</sup>, 2024 Meeting Minutes. (For possible action)**
- Support staff reviewed the meeting minutes from the January 31, 2024 meeting. Marc made a motion to approve the minutes, seconded by Dan. All members were in favor and the motion passed.
- 6. Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)**
- Mary Duff – Office of HIV
  - The grant year is set to close out on February 29<sup>th</sup>, 2024. Heather is currently working with subrecipients to provide preliminary expenditures.
  - The Board of County Commissioners accepted our new members for planning council.
    - Reappointed members:
      - Krystal Griffin
      - Lourdes Yapjoco
      - Marc Gilbert
      - Robert Wilson
    - New Members (1<sup>st</sup> term):
      - Anthony Castro
      - Brent Morris
      - Cathleen Danheiser
      - Gina Candelario
      - Jennie Martin
      - Lavatta Palm
      - Lucero Quiroz Martinas
      - Susanne Rigsby
      - Patricia Sandavol
      - Valerie Ricketts
  - A large portion of the recipients staff is in Las Vegas for training provided by HRSA to EHE recipients to focus on spending.
  - On March 13<sup>th</sup> there will be a community forum as an opportunity to reflect on where we are in the 5 years of the EHE plan. There will be a registration that will go out and everyone is encouraged to attend.
- 7. Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)**
- Tiffany Evans – Service Category Updates

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- Service standards are still in the review process and once this process has been completed it will be presented to the Planning Council.

#### **8. Las Vegas TGA CQM Updates**

- Jessica Rios – CQM Updates
  - Thomas provided updates related to the CQM meetings.
  - They kicked off the QI looking at updating the QI structure for the new calendar year.
  - Subrecipients will focus on 2 QI programs every 6 months versus the previous 1 every quarter.
  - They are looking at some of the reporting requirements. The goal is to focus on the projects and less on the data reporting.
  - QI projects will begin in March with a final report out in August.

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

- **Review/Vote 2024/25 Planning Council Activity Timeline PCAT**
- Support staff reviewed the PCAT for the month of February.
- Support staff reviewed the PCAT for the 2024/25 grant year. It was noted that this is a working document that we can adjust as we need to throughout the year.
- A motion to approve the PCAT for 2024/25 grant year was made by Marc and seconded by Angela. All members were in favor and the motion passed.

#### **10. Receive Reports from Standing Committees**

- SPA Committee Updates
- Executive Committee Updates
- Support staff reviewed the committee updates included in the packets.

#### **11. Review Planning Council Feedback – January 31, 2024**

- Support staff reviewed the Planning Council Feedback from the January 31, 2024 meeting

#### **12. Review and Sign Memorandum of Understanding**

- Support staff reviewed the Memorandum of Understanding with the committee, noting the changes that were made.
- Support staff noted changes related to the shared responsibilities. #4 was changed from standards of care to service standards as a more accurate reflection.
- Under administrative responsibilities. #5 Subrecipient RFP was changed to Subrecipient NOFO (Notice of Funding Opportunity)
- A motion to approve the MOU pending the election and signature of a new chair was made by Marc and seconded by Angela. All members were in favor and the motion passed.

#### **13. Development of Directives to the Recipient**

- Support staff reviewed the proposed Directives for 2024
- A motion to approve the Directives was made by Marc and seconded by Dan. All members were in favor and the motion passed.

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#### **14. Schedule New Member Orientation – March**

- The committee agreed to have a member orientation in March.
- It was noted that the orientation would be approximately 3 hours long.
- All new and existing members will be provided with a new Planning Council training binder to be used at all future meetings that will have all pertinent information related the Council.

#### **15. Review Policy and Procedures Manual for potential updates**

- The committee reviewed the proposed Policy and Procedures manual for 2024
- The website to access the application was updated.
- Planning Calendar language was changed to PCAT Planning Council Activity Timeline.
- All sections were updated to include the following: Reviewed and Approved by Planning Council- 4.28.21; 2.28.24. This indicates the day the information was reviewed by the Planning Council.
- The document was updated to include Nevada’s Open Meeting Law (“OML”), Assembly Bills 52 and 219 effective July 1, 2023.
- A motion to approve the Policy and Procedures manual was made by Marc and seconded by Dan. All members were in favor and the motion passed.

#### **16. Review Bylaws for potential updates**

- The committee reviewed the proposed updates to the Bylaws.
- The document was updated to include Nevada’s Open Meeting Law (“OML”), Assembly Bills 52 and 219 effective July 1, 2023.
- A motion to accept the bylaws with the proposed revisions was made by Marc and seconded by Angela. All members were in favor and the motion passed.

#### **17. Review Planning Council Support Budget for February (Monthly)**

- CR team and recipients’ office will give an update on the Planning Council Support Budget
- CR updated the Planning Council on the support budget noting everything was on target to be spent down.

#### **18. Review Planning Council Attendance for Membership Compliance**

- Support staff will review current membership attendance as a standing item.
- Support staff presented the attendance for the calendar year, noting that we have started a new year of attendance.

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

- Discuss Website Updates and Possible New Logo Designs (<https://lasvegastga.com/planning-council/>)
- Removal of members with attendance issues – March 1, 2024
- In discussion of removal of members it was noted that Angela term as chair and on the Planning Council expires after todays meeting. Support staff will send out an nomination form to all members, and a new chair will be elected at the start of the March meeting.

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

- There were no announcements at this time.



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

- A motion to adjourn the meeting was made by Marc and seconded by Dan. All members were in favor.

*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)*

*MM*

Maria Montes Mendoza (Apr 27, 2024 13:12 PDT)

27/04/24