

EVALUATION COMMITTEE April 24, 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 LaShaun Shaw	Del Wilson, Vice Chair Leonardo Zea Darius Ahmadi Jonathan Thorne	Louise Weston-Ferrill Louvenia Freeman
MEMBERS ABSENT		
Helen E. Turner, CCC Liaison	Cristopher Burke	
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Health Planner	Glenda Blackmon-Johnson, RWPC Program Manager	Annie Sawyer-Williams, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Angi Jones, Quality Assurance Advisor	Sonia Contreras, Health Advisor	
OTHERS PRESENT		

- 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. Del Wilson announced the Health Campus at the Resource Center has an Open House on Wednesday, May 16, 2018 from 5:30PM to 7:00PM.
 - b. Justin M. Henry announced the Ending the Epidemic steering committee is preparing to have the first draft of the EtE Plan at the HIV Syndicate meeting in June. If anyone would like to be a part of the steering committee or receive a copy of the draft plan contact the Office of Support.
 - c. Gary Benecke gave a scenario of how the new eligibility requirements can be beneficial to clients.
- IV. **Approval of March 27, 2018 Minutes:** *Darius Ahmadi motioned to approve the March 27, 2017 minutes. Louvenia Freeman seconded the motion. The motion passed with two abstentions.*
- V. **Office of Support:** Mr. Henry announced the Planning & Priorities Committee received and reviewed the Priority Setting Guide for Fiscal Year 2019 and that the RWPC Grant Application is expected to be released in June and due in September. The updated expenditure was reported at the Allocations Committee meeting on 4.23.18. The Eligible Metropolitan Area (EMA) is closed to being on target according to the expenditures.
- VI. **FY 2017 Evaluation of the Administrative Mechanism (Committee Recommendations):** Mr. Benecke stated the Evaluation of the Administration Mechanism (EMA) report is not ready for approval, but it will be ready to present at the next committee meeting.

Motion: Louvenia Freeman motioned to table the FY 2017 Evaluation of the Administrative Mechanism (Committee Recommendations) until next month's meeting. Darius Ahmadi seconded the motion. The motion passed unanimously.

VII. Evaluation of the Ryan White Planning Council: Mr. Ahmadi gave an overview of his thoughts on evaluating the RWPC.

*How does the RWPC know the work that's being done is a good job?
The Needs Assessment results are coming back with the same needs.
Are funds being allocated right?
Better collaboration with the Administrative Agency (AA)*

Mr. Henry noted in terms of collaborative effort the RWPC and AA adhere to the Memorandum of Understanding (MOU). The RWPC are in the process of revising the MOU and making adjustments to the language.

He referenced the results of past EAMs and different documents he questioned if they were they understandable. Maybe support staff needs to produce better materials that are clear.

Mr. Wilson noted to complete an evaluation of the RWPC maybe just reviewing the RWPC Primer produced by the Health Resources and Services Administration (HRSA). To understand what HRSA expectations are and have a clear picture of the RWPC role and responsibilities.

Mr. Henry presented the committee with Excerpts from Member Responsibilities Section which includes: Description of Responsibilities, Meeting Ground Rules, Conduct at HIV Planning Council Meetings and a Self-Appraisal Form. The committee discussed looking at the RWPC as a whole to see if they are doing their job.

A comment was made to look at the deliverables for other committees and how does it tied in with the RWPC. Another comment was made regarding results from the Needs Assessment survey. The RWPC should take in consideration the same needs are being reported each year and putting more funding within those services. Mr. Benecke explained it not just allocating funds to the service categories, but finding providers to provide the services; as a result the RWPC cannot find providers they can only encourage the process.

It was communicated that it is frustrating to see that some consumers are having the same difficulties: *e.g. in order to end homelessness we have to address other health issues.* Mr. Henry stressed on the importance of committees having work plans that is centered on the goals of the committee.

The committee had a brief discussed regarding the results of the needs assessment survey and it being a capacity issue. A barrier that was reported in the needs assessment survey is clients do not have the money for co-pays, deductibles, or transportation. Mr. Henry stated that the RWPC has the ability to give directives to the AA to give to sub-recipients on how best to meet priorities. The committee also discussed more collaboration between the committees. They discussed HRSA's comprehensive site visit, where the PC stands, and what needs to be done moving forward, and to take note of what is being done right. During RWPC meetings, there needs to be more open dialogue regarding issues within the EMA.

Support staff will forward a copy of the Ryan White Planning Council Primer to committee members for review.

VIII. **New Business:** Mr. Henry announced the Community HIV/AIDS Technical Assistance and Training (CHAT) will hosted a webinar on conducting RWHAP Part A Planning Council/Planning Body Needs Assessment it will focus on the needs assessment process the RWCPs engage in every year.

IX. **Adjournment:** *Tom Emanuele motioned to adjourn. Darius Ahmadi seconded the motion. The motion passed unanimously*

The meeting was adjourned at 4:18 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, May 22, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207