

EVALUATION COMMITTEE February 26, 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 Phillip Scheldt	Del Wilson, Vice Chair Leonardo Zea Kellie Norcott	Louvenia Freeman Helen E. Turner, CCC Liaison
MEMBERS ABSENT		
LaShaun Shaw Louise Weston-Ferrill	Jonathan Thorne	Cristopher Burke
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Program Manager	Justin M. Henry, Health Planner
GRANTS MANAGEMENT STAFF PRESENT		
OTHERS PRESENT		
Lionel Hillard, RWPC Chair		

- I. **Call to Order:** Darius Ahmadi, Evaluation Committee Vice Chair, called the meeting to order at 3:06 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council (RWPC) Planner, and certified by Del Wilson.
- III. **Introductions and Announcements:**
 - a. Darius Ahmadi announced he is the new Evaluation Committee Chair.
 - b. Lionel Hillard announced the RWPC Retreat is Friday, March 8th from 9 a.m. - 4 p.m. at the Meadows Conference Center.
 - c. Helen E. Turner announced Achieving Together a Community Plan to End the HIV Epidemic in Texas are still seeking new members.
 - d. Kelly Norcott announced Parkland Hospital has been awarded the Special Projects of National Significance (SPNS) funding. The new project called Village Project targets African American MSM under the age of 35 to improve their health outcomes. The program starts on May 1st and the Project Coordinator will be in contact with providers asking for feedback and referrals.
 - e. Darius Ahmadi thanked the committee and gave expectations for the committee; he recognized the previous Chair Gary Benecke for his dedication and hard work.
- IV. **Approval of January 22, 2019 Minutes:** *Gary Benecke motioned to approve the January 22, 2019 minutes. Kellie Norcott seconded the motion. The motion passed with two abstentions.*
- V. **Office of Support Report:**
 - a. Glenda Blackmon-Johnson announced the three vacant seats for RWPC leadership have been filled as of February 14th.
 - b. The Texas Department of Health and Human Services has release the 2017 HIV Continuum of Care Dallas HIV Service Delivery Area (HSDA).

- c. The Grants Department has been in contact with the new Interim Project Office Kristina Barney. She is very engaging with the Administrative Agency (AA) and she has invited RWPC Staff to participate on the conference calls.
- d. On March 1st the Needs Assessment Committee will conduct their first formal focus group and pilot a survey.
- e. The District 3 Advisory Committee met and had an extension discussion regarding the State of the Union Ending the Epidemic-Plan for America. Mr. Henry distributed the State's Plan. The members discussed the Integrated HIV Care and Prevention Plan, and Ending the Epidemic Plan. They agree to continue dialogue regarding these plans.

VI. Evaluation of the Administrative Mechanism (EAM): Mr. Ahmadi gave an overview of last month's discussion and the transition from the old to the new EAM process. He explained to the committee that discussions need to be made regarding the EAM in order to meet the dead line. Mr. Henry noted to focus on completion of the assessment by the 2nd week in May.

Mr. Henry gave the committee historical data from 2002 regarding the EAM process. He shared Assessing the Efficiency of the Administrative Mechanism: An Introduction document with the committee. Topics covered in the Assessment of the Efficiency of the Administrative Mechanism (AEAM) typically include the following.

Scope:

The procurement process – including outreach to potential new service providers dissemination of the Request for Proposal (RFP), number of applications received and funded, the review process including use of an External Review Panel (ERP) and the composition of that panel, and criteria used in selection of sub recipients as service providers.

Contracting – including the length of time between Notice of Grant Award to the recipient and completion of fully executed subcontracts with providers.

Reimbursement of sub recipients – including the monthly reporting and invoicing process and the length of time between recipient (or administrative agency) receipt of an accurate invoice with required documentation and issuance of a reimbursement check to the provider, as well as obstacles to timely reimbursement.

Use of Funds – whether contracting and expenditure of RWHAP Part A funds are consistent with allocations made by the planning council (*planning bodies that are not planning councils offer only recommendations, so this requirement does not apply to them*), and the proportion of formula and supplemental RWHAP Part A funds that are expended by the end of the program year. The PC/B needs this information for the Letter of Assurance requirement each year for inclusion in the RWHAP Part A application.

Methods:

PC/B's use a variety of methods to carry out their AEAM's. The most often information is collected through a combination of the following:

A survey of funded providers – to learn about their experience related to procurement, contracting, and reimbursement; this is often done using an online survey format and a combination of multiple-choice or rating-scale questions and a few open-ended questions.

Obtaining of summary information from the recipient – about each of the topics; for example, this is likely to include the percent of contracts fully executed within 30,60, and 90 days after notice of grant award; the average time (and the range of days) required each month for the recipient to issue checks to

funded providers following receipt of accurate invoices; and the amount and percent of RWHAP Part funds allocated by the PC/B to each service category versus the amount and percent annually, spent on each service category.

Review of expenditure and related data – usually provided to the PC/B monthly by the recipient, including expenditures by service category, under-and over-expenditures

The committee continued the discussion of the previous EAM process starting from FY 2002 show; the focus of the process was to assess the AA.

The committee discussed what materials should be used in the EAM survey. Mrs. Norcott suggested completing an objective review and to look at the results of that data; and based on those results; to survey stakeholders to compare the results. The committee agreed with Mrs. Norcott suggestions to seek validation from stakeholders upon completions and results of the EAM.

After discussions of the EAM survey Mr. Ahmadi made a recommendation to keep the EAM survey process the same from last year; and in addition to issue an objective survey to stakeholders. The committee agreed by consensus to use the same methodology from last year with suggestions from committee members and Mr. Henry.

VII. Cost-effectiveness Evaluation: Tabled

VIII. New Business: N/A.

IX. Adjournment: *Helen E. Turner motioned to adjourn. Del Wilson seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:26 PM.

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