



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL

Executive Committee Minutes

Wednesday, August 28th, 2024

1:00 pm – 2:00 pm

Southern Nevada Health District

Redrock Conference Room

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		Support Staff		Recipient Staff		Guests
Dan Brown	P	Clifford Barnett	P	Heather Shoop		
Marc Gilbert	P	Deryk Jackson		Jessica Rios	P	
Maria Montes Mendoza	P	Nathan Hoelscher	P	Alisha Barret		
Kenneth Gary	P	Yoselyn Soto		Tony Garcia	P	
Benjamin Clayton	P	Thomas Rodriguez-Shucker	P	Tiffany Evans	P	
				Mary Duff		
				Kamron Toston		
				Jamie Sorenson		
				Jose Alcazar		

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.*
 - The chair Marc Gilbert welcomed everyone to the meeting.
- 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.*
 - There were no guests at the meeting.
- 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.*

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- Support staff reported that there were 8 notice of meeting postings.
4. **Public comment and discussion. (Discussion, all matters in this item are informational only)** *This is a period 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. **Executive Committee Chair Report – July 31st, 2024**, *the chair of the Executive committee will provide the committee’s updates from June.*
 - Marc provided the chairs report from Wednesday, July 31, 2024.
 6. **Approval of July 31, 2024, Meeting Minutes. (For possible action)** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
 - Dan Brown made a motion to approve the meeting minutes from July 31, 2024. The motion was seconded by Kenneth Gary. Maria Mendoza, Marc Gilbert and Benjamin Clayton were in favor of the motion and the motion passed.
 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
 - These updates will be provided during the SPA committee meeting this afternoon.
 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.*
 - Tony Garcia and Jose Alcazar – Service Category Updates
 - The recipient’s office would like to set up a committee to review the service standards.
 - Dan Brown made a motion to create a ad hoc committee for a service standard workgroup. The motion was seconded by Maria Mendoza. Kenneth Gary, Benjamin Clayton, and Marc Gilbert we in favor of the motion and the motion passed. This will be discussed more during the SPA committee meeting later this afternoon.
 - They have completed the draft on several service standards. Tony wants to make sure the Planning Council has some transparency on what they feel works best for the community,
 - There are three different areas they would like to look at. A paragraph long description of each of the service standards categories that is client based, the Planning Council service standards and the policies and procedures.
 - This will be a joint project between Tony Garcia and Jose Alcazar.

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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
 - Everyone gave their outcome report presentations during the last meeting. There were 8 updates, and they will continue this process until complete.

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.*
 - Planning Council Support staff reviewed the Planning Council Activity Timeline to ensure that we are on track with our legislative requirements.

11. **Administer the Assessment of the efficiency of the administrative mechanism (AEAM)**

12. **Review the results of Assessment of the efficiency of the administrative mechanism (AEAM)**
 - The Planning Council reviewed the results of the Assessment of the efficiency of the administrative mechanism. The PC reviewed and discussed rather Part A funds were expended in a timely manner.
 - The PC reviewed rather contracts were signed and executed in a timely manner, Did the TGA have less than 5% in carryover, and did the recipients office allocations reflect what the Planning Council approved during the PSRA.
 - There was a motion to accept the AEAM with no findings made by Maria Mendoza and seconded by Dan Brown. Kenneth Gary, Benjamin Clayton and Marc Gilbert all approved.

13. **Review and approve carryover request from the Recipient's Office**
 - The carryover request from the recipient's office was reviewed during the July meeting.

14. **Preparation of PC letter to accompany grant application**
 - Support staff reviewed the Planning Councils letter of assurance with the committee. This reviewed the processes completed by the PC throughout the year including the AEAM, PSRA and training topics.
 - The letter was sent to the chairs to sign off and send back to the recipient.

15. **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.*
 - The Planning Council met in the month of July. This report is reflective of the chairs report.

16. **Planning Council Meeting Feedback – July 31st, 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.*
 - Potentially allowing the meeting to go from 1:00pm – 2:30pm and starting the PC/SPA from 3:00pm till 5:00pm, potentially adding a buffer to allow time to adjust.
 - The committee reviewed the results of the survey and determined that these changes will be made in the upcoming grant year. If we are looking to change it this year the earliest time would be in January.

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- 17. Review Planning Council Support Budget for August (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
 - While reviewing the support budget it was also noted that we should take some time to consider activities we are looking to do for the next grant year. Some suggestions included a needs assessment for the upcoming grant year.
 - It was also noted that the AEAM and PSRA would be broken down at the next meeting.
- 18. 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
 - Review legislative required vacancies
 - Part C Recipient
 - Hospital Planning Agency or Healthcare Planning Agency
- 19. Review Executive Committee Membership** *Planning Council Support Staff will review the current membership structure of the Executive Committee.*
- One Planning Council member in good standing that represents the public health community
- 20. Planning for Community Forum**
- Discuss potential meeting dates for Mohave, NYE, and Clark counties
 - There was a motion to approve the dates of the Community Forum of November 18 – 21st. All members were in favor.
- 21. Review and Resolve Parking Lot Items (For possible action)** *The chair will address any unresolved issues in the parking lot.*
- Removal of members with attendance issues – Monthly Review
 - Discuss Website Updates and Possible New Logo Designs (<https://lasvegastga.com/planning-council/>)
 - Potential date change for November – Currently November 27, 2024 – The day before Thanksgiving
 - i. November 20, 2024 – Proposed date
- 22. Announcements by Members. (Discussion, all matters in this item are informational only).**
- 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.*

- There was a motion to adjourn the meeting made by Dan Brown and seconded by Kenneth Gary. Maria Montez, Benjamin Clayton, and Marc Gilbert were all in favor of the motion.

Next Meetings on Wednesday, September 25, 2024:

Executive Committee Meeting

1:00pm – 2:00pm

LVTGA Planning Council Meeting

2:00pm – 4:00pm

Southern Nevada Health District

Redrock Conference Room

280 S Decatur Blvd

Las Vegas, NV 89107

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Maria Montes Mendoza (Oct 2, 2024 13:54 PDT)

Marc Gilbert (Oct 3, 2024 06:48 PDT)










August 28, 2024 - LVTGA EXEC Minutes

Final Audit Report

2024-10-03

Created:	2024-10-02
By:	Clifford Barnett (clifford@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUjObJUycJLNz0ovF8nbcGf1W5cFC-Oko

"August 28, 2024 - LVTGA EXEC Minutes" History

-  Document created by Clifford Barnett (clifford@collaborativeresearch.us)
2024-10-02 - 2:22:42 PM GMT
-  Document emailed to Maria Montes Mendoza (maria.montes900@commonspirit.org) for signature
2024-10-02 - 2:22:47 PM GMT
-  Document emailed to Marc Gilbert (marcg89121@gmail.com) for signature
2024-10-02 - 2:22:48 PM GMT
-  Email viewed by Marc Gilbert (marcg89121@gmail.com)
2024-10-02 - 2:24:09 PM GMT
-  Email viewed by Maria Montes Mendoza (maria.montes900@commonspirit.org)
2024-10-02 - 8:53:06 PM GMT
-  Document e-signed by Maria Montes Mendoza (maria.montes900@commonspirit.org)
Signature Date: 2024-10-02 - 8:54:18 PM GMT - Time Source: server
-  Email viewed by Marc Gilbert (marcg89121@gmail.com)
2024-10-03 - 1:46:29 PM GMT
-  Document e-signed by Marc Gilbert (marcg89121@gmail.com)
Signature Date: 2024-10-03 - 1:48:27 PM GMT - Time Source: server
-  Agreement completed.
2024-10-03 - 1:48:27 PM GMT