

EVALUATION COMMITTEE February 27, 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	Leonardo Zea Darius Ahmadi	Louise Weston-Ferrill LaShaun Shaw
MEMBERS ABSENT		
Helen E. Turner, CCC Liaison Louvenia Freeman	Cristopher Burke Jonathan Thorne	Del Wilson, Vice Chair Tom Emanuele
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Health Planner		Annie Sawyer-Williams, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Glenda Blackmon-Johnson, Program Monitor	Wanda Scott, Program Monitor	Kima S.E. Letcher, Program Manager
OTHERS PRESENT		
Edgar Carmona, AID	Crystal Curtis, Parkland	Brent Bednarik, Red Ribbon.us

- I. **Call to Order:** Gary Benecke, Chair, called the meeting to order at 3:13 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. Annie Sawyer-Williams, RWPC Coordinator announced the Consumer Council Committee will host a forum titled HIV and STD Coinfections on March 1st, at the Meadow Conference Center from 2-4PM.
 - 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. Justin Henry announced the Health Resources and Services Administration (HRSA) will be conducting a site visit from March 20-23, 2018 as a result the RWPC meeting has changed to March 21, 2018.
- IV. **Approval of January 23, 2018 Minutes:** *Phillip Scheldt motioned to approve the December 19, 2017 minutes. Leonardo Zea 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 approved through Commissioner's Court. The second part of the Community HIV/AIDS Technical Assistance and Training (CHATT) on *Building Strong Planning Councils/Planning Bodies* webinar will be held February 28th.

VI. Standards of Care (Oral Health Care and Medical Transportation): The Oral Health Care Standards have been reviewed and comments submitted by the committee, so they agreed not to review them again.

Mr. Benecke noted the Medical Transportation standard has been moved to the Universal Standards.

- A comment was made on page 2 – Medical Transportation must be reported as a Support Services in all cases. “*Will this change how we bill for this service and what is meant by reporting?*”

The committee agreed there were no comments for Oral Health Care and one comment for Medical Transportation.

The committee reviewed and discussed a couple of the monitoring tools and how they will affect clients.

Food Bank/Home Delivery Meals Tools

There is documentation in the client’s primary record of a completed SNAP application and/or denial letter.

Mr. Benecke stated the monitoring tools, as stated by Germane Solutions will go in effect April 1st. He commented on Food Bank and Home Delivery Meals and a new change for the Food Bank. Once a year, all clients will have to apply for SNAP benefits and have proof of it. He noted even if they receive a denial letter, his agency will have to follow up with SNAP for an approval or denial that benefits have been applied for. They will also have to ask for dietary restrictions and if so, the client will need to be referred to a dietary nutritionist. The Food Bank can supply food for a week until the clients can get a SNAP application on file. He noted a SNAP representative will be on site to assist.

A concern was expressed for undocumented clients having to apply for the benefits, because if they apply their residence will potentially be taken away. The committee continued the discussion regarding the concerns for undocumented clients. Mr. Benecke stated this is a new Standard of Care and he would get more details regarding undocumented clients.

Mr. Thorne questioned if this would affect permanent supportive housing clients who receive meals. Ms. Scott stated SNAP is a food program from the federal government and Ryan White funds are payer of last resort; therefore clients will need to attempt to apply and receive a denial letter.

Ms. Letcher suggested putting the concerns in writing to Department of State and Health Services (DSHS).

The committee had a brief discussion regarding clients receiving medical transportation and bus passes, regarding the difference of both being a payer of last resort.

Mr. Benecke also referenced the following monitoring tools:

Health Education/Risk and Reduction Tool:

Documented evidence in the client’s primary record of a completed plan addressing methods of HIV transmission, risk reduction education, and resources available to meet client’s needs.

Housing Services Tool:

Documentation that intake occurred within three (3) business days of emergency need.

VII. FY 2017 Evaluation of the Administrative Mechanism (EAM): Mr. Henry stated the committee needed to finalize the tool to continue with the contract monitoring, reimbursement, and procurement

portion. He referenced the Ryan White Part A manual regarding the services procured from the Grantee is in line with the priorities. The committee had a brief discussion regarding moving forward and they also discussed looking at ways to track if services were being provided.

Ms. Blackmon-Johnson questioned if the sub-recipients will have any input into the EAM survey. Mr. Benecke stated none of the recipients will provide input on the EAM survey. He noted if a recipient is having problems with their process, they would need to contact the Administrative Agency (AA) themselves.

Mr. Benecke stated the process being evaluated is how quickly funds go from the government to the AA, to the providers, and to the clients.

Questions to ask the AA:

Procurement/Request for Proposals Process

Reimbursement Process

Contract Monitoring Process

Mr. Henry will finalize the EMA survey for review at next month's committee meeting.

The committee agreed to table the next agenda items until next month's meeting.

VIII. Integrated Prevention and Care Plan: Tabled.

IX. Evaluation of the Ryan White Planning Council: Tabled.

X. New Business: Ms. Blackmon-Johnson introduced an Evaluation Committee refresher flyer which highlights the National HIV/AIDS Strategy (NHAS), key populations and some of the Evaluation Committee's charge. Mr. Benecke asked the committee to review for any questions and to review the charge of the committee to stay within that area.

Pictures will be taken at next month's meeting.

XI. Adjournment *Jonathan Thorne motioned to adjourn. Phillip Scheldt seconded the motion. The motion passed unanimously*

The meeting was adjourned at 4:39 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, March 27, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX