

EVALUATION COMMITTEE April 23, 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 Pamela J. Green	Del Wilson, Vice Chair Leonardo Zea Kellie Norcott	Louvenia Freeman LaShaun Shaw Helen E. Turner, CCC Liaison
MEMBERS ABSENT		
Phillip Scheldt 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		
Sonya Hughes, Assistant Director	Wanda Scott, Program Monitor	Sonia Contreras, Health Advisor
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 E. Turner announced the Regional Launch of the Achieving Together event scheduled for May 23rd starting at 3:30 p.m. at Dallas County. The launch is a collaborative effort with the District 3 Public Health Advisory Board's meeting. They are seeking volunteers for the event and there will be group tables available.
 - b. Helen E. Turner announced the 2019 USCA HIV50+ Strong & Healthy scholarship program for the United States Conference on AIDS (USCA) in Washington, DC on September 5, 2019.
 - c. Darius. Ahmadi welcomed new member Pamela Green to the Evaluation Committee. Ms. Green announced April 8th was Ryan White birthday it has been 29 years. He was someone she cared for in her early nursing career. Moving forward she asked members to think about what 29 years has done in this field and in future planning think about implementing HIV screening.
 - d. Gary Benecke announced the Resource Center Dental Health Clinic is open and personal tours of the clinic are available. Dr. Shaw added there are 10 dental chairs and two hygienists.
 - e. Kellie Norcott announced the Village Project starts on May 1st. They have started pre-enrollment and hope to have at least 250 individuals sign up for the project.
 - f. Darius Ahmadi thanked the Office of Support for coordinating the Ryan White Part A Service Category Programming & Resource Allocations training. The committee had a brief discussion regarding some of the recommendations made by Consultant Charles Henley regarding bundling of Service Categories and the Standards of Care.

Mrs. Blackmon-Johnson reported the Administrative Agency is looking for volunteers to participate on the workgroup on May 2nd starting at 1 p.m. The goal of the workgroup is to look at each of the service categories and consider changes to implement to make the services better.

g. Darius Ahmadi announced AIDS Services of Dallas is having Founders Day on May 3rd.

IV. **Approval of February 26, 2019 Minutes:** *Kellie Norcott motioned to approve the February 26, 2019 minutes. Louvenia Freeman seconded the motion. The motion passed with two abstentions with corrections.*

V. **Office of Support Report:**

- a. Justin M. Henry reported working on the Priority Setting Guide and the Evaluation of the Administration Mechanism (EAM) survey for release to the Evaluation Committee
- b. The Needs Assessment Committee focus group is schedule for April 29th at Access Information Network. They will pilot the Spanish Survey. Support staff has submitted the preliminary Request for Proposal (RFP) for the Needs Assessment and awaiting feedback from the Purchasing Department.
- c. Glenda Blackmon-Johnson reported the RWPC membership reflectiveness at 22 members and we are waiting new appointments to the RWPC from the Judge Office.

VI. **Evaluation of the Administrative Mechanism (EAM):** Mr. Henry provided the template that will be used for the Evaluation of the Administrative Mechanism. He asked for feedback from members.

The committee discussed the entities that would receive an EAM Survey. A member stated the goal of the EAM tool is to look at how efficiency the AA receive and distribute the funds. The committee had a lengthy discussion regarding the EAM process and several suggestions were made. A member suggested contacting those who received surveys in the past to let them know that there will be a review of objective data review and give them a little background about changes to the process. The committee agreed to use the same process from last year.

VII. **Cost-effectiveness Evaluation:** Tabled.

Motion: *Kellie Norcott motioned to table the Cost-Effectiveness Evaluation. Del Wilson seconded the motion. Motion passed unanimously.*

VIII. **New Business:** N/A.

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

The meeting was adjourned at 4:25 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, May 28, 2019 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207