



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL

Executive Committee Minutes

Wednesday, September 25th, 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	A	Nadine Klenhoe
Marc Gilbert	P	Deryk Jackson	A	Jessica Rios	A	
Maria Montes Mendoza	P	Nathan Hoelscher	A	Alisha Barret	A	
Kenneth Gary	P	Yoselyn Soto	A	Tony Garcia	P	
Benjamin Clayton	A	Thomas Rodriguez-Shucker	P	Tiffany Evans	P	
				Mary Duff	P	
				Kamron Toston	A	
				Jamie Sorenson	A	
				Jose Alcazar	A	

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 Montes Mondoza called the meeting to order.
- 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 welcomed everyone to the meeting and allowed time for guests to introduce themselves.

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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 8 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.
 - Maria offered the opportunity to make public comments.

5. **Executive Committee Chair Report – August 28, 2024, the chair of the Executive committee will provide the committee’s updates from June.**
 - Maria provided the executive committee chair report which included updates from the last meeting.
 - She updated everyone that the Planning Council approved its priorities and resource allocations for the upcoming grant year.
 - She also reviewed the ethics and Planning Council training.

6. **Approval of August 28, 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 by Marc Gilbert that was seconded by Dan Brown. Maria Montes Mendoza and Kenneth Gary were in favor. 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

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
 - They are completing the 3 newest service standards, and they will soon be ready for review by the Planning Council. They are awaiting final approval from Heather.
 - Jose Garcia is working to get the new service standard committee in place next month.
 - The three service standards we want to review first are EFA emergency financial assistance, EIS early intervention services, and transportation.

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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
 - They just had the quarter 3 meetings.
 - They had cycle one outcome report presentations by Golden Rainbow, UMC, and Impact Exchange.
 - They completed a mural (whiteboard) activity.
 - They completed the rose, buds, and thorn activity.
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 Planning Council Activity Timeline to ensure that we remain in compliance with our legislative requirements.
11. **Review the results of Assessment of the efficiency of the administrative mechanism (AEAM)**
- The Planning Council completed the AEAM process during last month's session.
12. **Preparation of PC letter to accompany grant application**
- The PC letter of concurrence was signed by both chairs and submitted to the recipient.
 - Support staff reviewed some key parts of the letter including the planning process, PSRA process, AEAM process and training topics that have occurred throughout the grant year.
13. **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.*
- Kenneth Gary provided the report for the August 28th SPA committee meeting.
 - He updated the committee on the office of HIV efforts to complete the Ryan White grant application.
 - He also informed us that they will be working on the NOFO notice of funding opportunity for Ending the Epidemic funding due on October 22.
14. **Planning Council Meeting Feedback – August 28, 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.*
- PC members would like to see more training included in the meetings.
15. **Review Planning Council Support Budget for September (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
 - Support staff reviewed the support budget. It was noted that there was \$940.00 unspent in mileage and reimbursement. PSRA and AEAM have been spent down.

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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.
- Support staff will send information to the chairs for Susann Rigsby and Lucero Quiroz Martin. Members need to make 6 of the 12 meetings yearly.
- Support staff reviewed the upcoming co-chair elections. Marc Gilbert is currently completing the initial term of Angela Smith. The idea remains to have a fresh chair each month and allow us to retain knowledge throughout those changes.
- Members that apply for membership can be invited to the executive committee for an interview.
- Review legislative required vacancies.
 - Part C Recipient
 - Hospital Planning Agency or Healthcare Planning Agency

17. 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.
- The committee reviewed the current membership structure to determine who would best fill this category. The candidates were Anthony Castro, Raychel Holbert, and Darnell Duwyenie. The chairs will reach out to these individuals for interest.
- We can invite them to the next executive committee for vetting.

18. Planning for Community Forum

- Discuss format for Community Forum
- The chair informed everyone of the location of the Clark County and NyE County Community Forum. The Clark County Forum will be on November 20 and NyE County will be on November 19.

19. 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
- New Logo Designs
- Website updates (<https://lasvegastga.com/planning-council/>)
- Recommendation that Executive Committee move to a virtual format. The committee would meet 2 weeks prior to the SPA/PC meetings. This would begin in the 2025/26 grant year. Possible dry run in January.
- Membership interviews

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

- If anyone has anything scheduled in the community room in Community Counseling Center, you may want to consider looking for a different location. They currently have some areas that do not have any air, and they remain extremely hot.

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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.*

- The meeting was adjourned by Marc Gilbert and seconded by Dan Brown. Maria Montes Mendoza, and Kenneth Gary were both in favor. The meeting was adjourned.

Next Meetings on Wednesday, October 30, 2024:

Executive Committee Meeting

1:00pm – 2:00pm

SPA Strategic Planning and Assessment Committee Meeting

2:00pm – 4:00pm

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280 S Decatur Blvd

Las Vegas, NV 89107

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Marc Gilbert

Marc Gilbert (Mar 13, 2025 11:15 PDT)

13/03/2025

Maria Montes

Maria Montes (Mar 13, 2025 11:22 PDT)

13/03/2025









Microsoft Word - 2024.09.25 Executive Committee Minutes

Final Audit Report

2025-03-13

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