

**Ryan White Planning Council of the Dallas Area**  
Office of Support

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: April 23, 2020

Re: Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, April 28, 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, April 27, 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  
Wanda Scott, 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  
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, April 28, 2020

- |       |  |                            |
|-------|--|----------------------------|
| I.    | Call to Order  | Pamela Green or Del Wilson |
| II.   | Certification of Quorum                                | Pamela Green or Del Wilson |
| III.  | <b>Approval of March 24, 2020 Minutes</b>              | <b>Action Item</b>         |
| IV.   | Office of Support Report                               | Discussion Item            |
|       | • RWPC Membership Representation and Reflectiveness    |                            |
| V.    | Template for Outcome Evaluation Model                  | Discussion Item            |
| VI.   | Oscar Salinas Clinical Quality Management Presentation | Discussion Item            |
| VII.  | New Business   |                            |
| VIII. | Adjournment  | Pamela Green or Del Wilson |

### NEXT SCHEDULED MEETING

Tuesday, May 26, 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 March 24, 2020 Minutes		
<b>Charge:</b> 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.		
<b>MEMBERS PRESENT</b>		
Gary Benecke	Del Wilson, Vice Chair	Louise Weston-Ferrill
Darius Ahmadi	Helen E. Turner, CCC Liaison	Louvenia Freeman
Jonathan Thorne	Pamela J. Green RN, Chair	Leonardo Zea
<b>MEMBERS ABSENT</b>		
Phillip Scheldt	LaShaun Shaw	
<b>RWPC STAFF PRESENT</b>		
Glenda Blackmon-Johnson, RWPC Manager	Justin M. Henry, Health Planner	Annie Sawyer-Williams, RWPC Coordinator
<b>GRANTS MANAGEMENT STAFF PRESENT</b>		
David Kim, Program Monitor		
<b>OTHERS PRESENT</b>		
Kellie Norcott, PHHS	Anna J.	

- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:16 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 February 25, 2020 Minutes:** Gary Benecke motioned to approve the February 25, 2020 minutes. Darius Ahmadi seconded the motion. The motion passed with two abstentions.
- V. **Office of Support Report:** Annie Sawyer-Williams reported the Evaluation Committee membership reflectiveness is at 11 members and the RWPC membership reflectiveness is at 24 members.

Glenda Blackmon-Johnson reviewed the 2020-2021 work plan objectives for the Evaluation Committee.

Justin M. Henry reported the training link is a video that was presented at the leadership training; in reference to the efforts that were done in Thailand to manage HIV. Mr. Henry forward an email regarding a series of modules from the HIV Target Website, the modules is to gain an understanding of the Part A program.

- VI. **Review Administrative Agency's Response to FY 2018 Recommendation:** Mr. Henry presented the committee with the response from the Administrative Agency regarding the FY 2018 recommendation.
  - The Administrative Agency should maintain formal communication efforts with grant sub-recipients regarding important dates, deliverables, processes, and timelines for each grant cycle -

*A divisional email account was created in August 2018 to send important information to stakeholders.*

- The Administrative Agency should provide an updated flowchart illustrating how the Purchasing Department's activities in the procurement process coordinate with the AA's procurement activities – *Please see attached contracting timeline, 2019 RFP flow chart will be updated for next EAM.*
- The Administrative Agency should provide periodic updates on new and upcoming technical assistance seminars and federal initiatives to RW subrecipients - *A divisional email account was created in August 2018 to send important information to stakeholders, TA notices have been disseminated at a minimum annually.*
- The Administrative Agency should incorporate quality control measures to ensure the veracity of information on websites/resources used during the bidding process – *The AA worked with purchasing and a consultant to ensure accurate information was posted for 2019 RFP.*
- Upon advertisement of the formal Invitation for Bid (IFB), ensure that all registered subrecipients have access to all applicable guidance documents. *This information was sent out to stakeholders in August 2019 from the divisional email account.*
- The Administrative Agency should provide an updated division organizational chart. *An attachment was provided.*
- Provide clarity on the reporting structure of the planning council staff within the department. Per the findings from the HRSA site visit in March of 2018, PC support staff should ideally report to an entity other than the recipient program director in order avoid the perception of conflicts of interest and to clearly delineate the roles and responsibilities of each party. *This was addressed in the restructure, PC Manager reports to Dr. Huang, DCHHS Director.*

**VII. Oscar Salinas Clinical Quality Management - Collaboration):** Oscar Salinas discussed with the committee projects that can be reviewed by the CQM department in collaboration with the evaluation committee.

Mr. Henry conveyed the evaluation committee function is to evaluate outcome effectiveness. And, implement and evaluate strategies for bringing or retaining members of underserved populations to their health care system and their target population was really people who were out of care.

Mr. Salinas gave the committee a brief overview of clients in the Dallas EMA being virally suppression and retained in medical care. Mr. Henry noted the charge of the Evaluation Committee which includes the assessment of the administrative mechanisms.

Ms. Green explained there are opportunities for the committee and several documents that can be reviewed the 2019 Comprehensive Needs Assessment, and the 90- 90- 90 goals. She presented the committee a homework assignment which is to come up with three things that the committee should work on and develop regarding gaps in the Dallas EMA. Mr. Salinas recommend looking at clients who are out of care.

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

**IX. Adjournment:** *Del Wilson motioned to adjourn. Helen Turner seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:15 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, April 28, 2020 3:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207