

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: July 19, 2022

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, July 26, 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, July 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
Anthony Delgiorno, 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, July 26, 2022
3:00 p.m.

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| 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 May 24, 2022, Meeting Minutes | Action Item |
| V. | Office of Support Report | |
| | • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. | CQM Presentation | |
| | Jamie Shank, Organizational Empowerment LLC | Discussion 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, August 23, 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
May 24, 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

Del Wilson HK Yumo Jonathan Thorne	LaShaun Shaw, DDS John Dornheim, Chair Norma Piel-Brown	Helen E. Turner
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MEMBERS ABSENT

Leonardo Zea	Darius Ahmadi	Helen Zimba, Vice-Chair
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COUNCIL STAFF PRESENT

Logane Brazile RWPC Office of Support	Glenda Blackmon-Johnson RWPC Office of Support	Jasmine Sanders RWPC Office of Support
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GRANTS MANAGEMENT STAFF PRESENT

Justin Henry, GM Sonya Hughes, AA	Barbara Kakembo, PM
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OTHERS PRESENT

Joni Wysocki, AHF/AIN	Jonathan Gute, PHHS	AJ Johnson, Dallas County
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- I. **Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:10 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions & Announcement:** John Dornheim, Chair, welcomed HK Yumo to the Evaluation Committee. HK briefly introduced himself and expressed his excitement to be part of the committee.
- IV. **Approval of March 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 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 9 people, of whom 3 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 9 people of whom 5 are White with representation at 56% 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 9 people of whom 1 is Latino/Hispanic with representation at 11% reflectiveness.
- VI. **Approve Evaluation of the Administrative Mechanism Report w/ Recommendations to the AA:** 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.
Changes included the following Administrative Agency recommendations:
 - *Brief sub-recipients on major programmatic changes they may expect ahead of time to ensure better communication.*
 - *Provide capacity building training to inform and encourage potential bidders of upcoming funding opportunities.*

- *It's recommended that the AA, and when appropriate the RWPC Executive Committee, should periodically communicate through open discussion and feedback with sub-recipients, the RWPC, and the general public regarding plans for the grants programs, the evolution of the RW service system of the Dallas area, and to the extent possible, it is recommended that long-term plans be developed with the appropriate stakeholders.*

John Dornheim, Chair, asked for a motion to approve the listed changes. Helen Turner made the motion to approve the listed changes. Jonathan Thorne seconded the motion. The motion passed unanimously.

VII. New Business: Helen Turner made the following announcements:

- Members should consider voting, as it is important for PLWH to vote for policies that align with their specific needs.
- Office of Support should consider contacting the CQM team to plan a presentation on collaborative projects.

VIII. Adjournment: Helen E. Turner motioned to adjourn. Del Wilson seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:17 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
Helen Zimba, Vice-Chairperson

Date

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, June 28, 2022, 3:00 p.m.

Will be held via TELE-CONFERENCE

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