

EVALUATION COMMITTEE January 23, 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 Phillip Scheldt Tom Emanuele	Del Wilson, Vice Chair Leonardo Zea Cristopher Burke	Louise Weston-Ferrill Helen E. Turner, CCC Liaison Darius Ahmadi
MEMBERS ABSENT		
LaShaun Shaw Louvenia Freeman	Jonathan Thorne	Yolanda Jones
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Health Planner		Annie Sawyer-Williams, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Glenda Blackmon-Johnson, Program Monitor		Kima S.E. Letcher, Program
OTHERS PRESENT		
Jennifer Kendrick, Parkland/DCHD	Michael Carr, Dallas County	Brent Bednarik, Red Ribbon.us

- I. **Call to Order:** Gary Benecke, Chair, called the meeting to order at 3:04 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. Gary Benecke thanked everyone for a wonderful 2017. The committee received certificates of appreciation.
 - b. Brent Bednarik with Red Ribbon.us discussed their resource directory built for the DFW. It's user friendly and can be used with a mobile phone. He noted he would be available for those who are a part of the directory and would like to meet with him for an overview of the site. Additionally, the site has links to other resources and can be updated in minutes if any information is listed incorrectly.
 - c. Helen E. Turner announced that the steering committee for Ending the Epidemic Plan is meeting in Austin, TX on January 30-31, 2018.
 - d. Tom Emanuele announced he is retiring from AIDS Services of Dallas, but will continue his service with the Ryan White Planning Council until further notice.
- IV. **Approval of December 19, 2017 Minutes:** *Helen E. Turner motioned to approve the December 19, 2017 minutes. Del Wilson seconded the motion. The motion passed with two abstentions.*
- V. **Office of Support:** Justin M. Henry, RWPC Planner, announced the Ryan White Planning Council Bylaws revisions have been submitted to Commissioners Count for approval. Upon approval, the Needs Assessment Ad Hoc Committee will become a standing committee and changes, such as the Nomination Committee being absorbed into the Executive Committee, will take effect. The Planning & Priorities Committee is revising the Planning & Priority Guide for FY 2019. Mr. Benecke asked for the Integrated Prevention and Care Plan to be an agenda item for next month discussion.

VI. Standards of Care (Universal Standards and Outpatient/Ambulatory Health Services): The Universal Standards are the current standards and that have been revised. Mr. Wilson stated the new revised standards are more detailed than before. Ms. Blackmon-Johnson noted DSHS separate and categorized to make the standards universal. They specified the standard, limitation, performance measure, sub-recipient responsibility and the source of citation. The Evaluation Committee would assess the standards based on what is needed in the EMA. Mr. Benecke reference last year's minutes regarding adopting Part B Standards of Care "Ms. Smith-Clay stated the SOC will be adopted for Part A & B to use. The committee also discussed taking another look at the Federal Poverty Level guidelines.

The committee agreed there are no comments for Outpatient/Ambulatory Health Service Standards of Care.

VII. FY 2017 Evaluation of the Mechanism: Mr. Henry distributed a flowchart for the current fund procurement process (as it is currently understood). He also gave an overview of the flowchart showing the hierarchy of the process and the timeframe. The committee and community guests had a lengthy discussion reviewing the flowchart. A question was posed regarding the accuracy of the timeframe of the processes involved to complete a Request for Proposal (RFP). Mr. Benecke noted in developing the evaluation, the committee wants to be make sure everything is being done in the right timeframe. The committee and committee guests had a brief discussion regarding the RFP timeline process. Ms. Letcher noted the departments are working simultaneously. The process is ongoing due to changes needing to be made to the contracts. Ms. Blackmon-Johnson asked the committee what questions were they looking for in regards to the bidding and RFP process. Mr. Benecke noted the last two questions on the template regarding timeliness of execution. The committee agreed to table the discussion until next month's meeting to get an accurate timeframe between each step.

Mr. Ahmadi posed a question regarding the evaluation template as to why there were not any questions about the Ryan White Planning Council. The committee had a brief discussion regarding if the evaluation should include the RWPC. It was suggested to have another survey to evaluate the RWPC, being that it is not required by the Health Resources and Services Administrative (HRSA).

VIII. Adjournment *Helen E. Turner motioned to adjourn. Tom Emanuele seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:30 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, February 27, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX