

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

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

**Executive Committee Minutes**

Wednesday, April 15, 2026

1:00 pm – 2:30 pm

Virtual Meeting

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

*P = Present      A = Absent*

**1. Call to Order and Roll Call.**

The meeting of the LVTGA Ryan White Part A Planning Council Executive Committee was called to order by Co-Chair Maria Montes Mendoza. Roll call was conducted by Planning Council Support Staff.

**2. Welcome and Introduction of Guest(s).**

Co-Chair Montes welcomed members and guests and reviewed meeting etiquette, including muting microphones when not speaking and use of the “Raise Hand” function. Attendees were reminded to comply with federal regulations, Planning Council guidelines, HRSA requirements, and the Council’s Code of Conduct, including disclosure of conflicts of interest and avoidance of prohibited discussions.

**3. Confirmation of Notice of Meeting Posting. (Discussion, all matters in this item are informational only).**

Support staff confirmed that there were 10 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. Review of March 11, 2026 Meeting Minutes for Approval.**

Danny Brown Sr. made a motion to approve the meeting minutes from January 21, 2026 and Kenneth Gary seconded the motion.

**For(5)** Brown, Gary, Gilbert, 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 Shoop provided the following report:

- Notification that the next Ryan White Part A award installment will be issued as a full remaining award, rather than multiple partial disbursements; however, receipt is now anticipated by the end of May 2026 due to an additional federal review process.
- Emergency Financial Assistance (EFA) funds have been fully expended, indicating increased need and streamlined access.
- The rideshare medical transportation program has also exhausted its funding allocation.
- The Recipient's Office will review potential reallocations to support EFA and medical transportation and will return with an update or recommendation at the next Planning Council meeting.
- Ongoing collaboration with the Southern Nevada Health District (SNHD) to develop an out-of-care report, including matching CareWare, eHARS, Epitrax, and vital records data to identify clients truly out of care.
- Monthly coordination meetings are underway, with the next scheduled for May 20, 2026, to finalize outreach strategies and determine responsibilities among Disease Intervention Specialists, centralized eligibility, and Rapid Start teams.
- A decision was made not to apply for a NASTAD out-of-care grant due to duplication of existing work and excessive administrative burden.
- The program transitioned from biannual to annual eligibility certification effective April 1, 2026, aligning all Ryan White Parts statewide.

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

No formal updates were reported by the work group. The Recipient's Office noted the need to update Medical Case Management service standards to reflect tiered service language from the competitive bid process. Draft language will be shared with the Executive Committee for review.

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

Jessica will present an annual report at next week's Strategic Planning & Assessment committee meeting.

**10. Review Planning Council Support Budget through March 2026. (For possible action)**

Planning Council Support Staff presented the Planning Council support budget for the current grant year, highlighting:

- Administrative billing to date (agendas, minutes, coordination meetings).
- Minimal expenditures for consumer support, mileage, and internet reimbursement.
- No expenditures yet for PSRA, AEAM, or consumer forums.
- Addition of a new line item to support Ryan White Conference planning and travel coordination, managed by Collaborative Research on behalf of Planning Council and Recipient staff.

The Recipient's Office clarified the rationale for centralized travel coordination and noted anticipated budget updates once the full award is received, including potential additions for needs assessment activities.

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

There are no new applications at this time.

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

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**12. Review Planning Council Membership Attendance (For possible action)**

Planning Council Support Staff reviewed attendance records covering the previous 12-month rolling period. Attendance trends were discussed, with acknowledgment of improvements where applicable. No compliance actions were required at this time.

**13. Review Membership Matrix for Compliance with Federal Reflectiveness Mandates**

Support staff reviewed the reflectiveness matrix for attendees and all areas were discussed. The Committee briefly discussed agency representation limits per Planning Council policies.

**14. Review and approve GY2026/27 New Member Orientation**

Planning Council Support Staff provided a high-level overview of upcoming New Member Orientation modules, including:

- Membership requirements and committee structure
- Bylaws and policies
- Directives to the Recipient and Memorandum of Understanding
- PSRA training (to be conducted separately)
- Needs assessment overview
- Service standards
- Essential tools, acronyms, and Planning Council website navigation

Committee members recommended incorporating a brief orientation to the LVTGA website, including content relevant to consumers and subrecipients.

**15. Review Planning Council Meeting Feedback – March 25, 2026. (Discussion, all matters in this item are informational only).**

Meeting evaluation results were presented, noting:

- High satisfaction ratings (average score 4.7 out of 5)
- 100% of respondents reported respectful meeting facilitation and a stigma-free environment
- Comments highlighted appreciation for training content and transparency
- Some feedback noted concerns regarding extended personal discussions during public meetings

The Committee discussed balancing accessibility and confidentiality, emphasizing respectful redirection and consideration of executive sessions when appropriate.

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

The Committee reviewed the ongoing Planning Council logo redesign. No updates were available due to staff availability. The item remains in the parking lot.

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

Announcements included recognition of Tatum Townsend’s final meeting with Collaborative Research. Members expressed appreciation for her service and wished her success in her new role.

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

There were no public comments.

Maria Montes Mendoza & Marc Gilbert, Co-Chairs

**19. Adjournment. (Action)**

Danny Brown made a motion to adjourn the meeting, and Marc Gilbert seconded the motion:

**For (4)** Brown, Gary, Gilbert, Montes Mendoza

**Against (0)**

**Abstain (0)**

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.

<b>Executive Attendance 25-26</b>	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	ABS.
Danny Brown	X	X	X	X	X	X	X	A	X	X	X	X	3
Anthony Castro	X	X	X	X	X	A	X	A	X	A	X	A	4
Benjamin Clayton	X	X	A	X	X	X	X	A	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	X	X	X	X	X	X	X	X	X	X	1