

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL

Executive Committee Summary – No Quorum

Wednesday, December 10, 2025

1:00 pm – 2:30 pm

Virtual Meeting

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

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 there was no quorum.

2. Welcome and Introduction of Guest(s).

Marc 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 6 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 November 12, 2025 Meeting Minutes. (For possible action)

No vote was taken due to lack of quorum.

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 Shoop provided the following report:

- She reported on program updates and reallocations, noting significant funding was allocated to food banks and home-delivered meals.
- She mentioned the need to submit an estimated unobligated balance report to HRSA by December 31st and highlighted efforts to encourage subrecipients to spend funds or return unused money.
- She also discussed the submission of a Ryan White non-competing continuation application and the collaboration with agencies to implement Rapid Start funding.
- She emphasized the importance of completing annual monitoring and addressing underspending to improve overall financial management.

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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.
9. **Part A Clinical Quality Management (CQM) Update from the Office of HIV (For possible action)**
There was no report at this time.
10. **Review Policy and Procedure Manual/By Laws for potential updates (For possible action)**
The group discussed this and during the December SPA meeting, 2 of the 4 findings from the HRSA site visit will be reviewed with updates made to resolve these issues. Then in January, the remaining 2 findings will be reviewed with updates made to resolve these issues.
11. **Review Planning Council Support Budget through October 2025. (For possible action)**
Planning Council support staff presented the current budget and reviewed all line items through November.
12. **Manage membership application process (For possible action)**
Due to lack of quorum, it was decided to review all new and renewal applications at the December SPA meeting and conduct a vote at that time.
13. **Review Planning Council Membership Attendance (For possible action)**
Support staff reviewed Planning Council membership compliance and attendance. Staff has reached out to members with high absences in order to find out if there are barriers that may be addressed.
14. **Review Membership Matrix for Compliance with Federal Reflectiveness Mandates**
Support staff reviewed the reflectiveness matrix for attendees and all areas were discussed.
15. **Review and approve GY2025/26 New Member Orientation**
This will be discussed once all updates to reflect the site visit findings and new compliance measures are in place.
16. **Review Planning Council Meeting Feedback – November 19, 2025. (Discussion, all matters in this item are informational only).**
Staff presented the Planning Council meeting feedback from November 19, 2025. Overall, the feedback was very positive with no concerns mentioned.
17. **Review and Resolve Parking Lot Items (For possible action)**
 - Discuss Website Updates and Possible New Logo Designs – Benjamin shared the winning logo design and this be presented at the December SPA meeting for final review.
18. **Announcements by Members. (Discussion, all matters in this item are informational only)**
There were no announcements by members.
19. **Public comment and discussion. (Discussion, all matters in this item are informational only)**
There were no public comments.
20. **Adjournment. (Action)**
Due to lack of quorum the meeting ended without a vote to adjourn

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Upcoming Meetings

January 14, 2026, Executive Committee Meeting

1:00pm – 2:30pm (VIRTUAL)

January 28, 2026, Planning Council Meeting

3:00 pm – 5:00 pm

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

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 25-26	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	ABS.
Danny Brown	X	A	A	X	X	X	X	X	X	X	X	A	3
Anthony Castro	X	X	X	X	X	X	X	X	X	A	X	A	2
Benjamin Clayton	X	A	X	X	X	X	A	X	X	X	X	A	3
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	A	A	X	X	A	X	X	X	X	X	X	3