



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, November 20, 2024

1:00 pm – 2:30 pm

**Dignity Health**

4980 W Sahara Ave

Las Vegas, NV 89146

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

*P = Present      A = Absent*

**1. Call to Order and Roll Call**

- Maria Montes Mendoza called the meeting to order.
- Support staff completed a roll call and established a quorum for the meeting.

**2. Welcome and Introduction of Guest(s)** - Maria welcomed everyone to the meeting and reminded everyone about meeting etiquette.

**3. Confirmation of Notice of Meeting Posting** - Support staff confirmed that there were 10 notice of meeting postings for the month.

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4. **Public comment and discussion** - There were no public comments or discussion at this time in the meeting.

5. **Executive Committee Chair Report – October 2024**

Maria Montes Mendoza provided the following report from the October 30, 2024, meeting:

- Maria announced that Marc Gilbert was re-elected as the Planning Council co-chair.
- The committee reviewed the Planning Council Activity Timeline to ensure that it is on task with its legislative responsibilities and all items are being addressed.
- Heather Shoop from the office of HIV provided a report, informing the committee that they had submitted the Ryan White Part A grant request to HRSA. She also informed us that as of October 22nd, 2024, they had submitted the Ending the HIV Epidemic grant to HRSA as well.
- There will be a competitive bid for EHE and Ryan White services that will be open until November 6th at 3:00 PM after which an evaluation committee will score the applications and will have more information to come.
- She spoke about the estimated unobligated balance report that is due in December and how she is looking at this process to anticipate unspent funds by the end of the grant year to complete the process.
- Mary Duff provided updates on the status neutral grant. This was a new funding source provided by HRSA. Last year was focused on planning. This year they are excited to ramp up the rapid prevention program with SNHD and the three key community health workers that are on sites.
- They are working on a Rapid Prevent Provider campaign that will be kick started by Collaborative Research and will include listening sessions for targeted message placement.
- They are also working on a whole person approach provider symposium that is currently being planned for spring of 2025. Collaborative Research will also be assisting in creating a whole person approach learning collaborative that will be a 6 series project. This will involve two community training courses that will be offered virtually.
- Tony Garcia and Jose Alcazar from the office of HIV informed us that the service standard work group will convene on November 4th. During this time, they will review the service standards and policy and procedures for referral for health care and support services and medical case management. This work group will meet once a month until February. 2025.
- The CQM committee had its 10th meeting of the year, and they have two meetings left to complete the grant year. They had 11 of the 16 agencies present on their cycle 2 QIP's.
- The committee reviewed the current Planning Council meeting feedback for September 2024. There were comments noted regarding member expectations. It was suggested that we add additional questions to better deal with the issue.
- The committee will consistently review membership attendance and legislative required vacancies. There was a conversation surrounding recommending the removal of members with excessive absences, like those with six violations. The committee suggested policy updates to the attendance to eliminate excused absences for unbiased decision-making and move this into a policy and procedure. Changes to attendance policies and the updating of bylaws will be presented in November.

*Maria Montes Mendoza & Marc Gilbert, Co-Chairs*

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**6. Approval of October 30, 2024, Meeting Minutes**

- **Vote:** There was a motion to approve the minutes from October 30, 2024, by Kenneth Gary and seconded by Dan Brown.

**For: (6)** Dan Brown, Marc Gilbert, Maria Montes Mendoza, Kenneth Gary, Benjamin Clayton, Anthony Castro

**Against: (0)**

**Abstain: (0)**

**7. Review Scope of Work and Planning Council Activity Timelines (PCAT) - Executive Committee - Support staff reviewed the timeline. The Executive Committee is on task with its legislative requirements and all items are set to be addressed.**

**8. Recipients Reports Including Program Updates and Collaboration with the Recipients Office**

Heather Shoop from the Office of HIV provided the following report:

- They are starting to look at the need for reallocation in agencies. In preparation for the unobligated balance report, she will be collaborating with Donna to ensure that agencies have what they need to continue the grant year.
- There is a competitive bid for services that just closed. The evaluation committee is currently viewing the applications of all 19 applicants. There are a total of 101 individual applications to review as it is one application per agency for each service category.
- This is a good sign as it shows competitiveness and provides motivation for the agencies for the next three years.
- There will be staffing changes as Mary Duff, the Senior Management analyst, has moved on to another position in Clark County Social Services as a manager.
- This change has prompted a restructuring of the composition of her team. This includes additions to her team. This will include a manager under the EHE and Ryan White programs who will supervise those who fall under their program. The EHE program cannot start till March 1 per the grant.
- She will also be looking to hire someone who will be responsible for the more administrative tasks, such as developing meeting agendas, keeping notes, helping with events and sign in sheets.
- EHE will have one management analysis focusing on direct services and the other would be responsible for overseeing community engagement and workforce development work.
- There will be a presentation during the full Planning Council meeting from the members who attended the HIV and Aging Conference in California. They will present their experiences during the conference.

**9. Review, Approve and Sign Unobligated Balance Estimate by Co-Chairs - Heather will have this report available for the December meeting. This will then be signed and submitted by the due date of December 31, 2024. This will be included in the agenda for December.**

*Maria Montes Mendoza & Marc Gilbert, Co-Chairs*

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#### **10. Review/Update Service Category Definitions and Service Standards – Work Group Update**

Tony Garcia and Jose Alcazar from the Office of HIV provided the following Service Category Updates:

- The workgroup met on the 4<sup>th</sup> of November.
- They reviewed the service standard for medical case management and referral for healthcare services.
- The next meeting is scheduled for the first week of December. During this meeting they will review the categories for early intervention services, emergency financial assistance and medical transportation.

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

Jessica Rios from the Office of HIV provided the following CQM Updates:

- There were no updates from Jessica at this time.

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

Kenneth Gary provided the following report for the SPA Committee:

- The committee approved the meeting minutes from August 28th, 2024.
- The committee reviewed the Planning Council Activity Timeline to ensure that it is on task with its legislative responsibilities and all items are being addressed.
- Heather Shoop and the team from the Office of HIV provided programmatic updates.
- The committee was informed that they are currently waiting on Ryan White and EHE notice of awards before they proceed with the planning of a needs assessment.
- The committee reviewed the PSRA report. The report summarized the 2025/26 planning process to prioritize and fund HIV/AIDS services in Las Vegas. It talked about the data-driven approach used to allocate resources across 28 service categories. Members were encouraged to review this process for further suggestions before it is posted online.
- The committee reviewed the **(MOU) Memorandum of Understanding – Roles, Responsibilities and Communication**
- Support Staff implemented training to streamline communications between the Planning Council and the recipient office through a clear protocol, ensuring efficient, well-documented, and coordinated information exchange.
- The committee discussed the upcoming co-chair elections.
- The committee discussed the upcoming community forums.

#### **13. Strategic Planning and Assessment Committee Meeting Feedback – October 30, 2024**

- Support staff reviewed the meeting feedback from October 30, 2024.
- There was one member that wanted to be reached by one of the Planning Council co-chairs. Support staff will make this connection.

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#### 14. Review Planning Council Support Budget for November (Monthly)

- Support staff reviewed the current Planning Council support budget.
- Support staff noted a need to make reallocations to the current budget to cover Planning Council meeting refreshments for the remainder of the grant year. This will be sent to the recipient by the end of December.
- We will move a small amount from consumer forum and mileage reimbursement to accommodate Planning Council meeting refreshments for the rest of the grant year.
- Support staff will update the scope of the work and send it back to Heather before the December meeting.

#### 15. Review Planning Council Attendance for Membership Compliance

- Removal of members with attendance issues – **Monthly Review**
  - i. The committee reviewed the proposed policy and procedure updates.
  - ii. There will be individual attendance for each committee.
  - iii. The suggestion from another area was to include the SPA and Planning Council on one grid.
  - iv. The Executive committee will have its own individual grid, and they will be removed from the Planning Council if they miss more than the 4 meetings.
  - v. Executive committee attendance should be reviewed at the meetings as well.
  - vi. We will also make sure we note the number of absences for each member from the review each month. This would be a total tally at the end of the sheet.
- Support staff reviewed the current membership reflectiveness. It was noted that through outreach, if approved we will be able to fill our final legislative vacancy.
- Support staff reviewed the current legislative required vacancies.
  - i. Part C Recipient – **Application received – UMC Wellness**
  - ii. Amy Runge has applied to become a member of the Planning Council to represent the Part C category.

#### 16. Planning for Community Forum

- Support staff and members discussed the success and challenges of the community forums that took place in Clark, Mohave, and NYE counties.
- It was proposed that next year's forum in Mohave coincide with a Planning Council meeting to garner more attendance.
- Consumers are often later employed by our agencies. It is important that we are mindful that once they transition into those roles that we actively reach out to members to replace them on the Planning Council. The idea is to continue to spread the love and bring new members onto the PC and maintain our 33% consumer involvement.
- It was discussed that we think about a membership committee to look at how we orient new folks on the PC.
- It was also discussed that we set up a buddy program to help give people the confidence to come and stay engaged.
- These items will be added to the parking lot.

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### 17. Review and Resolve Parking Lot Items

- Discuss Website Updates and Possible New Logo Designs - <https://lasvegastga.com/planning-council/>
  - i. The committee discussed having a contest to create a new logo. This will allow members to get involved in the creation of a logo designed for the community.
  - ii. This is particularly good for people who have some experience in working with design.
- Manage membership application process – During the scope of work review (PCAT) for grant year 2025 this will be added as its own activity on the agenda.
  - i. It was discussed that we should create a membership committee that focuses on membership attendance, membership applications, and mentorship.
  - ii. This committee would be created for the 25/26 grant year.
- Review 2025/26 meeting schedules
  - i. There were 3 holidays requested to be added to the calendar. October 31 – Nevada Day, November 28 – County Family Day, and January 19 – MLK Day.
  - ii. It was noted that the changes indicated the changes to include the Executive Committee as virtually only moving into March of 2025.
  - iii. It was noted that we should co-inside the Mohave County community forum with the month that we decide to have a meeting in this county.
  - iv. **Vote:** There was a motion to approve the meeting schedule for 25/26 grant year by Kenneth Gary and seconded by Marc Gilbert.  
**For: (6)** Dan Brown, Marc Gilbert, Maria Montes Mendoza, Kenneth Gary, Benjamin Clayton, Anthony Castro  
**Against: (0)**  
**Abstain: (0)**

### 18. Announcements by Members

- There were no announcements at this time.

### 19. Public comment and discussion

- Benjamin Clayton talked about the importance of misinformation in the media and ensuring that we are getting the correct information to individuals so that they stay well informed.
- Benjamin also talked about the importance of everyone being on the same page with messaging.
- Marc Gilbert expressed that he feels there will be a lot more of this misinformation and that we should remain proactive in addressing it.

### 20. Adjournment

- **Vote:** There was a motion to adjourn the meeting made by Dan Brown and seconded by Kenneth Gary.  
  
**For: (6)** Dan Brown, Marc Gilbert, Maria Montes Mendoza, Kenneth Gary, Benjamin Clayton, Anthony Castro  
**Against: (0)**  
**Abstain: (0)**

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Next Meetings on Wednesday, December 18, 2024:

**Executive Committee Meeting**

1:00pm – 2:30pm

**SPA Strategic Planning and Assessment Committee Meeting**

3:00pm – 5:00pm

**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.

	Name of Planning Council Member	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Absences
1	Anthony Castro								X	X	0
2	Benjamin Clayton			-	X	X	X	X	X	X	1
3	Danny Brown	X	-	X	X	X	X	X	X	X	1
4	Kenneth Gary			X	X	X	X	X	X	X	0
5	Marc Gilbert	X	X	X	X	X	X	X	X	X	0
6	Maria Montes-Mendoza	X	X	X	X	X	X	X	X	X	0

Marc Gilbert  
Marc Gilbert (Mar 13, 2025 11:14 PDT)

13/03/2025

Maria Montes  
Maria Montes (Mar 13, 2025 11:00 PDT)

13/03/2025









# 2024.11.20 Executive Committee Minutes

Final Audit Report

2025-03-13

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