



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, April 24<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	A			Heather Shoop	P	Ferrari Reader – P. Affairs
Marc Gilbert	P			Jessica Rios	A	
Maria Montes Mendoza	P			Alisha Barret	A	
				Tony Garcia	A	
				Tiffany Evans	A	
				Mary Duff	P	
				Kamron Toston	A	
				Jamie Sorenson	A	
Support Staff: Clifford Barnett, Thomas Rodriguez-Schucker, Vanessa Cruz, Nathan Hoelsher						

**Agenda:**

- 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 opened the meeting of support staff took a roll call in order to establish a quorum.
- 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 welcomed everyone to the meeting, including our guest.
- Confirmation of Notice of Meeting Posting.** *(Discussion, all matters in this item are informational only) The*

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*Chair will request from Planning Council Support Staff the total number of confirmed Notice of Meeting postings.*

- Support staff confirmed that there were seven 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 at this time.

**5. Approval of March 27<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 minutes from the March 27<sup>th</sup> 2024 meeting.
- A motion was made by Dan and seconded by Maria to approve the minutes as written.

**6. Co-Chair Announcements. (For possible action)** *The chair will announce the new co-chair.*

- It was announced that Marc Gilbert was elected as the new co-chair of the Las Vegas TGA Planning council and that we would subsequently conduct a new nomination to elect new co-chairs for SPA.
- Support staff informed everyone that he will be sending out a poll after the meeting for people to nominate members as chair.

**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
- We currently do not have any awards. We are hoping that they will come very soon.
- We're currently in our report and things in for Part A and for the EHE side.
- The program terms report is the next report that is due for the Planning Council.
- We continue to receive requests for reimbursement and invoices from March from some of the sub recipients. By May, we will have the expenditure reports done, because that's when they're due. So, at that time, they will be able to share what our expenditures have been on the Part A and MAI side.
- Tiffany Evans had her baby on Thursday, and so she will be out for approximately 8 weeks. She was as many of you know, the ending in the HIV epidemic coordinator. Effective Monday, Jose Alcazar will be starting on our staff and he will be taking over the position of management analyst over program and service delivery.
- The town hall was thought to have gone well. And if anyone had any questions, it was recommended that they reach out to the recipient staff, including if you had heard anything since the meeting regarding any questions that may have come up.
- They recently had their first comprehensive site visit. The site visit went exceptionally well, and there were maybe two findings. We were informed that we had fewer findings than any other jurisdiction.

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So basically things were going well.

- The office thinks that they are going to be able to expand on some of the efforts that they fund and support in the community in bigger and stronger ways.
- The director is very interested in talking with them about bringing additional funds into the office of HIV outside of HRSA grant dollars that we can use to really feel gaps in the community and specifically around prevention areas. Our first project has been for the status neutral grant that we were awarded starting September for the prep navigation and case management services of racial ethnic minorities. So, target populations being MSM, Black African American, Hispanic or Latino and of course some of those sub populations, specifically people who have a hard time accessing care, people that are homeless and of our transgender community as well.
- Recipient staff was also in attendance at the NMAC National Minority AIDS Coalition summit this weekend in Seattle, and they had some really good ideas around how to expand access and how to provide prep labs for people who are uninsured.
- They have a meeting with the deputy director in early May to start talking about what the needs are and what they're seeing in the community. They're also going to look at what other funding sources may be available to help us expand on the work that we do.
- The AFAN AIDS walk is coming up this weekend. There will be a lot of activities for people to do, so please come join.
- The People Purpose Power training series is continuing. The next installment is cultural humility and we will start on June 4th an all-day cultural humility training, and that will be followed on the 5th and the 6th by training of trainers. The goal is to be able to bolster our community's ability to interpret cultural humility practices personally, but also in our organization, to really support health equity.
- We have conference abstracts that were accepted for Ryan White conference presentations. One will be on case management redesign and the other one is on the love live campaign.
- The newly diagnosed university has undergone a name change. It is currently being developed on a learning platform. We have a general outline for the curriculum, so we know the typical training topics that will be used.

**8. Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)** *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
- Jessica is currently working on reviewing the quality improvement projects and organizational assessment with each of the sub recipients. What that basically does, is it provides on-site real time technical assistance for any quality improvement needs they may have for the current quality improvement cycle.
- The next meeting will be at the end of the month. So look out for updates and communication from Jessica in relation to this.

**10. Review Scope of Work and Planning Council Activity Timelines (PCAT) - Executive Committee (For possible action)** *–The chair will ask support staff to review the current scope of work and Planning Council Activity*

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*Timelines for the Executive Committee.*

- Support staff reviewed with the current Planning Council activity timeline to ensure that we're on track with our legislative requirements.
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.*
    - It was noted during this recipient's report that HRSA has not yet sent a final notice of grant award, and it is expected by the next meeting.
  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
    - Executive Committee Updates
    - Support staff reviewed the reports from the standing committees.
  13. **Review Planning Council Feedback (SPA) – March 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.*
    - The Committee reviewed the SPA feedback from March 2024.
  14. **Schedule New Member Orientation – April. (For possible action)** *The chair will ask support staff for updates regarding the new member orientations.*
    - Ethics Law Training
    - We currently need to do a little more digging into the training that was originally set. The link expired and so now we have to reach out to figure out what to do next. Orientation is currently TBA.
    - It was also noted that the training was for every member of the Planning Council not just the executive.
    - Support staff presented the new training binders.
  15. **Review Planning Council Support Budget for April (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 currently do not have a support budget as it is the start of the grant year. Once we have turned in expenses, we will report out at the next meeting.
  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.
    - Keep in mind that new members attendance started in March.
    - It was suggested that we update the bylaws to look at attendance on a grant year.
  17. **Design the Assessment of the Efficiency of the Administrative Mechanism**

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- Overview and Training
- Planning Council support staff reviewed the AEAM process.
- This is the Planning Councils only purview into what we call the procurement of services.
- The executive committee completes the AEAM. While we present the results to the entire Planning Council, it is the sole responsibility of the executive committee.
- He was suggested that we do a planning council training overdose prevention and how to use naloxone.

**18. Review and Resolve Parking Lot Items (For possible action)** *The chair will address any unresolved issues in the parking lot.*

**19. Potential training topics for future PC meetings**

- Harm Reduction Training
  - i. Katarina Pulver “Kat” will be presenting a harm reduction training at the May meeting
- Removal of members with attendance issues – Monthly Review
- Discuss Website Updates and Possible New Logo Designs (<https://lasvegastga.com/planning-council/>)
- Follow up from March Town Hall meeting

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


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

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

*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 M Medoza (Jun 7, 2024 08:04 PDT)

06/07/24

  
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Marc Gilbert (Jun 6, 2024 19:28 PDT)

06/06/24









# 2024.04.24 - Executive Committee Minutes

Final Audit Report

2024-06-07

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