



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL

Executive Committee Minutes

Wednesday, May 29th, 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	Kenneth Gary
Marc Gilbert	P			Jessica Rios	A	
Maria Montes Mendoza	P			Alisha Barret	A	
				Tony Garcia	P	
				Tiffany Evans	A	
				Mary Duff	P	
				Kamron Toston	A	
				Jamie Sorenson	A	
				Jose Alcazar	P	
Support Staff: Clifford Barnett, Deryk Jackson, Nathan Hoelscher						

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; The support staff took roll call 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.

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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 eight 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 the 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.
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5. **Approval of April 24th, 2024, Meeting Minutes. (For possible action)** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
 - There was a motion to approve the minutes by Dan and seconded by Marc. All members were in favor and the motion passed.

6. **SPA Committee Co-Chair Nominees. (For possible action)** *The chair will announce the new co-chair.*
 - Benjamin Clayton and Kenneth Gary were elected as the new chairs of the SPA Committee.
 - Kenneth Gary joined the 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
 - i. They are in the middle of submitting expenditure reports for EHE.
 - ii. The expenditure for Ryan White was submitted yesterday prior to the meeting.
 - iii. The recipient shared the expenditure report for March 1st, 2023, through February 28th, 2024.
 - iv. She shared the breakdown of each service's allocation and reviewed the unobligated balances that we can request in carryover.
 - v. We currently have an obligated balance of \$672,758. They explained how some of the subrecipients may have had carryover.
 - vi. We spent 79.28% on core medical services.
 - vii. The full expenditure report will be shared with the planning council.

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
 - Tiffany is currently out for parental leave and will have updates upon her return.

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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 will provide updates at the next meeting.

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 Timelines for the Executive Committee.*
 - Support staff reviewed the current Planning Council Activity Timeline to ensure they were on track with their legislative requirements.

11. **Receive award from HRSA/HAB for grant year. Review and approve final allocations based on 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.*
 - We have received our full award from HRSA.
 - The TGA's total award for this current grant year, not including carryover, is \$7,397,972.
 - i. Formula amount of \$4,489,799.
 - ii. Supplemental Buckets of \$639,947 and \$1,737,737
 - iii. Minority AIDS Initiative of \$530,489

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 – April 24th, 2024
 - i. The committee reviewed the updates from the April 24th SPA meeting.

13. **Review Planning Council Feedback (SPA) – April 24th, 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.*
 - Planning Council support staff review the meeting feedback from the April 24th, 2024, SPA meeting.

14. **Schedule New Member Orientation – Pending Ethics Training. (For possible action)** *The chair will ask support staff for updates regarding the new member orientations.*
 - Ethics Law Training
 - The committee talked about the planning for the new member orientation/ethics training.
 - It was noted that the training would be approximately three hours.
 - The committee would like to have this completed by the end of July. They will use a hybrid format to make sure that everyone has the ability to attend.
 - Support staff will confirm the gas cards will be able to be provided to anyone who needs them to get to the orientation location.

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15. Review Planning Council Support Budget for May (Monthly). (For possible action) *The chair will ask support staff to present the Planning Council support budget for the month.*

- The CR team and recipients' office will give an update on the Planning Council Support Budget.
- The support team reviewed the budget for May. It was noted that expenditures for PSRA and the AEAM process will be spent once they are complete.

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.
- Support staff review the changes to the by-laws, including giving everyone a copy of the change for their review.
- The committee mentioned the potential of excused absences.

17. Design the Assessment of the Efficiency of the Administrative Mechanism

- Overview and Training
- Launch of the AEAM survey
- The committee reviewed the questions that will be used for the Assessment of the Efficiency of the Administrative Mechanism for the sub-recipients, community partners and Planning Council members.
- Marc made a motion to approve the questions for the AEAM, Dan seconded, and all members were in favor.
- The recipient's office oversees how the sub recipients are performing. The planning council's purview is to look at how well we are executing projects and getting the money out. There is a process in place for subrecipient monitoring, but the Planning Council is not involved in this process.

18. Review Executive Committee Membership *Planning Council Support Staff will review the current membership of the Executive Committee.*

- There is a motion to add Kenneth Gary to the executive committee made by Marc and seconded by Dan.

19. Review and Sign Annual Progress Report/Program Terms Report

- Support staff reviewed the accomplishments and challenges from the previous grant year that will be submitted to HRSA.

20. Review PSRA Logistics

- The committee proposed to complete the PSRA process at the August 28th SPA meeting.

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

- Potential training topics and training schedule
 - i. Planning Council support staff reviewed the training topics that people shared that they would like to see discussed during future planning council meetings.
- Removal of members with attendance issues – Monthly Review
- Discuss Website Updates and Possible New Logo Designs (<https://lasvegastga.com/planning-council/>)

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

- The new Health and Human Services Center is now open, and the new facility is amazing.
- The Center is having a drive that is focused on long term survivors. It will be an all-day event with breakfast and lunch provided.

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

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

- A motion to adjourn was made by Marc and seconded by Dan.

Next Meetings on Wednesday, June 26th, 2024:

Executive Committee Meeting

1:00pm – 2:00pm

Strategic Planning and Assessment Committee Meeting

2:00pm – 4:00pm


Cambridge Recreation Center

3920 Cambridge Street

Las Vegas, NV 89119

<http://www.ClarkCountyNV.gov/Pa>

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



Maria Montes Mendoza (Jul 12, 2024 12:32 PDT)

07/12/24



Marc Gilbert (Jul 12, 2024 12:38 PDT)

07/12/24