

Marc Gilbert and Maria Montes Mendoza – Co Chairs

LAS VEGAS TRANSITIONAL GRANT AREA PART A RYAN WHITE PLANNING COUNCIL

**Planning Council Meeting Minutes**

Wednesday, September 24, 2025

3:00 pm – 5:00 pm

Committee Members				Recipient Staff		Guests
Danny Brown Sr.	P	Diana Magdaleno	A	Heather Shoop	P	Anita Lockhart
Gina Candelario	P	Jennie Martin	A	Jessica Rios	P	Wilma Herrera
Anthony Castro	P	Aaronell Matta	P	Tony Garcia	A	Christopher Mendoza
Humberto Chavez	P	Devona Meeks	P	Kamran Toston	A	Heather Smith
Adriene Christian	P	Maria Montes-Mendoza	P	Tiffany Evans	P	Irvin James
Benjamin Clayton	P	Adelina Palacio	P			
Cathleen Danheiser	P	Dr. Cheryl Radeloff	P			
Darnell Duwyenie	P	Valerie Ricketts	A			
Patrick Forand	P	Amy Runge	P			
Kenneth Gary	P	Jocelia Sawyer	P			
Marc Gilbert	P	Angela Smith	P			
Susana Gonzalez	P	Ian Smith	A			
Krystal Griffin	P	Lorenzo Stanley	P			
Robert Hamilton	P	Robert Thurmond	A			
Jason Hampton	A	Robert Wilson	A			
Raychel Holbert	P	Stacey Young	P			
Tory Johnson	A					
Heather Lazarakis	A					
<i>P = Present A = Absent A</i>						
Support Staff: Sara Seaburg, Nathan Hoelscher, Tatum Townsend						

**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 7 notices of meeting postings for the month.

**4. Public comment and discussion** – There were no comments

**5. Review/Update Committee Planning Council Activity Timeline (PCAT) (For possible action)** Support staff reviewed the timeline. The Planning Council is on task with its legislative requirements, and all items are set to be addressed.

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**6. Approval of the July 30, 2025 – Planning Council Minutes (For possible action)**

**Vote:** There was a motion to approve the minutes from July 30, 2025, by Dan Brown and seconded by Maria Montes Mendoza.

**For: (19)** Brown, Candelario, Castro, Christian, Clayton, Danheiser, Forand, Gary, Gilbert, Griffin, Matta, Montes-Mendoza, Palacio, Radeloff, Ricketts, Sawyer, Smith, Stanley, Young

**Against: (0)**

**Abstain: (3)** Chavez, Holbert, Meeks

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

Heather Shoop gave the following report:

- They completed the program terms report which is due on October, 24th, but it's already been completed.
- The PTR, or Program Terms Report, typically doesn't get submitted to HRSA until 60 days after the receipt of the final award.
- They're in the middle of the non-competing continuation application for Ryan White.
- The NCC is due on the 2nd of October and they are on track to complete that on time.
- The integrated planning process for both Nevada and Arizona are underway.
- There is also an allocation report to present which Heather presented to the Council. This showed that core medical services received 71.89% of direct service dollars, below the required 75%, but with a waiver in place. The council reviewed legislative requirements for CQM allocations and recipient administration spending.
  
- Tiffany announced the return of the People Purpose Power (P3) virtual educational training series, which provides free webinars on HIV-related topics for individuals, healthcare providers, and community partners. She requested feedback through a survey to shape the content of the upcoming webinars, with the survey open until October 1st.

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

At this time, all updates have been completed.

**9. Part A Clinical Quality Management (CQM) Updates. (Discussion, all matters in this item are informational only).**

*The co-chair will ask the recipient's office to provide program updates for the TGA.*

Jessica presented quarterly clinical quality management updates, highlighting progress towards various goals, including increases in link-to-care services and virologically suppressed clients, though some metrics were below target.

**10. Receive Report from the Executive Committee (For possible action)**

- The Executive Committee reviewed the Planning Council Activity Timeline (PCAT) and confirmed that all items are on track with legislative requirements and the minutes from August 20<sup>th</sup> were approved. Notable upcoming activities include:
  - Review and update by-laws, policy & procedure manual and new Planning Council Orientation using findings from the HRSA site visit report.
  - Planning Council co-chair nominations to begin



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- Annual Community Forums – Support staff will:
  1. Coordinate with Tiffany and Tony on logistics for the community forums in November, including exploring the possibility of holding the Mojave forum in Lake Havasu instead of Kingman and work with providers to determine the best location for the Mojave community forum.
  2. Arrange for Executive Committee members to participate in presenting at the community forums.
  3. Arrange for Spanish interpreters for the community forums.
  4. The dates were approved for the community forums: November
- We also reviewed the results of the Assessment of the Efficiency of the Administrative Mechanism and voted on the results without having any findings.
- We also reviewed the Non-Compete Continuation instructions that the office of HIV is working on. This will also include a letter of assurance from the Planning Council. We reviewed the letter and 2 updates were requested which support staff will make and the letter was approved.
- We discussed the updates to the bylaws and policy & procedure manual, and support staff will send these out with a list of items that had asked to be updated. The Executive Committee will take a more active role in these documents and become more familiar with them. They will be worked on collaboratively between the committee and support staff.
- We reviewed the allocations portion of the NCC that will be submitted to HRSA.
- We reviewed the reflectiveness mandate and discussed ways to improve the areas where we are lacking. Benjamin offered the opportunity to have someone from the EC speak at a meeting of student government.
- We reviewed attendance and support staff shared that they have reached out to members who have missed many meetings and haven't heard back at this time. It was decided to continue reaching out these members until any new members have been approved in January and then remove them from the PC roster at that time if we haven't heard back.
- We discussed the New Member Orientation format moving forward and it was decided to have this conversation with the full Planning Council.
- Benjamin asked if whoever was willing to speak at the student government meeting, could discuss the Logo design contest and kick that off for students in the art department.

**11. Review Results of the Assessment of the Efficiency of the Administrative Mechanism (*For possible action*)**

Staff presented the results of the AEAM for all attendees to view. All results were on track and the detail submitted was outstanding. Staff also shared the feedback results from the 12 providers who completed the survey and responses were kept anonymous.

**12. Compile, review and resolve parking lot items (*For possible action*)**

New Planning Council Logo Design Contest – this is still ongoing.

**13. Complete Planning Council Meeting Feedback**

Support staff shared the link to the Planning Council meeting feedback survey as they'll use the QR code for attendees so they can complete the feedback survey.

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

- Dr. Radeloff shared that their next HIV Prevention Planning Group meeting will be October 22<sup>nd</sup>.
- They'll also be holding a Health District After Dark, which will be held here on, October 23<sup>rd</sup> from 4 – 6pm. The topic is the State of Nevada's public health safety net.

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

There were none

**16. Adjournment (Action)**

There was a motion to adjourn by Lorenzo Stanley and seconded by Dan Brown.

**For: (22)** Brown, Candelario, Castro, Chavez, Christian, Clayton, Danheiser, Forand, Gary, Gilbert, Griffin, Holbert, Matta, Meeks, Montes-Mendoza, Palacio, Radeloff, Ricketts, Sawyer, Smith, Stanley, Young

**Against: (0)**

**Abstain: (0)**

**October Meeting Schedule**

**October 22, 2025, Executive Committee Meeting (VIRTUAL ONLY)**

1:00pm – 2:30pm

**October 29, 2025, SPA Meeting**

10:00am – 4:00pm

**Dignity Health**

4980 W Sahara Ave

Las Vegas, NV 89146

Suite 220 - 2nd Floor

*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 The Wellness Center, 701 Shadow Lane, Las Vegas, NV 89106; and (6) Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107.*

  
Marc Gilbert (Feb 13, 2026 15:33:05 PST)

02/13/26

  
Maria Montes Mendoza (Feb 18, 2026 15:41:26 PST)

Feb 18, 2026