

EVALUATION COMMITTEE July 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 Helen E. Turner, CCC Liaison	Pamela J. Green Kellie Norcott Del Wilson, Vice Chair	Louvenia Freeman LaShaun Shaw Phillip Scheldt
MEMBERS ABSENT		
Louise Weston-Ferrill	Jonathan Thorne	Leonardo Zea
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Program Manager	Justin M. Henry, Health Planner
GRANTS MANAGEMENT STAFF PRESENT		
Sonya M. Hughes, Assistant Director	Oscar Salinas, Quality Assurance Administrator	
OTHERS PRESENT		

- I. **Call to Order:** Darius Ahmadi, Evaluation Committee Chair, called the meeting to order at 3:09 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. Del Wilson announced the Resource Center Harold Simmons Foundation Health Campus will host an Open House to meet the staff, tour the facility, and learn about HIV Client Services and the newest primary care clinic for the LGBTQ community on Thursday, July 25th from 5:30 p.m.-6:30 p.m. with lite refreshments.
 - b. LaShaun Shaw announced the Resource Center Dental Health will host an Open House for community partners and providers to tour the new space on August 2nd from 11:00 a.m. – 1:00 p.m. at 9535 Forest Lane Suite 230 Dallas, TX 75243.
 - c. Kellie Norcott announced Parkland did not apply for funding for the FY 2019-2021 AIDS Education Treatment Center (AETC) grant; the AETC program closed on June 30th.
- IV. **Approval of May 28, 2019 Minutes:** *Del Wilson motioned to approve the May 28, 2019 minutes. Helen C. Turner seconded the motion. The motion passed unanimously with corrections.*
- V. **Office of Support Report:**
 - a. Justin M. Henry reported Support Staff spoke with the Health Resources and Services Administration (HRSA) Project Officer (PO) Kristina Barney and she stated the RWPC needs to establish local Standards of Care. The Planning & Priorities committee has been meeting to revise the SOC. Kellie Norcott, posed a question during the conversation with the PO regarding the State’s SOC was it asked: *“If something was lacking in the SOC or can Dallas County information be transferred to the State SOC?”*

The committee discussed the SOC being revised by the Planning & Priorities and the conversation the Office of Support had with the PO. A recommendation was made to present the matter to the Executive Committee for further a discussion at their next committee meeting to decide the proper way to handle the revision of the SOC.

Sonya Hughes reported on the conversation with the PO. There was a question regarding the Service Standards that were implemented in the area, the PO asked where sub-recipients and clients can go to obtain guidance? The PO was made aware that Dallas EMA had adopted DSHS SOC for many different reasons. The PO was fine with the adoption, but stated Dallas EMA needs to develop their own local SOC which can include all of DSHS provisions. There needs to be a frame work that shows the local SOC not a reference to or a link to DSHS SOC website.

The committee discussed the timeline to complete the SOC for FY 2020.

The committee agreed there is no need to have a conversation with the PO for clarification about the local standards.

- b. Support Staff reported attendance at the RWPC meeting in Houston, TX on 7.11.19. Support Staff gave an overview of the RWPC meeting.

VI. FY 2018 Evaluation of the Administrative Mechanism (EAM): Mr. Henry gave an overview of the EAM report and asked committee members to review the document for discussion at next month's committee meeting.

The Purpose of the Evaluation - The C.A.R.E Act requires the RWPC to *“assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.”* This language was not changed in the revised Treatment Extension Act of 2009.

Methodology - In the Dallas Eligible Metropolitan Area, an assessment of the local administrative mechanism was performed by administering surveys to Ryan White sub-recipients, Planning Council members, and a representative of the Administrative Agency (AA) to gather perception on various aspects of the program such as the reimbursement process, program monitoring, quality management, technical assistance for sub-recipients, and fiscal compliance. While valuable information was obtained, the assessment did not allow for a completely objective picture of the efficacy of the existing mechanism for the grant year. Therefore, the Planning Council decided to adopt a method originating from the Houston EMA which employs a checklist of specific data points.

Background – The FY 2016 Request for Proposal (RFP) process introduced a caveat for a two-year extension for the conditions there in to which all RW sub recipients were legally bound. As a result, the information contained within this report reflects an extension process as opposed to the traditional RFP process. For the 1st year extension, sub recipients signed the agreements on 12.5.16. For the 2nd year extension, sub recipients signed the agreements between 1.2.18-1.16.18.

Results of the Assessment (Questions are as follows): Mr. Henry reviewed the assessment results and questions.

Section 1: Procurement/Request for Proposals Process

1. How much time elapsed between the receipt of the NGA or funding contract by the AA and contract execution with funded service providers (i.e., 30, 60, 90 days)?
2. What percentage of the grant award was procured?
3. Did the awarding of funds in specific categories match the allocations established by the PC?
4. Does the AA have a grant award process?

5. Does the RFP incorporate service category definitions that are consistent with those defined by the PC?
6. At the end of the award process, were there still unobligated funds?
7. At the end of the year, were there unspent funds? If so, in which service categories?
8. Does the AA have a method of communicating back to the PC the results of the procurement process?

Section 2: Reimbursement Process

9. What is the average number of days that elapsed between receipt of an accurate contractor reimbursement request or invoice and the issuance of payment by the AA?
10. What percent of contractors were paid by the AA after submission of an accurate contractor reimbursement request or invoice?

Section 3: Contract Monitoring Process

11. Does the AA use the Standard of Care (SOC) a part of the contract monitoring process?

Conclusions

The Ryan White Planning Council of the Dallas Area continually strives to effectively collaborate with the AA to meet the need of people living with HIV (PLWH) in the service area. A key component of this collaboration lies in how effective the administrative mechanism functions in readily allocating funds to the areas of greatest need within the eligible area, and the effectiveness of the services offered in meeting the identified needs.

Recommendations to the AA from the FY 2016 and FY 2017 EAM were included.

VII. New Business: N/A.

The committee adjourned by consensus.

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, August 27, 2019 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207