

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**  
Wednesday, September 17, 2025  
1:00 pm – 2:30 pm  
**Virtual Meeting**

Committee Members		Support Staff		Recipient Staff		Guests
Dan Brown	P	Thomas Rodriguez-Shucker	P	Heather Shoop	A	
Marc Gilbert	P	Sara Seaburg	A	Jessica Rios	P	
Maria Montes Mendoza	P	Nathan Hoelscher	P	Tony Garcia	P	
Kenneth Gary	P	Tatum Townsend	P	Tiffany Evans	P	
Benjamin Clayton	P			Kamron Toston		
Anthony Castro	P			Jose Alcazar		
				Alisha Barrett		

*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 attendees, reviewed meeting etiquette, and invited all guests to introduce themselves.
- 3. Confirmation of Notice of Meeting Posting. (Discussion, all matters in this item are informational only).**  
Support staff confirmed that there were 5 notices of meeting postings for the month.
- 4. Public comment and discussion. (Discussion, all matters in this item are informational only)**  
No public comments were offered.
- 5. Approval of August 20, 2025 Meeting Minutes. (For possible action)**  
Kenneth Gary made a motion to approve the meeting minutes from August 20, 2025, and Dan Brown Sr. seconded.  
  
**For: (6)** Brown, Castro, Clayton, Gilbert, Gary, Montes Mendoza  
**Against: (0)**  
**Abstain: (0)**
- 6. Review Scope of Work and Planning Council Activity Timelines (PCAT) - (For possible action)**  
Support staff reviewed the Planning Council Activity Timeline. The Executive Committee is on task with its legislative requirements, and all items are set to be addressed.
- 7. Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)**  
Support Staff shared the GY25 allocation report on behalf of Heather Shoop. The report will be shared in greater detail in the upcoming full Planning Council meeting.
- 8. Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)**

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

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There were no service standards to review, and prior updates are complete.

**9. Part A Clinical Quality Management (CQM) Update from the Office of HIV (For possible action)**

Jessica Rios shared the following updates:

- Quarterly CQM meetings are scheduled for next week

**10. Review the Results of the Assessment of the Efficiency of the Administrative Mechanism (AEAM)**

Support staff shared the results of the Assessment of the Efficiency of the Administrative Mechanism (AEAM) with the Executive Committee. The results verified that in GY24:

- Part A funds were expended in a timely manner
- Part A contracts with subrecipients were signed in executed in a timely manner
- There was less than 5% in carryover funds
- The Part A award for GY24 matched the service categories and percentages identified during the PSRA process
- Part A resources were reallocated in a timely manner to ensure the community's needs were met

Danny Brown Sr. made a motion to approve the results of the Assessment of the Efficiency of the Administrative Mechanism, and Kenneth Gary seconded.

**For: (6)** Brown, Castro, Clayton, Gary, Gilbert, Montes Mendoza.

**Against: (0)**

**Abstain: (0)**

**11. Preparation of PC Letter to Accompany Grant Application**

Support staff presented the Letter of Concurrence, which was sent to the Co-Chairs for review/approval prior to submission to the Recipient.

**12. Plan for Annual Community Forum**

Support Staff is in the process of planning for the Annual Community Forum. The Annual Community Forum will take place November 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup>.

Dan Brown Sr. made a motion to approve the dates of the Annual Community Forum, and Kenneth Gary seconded.

**For: (6)** Brown, Castro, Clayton, Gary, Gilbert, Montes Mendoza.

**Against: (0)**

**Abstain: (0)**

**13. Review Policy and Procedure Manual for potential updates (For possible action)**

Support Staff discussed the upcoming review and updates to the Policy and Procedure Manual. The Executive Committee will begin marking sections to be updated over the next few EC meetings, with a target final completion of March 1.

**14. Review By Laws for potential updates (For possible action)**

Support Staff discussed the upcoming review and updates to the Bylaws. The Executive Committee will begin marking sections to be updated over the next few EC meetings, with a target final completion of March 1.

**15. Review Planning Council Support Budget through August 2025. (For possible action)**

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

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Planning Council support staff presented the current budget and reviewed all line items through August.

**16. Manage membership application process (For possible action)**

There were no new applications to review at this time, and one to be reviewed at the following SPA Committee meeting.

**17. Review Planning Council Membership Compliance. (For possible action)**

Support staff reviewed Planning Council membership compliance and attendance. Several Planning Council members have high absences and/or outstanding documentation to complete. The Executive Committee and support staff discussed a few action plans and will continue outreach to members with high absences. Support Staff will send notices to those approaching the absence threshold.

**18. Review and approve GY2025/26 New Member Orientation**

The New Member Orientation discussion will be brought to the full Planning Council for input. Suggestions were made to split the training into multiple shorter sessions.

**19. Review Planning Council Meeting Feedback – August 27, 2025. (Discussion, all matters in this item are informational only).**

Staff presented the Planning Council meeting feedback from August 27, 2025. Overall, the feedback was very positive with no concerns mentioned. Members requested clarification on data, voting procedures, HRSA site visit findings, and HRSA federal guidelines.

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

- Discuss Website Updates and Possible New Logo Designs
  - Support staff shared an updated logo with improved quality to use while the New Logo Design contest continues.

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

There were no announcements by members.

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

There were no public comments.

**23. Adjournment. (Action)**

Danny Brown Sr. made a motion to adjourn, and Benjamin Clayton seconded.

**For: (6)** Brown, Castro, Clayton, Gary, Gilbert, Montes Mendoza.

**Against: (0)**

**Abstain: (0)**

**Upcoming Meetings**

**September 24, 2025, Planning Council Meeting**

3:00 pm – 5:00 pm

Southern Nevada Health District, 280 S. Decatur Blvd, Las Vegas NV 89107

Redrock Conference Room

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

**October 22, 2025, Executive Committee Meeting**

1:00pm – 2:30pm (VIRTUAL)

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 24-25**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	ABS.
Danny Brown	X	X	X	X	A	A	X	X	X	X	X	X	2
Anthony Castro	X	X	X	X	X	X	X	X	X	X	X	X	0
Benjamin Clayton	X	X	X	X	A	X	X	X	X	A	X	X	2
Kenneth Gary	X	X	X	X	X	X	X	X	X	X	X	X	0
Marc Gilbert	X	X	X	X	X	X	X	X	X	X	X	X	0
Maria Montes-Mendoza	X	X	X	X	A	A	X	X	A	X	X	X	3



Marc Gilbert (Feb 13, 2026 15:38:21 PST)

02/13/26



Maria Montes Mendoza (Feb 16, 2026 09:44:58 PST)

Feb 16, 2026