



Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, December 18, 2024

1:00 pm – 2:30 pm

**Southern Nevada Health District**

Redrock Conference Room

280 S Decatur Blvd

Las Vegas, NV 89107

Committee Members		Support Staff		Recipient Staff		Guests
Dan Brown	P	Clifford Barnett	P	Heather Shoop	P	Nadine Kienhoefer
Marc Gilbert	P	Deryk Jackson	P	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	A	

*P = Present      A = Absent*

1. **Call to Order and Roll Call**
  - Marc Gilbert 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)** - Marc 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.
4. **Public comment and discussion** - There were no public comments or discussion at this time in the meeting.

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

Marc Gilbert provided the following report from the November 20, 2024, meeting:

**Executive Committee Meeting Date:** Wednesday, November 20, 2024

**Planning Council Meeting Date:** Wednesday, November 20, 2024

**Last Strategic Planning and Assessment Meeting Date:** Wednesday, October 30, 2024

- The committee nominated Marc Gilbert as the new co-chair.
- The Planning Council reviewed its Planning Council Activity Timelines for the year and noted that everything remains on task with our legislative requirements.
- The service standard workgroup continues to meet. They recently reviewed the standards for medical case management and referral for healthcare services. During the next meeting scheduled for December they will review early intervention services, emergency financial assistance, and medical transportation.
- The committee reviewed the proposed updates to the policies and procedures and bylaws for attendance. This included moving attendance from the bylaws to policies and procedures and including steps for outreach to members who may be in violation of attendance policies.
- The committee was introduced to Amy Runge who has applied to become a member and represents the Part C category.
- Support staff and members discussed the success of this year’s community forum. We saw an uptick in new member applications after the conclusion of each forum.
- New member applications will be reviewed during our December meeting.
- The Executive committee voted to approve the meeting schedule for 2025/26 grant year. This will allow us to begin scheduling venues and logistics for meetings.
- We also talked about creating a membership committee that will focus on membership attendance, applications, and mentorship for the upcoming grant year.

**6. Approval of November 20, 2024, Meeting Minutes**

- It was noted that the executive committee attendance is now included.
- **Vote:** There was a motion to approve the minutes from November 20, 2024, by Maria Montes Mendoza and seconded by Kenneth Gary.

**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.

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

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

- They are continuing to wrap up scoring for the competitive bid for services. There will be more to be shared in upcoming meetings.
- We will also discuss some upcoming changes you can expect for the upcoming grant year with the Ryan White Part A award.

**9. Review, Approve and Sign Unobligated Balance Estimate by Co-Chairs**

- The chairs do not need to sign off on the new forms.
- The recipient's office will remain transparent about the report.

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

Tony Garcia from the Office of HIV provided the following updates:

- During the last meeting they reviewed the Early Intervention Services, Emergency Financial Assistance, and Medical Transportation.
- They reviewed both the service standards, policies, and procedures and received feedback.
- They should have services standards available for the Planning Council to approve in January.

**11. Las Vegas TGA CQM Updates**

Jessica Rios from the Office of HIV provided the following updates:

- They had 14 out of 16 (87.5%) agencies complete the yellow belt lean six sigma training for quality improvement.
- All the agencies completed the cycle one quality improvement projects and are now working on cycle two projects. This will be finalized in January.
- They completed 4 quarterly lab sessions (8) provided in both the am and pm hours.
- She provided 42 capacity building technical assistance and support sessions to subrecipients this year.
- Jessica shared the CQM milestones for the year.

**12. Receive Reports from Standing Committees –** There were no committee reports at this time as the SPA committee is scheduled to meet after this meeting.

**13. Review Planning Council Support Budget for December**

- Planning Council support reviewed the budget and noted that there was a deficit in meeting refreshments.
- An updated support budget will be presented at the January meeting once approved by the recipient's office.
- Planning Council Support Staff to pilot individual meal selection process for in-person attendees in March and April of next year.

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#### 14. Manage membership application process.

The committee went into an executive session to discuss new membership applications.

- **Vote:** There was a motion to go into executive session by Maria Montes Mendoza and seconded by Dan Brown.

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

**Against: (0)**

**Abstain: (0)**

- **Vote:** There was a motion to exit executive session, by Kenneth Gary and seconded by Maria Montes Mendoza.

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

**Against: (0)**

**Abstain: (0)**

The executive committee reviewed the applications of new and renewal members.

- **Vote:** There was a motion to approve the slate of completed applications, by Dan Brown and seconded by Maria Montes Mendoza.

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

**Against: (0)**

**Abstain: (0)**

The slate of names will be moved to the SPA for consideration and vote.

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

- Removal of members with excessive absences – **Monthly Review**
  - i. **Vote:** There was a motion to remove Sussanne Rigsby from the Planning Council for attendance violations, 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)**

- Review legislative required vacancies
  - Part C Recipient – The committee reviewed the application for the Part C representative.

#### 16. Review and sign Memorandum of Understanding (MOU)

- The Memorandum of Understanding will be sent out by support staff for review.
- There were updates to the signature lines and the dates.
- This should be completed by March.

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17. **Planning Council Meeting Feedback – November 20, 2024** – There were two items addressed on the meeting feedback that required a change to the questions. The support staff completed this process.

18. **Review and Resolve Parking Lot Items**

- Discuss Website Updates and Possible New Logo Designs - <https://lasvegastga.com/planning-council/>
  - The contest for an innovative design logo will be discussed during the SPA committee meeting.
- Membership committee to focus on membership attendance, applications, and mentorship.
  - The committee will continue to discuss the membership committee idea at upcoming meetings.

19. **Announcements by Members** - There were no announcements at this time.

20. **Public comment and discussion** - There were no public comments at this time.

21. **Adjournment**

- **Vote:** There was a motion to adjourn the meeting made by Maria Montes Mendoza and seconded by Kenneth Gary.

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

**Against: (0)**

**Abstain: (0)**

[Next Meetings on Wednesday, January 29, 2024:](#)

**Executive Committee Meeting**

1:00pm – 2:30pm

**LVTGA Ryan White Part A Planning Council 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.*



Maria Montes (Mar 13, 2025 11:25 PDT)

13/03/2025



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

13/03/2025

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

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