

EVALUATION COMMITTEE August 29, 2019 Minutes		
Charge: Evaluates whether subrecipient 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 Jonathan Thorne	Louise Weston-Ferrill Leonardo Zea
MEMBERS ABSENT		
Pamela J. Green	LaShaun Shaw	Louvenia Freeman
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
Wanda Scott, Program Monitor		
OTHERS PRESENT		

- I. **Call to Order:** Darius Ahmadi, Evaluation Committee Chair, called the meeting to order at 10:00 a.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 Ryan White Planning Council Consumer Council Committee is partnering with the Dallas HIV Taskforce to host “Achieving Together: Community Engagement Strategy for Ending HIV as an Epidemic”. She welcomed everyone to join the conversation.
Prism Health will host “Building Bridges Summit” Promoting Community Building efforts to diagnose, treat, prevent and response to the HIV Epidemic on September 25, 2019 from 8:00 a.m. – 3:00 p.m. at Communities Foundation of Texas 5500 Caruth Haven Lane at Central Expressway Dallas, TX 75225.
- IV. **Approval of July 23, 2019 Minutes:** *Helen E. Turner motioned to approve the July 23, 2019 minutes. Del Wilson seconded the motion. The motion passed unanimously with corrections.*
- V. **Office of Support Report:**
 - a. Justin M. Henry reported the Part A RWPC grant application is due September 30th.
 - b. The Needs Assessment committee met with Kyrah Brown and Susan Wolfe to discuss the needs assessment process and their involvement.
- VI. **Review of the FY 2018 Evaluation of the Administrative Mechanism (EAM) (Discuss Committee Recommendations):** The committee reviewed and discussed the FY 2018-2019 EAM process.

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, where 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?

The committee reviewed the recommendations to the AA from the FY 2017 EAM.

1. Provide technical assistance to all Ryan White subrecipients regarding the protocol for complaints about the reimbursement process.
2. Present updates to the Planning Council on the results of the procurement process at the beginning of the Part A grant cycle, after each subsequent award from the Health Resources and Services Administration (HRSA), and during the fund reallocation process.
3. Provide a detailed flowchart illustrating how the Purchasing Department's activities in the procurement process coordinate with the AA's procurement activities.
4. Insure that the hyperlink(s) presented in the request for proposal (RFP) function properly.
5. Insure that all service categories & all corresponding definitions are included in the RFP.
6. Post a hyperlink to all documents pertaining to the Standards of Care on the Planning Council & AA grant notification sites.
7. Upon advertisement of the formal Invitation for Bid (IFB), insure that all registered subrecipients have access to all applicable guidance documents.

Proposed Recommendations for FY 2018:

- Maintain formal communication efforts
- Provide an updated flowchart illustrating how the Purchasing Department's activities in the procurement process coordinate with the AA's procurement activities

- Periodic updates on TA and new federal initiatives
- Quality control measure for websites/resources
- Upon advertisement of the formal Invitation for Bid (IFB), ensure that all registered sub recipients have access to all applicable guidance documents.
- Provide an updated division organizational chart
- Provide clarity on the reporting structure of the planning council staff within the department. The support staff should be independent from the AA (refer to HRSA report for more detail).

Motion: Gary Benecke motioned to approve the FY2018 Evaluation of the Administrative Mechanism (EAM) Recommendations. Helen E. Turner seconded the motion. The motion passed unanimously.

VII. New Business: N/A.

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

The meeting was adjourned at 10:45 a.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, September 24, 2019 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207