

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: November 13, 2020

Re: Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, November 24, 2020 at 3:00 p.m.

Please join from your computer, tablet or smartphone.

[Teleconference/gotomeeting.com](https://www.gotomeeting.com)

Dallas, Texas 75207

Attached, please find the meeting packet for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1857 on or before Monday, November 23, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin Henry Grants Manager - Programmatic
Wanda Scott, Grants Manager - Fiscal
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Angi Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Carla Jackson, Program Monitor
David Kim, Program Monitor
RWPC Planner - Vacant,
RWPC Coordinator - Vacant
Building Security

EVALUATION COMMITTEE

The Evaluation Committee ensures that service categories set out are being met and that conflict of interest standards are upheld; Conduct an annual evaluation of the effectiveness of the administrative Agency and the Ryan White Planning Council and provide that evaluation to the CEO and Dallas County Commissioners Court; Evaluate the effectiveness of services, categorically and system-wide.

AGENDA

Tuesday, November 24, 2020
3:00 p.m.

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|---|----------------------------|
| I. Call to Order | Pamela Green or Del Wilson |
| II. Certification of Quorum | Pamela Green or Del Wilson |
| III. Approval of the 9/1/2020 Meeting Minutes | Action Item |
| IV. Office of Support Report | Discussion Item |
| • RWPC Membership Representation and Reflectiveness | |
| V. New Business | |
| VI. Adjournment | Pamela Green or Del Wilson |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Tuesday, December 22, 2020 3:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

EVALUATION COMMITTEE - September 1, 2020 Minutes
Emergency Meeting – Evaluation of the Administrative Mechanism(EAM)

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

Pamela J. Green RN, Chair	Helen E. Turner, CCC Liaison	Louise Weston-Ferrill
Gary Benecke	LaShaun Shaw	Leonardo Zea
Jonathan Thorne		

MEMBERS ABSENT

Darius Ahmadi	Louvenia Freeman	Del Wilson, Vice Chair
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RWPC STAFF PRESENT

Glenda Blackmon Johnson RWPC Manager	Justin M. Henry, RWPC Health Planner
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GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Joni Wysocki, AIN	Sandrea Amayo
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- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:05 p.m.
- II. **Certification of Quorum:** Quorum was established by Pamela Green RN and certified by Justin M. Henry, Ryan White Planning Council (RWPC) Planner.
- III. **Approval of July 28, 2020 Minutes:** *Helen Turner motioned to approve the July 28, 2020 minutes. Leonardo Zea seconded the motion. The motion passed.*
- IV. **FY 2019 Evaluation of the Administrative Mechanism:** Justin Henry, RWPC planner opened the discussion with the provision of an overview for the purpose of the Evaluation of the Administrative Mechanism (EAM). Mr. Henry shared the screen and presented the Recommendations document prepared by the committee chair. The members discussed each Recommendation, agreed with the details as written and/or made wordsmithing suggestions. The EAM recommendations were noted as follows:

1. The Administrative Agency should:

Continue the formal communication efforts with sub-recipients regarding important dates, deliverables, processes and timelines for each grant cycle. The Evaluation Committee would like to acknowledge this process of communication is greatly improved from previous years.

2. The Administrative Agency should:

Continue to provide periodic updates on new and upcoming technical assistance seminars and federal initiatives.

3. The Administrative Agency should:

Continue to incorporate the quality control measures developed to ensure the veracity of information and resources on websites are appropriate during the bidding process.

4. The Administrative Agency should: Continue to ensure that all registered sub-recipients have access to all applicable guidance documents.

Reflecting on the Universal RFP issued in 2019 – sub-recipients found this proposal to have many new and abrupt changes for FY 2020-2021. Many of these changes required extra time, effort and

expense to implement. In retrospect, a longer lead time would have benefited both the Administrative Agency and Sub-recipients. Based on this preface:

5. The Administrative Agency should:

- Allow for a 6 month discussion and feedback session with sub-recipients, held monthly, when a proposed RFP has a “sea change” of requirements.
- Provide informal warning as the AA is aware of an RFP that will have a “sea change” of requirements. The AA should consider the definition of informal warning to be within one FY notification,
- Invite sub-recipient participation in the education and feedback during the development of any future RFP.
- Provide specific training opportunities to implement the RFP more effectively and efficiently. (ie billing, contracting, CARES Act Funding)
- Ensure timely allocation/contracting of funds and payments to contractors or sub-recipients.

6. The Administrative Agency should:

Continue to provide technical assistance on billing procedures.

COVID 19 has impacted healthcare and the way we do business but should not impact the services that are provided to PLWH. Based on this preface:

7. The Administrative Agency should:

Develop an operational model for communicating information, monitoring services and conducting meetings that provides flexibility so that impact to the clients we serve does not suffer. (shifting unspent funds, housing, stay at home requirements/essential staff needs)

V. Recommendations for the FY 2019 Evaluation of the Administrative Mechanism: The committee chair opened the floor for a motion to forward the Evaluation of the Administrative Mechanism Recommendations to the executive committee to forward to the Ryan White Planning Council for approval. Helen E. Turner made the motion, Gary Benecke second the motion. The motion passed *unanimously*.

VI. New Business: N/A.

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

The meeting was adjourned at 3:40 p.m.

Submitted by:

Glenda Blackmon Johnson, RWPC Manager

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

**Pamela Green RN, Chairperson or
Del Wilson, Vice-Chairperson**

Date

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