Marc Gilbert & Maria Montes Mendoza

Planning Council Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL
Executive Committee Minutes
Wednesday, August 13, 2026
1:00 pm – 2:30 pm
Virtual Meeting

Committee Members		Support Staff		Recipient Staff		Guests
Dan Brown	**P**	Thomas Rodriguez-Shucker	**P**	Heather Shoop	**P**	Susana Gonzalez
Marc Gilbert	**P**	Sara Seaburg	**A**	Jessica Rios	**P**	
Maria Montes Mendoza	**P**	Nathan Hoelscher	**A**	Tony Garcia	**P**	
Kenneth Gary	**P**			Tiffany Evans	**P**	
Benjamin Clayton	**A**			Kamron Toston	**A**	
Anthony Castro	**P**			Jennifer Vazquez	**P**	
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 Marc Gilbert. Roll call was conducted by Planning Council Support Staff.

2. **Welcome and Introduction of Guest(s).**
   Co-Chair Marc Gilbert 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 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. **Review of August 13, 2026 Meeting Minutes for Approval.**
   Kenneth Gary made a motion to approve the meeting minutes from August 13, 2026 and Danny Brown Sr. seconded the motion.

   For(5) Brown, Castro, Gary, Gilbert, Montes-Mendoza
   Against(0)
   Abstain(0)

6. **Review Scope of Work and Planning Council Activity Timelines (PCAT) - (For possible action)**
   Planning Council Support reviewed the August Planning Council Activity Timeline and Scope of Work. Activities included review of committee reports, preparation for the FY 2027 Priority Setting and Resource Allocation (PSRA) process, review of meeting feedback, continued work on the Assessment of the Efficiency of the Administrative Mechanism (AEAM), preparation of a Planning Council concurrence letter for the upcoming Non-Competing Continuation application, and planning for annual community forums. Members agreed that activities were progressing according to schedule

7. **Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)**
   Heather Shoop gave the following report:
   - They are continuing post-conference follow-up activities following attendance at the Ryan White Conference.
   - While no major programmatic updates were presented, staff reported that efforts remained focused on returning to normal operations and preparing for upcoming Planning Council activities.
   - Heather indicated that additional updates would likely be available at future meetings.

   Members briefly discussed experiences at the conference and the challenges encountered during return travel.

8. **Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)**
   No updates were reported by the work group.

9. **Part A Clinical Quality Management (CQM) Update from the Office of HIV (For possible action)**
   There were no updates at this time.

10. **Preparation of Planning Council Letter to Accompany Grant Application**
    Planning Council Support recommended postponing development of the Planning Council concurrence letter until completion of the FY 2027 Priority Setting and Resource Allocation process later in the month. Members agreed that the letter should reflect current planning priorities and allocation decisions and therefore should be drafted following PSRA.

11. **Review Planning Council Support Budget through July 2026. (For possible action)**
    Approximately 32% of the annual budget had been expended. Staff explained that major planned activities, including PSRA and Community Forums, occur later in the grant year and will account for a significant portion of remaining expenditures. No budget concerns or reallocations were identified, and expenditures remain on track with approved spending plans. Staff also acknowledged the extensive logistical efforts necessary to support conference travel following recent transportation disruptions

12. **Manage membership application process (For possible action)**
    There are no new applications at this time.

13. **Review the Assessment of the Efficiency of the Administrative Mechanism for GY25 (For possible action)**
    Planning Council Support reported that all funded subrecipients completed the AEAM survey process and that the Recipient's Office submitted the required workbook. Staff indicated that results are currently being compiled and analyzed and will be presented to the Executive Committee during the September meeting. Members commended the Recipient's Office and providers for achieving full participation.

14. **Review Planning Council Membership Attendance (For possible action)**
    Planning Council Support reviewed member attendance and participation records. Several members were approaching attendance thresholds requiring follow-up. Staff recommended contacting members with three or more absences to remind them of attendance requirements and encourage continued participation. The Executive Committee supported the recommendation and requested that reminders be sent.

15. **Review Membership Matrix for Compliance with Federal Reflectiveness Mandates**
    Support staff reported that membership composition remains compliant with HRSA requirements and reflects strong representation overall, with opportunities for improvement in Hispanic, male, and White representation.

16. **Planning for Annual Community Forums**
    Members reviewed initial planning activities for the annual Community Forums scheduled for November 16-18, 2026. Planning Council Support reported that efforts would begin immediately to secure meeting locations and increase consumer participation across the TGA, particularly in Mohave County. Members discussed opportunities to modernize forum presentations, update educational materials, and incorporate current Ryan White Program priorities and messaging into community outreach activities

17. **Review Planning Council Meeting Feedback – July 29, 2026. (Discussion, all matters in this item are informational only).**
    Members reviewed remaining parking lot items, including final consideration of the new Planning Council logo and discussion regarding participation options for the upcoming PSRA meeting. The Executive Committee discussed accommodations for members facing transportation challenges or extreme weather conditions and supported distributing a communication reminding members to request transportation or virtual participation arrangements in advance when applicable. Logo-related discussion was considered resolved, and Logo #5 was selected for implementation

18. **Review and Resolve Parking Lot Items (For possible action)**
    There are no parking lot items.

19. **Announcements by Members. (Discussion, all matters in this item are informational only)**
    No formal announcements were presented

20. **Public comment and discussion. (Discussion, all matters in this item are informational only)**
    There were none.

21. **Adjournment. (Action)**
    Danny Brown made a motion to adjourn the meeting, and Kenneth Gary seconded the motion:

    For(6) Brown, Castro, Gary, Gilbert, Montes-Mendoza
    Against(0)
    Abstain(0)

    Maria Montes Mendoza
    Maria Montes Mendoza (Oct 22, 2026 07:49:47 PDT)

    Oct 22, 2026

Anyone desiring supporting documentation or additional information is invited to call Planning Council Support Staff at 1(888) 323-1110 or LVPCSupport@CollaborativeResearch.us

Marc Gilbert
Marc Gilbert (Oct 22, 2026 05:38:44 PDT)

Oct 22, 2026

2026.08.13 LVTGA EXEC Meeting Minutes

Final Audit Report 2026-10-22

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