

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL

Executive Committee Minutes

Wednesday, January 29, 2025

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	
Marc Gilbert	P	Deryk Jackson	A	Jessica Rios	A	
Maria Montes Mendoza	P	Nathan Hoelscher	A	Alisha Barret	A	
Kenneth Gary	P	Sara Seaburg	P	Tony Garcia	P	
Benjamin Clayton	A	Thomas Rodriguez-Shucker	P	Tiffany Evans	P	
Anthony Castro	P			Kamron Toston	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. (Discussion, all matters in this item are informational only).

Support staff confirmed that there were 10 notice of meeting postings for the month.

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

There were no guests in attendance.

5. Executive Committee Co-Chair Report

Marc Gilbert gave the following report from December 18, 2025:

- The recipient’s office reviewed the unobligated balance estimate report with the committee and informed us that the chairs no longer need to sign off on the report to HRSA.
- The committee reviewed and approved a slate of new applicants’ applications to move forward to the PC.
- The PC determined that one member would be removed from the PC due to attendance violations.
- The committee began looking at support documents heading into the upcoming grant year including the memorandum of understanding.
- The committee reviewed the PC’s current directives and provided training to develop new directives in the upcoming grant year.
- The committee reviewed the calendar for the upcoming grant year.
- The committee heard updates from Jessica regarding the successes of the CQM committee over the last year.

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Jessica highlighted some of the committee's activities.

- The PC reviewed the support budget and noted that updates would need to be made in January.

6. Approval of December 18, 2024, Meeting Minutes. (For possible action)

Dan Brown Jr. made a motion to approve the meeting minutes from December 18, 2024 and Kenneth Gary seconded.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,

Against: (0)

Abstain: (0)

7. Review Scope of Work and Planning Council Activity Timelines (PCAT) - (For possible action)

Support staff reviewed the timeline. The Executive Committee is on task with its legislative requirements and all items are set to be addressed.

8. Receive Report from Standing Committee – Strategic Planning and Assessment Committee

Kenneth Gary gave the following report from the Strategic Planning and Assessment Committee (SPA) meeting from December 18, 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. She informed the committee that her office was beginning to wrap up on reviewing the applications that came in for Ryan White and ending the epidemic services.
- Heather reviewed the current estimated unobligated balance report with the committee. The new report has been set up differently by HRSA and no longer requires a signature by the Planning Council chairs.
- It was brought up that anyone who needed or maybe having issues with medical transportation services can reach out to Heather Lazarakis at hlazarakis@dncfp.nv.gov or for general: **Transportation concerns: Transportation@dncfp.nv.gov and MTM We Care Line for complaints: (866) 436-0457**
- The committee was informed that the next Integrated Plan is due at the end of 2026 for the years of 2027 – 2031. The community will embark on a new planning process soon and the recipient's office will keep us updated on the progress.
- The PC had a training session on directives. The PC reviewed the current directives for 2024 and looked at changes to directives for the 2025 grant year.
- The PC talked about potential new logo ideas as we head into the upcoming grant year.
- The recipient's office gave a special thank you to all new applicants that attended the meeting.

9. Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)

- Heather Shoop presented 1 re-allocation and 2 rapid reallocation requests, one coming from November and one coming from December. The November rapid reallocation moved \$4,000 from Linguistic Services to Emergency Financial Assistance and that was a support to support movement of funds. The December rapid reallocation moved \$3,444.99 from medical case management to medical nutrition therapy and \$11,217.24 from health education/risk reduction to medical transportation. Both rapid reallocations moved funds from core to core and support to support. She also presented a reallocation request from January which moved \$22,731.30 from medical case management where \$21,698.54 went to food bank/home delivered meals and \$1,032.76 went to medical transportation.

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Dan Brown Jr. made a motion to approve both of the rapid reallocation requests from November and December as well as the reallocation request from January and Kenneth Gary seconded it.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,

Against: (0)

Abstain: (0)

- The request for qualifications for Ryan White and Ending the HIV Epidemic were reviewed and all agencies that have applied for funding will be notified of decisions within the next 2 weeks. Contracts will be extended for 3 months to ensure there is no service interruption.
- A partial award was received and is considerably less than in past years. Decisions will need to be made regarding prioritizing services that keep people in care.
- A senior management analyst position was posted for the Ryan white program. They would be responsible for supervising the management analysts on the Ryan White side and also would be responsible for the Minority Aids Initiative program and the Status Neutral program.

The executive orders sign by the President were discussed and the potential effects it would have on funding for the Ryan White Program.

10. Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)

Tony Garcia will present the following service standards for review and discussion at the Planning Council meeting.

- emergency financial assistance
- medical transportation
- referral for healthcare and support services
- medical case management

11. Review Planning Council Support Budget for January (Monthly). (For possible action)

Planning Council support staff presented the current budget and reviewed all line items. They also presented an updated budget with a reallocation for the 'Planning Council Meeting Refreshments' line item. Lines items 'Incentives for consumer participation' would be reduced by \$500 and 'Mileage and internet reimbursement' would be reduced by \$650 and the total of \$1,150 would be moved to the 'Planning Council meeting refreshments' line item.

Dan Brown Sr. made a motion to approve the budget revision above and Maria Montez Mendoza seconded.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza

Against: (0)

Abstain: (0)

12. Manage membership application process (For possible action)

Dan Brown Sr. made a motion to move into executive session and Maria Montez Mendoza seconded.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,

Against: (0)

Abstain: (0)

Abstain: (0)

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Dan Brown Sr. made a motion to come out of executive session and Maria Montez Mendosa seconded.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,
Against: (0)

Dan Brown Sr. made a motion to approve the 2 new applications, and the 1 renewal application and Kenneth Gary seconded it.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,
Against: (0)
Abstain: (0)

13. Review Planning Council Attendance for Membership Compliance. (For possible action)

Removal of members with excessive absences - There are 2 members who have 5 absences and it was the recommendation of the Executive Committee to remove these 2 members. Dan Brown Sr. made a motion to remove these 2 members and Kenneth Gary seconded.

For: (5) Dan Brown, Anthony Castro, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza,
Against: (0)
Abstain: (0)

14. Schedule New Member Orientation

Attendees discussed this and needing to know what members have completed the Ethics Training was brought up. This needs to be completed every 2 years. It's important to keep track of that and staff will add a column on the attendance grid to include this.

15. Review Planning Council Meeting Feedback

Staff presented the Planning Council meeting feedback from December 18, 2025. Overall, meeting feedback was very favorable, however there was an individual who did not feel safe to speak in the meeting. There were also comment requesting clarity around their roles and more training opportunities.

16. Review and Resolve Parking Lot Items (For possible action)

- Discuss Website Updates and Possible New Logo Designs
Different scenarios were discussed to promote involvement with this. Possibly a contest for all PC members to design a new logo and have an incentive for the winner.

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

There were no announcements.

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

There were no quests in attendance.

19. Adjournment. (Action)

Dan Brown Sr. made a motion to adjourn and Kenneth Gary seconded.

For: (4) Dan Brown, Marc Gilbert, Kenneth Gary, Maria Montes Mendoza
Against: (0)
Abstain: (0)

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Next Meetings on Wednesday, February 26, 2025:

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.

Anyone desiring supporting documentation or additional information is invited to call Planning Council Support Staff at 1(888) 323-1110 or LVPCSupport@CollaborativeResearch.us

This notice and agenda have been posted on or before 9 a.m. on the third working day before the meeting at <https://notice.nv.gov/> and at the following locations: (1) Clark County Ryan White Part A HIV/AIDS Program Office, 2820 W. Charleston Blvd, Suite B-15, Las Vegas, NV 89106; (2) Community Counseling Center, 714 E. Sahara Ave., Las Vegas, NV, 89104; (3) AFAN, 1830 E. Sahara Ave., Suite 210, Las Vegas, NV, 89104; (4) The Center, 401 S. Maryland Parkway, Las Vegas, NV 89101; (5) UMC Wellness Center, 701 Shadow Lane, Las Vegas, NV 89106; and (6) Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107.

Executive Attendance GY2024

NAME	MARCH-24	APRIL-24	MAY-24	JUNE-24	JULY-24	AUGUST-24	SEPTEMBER-24	OCTOBER-24	NOVEMBER-24	DECEMBER-24	JANUARY-25	FEBRUARY-25	ABSENCES
Danny Brown	X	A	X	X	X	X	X	X	X	X	X		1
Anthony Castro	-	-	-	-	-	-	-	X	X	X	X		0
Benjamin Clayton	-	-	-	X	X	X	X	X	X	X	X		0
Kenneth Gary	-	-	X	X	X	X	X	X	X	X	X		0
Marc Gilbert	X	X	X	X	X	X	X	X	X	X	X		0
Maria Montes-Mendoza	X	X	X	X	X	X	X	X	X	X	X		0

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

13/03/2025

Maria Montes
Maria Montes (Mar 13, 2025 11:27 PDT)

13/03/2025