

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, October 22, 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	P	Jessica Rios	P	
Maria Montes Mendoza	P	Nathan Hoelscher	A	Tony Garcia	P	
Kenneth Gary	P	Tatum Townsend	P	Tiffany Evans	P	
Benjamin Clayton	P			Kamron Toston		
Anthony Castro	A			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 4 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 September 17, 2025 Meeting Minutes. (For possible action)**

Danny Brown Sr. made a motion to approve the meeting minutes from September 17, 2025, and Kenneth Gary seconded.

**For: (5)** Brown, 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)**

Heather was attending a conference and not in attendance. There was not report at this time.

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

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

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

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**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

**9. 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>. Staff confirmed that Nye County Social Services would host their forum on Monday, while Las Vegas-Clark County's forum was scheduled for Wednesday before the Planning Council meeting. The team decided to postpone sending out flyers for the Mojave forum the location was finalized.

**10. Review Policy and Procedure Manual/By Laws 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.
- There were no specific updates to review at this time however, a discussion took place on allowing community members to vote. This led to a discussion regarding community members wanting to participate in the Planning Council but not being full PC members. The group discussed the structure and function of a Consumer Development Committee (CDC), which would be a standing committee of the Planning Council. Thomas suggested that the CDC should be co-chaired by two people who receive Ryan White Part A services, with these co-chairs becoming part of the executive committee. The CDC would provide a platform for consumers to voice their needs and receive information about new medications and treatments, with the co-chairs bringing back key points to the Planning Council. The group agreed that the CDC would be separate from the Planning Council but would operate within it, with full Planning Council membership required for co-chairs.
- The group discussed implementing quarterly town halls to better engage the community and provide resources, inspired by Columbus's model of having a separate community-focused meeting every other month. Thomas highlighted the success of Columbus's approach, which includes a yearly holiday party for consumers, while emphasizing the importance of keeping such events separate from Ryan White funding. Maria and Marc raised questions about the potential overlap with existing initiatives like the consortium, with Maria suggesting that the proposed town halls would be more community-focused. Kenneth expressed enthusiasm for involving consumers from Mojave and Nye County in these efforts.

**11. Review Planning Council Support Budget through September 2025. (For possible action)**

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

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

There were no new applications to review at this time

**13. 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.

**14. 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.

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**15. Review Planning Council Meeting Feedback – September 24, 2025. (Discussion, all matters in this item are informational only).**

Staff presented the Planning Council meeting feedback from September 24, 2025. Overall, the feedback was very positive with no concerns mentioned.

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

- Discuss Website Updates and Possible New Logo Designs

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

There were no announcements by members.

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

There were no public comments.

**19. Adjournment. (Action)**

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

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

**Against: (0)**

**Abstain: (0)**



Marc Gilbert (Feb 13, 2026 15:39:22 PST)

02/13/26

**Upcoming Meetings**

**October 29, 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 (Feb 16, 2026 09:42:22 PST)

Feb 16, 2026

**November 12, 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