

Ryan White TGA Planning Council

Las Vegas TGA (Nye, Clark Counties Nevada; Mohave County, Arizona)

Vicki Koceja & Jim Foley, Co-Chairs



Executive Committee Meeting Minutes

Meeting Date: Tuesday, August 5th, 2014

Start Time: 9:07 am

End Time: 9:55 am

Location: Clark County Social Services; 1600 Pinto Lane, 3rd Floor Conference Room

Presiding Chair: Vicki Koceja

Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the May 28th, 2014 Meeting
- Approval of the 2013 Assessment of the Administrative Agent Survey Instrument
- Approval of 2013 Carry Over Request

(1.0) CALL TO ORDER

Vicki called the meeting to order at 9:07 am. Vicki asked attendees to silence their cellphones. Planning Council Staff confirmed 10 agenda postings. Attendees introduced themselves and a quorum was established at 9:07 am. Vicki read the agenda for today's meeting.

(2.0) COMMENTS BY THE GENERAL PUBLIC

Vicki asked if there were any members of the public that would like to address the Executive Committee. No members of the public made comments.

(3.0) BUSINESS ITEMS

- a) *Approval of the May 28th, 2014 Meeting Minutes*—SaBrina Hagan-Finks made a motion to approve the May 28th, 2014 meeting minutes. The motion was second by Kenneth Gary.

In Favor: Sabrina Hagan-Finks, Kenneth Gary, Jim Foley, Vicki Koceja

Against: None

Abstentions: None

- b) *Review Planning Council Activity Timeline*-- The Executive Committee reviewed the PCAT and determined the Planning Council is on track with all work assignments/tasks
- c) *Review Needs Assessment Activities:* We received 273 responses to the in care survey, 51 to the out of care survey and 18 to the provider survey. Focus groups are currently underway with our first one taking place in Mohave county tomorrow (Tuesday August 5th), the focus groups for Clark County residents will be held next Tuesday August 12th and the final focus group will be held Monday August 18th in Nye County. The project is on track to have a draft of the final document out to the Planning Council next week and the only thing missing from that will be the focus group transcripts. The finalized document including focus group transcripts will be emailed no later than Tuesday August 19th.
- d) *Review 2013 Assessment of the Administrative Agent*—Planning Council staff presented sample assessment questions to the Executive Committee. Assessment questions presented and accepted by the Executive Committee:
1. Part A funds were expended in a timely manner (net 45)*
 2. Part A contracts with service providers were signed in a timely manner
 3. During FY 2013, the TGA had 5% or less in carryover in Part A Formula funds.

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4. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
5. Part A Programs funded in FY 2013 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
6. Planning Council Directives were reflected in Part A programs funded in FY 2013

Kenneth Gary made a motion to accept the 6 Assessment of the Administrative Agent questions and approved Planning Council staff to work with the Grantee to answer the Executive Committee's questions. Patrick Bozarth seconded the motion.

In Favor: Sabrina Hagan-Finks, Kenneth Gary, Jim Foley, Vicki Koceja
Against: None
Abstentions: None

- e) *Review 2013 Carry Over Request*—the Executive Committee reviewed the FY 2013 Carry Over request based. SaBrina Hagan-Finks made a motion to approve the FY 2013 Carry Over Request, Kenneth Gary seconded the motion.

In Favor: Sabrina Hagan-Finks, Kenneth Gary, Jim Foley, Vicki Koceja
Against: None
Abstentions: None

Requested Funding Category	Total	Supports Comprehensive Goal #
Oral Health Services	\$86,950.28	GOAL #2: Increase access to care and optimize health outcomes for people living with HIV (NHAS). GOAL #5: Eliminate barriers to care and treatment to ensure all PLWH/A are in care and have positive health outcomes (Healthy People 2020). GOAL #7: Respond in a timely and effective manner to changes in the health care system (ACA).
Food Bank/Home Delivered Meals	\$86,950.29	GOAL #2: Increase access to care and optimize health outcomes for people living with HIV (NHAS). GOAL #11: Close Gaps in Care (Outlying Counties within the TGA-Nye, NV and Mohave, AZ)
Total	\$173,900.57	

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- f) *Review Planning Council Attendance*—the Executive Committee reviewed Planning Council members' attendance. All current members are in good standing.
- g) *Review Planning Council Reflectiveness*—the Executive Committee reviewed the Planning Council reflectiveness for HRSA mandate. Currently, the Planning Council is reflective of the local HIV epidemic.
- h) *Review framework for the FY 2015 Priority Setting and Resource Allocation*—Planning Council Staff reviewed the framework for the FY 15 PSRA workshop on Friday, August 22nd, 2014 at 1600 Pinto Lane, 3rd Floor Conference Room
- i) *Review Planning Council Agenda*—Vicki reviewed the Planning Council agenda with members of the Executive Committee
- j) *Grantee's Report*—Alisha Barrett, Grantee provided the following updates to the Executive Committee:
 - i. FY 13 expenditures and FY 13 close out
 - ii. Vacant position within the Grantee's office for a Quality Management professional
 - iii. All conditions of award were submitted by 7/30/14
 - iv. Agencies have approached the Grantee about presenting to the Planning Council
DISCUSSION: Executive Committee members would like to host an "Open House" whereby Planning Council members can learn more from community agencies and the services they provide to PLWHA. The Executive Committee requested that Grantee and PC Staff develop a 2 page capability statement for agencies to complete prior to the Planning Council open house.

(4.0) INFORMATIONAL ITEMS

- a) Community Counseling Center has a vacancy for HIV Risk Reduction Specialist. For more information contact: hr@cccfn.org
- b) Community Counseling Center's 4th Annual Gala is on September 20th, 2014

(5.0) NEXT MEETING

Friday, August 22nd, 2014 from 8:15 a.m. to 9 a.m.

Clark County Social Services, 1600 Pinto Lane, 3rd Floor Conference Room

(6.0) COMMENTS BY THE GENERAL PUBLIC

None

(7.0) ADJOURNMENT

9:55 a.m.

Parking Lot Items

1. Agency capability statement development (Grantee and Planning Council Staff)

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Executive Committee Attendance Record - 2014

	Council Member	March	May	Aug #1	Aug #2	Sept	Nov	Feb			
1.	Sabrina Hagan-Finks	Yes	Yes	Yes							
2.	Patrick Bozarth	NA	Yes	Yes							
3.	<i>Vicki Koceja PC Co-Chair</i>	Yes	Yes	Yes							
4.	Kenneth Gary	NA	Yes	Yes							
5.	<i>Jim Foley PC Co-Chair</i>	NA	Yes	Yes							
	Ryan White Office	Yes	Yes	Yes							
	Planning Council Staff	Yes	Yes	Yes							
	% of Committee present:	NA	100%	100%							