

Las Vegas TGA Ryan White Part A HIV/AIDS Planning Council

MINUTES

OCTOBER 1, 2013

1:00 PM – 4:15 PM

CLARK COUNTY SOCIAL SERVICES
 1600 PINTO LANE
 LAS VEGAS, NV 89106

Submitted By: Linda Montgomery

MEMBERS PRESENT	Melissa Norwood, Marco Flores, SaBrina Hagan-Finks, Heather Lazarakis, Vicki Koceja, Alisha Barrett, Aliya Buttar, Cheryl Radeloff, Rick Reich, John Miles, James Foley, Karyn Smith, Lea Carrasco-Zanini, Rev. Wilfred Moore
MEMBERS ABSENT	Angelica Pichardo, Jamie Perry, Jason Hampton, Dorcas Okendo, Natalia Lopez, Alex Flores, Dan Olsen, Lilana Dionisio
STAFF PRESENT	Linda Montgomery
GUESTS AND MEMBERS OF THE PUBLIC PRESENT	Joshua Montgomery, Randy Reinoso, Marc Goldberg, Edgar Gonzalez, Max Frable

1. CALL TO ORDER

CALLED TO ORDER	Alisha Barrett-Planning Council Co-Chair at 1:15 PM.	
CONFIRMATION OF POSTINGS	Alisha Barrett received 14 confirmations.	
ESTABLISHMENT OF A QUORUM	A quorum was established at 1:20 PM.	
STATEMENT OF AGENDA	Agenda was read as stated.	
PUBLIC COMMENT	None	
MOTION	Marco Flores made a motion to table the minutes; Cheryl Radeloff seconded the motion.	
VOTE	Melissa Norwood, Marco Flores, SaBrina Hagan-Finks, Heather Lazarakis, Vicki Koceja, Alisha Barrett, Aliya Buttar, Cheryl Radeloff, Rick Reich, John Miles, James Foley, Karyn Smith, Lea Carrasco-Zanini, Rev. Wilfred Moore	IN FAVOR
	NONE	NOT IN FAVOR

2. BUSINESS ITEMS

A) CO-CHAIR ELECTION (FOR POSSIBLE ACTION)

	Lea Carrasco-Zanini co-chair position is up for election.	
DISCUSSION	<p>Lea stated she would like to serve another co-chair term. No other individuals were nominated or expressed interest in serving as co-chair.</p> <p>Alisha stated that HRSA had provided suggestions on restructuring the co-chair positions. She suggested that the Planning Council have three co-chair positions. Two elected by the Planning Council and a third seat designated by the CEO, to be filled at the CEO's discretion. This change would require a revision to the bylaws.</p>	
MOTION	SaBrina Hagan-Finks moved to re-elect Lea Carrasco-Zanini for a second term as co-chair of the Planning Council, Rev. Wilfred Moore seconded the motion.	
VOTE	Melissa Norwood, Heather Lazarakis, Vicki Koceja, Aliya Buttar, Cheryl Radeloff, Rick Reich, Karyn Smith, Marco Flores, SaBrina Hagan-Finks, Rev. Wilfred Moore, John Miles, James Foley	IN FAVOR

	None	ABSTENTIONS
	None	NOT IN FAVOR
CONCLUSION	Passed	
DISUCSSION	<p>A discussion took place concerning changes to the bylaws, which are outlined below.</p> <p>Four options concerning committee structure were discussed: Option 4 was chosen by majority vote.</p> <p>Option 1: Executive committee, Planning/Nominating committee Option 2: Executive committee only Option 3: Executive committee, with invitations to individuals for planning purposes Option 4: Executive committee and membership work group. Co-chair would chair each group</p> <p>Executive Committee Members would include:</p> <ol style="list-style-type: none"> 1. PC-Co-chairs 2. Representative from Provider community 3. Representative from HIV/AIDS client community 4. Representative from Public Health community <p>Add additional Roles/Responsibilities/Membership requirements of Executive Committee:</p> <ol style="list-style-type: none"> 1. Review planning cycle timeline and make recommendations for full Planning Council meeting. 2. Appoint members to membership workgroup to recruit new members and nominate Planning Council members to Executive Committee and Co-Chair positions. 3. Vacant Executive Committee positions will be nominated and filled at the next Planning Council meeting following the vacancy in the interim until the next regularly scheduled election for position. 4. Executive Committee positions terms: 1 year term in alignment with Planning Council membership term limit requirements. No limit on the number of Executive Committee terms a Planning Council member may serve. 5. If Executive Committee member(s) miss three (3) meetings, Executive committee may review member's standing on Executive Committee and make changes as needed or at their discretion. <p>Add Position to Planning Council Membership:</p> <ol style="list-style-type: none"> 1. Certified Application Counselor/Eligibility worker: Representative should be a Certified Application Counselor and determine Part A, B or C eligibility. 	
MOTION	Marco Flores moved to make changes to bylaws as stated; John Miles seconded the motion.	
VOTE	Melissa Norwood, Marco Flores, SaBrina Hagan-Finks, Heather Lazarakis, Vicki Koceja, Aliya Buttar, Cheryl Radeloff, Rick Reich, John Miles, James Foley, Karyn Smith, Rev. Wilfred Moore	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR
CONCLUSION	PASSED	
B) NEEDS ASSESSMENT		
DISCUSSION	<p>A discussion took place concerning focus of next needs assessment. HRSA recommends a full needs assessment be completed every three years. The Las Vegas TGA's last full needs assessment was in 2010. The tentative needs assessment plan for the next two years is as follows:</p> <ul style="list-style-type: none"> • Full Needs Assessment in the 2013-2014 grant year, including MAI targeted questions • Full Needs Assessment in the 2014-2015 grant year, including ACA targeted questions, if grant funds allow • Timeframe: Between December and February 	
MOTION	Vicki Koceja moved to conduct a full needs assessment in the 2013-2014 grant year and a full needs assessment in the 2014-2015 grant year; Marco Flores seconded the motion.	
VOTE	Melissa Norwood, Marco Flores, SaBrina Hagan-Finks, Heather Lazarakis, Vicki Koceja, Aliya Buttar, Cheryl Radeloff, John Miles, James Foley, Karyn Smith, Rev. Wilfred Moore	IN FAVOR
	NONE	ABSTENTIONS

	Rick Reich	NOT IN FAVOR
C) ASSESSMENT OF THE ADMINISTRATIVE MECHANISM		
DISCUSSION	Was reviewed by the council as part of the yearly duties of the council.	
MOTION	No motion required.	

3. Informational Items	
ALISHA BARRETT	Meeting may be held in November to review possible service category reallocations.

4. Next Meeting	
NEXT MEETING	Phase two of the Planning Cycle-Date To Be Determined.

5. Public Comment	
	None

6. Adjournment	
MEETING ADJOURNED	4:15 PM