

EVALUATION COMMITTEE		
June 26, 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 Louvenia Freeman Helen E. Turner, CCC Liaison	Del Wilson, Vice Chair Leonardo Zea Darius Ahmadi	Louise Weston-Ferrill Cristopher Burke
MEMBERS ABSENT		
Jonathan Thorne LaShaun Shaw	Tom Emanuele	Phillip Scheldt
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 Lynn Smith-Clay, GMO	Kima Letcher, Program Manager	Thomas Reed, Data Analyst
OTHERS PRESENT		
Jennifer Kendrick, DCHD Parkland		

- I. **Call to Order:** Gary Benecke, Evaluation Committee Chair, called the meeting to order at 3:03 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. Ms. Helen E. Turner announced the Black Women focus group was conducted well and a great success.
 - b. She announced there will be a Planning CHATT (Community HIV/AIDS Technical Assistance and Training), webinar on July 17, 2018 regarding Priority Setting and Resource Allocation.
 - c. Ms. Turner announced that the Afiya Center will host the “Get Tested and Grab a Bite event in recognition of National HIV Testing Day of June 27th from 11:00AM-4:00PM at the David Chapel Missionary Baptist Church.
 - d. Louvenia Freeman announced in recognition of National HIV Testing Day, Dallas County will conduct free HIV testing at various locations.
- IV. **Approval of May 22, 2018 Minutes:** *Louvenia Freeman motioned to approve the May 22, 2018 minutes. Christopher Burke seconded the motion. The motion passed with one abstention.*
- V. **Office of Support Report:** Ms. Blackmon-Johnson shared an update regarding the Integrated Prevention and Care Plan from January-June 2018 there are some areas that are under performing which means no data has been reported. A request was made to various providers, but there has been feedback from three of the original integrated plan participants. Ms. Blackmon-Johnson announced the Dallas Taskforce met and they were presented with the Integrated Prevention and Care Plan FY 2017 accomplishments. She explained at the RWPC meeting a consent form for focus groups was presented and there were concerns from members about recording the participants. The RWPC bylaws verbiage

regarding the special committees will be added at a later date. She announced that the Early Intervention Clinic discontinued Ryan White funding for Early Intervention Services (EIS), she noted the Planning Council needs to be aware of this information the service category. The Early Intervention Services program units delivered and clients served is data currently recorded in the AIDS Regional Information and Evaluation System (ARIES) that will no longer exist through the sole provider. Funding will be discontinued for the program year 2019-2020 Substance Abuse and Mental Health (SAMHSA) funding will be discontinued. There needs to be more discussion regarding the Early Identification of Individuals with HIV/AIDS (EIIHA) strategy.

VI. FY2017 Evaluation of the Administrative Mechanism (Committee Recommendations): Mr. Henry was asked in his research if the process to get the information for the questions was easy, hard or simple to get? Mr. Henry stated *“the information regarding the procurement process and request for proposal are public information, but still was a little harder to retrieve. The information on the website is time consuming. In terms of obtaining information on the procurement process as a whole, the process was challenging but easily accessible. The information involved with the reimbursement process wasn’t clear. There are a lot of missing elements to the process. The contracts and monitoring process was self-explanatory. Mr. Henry stated from his observations no one fully understand the whole process. There needs to be reported from when the contracts goes through the court system to the time funding is given to the sub-recipient.”* Ms. Smith-Clay reminded the committee that the Request for Proposal (RFP) and procurement process that was done in 2016 was changed from the old process and it was a learning process for the Administrative Agency. She stated there has not been an RFP process since 2016 and the information being reported is from the old process. The next RFP process there will be information regarding how the process will operate. Mr. Benecke stated he would like to request a flow chart with explanations of the process from the purchasing department.

1. **How much time elapsed between the receipt of the Notice of Grant Award (NGA) or funding contract by the AA and contract execution with funded service providers?** *Mr. Benecke stated the funding was only delayed roughly by three weeks to begin the contracts.* The committee discussed the language in the document; it was suggested and agreed to make changes to the questions and the tools language from “contracts” to “extension notice” in order to make it clear to the reader.
4. **Does the AA have a grant award process which:**
 - Provides bidders with information on applying for grant
 - Offers a bidder’s conference*There was no bidder conference for FY2017.*
5. **Does the RFP incorporate service category definitions that are consistent with those defined by the PC?** At the time the link did not work. A recommendation was made that the current PC and AA documents be posted on both websites. All document included in the RFP be posted on the website. Ms. Letcher mentioned to everyone to make emails addresses are updated with the Dallas County Purchasing Department, they will received the information. The committee had a brief discussion regarding the documents should that be on which website.
8. **Does the AA have a method of communicating back to the PC the results of the procurement process?** *The process should be covered in the new Memorandum of Understanding (MOU).*

Section III: Contract Monitoring Process

The committee had a brief discussion regarding the contract monitoring process. It was recommended to have a process created to address questions from sub-recipients. The committee discussed creating this process and agreed to keep the recommendations focused on the questions within the evaluation tool. They discussed and agreed to make separate recommendations to be submitted to the AA with reference the RWPC Primer.

It was suggested to submit the recommendations again to the AA from the FY2016 EAM for a response. Mr. Benecke stated the FY2017 recommendations to the AA will be submitted under the new evaluation tool. The committee had a brief discussion about one of the FY2016 EAM recommendations which states: *The AA will provide their Ryan White Planning Council AA report at the Executive Committee so that the Office of Support can include this report when it polls for quorum. Meeting attendees can submit questions at least 72 hours before the RWPC meets, which will allow the AA to prepare its answers too.* A member discussed developing a list of information to be at the next meeting which members would like the AA to report at RWPC meetings. Further details will be discussed at the next meeting.

Recommendations to the AA FY 2017:

1. Provide technical assistance to all Ryan White sub-recipients regarding the protocol for complaints about the reimbursement process.
2. Present updates to the Planning Council on the results of the procurement process at the beginning of the Part A grant cycle, after each subsequent award from the Health Resources and Services Administration (HRSA), and during the fund reallocation process.
3. Provide a detailed flowchart illustrating how the Purchasing Department's activities in the procurement process coordinate with the AA's procurement activities.
4. Insure that the hyperlink(s) presented in the request for proposal (RFP) function properly.
5. Insure that all service categories & all corresponding definitions are included in the RFP.
6. Post a hyperlink to all documents pertaining to the Standards of Care on the Planning Council & AA grant notification sites.
7. Upon advertisement of the formal Invitation for Bid (IFB), insure that all registered sub-recipients have access to all applicable guidance documents

Motion: *Helen E. Turner motioned to approve the FY2017 EAM Recommendations. Del Wilson seconded the motion. The motion passed unanimously.*

Motion: *Cristopher Burke motioned to table the agenda items Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer and Recommendations referenced from the RWPC Primer until next month's meeting. Helen E. Turner seconded the motion. The motion passed unanimously.*

VII. Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer):

VIII. New Business: Louvenia Freeman confirmed the EIC clinic will continue provide the same services and will accept Medicaid, Medicare and Private Insurance.

IX. Adjournment: *Del Wilson motioned to adjourn. Louvenia Freeman seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:38 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, July 24, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207