Marc Gilbert & Maria Montes Mendoza

Planning Council Co-Chairs

LAS VEGAS TRANSITIONAL GRANT AREA RYAN WHITE PART A PLANNING COUNCIL
Executive Committee Minutes
Wednesday, September 16, 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**	Susana Gonzalez
Marc Gilbert	**P**	Sara Seaburg	**P**	Jessica Rios	**A**	Madison Proctor
Maria Montes Mendoza	**P**	Deryk Jackson	**P**	Tony Garcia	**P**	Christopher Mejia
Kenneth Gary	**P**			Tiffany Evans	**A**	
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 9 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 12, 2026 Meeting Minutes for Approval.**
   Danny Brown Sr. made a motion to approve the meeting minutes from August 12, 2026 and Maria Montes Mendoza 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)**
Support staff reviewed September Planning Council responsibilities and upcoming activities, including resolving parking lot items, receiving committee reports, collaborating with the recipient on program updates, reviewing Planning Council feedback, evaluating the Assessment of the Efficiency of the Administrative Mechanism (AEAM), preparing the Letter of Concurrence for the grant application, and planning annual community forums.

7. **Recipients Reports Including Program Updates and Collaboration with the Recipients Office (For possible action)**
Heather Shoop gave the following report:
   - The jurisdiction had received notification of FY26 Ryan White Part A and Ending the HIV Epidemic carryover awards and that funding would be distributed to subrecipients to support ongoing services.
   - She presented the annual allocations report submitted to HRSA. The report reflected a total FY26 award of approximately $7.9 million, including Formula, Supplemental, and Minority AIDS Initiative (MAI) funding. Administrative costs remained within the required 10% cap and Clinical Quality Management remained within the 5% cap.
   - Funding allocations across core medical and support service categories were reviewed, including Early Intervention Services, Medical Case Management, Mental Health Services, Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medical Transportation, Outreach Services, and Referral for Health Care and Support Services.
   - She noted that some allocation percentages differed slightly from original PSRA decisions due to Planning Council-approved reallocations completed during the grant year.

8. **Review Results of the GY25 Assessment of the Efficiency of the Administrative Mechanism (AEAM)**
   - Support staff presented results of the FY2025 AEAM. The assessment examined procurement processes, contract execution, invoice review, reimbursement timeliness, and funding reallocations.
   - Findings from the recipient workbook demonstrated that invoices were generally processed within required timelines, contracts were executed efficiently, carryover remained within the allowable 5% threshold, resource allocations aligned with Planning Council-approved percentages, and reallocations occurred appropriately to meet community needs.
   - Detailed reallocation records were made available for Executive Committee review.
   - Results of the subrecipient survey were also presented. All 13 funded providers responded to the survey.
   - Most providers reported receiving executed contracts and reimbursement payments within required timeframes.
   - Providers generally indicated that budget modifications were approved within five to ten days and that technical assistance from the recipient was available when needed.
   - Support staff concluded that all federal requirements had been met and recommended no findings.

   Maria Montes Mendoza made a motion to approve the results of the GY25 AEAM without any findings or recommendations and Kenneth Gary seconded the motion.

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

9. **Review/Update Service Category Definitions and Service Standards – Work Group Update (For possible action)**
   Tony provided an update regarding the upcoming review of service category definitions and service standards.
   - He explained that a workgroup consisting of Planning Council members would be needed to assist with updates over several months.
   - Executive Committee members agreed that recruitment for the workgroup should occur through the Full Planning Council to encourage broader participation.

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

11. **Preparation of Planning Council Letter to Accompany Grant Application**
    Support staff reviewed the purpose of the annual Letter of Concurrence required as part of the Ryan White Part A non-competing continuation application. The letter documents Planning Council concurrence that allocations were implemented according to approved PSRA decisions, confirms review of the AEAM, and verifies involvement of consumers and stakeholders in Planning Council activities. Support staff advised that the draft letter would be prepared following completion of the AEAM discussion and provided to the Executive Co-Chairs for review and signature prior to submission to the recipient. The recipient confirmed the grant application would be submitted before October 1.

12. **Review Planning Council Support Budget through August 2026. (For possible action)**
    Support staff reviewed expenditures through August 2026. Routine support activities, including meeting preparation, agendas, minutes, project officer calls, PSRA activities, and the AEAM process, were reported as progressing according to plan. Approximately half of the PSRA and AEAM work had been billed in August, with the remainder expected in September. Community forum funding remained largely untouched because forum activities would occur later in the fall. Budget expenditures for consumer participation were also reported to be on track. An update was provided regarding reimbursement activities related to the Ryan White National Conference, which were still being finalized by the recipient's office. Committee members raised a question regarding incentives for community forum participants. Support staff agreed to follow up regarding available incentive funding and potential participation limits.

13. **Manage membership application process (For possible action)**
    Support staff reported that three new Planning Council applications had been received and would be reviewed later in the year through the established membership process.

14. **Review Planning Council Membership Attendance (For possible action)**
    The committee then reviewed attendance records and discussed several members with excessive absences. Members noted that Planning Council bylaws contain attendance requirements that had not been consistently enforced. After discussion, the committee agreed that support staff would reach out to any member with five or more absences to assess their continued interest and ability to participate. Support staff will report findings back to the Executive Committee, with the goal of addressing attendance concerns before the next Executive Committee meeting.

15. **Review Membership Matrix for Compliance with Federal Reflectiveness Mandates**
    The committee then reviewed membership reflectiveness and compliance data. Discussion focused on areas where additional representation may be beneficial, including Hispanic and Latino community representation.

Members and recipient staff acknowledged ongoing challenges in achieving perfect demographic reflectiveness while emphasizing the importance of maintaining inclusive recruitment practices and outreach efforts.

16. **Planning for Annual Community Forums**
    Support staff provided an update on preparations for the annual community forums. The committee confirmed prior approval to conduct the Mojave forum virtually to reduce travel barriers. Planning for forum logistics and venue arrangements continued, including identification of a location for the upcoming Clark County forum. Additional updates will be provided at future meetings.

17. **Review Strategic Planning & Assessment Meeting Feedback – August 26, 2026. (Discussion, all matters in this item are informational only).**
    Support staff presented results from the Strategic Planning and Assessment Committee evaluation survey. Responses indicated high levels of satisfaction among participants. All respondents reported that meetings were conducted respectfully and that they felt comfortable participating in discussions. Most respondents indicated that they did not require additional resources or training, although one participant requested continued updates regarding policy and funding changes affecting Ryan White and HOPWA programs. The meeting received an overall rating of 4.8 out of 5. No stigma concerns were reported. While two respondents indicated they had observed unprofessional behavior or side conversations, no additional details were provided. One respondent requested contact from Planning Council leadership but did not provide identifying information. The committee agreed to remind members during future meetings that leadership remains available for concerns or feedback.

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 Maria Montes Mendoa seconded the motion:

    For(6) Brown, Castro, 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

Marc Gilbert — Oct 22, 2026
Marc Gilbert (Oct 22, 2026 05:37:57 PDT)

Maria Montes Mendoza — Oct 22, 2026
Maria Montes Mendoza (Oct 22, 2026 07:51:04 PDT)

2026.09.16 LVTGA EXEC Meeting Minutes

Final Audit Report 2026-10-22

Created:	2026-10-22
By:	Sara Seaburg (seaburg@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAALDSkev-DI4o7mrFj-kHPsU4YxfhL0GXz

"2026.09.16 LVTGA EXEC Meeting Minutes" History

Document created by Sara Seaburg (seaburg@collaborativeresearch.us)
2026-10-22 - 12:35:33 PM GMT

Document emailed to Marc Gilbert (marcg89121@gmail.com) for signature
2026-10-22 - 12:35:38 PM GMT

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2026-10-22 - 12:35:39 PM GMT

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2026-10-22 - 12:37:23 PM GMT

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