

EVALUATION COMMITTEE October 22, 2019 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 Darius Ahmadi, Chair Helen E. Turner, CCC Liaison	Del Wilson, Vice Chair Pamela J. Green	Louise Weston-Ferrill Leonardo Zea
MEMBERS ABSENT		
Jonathan Thorne	LaShaun Shaw	Louvenia Freeman
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
Oscar Salinas MD, CQM Supervisor		
OTHERS PRESENT		

- I. **Call to Order:** Darius Ahmadi, Evaluation Committee Chair, called the meeting to order at 3:10 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council (RWPC) Planner, and certified by Darius Ahmadi.
- III. **Introductions and Announcements:**
 - a. Helen Turner announced the Consumer Council Committee hosted the Trauma Informed Care forum on October 31st at Meadows Conference Center from 2 p.m. - 4 p.m. She welcomed everyone to attend.
- IV. **Approval of August 29, 2019 Minutes:** *Gary Benecke motioned to approve the August 29, 2019 minutes. Helen E. Turner seconded the motion. The motion passed with one abstention.*
- V. **Office of Support Report (RWPC Membership Representation and Reflectiveness/Updated Work Plans):**
 - a. Justin M. Henry reported on the membership reflectiveness; the RWPC has filled a mandated seat for Part B and Helen Zimba was recently appointed to the RWPC.
 - b. The Office of Support is in the process of reviewing and revising new work plans for the RWPC subcommittees.
 - c. The Needs Assessment committee has been involve in collecting data from community resources to gather the qualitative data requirement for the needs assessment process such as hosting focus groups and key informants interviews. The committee had a brief discussion regarding reaching the transgender population.
- VI. **Administrative Mechanism Response (Recommendations to the AA from the FY 2018 EAM):** The committee discussed non-receipt of the response from the AA regarding the recommendations from the FY2018 Evaluation of the Administrative Mechanism.

Motion: Gary Benecke motioned to submit a formal request to the Administrative Agency to receive the response to the recommendations submitted for the Evaluation of the Administrative Mechanism. Pamela Green seconded the motion. The motion passed unanimously.

VII. Cost Effectiveness Evaluation: The committee had a brief discussion regarding the cost effectiveness Evaluation and suggested seeking a consultant to help with the process.

VIII. Dallas County Data Quality Project: Oscar Salinas presented on the Data Quality Project.

- **Goal of Data-** Determine the consumer's records are unique and consistent across all reporting platforms utilized by the agency.
- **Data Owner-** Identify the person(s) assigned to input and who is assigned to compile the data from the different service categories. (data entry, data analyst and/or staff providing the services etc.)
- **Data Entry-** What platform or template is used on each service category, to collect, prepare, input, and process the data. Is the data exported into ARIES directly or any other platform or spread sheet before creating the output/report to the AA?
- **Impact on the process-** Order of the data entry based on service category. (flowchart of the process)
- **Data Rules-** Determine if there is any rule that exclude or include the data input into ARIES or a different data platform utilized on each service category.

Assessment: The assessment process will follow different dimensions

- **Uniqueness-** The quality of being the only one of its kind (no duplication)
- **Accuracy-** The quality or state of being correct or precise. (sensitivity and specificity lead to accuracy)
- **Completeness-** The state or condition of having all the necessary or appropriate parts. (Compare with the standards of care)
- **Consistency-** The achievement of a level of performance that does not vary greatly in quality over time. (The application of the flow chart happens on each client?)
- **Timeliness-** The fact or quality of being done or occurring at a favorable or useful time. (determine how long it takes from the data collection, input, output, and interpretation)

Coming next:

- **Analysis-** During this process we are looking for the cause(s) and its effect during the process.
- **Improvement-** Utilize an improvement methodology based on findings.
- **Implementation-** TBA
- **Control-** TBA

Three steps (after Analysis) will be described later in the process, since they will be modified based on findings and it will probably vary by service category and by agency.

IX. New Business: The committee had a discussion regarding the Evaluation Committee members having a potential conflict with voting on the Standards of Care. Mr. Henry gave an overview of conflict of interest from the RWPC Primer. The committee members expressed concerns as to how the SOC process was taken from the evaluation committee, how the process was handled when the SOC was assigned to the P&P Committee, and understanding conflict of interest outside of the priority setting and resources allocations process. After a lengthy discussion members expressed it is not satisfactory for members to be told they have a conflict of interest; and there needs to be a parliamentarian.

Motion: Pamela Green motioned for the Evaluation Committee to draft a letter to forward to the Executive Committee to review Conflict of Interest and to give the SOC process back to the Evaluation Committee. Helen E. Turner seconded the motion. The motion passed unanimously.

X. *Adjournment: Gary Benecke motioned to adjourn. Pamela Green seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:52 p.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

**Darius Ahmadi, Chairperson or
Del Wilson, Vice-Chairperson**

Date

NEXT SCHEDULED MEETING
Tuesday, November 26, 2019 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207