

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: March 18, 2020

Re: Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, March 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) 819-1840 on or before Monday, March 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
Vacant, Grants Management Officer
Vacant, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Angi Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
David Kim, Program Monitor
Justin Henry, RWPC Planner
Annie Sawyer-Williams, RWPC Coordinator
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, March 24, 2020

- | | | |
|-------|---|----------------------------|
| I. | Call to Order | Pamela Green or Del Wilson |
| II. | Certification of Quorum | Pamela Green or Del Wilson |
| III. | Approval of February 25, 2020 Minutes | Action Item |
| IV. | Office of Support Report | Discussion Item |
| | <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness• FY 2020-2021 Work Plan• Training - https://www.youtube.com/watch?v=fSznVBd37Uo | |
| V. | Review Administrative Agency's Response to FY 2018 Recommendation | Discussion Item |
| VI. | Evaluate the Standards for Care and Service Delivery Guidelines (<i>Develop a Tool</i>) | Discussion Item |
| VII. | New Business | |
| VIII. | Adjournment | Pamela Green or Del Wilson |

NEXT SCHEDULED MEETING

Tuesday, April 28, 2020 3:00 PM

Please join from your computer, tablet or smartphone.

<https://www.youtube.com/watch?v=95dRdnMMgbQ>

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

EVALUATION COMMITTEE February 25, 2020 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 Leonardo Zea	Del Wilson, Vice Chair Pamela J. Green RN, Chair	Louise Weston-Ferrill Louvenia Freeman
MEMBERS ABSENT		
Jonathan Thorne Helen E. Turner, CCC Liaison	LaShaun Shaw	Phillip Scheldt
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson, RWPC Manager	Justin M. Henry, Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
Carla Jackson, Program Monitor	Wanda Scott, Program Monitor	
OTHERS PRESENT		
Crystal Curtis, PHHS	Hosea Crowell, AIN	

- I. **Call to Order:** Pamela Green RN, 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 Pamela Green RN.
- III. **Introductions and Announcements:** N/A.
- IV. **Approval of October 22, 2019 Minutes:** *Gary Benecke motioned to approve the October 22, 2019 minutes. Louvenia Freeman seconded the motion. The motion passed with one abstention.*

The committee reviewed and discussed the minutes from October 22th regarding the Standards for Care & Service Delivery Guidelines Process. A member requested documentation from the RWPC Bylaws or the Health Resources and Services Administration (HRSA) outlining the Evaluation Committee’s conflict of interest regarding the revision of the Standards for Care. Pamela Green asked the members to review their charge as the Evaluation Committee and focus on a goal from the National HIV Strategies of reducing infections or Achieving Together and create some action items.
- V. **Office of Support Report:** Glenda Blackmon-Johnson reported the RWPC membership reflectiveness is at 24 members 33% non-aligned consumers and the Evaluation Committee reflectiveness is at 11 members. The members had a brief discussion and requested corrections and updates to the Evaluation Committee membership reflectiveness. Members discussed providing incentives for the recruitment of new members, changing the time the committee meets and a change in the technology system.
- VI. **Review the Evaluation of the Administrative Mechanism Tool:** Mr. Henry presented the committee with the Dallas EMA Administrative Assessment template and gave an overview of one of the committee’s responsibilities; which is the Evaluation of the Administrative Mechanism (EAM). The EAM is an objective assessment by the PC of the procurement, fund reimbursement and contract monitoring

process. Mr. Henry referenced the RWPC Bylaws and the Part A Manual regarding the effectiveness of services. He also discussed the pros and cons of performing an outcome evaluation and a cost-effectiveness evaluation. This will allow the committee to be more involved in analyzing service delivery as it relates to health outcomes. The committee had a brief discussion regarding adding the Evaluation of Services to their charge. They discussed working with the Clinical Quality Management team and Dallas County HIV Surveillance.

Quorum was loss at 4:07 p.m.

VII. Evaluate the Standards for Care and Service Delivery Guidelines (Develop a tool): Tabled.

VIII. Excerpts from the RWPC Leadership/Committee Member Training: Tabled.

IX. New Business: N/A.

The meeting was adjourned at 4:23 p.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

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

Date

NEXT SCHEDULED MEETING
Tuesday, March 24, 2020 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207