

Ryan White Planning Council of the Dallas Area

Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: March 15, 2022

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, March 22, 2022, at 3:00 p.m.

Please join from your computer, tablet or smartphone.

www.gotomeeting.com

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify Logane Brazile, RWPC Office of Support at Logane.Brazile@dallascounty.org on or before Monday, March 21, 2022. Otherwise, we look forward to seeing you at the next meeting.

Please view Ryan White 101 on our social media Like Share Subscribe:

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin Henry Grants Manager - Programmatic
Wanda Scott, Grants Manager - Fiscal
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Angi Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Carla Jackson, Program Monitor
David Kim, Program Monitor
Logane Brazile, RWPC Coordinator
Jasmine Sanders, RWPC Planner
Kofi Bissah, ADAP Liaison
Building Security

EVALUATION COMMITTEE

The Evaluation Committee ensures that service categories set out are being met and that conflict of interest standards are upheld; Conduct an annual evaluation of the effectiveness of the administrative Agency and the Ryan White Planning Council and provide that evaluation to the CEO and Dallas County Commissioners Court; Evaluate the effectiveness of services, categorically and system-wide.

AGENDA

Tuesday, March 22, 2022
3:00 p.m.

- | | | |
|-------|---|---|
| I. | Call to Order | John Dornheim, Chair or Helen Zimba, Vice Chair |
| II. | Certification of Quorum | John Dornheim, Chair or Helen Zimba, Vice Chair |
| III. | Introduction & Announcement | |
| IV. | Approval of the February 22, 2022 Meeting Minutes | Action Item |
| V. | Office of Support Report | |
| | • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. | FY 2021 Assessment of the Administrative Mechanism Report Draft | Discussion Item/ Action Item |
| VII. | New Business | |
| VIII. | Adjournment | John Dornheim, Chair or Helen Zimba, Vice Chair |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Tuesday, April 26, 2022, 3:00 PM
Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

EVALUATION COMMITTEE February 22, 2022, Meeting Minutes		
<u>Charge:</u> Evaluate whether sub-recipient services coincide with set service priorities and evaluate the performance of the Administrative Agency and the Planning Council according to the goals of the Council.		
MEMBERS PRESENT		
Helen E. Turner John Dornheim	La'Shaun Shaw, DDS Norma Piel-Brown	Helen Zimba
MEMBERS ABSENT		
Del Wilson	Darius Ahmadi	Leonardo Zea
COUNCIL STAFF PRESENT		
Logane Brazile RWPC Office of Support	Glenda Blackmon-Johnson RWPC Office of Support	Jasmine Sanders RWPC Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Justin Henry, GM		
OTHERS PRESENT		
Joni Wysocki, AIN/AHF Hosea Crowell, AIN/AHF	Kellie Norcott, PHHS Traswell Livingston, AIDS Dallas	Crystal Curtis, PHHS

- I. **Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:02 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions & Announcement:** Hosea announced at AIN, The Daire Center coordinator schedules presentations and training for clients who participate in the meals and respite program. Contact Hosea.Crowell@ahf.org for additional information regarding the program.
Helen Turner expressed her concern regarding quorum issues and committee membership. She suggested the Office of Support implement a standing item on the agenda to promote membership and proper reflectiveness adherence.
- IV. **Approval of November 23, 2021, Minutes:** Helen E. Turner motioned to approve the minutes. Helen Zimba seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:** The Office of Support reported the following regarding the Evaluation Committee Membership Reflectiveness: Evaluation Committee (15 seats): 6 members (9 seats vacant). The 1st group impacted by the HIV epidemic with the highest numbers is Black at 10,111 or 42% representation; the Evaluation Committee membership consists of 6 people, of whom 2 are Black with representation of 33% reflectiveness. The 2nd group impacted by the HIV epidemic with the highest numbers are Whites at 6,598 or 27% representation; the Evaluation Committee membership consists of 6 people of whom 3 are White with representation at 50% reflectiveness. The 3rd group impacted by the HIV epidemic with the next highest numbers are Latin/Hispanic at 5,039 or 24% representation; the Evaluation Committee consists of 6 people of whom 1 is Latino/Hispanic with representation at 17% reflectiveness.
- VI. **FY 2021 Assessment of the Administrative Mechanism Report:** Through screen share, Jasmine Sanders, RWPC Planner, provided an overview of the FY 2021 Assessment of the Administrative Mechanism Report (AAM) – legislative requirement which states that each Ryan White Planning Council must assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area. She briefly overviewed the background, timeline, methodology, procurement process.
Glenda Blackmon Johnson, RWPC Manager, provided the committee with an in-depth description of the timeline for the 2021 procurement process, which includes outreach to potential new service providers, dissemination of the RFP, applications received and funded, the proposal review process, the use of the external review panel, the composition of the external panel, and criteria used in the selection of sub-recipients as service providers.
She then detailed procurement percentages, the awarding of funds, the AA grant award process, RFP service category definitions, unobligated funds, unspent fund categories, the reimbursement process, and the contract monitoring process.

Next, recommendations to the AA for FY 2022 were requested of members. Recommendations are expected to the Office of Support by either May or June due to the pending re-allocation information [to be provided by the AA.](#)

VII. **New Business:** None.

VIII. **Adjournment:** Helen E. Turner motioned to adjourn. Helen Zimba seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:56 p.m.

Submitted by:

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Glenda Blackmon-Johnson, RWPC Manager

Date

Final Approval by:

John Dornheim, Chairperson or
Vacant, Vice-Chairperson

Date

Due to COVID-19

Until Further Notice

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