

**Ryan White Planning Council of the Dallas Area**  
Office of Support

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: April 19, 2022

Re: Evaluation Committee Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, April 26, 2022, at 3:00 p.m.**

Please join from your computer, tablet or smartphone.

[www.gotomeeting.com](http://www.gotomeeting.com)

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify the RWPC Office of Support on or before Monday, April 25, 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  
Jocelyn Rodriguez, Program Monitor  
David Kim, Program Monitor  
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, April 26, 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 March 22, 2022, Meeting Minutes** **Action Item**
- V. Office of Support Report
  - RWPC Membership Representation and Reflectiveness Discussion Item
- VI. Develop Recommendations in response to the  
FY 2021 Assessment of the Administrative Mechanism Report 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, May 24, 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**  
**March 22, 2022, Meeting Minutes**

***Charge: 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**

John Dornheim, Chair  
Jonathan Thorne  
Del Wilson

Norma Piel-Brown  
Helen Turner  
La'Shaun Shaw, DDS

**MEMBERS ABSENT**

Leonardo Zea

Darius Ahmadi

Helen Zimba, Vice Chair

**COUNCIL STAFF PRESENT**

RWPC Coordinator  
RWPC Office of Support

Glenda Blackmon-Johnson  
RWPC Office of Support

Jasmine Sanders  
RWPC Office of Support

**GRANTS MANAGEMENT STAFF PRESENT**

Justin Henry, GM

Wanda Scott, GM

Nariah Webster, FM

**OTHERS PRESENT**

Kellie Norcott, PHHS  
Joni Wysocki, AHF/AIN

AJ Johnson, EHE

- I. Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:01 p.m.
- II. Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by RWPC Coordinator.
- III. Introductions & Announcement:** Helen Turner made the following announcements:
- The Texas Strikeforce will be holding a meeting with Imelda Garcia on March 24, 2022, to answer any questions from sub-recipients or consumers.
  - The Texas HIV Medication Advisory Committee will meet on April 8, 2022, from 1:30 p.m.-to 4:30 p.m. Consumers and the community will be able to provide feedback.
  - The Legacy Grace Project will be hosting its annual Nation Conference for Women Living with HIV from April 29, 2022, through May 1, 2022. Those interested in attending should visit [LegacyGraceProject.org](http://LegacyGraceProject.org) for registration details.
- Glenda Blackmon-Johnson, RWPC Manager, announced the RWPC Leadership Orientation for committee members would be held on April 13, 2022, from 9 a.m.-to 12 p.m. The training is available for Planning Council and standing committee members only.
- Kellie Norcott, PHHS, announced that beginning on Monday, March 28, 2022, Parkland's Maple Avenue Garage would begin charging patients a certain amount of money to park based on time increments. Validated parking is available for those seeking HIV-related medical care at the ACCESS Clinic or Moody Outpatient Center.
- Joni Wysocki, AHF/AIN, announced that the AHF Pharmacy would be hosting a COVID Booster Clinic at the Market Center location off Stemmons Fwy. The clinic will take place on March 30, 2022, from 8 a.m.-to 12p.m/ 1p.m.-5p.m. No appointment is necessary.
- IV. Approval of February 22, 2022, Minutes:** Helen E. Turner motioned to approve the minutes. Norma Piel-Brown 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): 9 members (6 seats vacant). The 1<sup>st</sup> group impacted by the HIV epidemic with the highest numbers is Black at 10,111 or 42% representation; the Evaluation Committee membership consists of 9 people, of whom 3 are Black with representation of 33% reflectiveness. The 2<sup>nd</sup> group impacted by the HIV epidemic with the highest numbers are Whites at 6,598 or 27% representation; the Evaluation Committee membership consists of 9 people of whom 5 are White with representation at 56% reflectiveness. The 3<sup>rd</sup> 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 9 people of whom 1 is Latino/Hispanic with representation at 11% reflectiveness.
- VI. FY 2021 Assessment of the Administrative Mechanism Report:** Jasmine Sanders, RWPC Planner, began a review of the EAM report updates stating that the report is primarily used to assess how quickly and well the RWPC Part A recipient carries

out the process to contract with and pay providers for delivering HIV services so that the needs of PLWH throughout the Dallas EMA are met. The primary focus being to update the document with new detail, committee members are given discretion regarding providing suggestions for necessary changes. The committee reviewed the procurement/RFP process, Agency #1-10 Executed contract dates for HRSA, contract monitoring process, procurement matrix, FY 2021-2022 Part A Formula Expenditure Report, and Part A Award: Contract Renewal and RFP Award Timeline 2021.

The committee held an extensive discussion regarding suggested recommendations to the AA, which include:

- *Brief sub-recipients on major programmatic changes they may expect ahead of time to ensure better communication.*
- *Provide training on any changes to the RFP; the AA should include purchasing personnel.*
- *Periodically communicate openly with sub-recipients regarding long-range plans for the grants program.*

The AA has noted these recommendations and will be considered in the future.

**VII. New Business:** None.

**VIII. Adjournment:** By consensus, the committee adjourned the meeting at 4:12 p.m.

*Submitted by:*

\_\_\_\_\_  
\_ Office of Support

\_\_\_\_\_  
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**

**NEXT SCHEDULED MEETING**

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