

EVALUATION COMMITTEE September 25, 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	Louise Weston-Ferrill Cristopher Burke
MEMBERS ABSENT		
Jonathan Thorne LaShaun Shaw	Tom Emanuele Darius Ahmadi	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		
OTHERS PRESENT		

- I. **Call to Order:** Gary Benecke, Evaluation Committee Chair, called the meeting to order at 3:10 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. Helen E. Turner announced National Voter Registration Day.
- IV. **Approval of August 25, 2018 Minutes:** *Helen E. Turner motioned to approve the August 28, 2018 minutes. Leonardo Zea seconded the motion. The motion passed with one abstention.*
- V. **Office of Support Report:** Glenda Blackmon-Johnson announced the Ryan White Part A/MAI grant application has been submitted.
- VI. **Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer):** Mr. Benecke stated the RWPC Primer outlines the roles and responsibilities of each committee, so the Evaluation committee could develop a way to look the responsibilities of the sub-committees and rate them on how they perform the duties outlined in the primer.

Mr. Wilson gave an overview of some functions for the End the Epidemic Plan and how some of those ideas can be useful to the RWPC.

A member commented that the RWPC meetings seem to be a reading of minutes and it is frustrating when the minutes are being read to the audience. The focus of the RWPC meetings should be on education, training or decision making and if these things are done at the sub-committee level then it should be clear to PC members. It feels like the members are not doing any work within those PC meetings.

The committee received a sample of a Planning Council Committee Evaluation document. They reviewed and discussed which questions can be useful within the sample document. After reviewing the document the committee agreed the sample document questions are subjective and appears to have one person's opinion, but there are some questions that can be useful. A question was asked: "Have we achieved desired health outcomes (are clients in better health)". Mr. Benecke stated according to the data that is normally received how we can measure clients that are receiving care and being maintained in care. The data is not made to track certain people, but statistic. Mr. Wilson suggested looking at the Ryan White Service Report (RSR) that is congregate data for the EMA. A member asked if the council can receive a copy of the report.

The committee continued to review parts of the RWCP primer as a guide to evaluate the RWPC and sub-committees and to make it measurable and data driven. They agreed to accomplish the evaluation of the RWPC and sub-committees by the end of the year and to review growth goals for the upcoming year.

Next month the committee will review the RSR and look at the 2017 Numbers.

VII. New Business: N/A.

VIII. Adjournment: *Helen E. Turner motioned to adjourn. Louvenia Freeman seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:53 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, October 23, 2018 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207