

EVALUATION COMMITTEE December 18, 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 Helen E. Turner, CCC Liaison Darius Ahmadi	Del Wilson, Vice Chair Leonardo Zea	Louise Weston-Ferrill
MEMBERS ABSENT		
Jonathan Thorne LaShaun Shaw	Tom Emanuele Phillip Scheldt	Cristopher Burke Louvenia Freeman
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Program Manager	
GRANTS MANAGEMENT STAFF PRESENT		
OTHERS PRESENT		
Helen Zimba, The Afiya Center	Donna Wilson, RWPC	Hosea Crowell, AIN

- I. **Call to Order:** Gary Benecke, Evaluation Committee Chair, called the meeting to order at 3:22 PM.
- II. **Certification of Quorum:** Quorum was established by Glenda Blackmon-Johnson, Ryan White Planning Council (RWPC) Manager, and certified by Gary Benecke.
- III. **Introductions and Announcements:**
 - a. The Consumer Council Committee will be hosting a forum on *HIV and Social Implications for Transgender Women* during their normal meeting hours. Immediately following, the annual Christmas luncheon will take place till 3pm.
 - b. The CEO of AIDS Services of Dallas (ASD), Don Maison, is retiring after 32 years of service.
 - c. Helen E. Turner briefly discussed the events at the National Ryan White HIV/AIDS Conference and suggested that those that were unable to attend visit the hiv.gov website to obtain synopses of the conference presentations. She also mentioned the state's Ending the Epidemic plan, *Achieving Together*, had recently launched and that efforts to reach out to the greater community would be ongoing. For more information, people are encouraged to reach out to the health planner, Justin M. Henry, herself, or Evany Turk.
 - d. Del Wilson announced that the Resource Center's Health Campus as well as the dental clinic will be closed from Saturday, December 21 until January 2, 2019.
 - e. Gary Benecke announced that this would be his last meeting as the chair of the Evaluation Committee however, he will still attend the committee meetings as a member. Certificates of participation were also distributed to the committee members.
 - f. Helen E. Turner announced that her term with the RWPC has expired.
- IV. **Approval of September 25, 2018 Minutes:** *Del Wilson motioned to approve the September 25, 2018 minutes (pending corrections). Helen E. Turner seconded the motion. The motion passed.*

V. Office of Support Report:

- a. Annie Sawyer-Williams discussed the recently updated Policy Clarification Notices (PCN # 1502) and suggested that the committee review the document and provide suggestions as to how they can work in conjunction with the Clinical Quality Management team.

VI. Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer, Self-Assessment):

The committee began to review excerpts from the Ryan White Planning Council Primer pertaining to the evaluation of services as well as additional duties and responsibilities of the Planning Council (PC). Gary Benecke suggested that it would be best to begin the evaluation of the PC early next year.

The committee chair began discussing the process by which the standards of care were revised by the state last year. During the process, input from several jurisdictions was considered and subsequently implemented in the revised standards.

Gary Benecke discussed some of the changes that have begun to take place during meetings i.e. more presentations from external organizations. Helen Turner suggested that more training should take place for the members for several of the processes of the PC. Darius Ahmadi suggested that there be more conversations revolving around the issues faced by the people the PC serves. Del Wilson suggested that the PC, according to the primer, should be trained in planning and in other professional development activities. Louise Weston-Ferrill suggested that these type of activities should be included in the committee work plan. Member attendance and activity was also discussed.

Glenda Blackmon-Johnson, RWPC Manager, suggested that the committee attempt to tie action items to discussions, when applicable. From this, more helpful documents may emerge which could influence protocols and committee practices.

The committee began discussions around many of the changes that are taking place with the PC, the Administrative Agency, and the administrators of Dallas County Health & Human Services. Darius Ahmadi mentioned that at one point, there was a push to receive more insights from the AA on issues that concerned the PC. Lionel Hillard briefly discussed the protocol for addressing these concerns.

VII. New Business: N/A.

VIII. Adjournment: *Helen E. Turner motioned to adjourn. Leonardo Zea seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:48 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, October 23, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207