

EVALUATION COMMITTEE August 28, 2018 Minutes		
Charge: Evaluates whether sub-recipient services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.		
MEMBERS PRESENT		
Gary Benecke, Chair Louvenia Freeman Helen E. Turner, CCC Liaison	Del Wilson, Vice Chair Leonardo Zea Darius Ahmadi	Louise Weston-Ferrill Cristopher Burke LaShaun Shaw
MEMBERS ABSENT		
Jonathan Thorne	Tom Emanuele	Phillip Scheldt
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Health Planner	Glenda Blackmon-Johnson, RWPC Program Manager	Annie Sawyer-Williams, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Lynn Smith-Clay, GMO		
OTHERS PRESENT		
Jennifer Kendrick, DCHD Parkland		

- I. **Call to Order:** Gary Benecke, Evaluation Committee Chair, called the meeting to order at 3:00 PM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council (RWPC) Health Planner, and certified by Gary Benecke.
- III. **Introductions and Announcements:**
 - a. Helen E. Turner reminded members ask to someone to vote. She announced a voter registration on 8/29/18 at AIDS Interfaith Network (AIN).
 - b. She also announced the Consumer Council Committee (CCC) forum the Affordable Care Act on September 27th, from 2-4PM in conference room 627 at Dallas County Health and Human Services.
 - c. Gary Benecke announced the Resource Center is no longer requiring an application for the Supplemental Nutrition Assistance Program (SNAP). He thanked everyone for their help in the process.
 - d. Leonardo Zea announced Prism Health North Texas Building Bridges Summit on September 27, 2018 at Trinity Groves from 7:30AM-3:00PM.
- IV. **Approval of June 26, 2018 Minutes:** *Helen E. Turner motioned to approve the May 22, 2018 minutes. Louvenia Freeman seconded the motion. The motion passed with one abstention.*
- V. **Office of Support Report:** Mr. Henry announced the Allocations Committee met to vote on Allocations for Part B/State Services/Sherman Denison HSDA for FY 2018-2019 and 2019-2020. He gave the committee an overview of the Allocations Committee's percentages allocations to those funding streams. Ms. Blackmon-Johnson gave a historical overview as to how the Allocations Committee begin to make recommendation for Part B/State Services. Mr. Benecke suggested presenting this overview to the Ryan White Planning Council.

VI. FY2017 Evaluation of the Administrative Mechanism (Review Response from AA on Committee Recommendations): The committee reviewed and discussed the AA responses to the EAM recommendations.

1. Provide technical assistance to all Ryan White sub-recipients regarding the protocol for complaints about the reimbursement process.

The AA is in the process of ensuring all Ryan White funded sub-recipients receive the adequate training required to enhance the success of their programs. Trainings will include, but not be limited to, program monitoring, reimbursement, and clinical quality management.

- A member stated the answer is a generic response, it's not measurable, nor is it indicating who will track the trainings.
- Mr. Wilson stated the original questions asked: "What's the mechanism for sub-recipients to complaint about a problem with the reimbursement process?" Stating that there used to be a complaint process with the AA.
- Ms. Smith-Clay stated that she didn't interpret the question the way Mr. Wilson explained. She stated there will be training tentatively on September 14th with an overall view of every component that is involved with the AA. She stated there is a section in the Request for Proposal (RFP) for providers to communicate questions and comments. Ms. Smith-Clay stated there is nothing written for the provider to call in a complaint.
- Mr. Henry stated the question asks "What's the protocol for complaints about the reimbursement process? If there is no protocol in place can one be develop? And, if so who would create it and will it be measurable?"

2. Present updates to the Planning Council on the results of the procurement process at the beginning of the Part A grant cycle, after each subsequent award from the Health Resources and Services Administration (HRSA), and during the fund reallocation process.

As part of the Administrative report the Notice of Award (NOA) is discussed. And, the AA can report this information to the committee as the information becomes available.

- The committee agreed that the question was from an old recommendation list and does not have to be reported to the Evaluation Committee, but to the RWPC.

3. Provide a detailed flowchart illustrating how the Purchasing Department's activities in the procurement process coordinate with the AA's procurement activities.

The AA will explain to the committee the procurements process detailing the entire cycle that may include charts or other diagrams. Date and time to be determined.

- The committee discussed the flowchart regarding the procurement process. They asked for the flowchart regarding the procurement activities. Ms. Smith-Clay stated she would need to confirm with the Purchasing Department. The committee continued to discuss the flowchart and the interaction of the Purchasing Department and the AA. The committee briefly reviewed a flowchart presented on Dallas County website.

4. Insure that the hyperlink(s) presented in the request for proposal (RFP) function properly.

The AA will ensure the required hyperlinks are operational, all links will continue to be tested throughout the development and posting of the Request for Proposal (RFP).

5. Insure that all service categories & all corresponding definitions are included in the RFP.

As part of the AA undated RFP process category definitions will be included.

6. Post a hyperlink to all documents pertaining to the Standards of Care on the Planning Council & AA grant notification sites.

Please see item 4. Per the AA the Hyperlinks will be lined to the appropriate documents.

7. Upon advertisement of the formal Invitation for Bid (IFB), insure that all registered sub-recipients have access to all applicable guidance documents

The AA stated the procure process is under the purview of the purchasing department. All interested parties are required to register their agency with purchasing. The AA will work with purchasing with appropriated to ensure all interested parties are notified timely.

The committee had a brief discussion regarding the invitation for bid. A member suggested to continue to check purchasing's website to make sure the agency's registered to have dialogue with their program monitors.

Motion: *Helen E. Turner motioned to approve the FY2017 EAM Recommendations. Del Wilson seconded the motion. The motion passed unanimously.*

VII. Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer): Mr. Henry suggested the committee is seeking a work plan. He gave an overview of the Planner's network meeting. Once a year all the Part A and Part B Planners in the State of Texas will meet and discussed thing pertaining to planning in our areas. Mr. Henry noted from the conversations with the Health Resources and Services Administration (HRSA) Project Officer that each committee should have a work plan. Mr. Wilson stated the committees used to have an annual calendar that outlined work for the committees throughout the year.

The committee discussed ways to improve the RWPC meetings and to preview the guest hand outs before the presentation. Mr. Ahmadi suggested the council members have a conversation regarding the message about stigma when guest are invited to present different topics.

Next month's agenda item will be the Ryan White Planning Council (Ryan White Planning Primer).

Mr. Benecke stated next year there will be a leadership opening for the Evaluation Committee Chair.

VIII. New Business: N/A.

IX. Adjournment: *Helen E. Turner motioned to adjourn. Louvenia Freeman seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:44 PM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

**Gary Benecke, CHAIRPERSON or
Del Wilson, Vice-Chairperson**

Date

NEXT SCHEDULED MEETING
Tuesday, September 25, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207