

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: June 17, 2020

Re: Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, June 23, 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, June 22, 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, June 23, 2020

- | | | |
|------|---|----------------------------|
| I. | Call to Order | Pamela Green or Del Wilson |
| II. | Certification of Quorum | Pamela Green or Del Wilson |
| III. | Approval of May 26, 2020 Minutes | Action Item |
| IV. | Office of Support Report | Discussion Item |
| | • RWPC Membership Representation and Reflectiveness | |
| V. | Next steps of the Outcome Evaluation Model | Discussion Item |
| VI. | New Business | |
| VII. | Adjournment | Pamela Green or Del Wilson |

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

NEXT SCHEDULED MEETING

Tuesday, July 28, 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 May 26, 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 Jonathan Thorne LaShaun Shaw	Del Wilson, Vice Chair Helen E. Turner, CCC Liaison Pamela J. Green RN, Chair	Louise Weston-Ferrill Louvenia Freeman
MEMBERS ABSENT		
Phillip Scheldt	Darius Ahmadi	Leonardo Zea
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
Oscar Salinas, Quality Assurance Administrator		
OTHERS PRESENT		
Hosea Crowell, AIN	James Wright, RWPC	Kellie Norcott, PHHS

- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:03 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 April 28, 2020 Minutes:** *Helen Turner motioned to approve the April 28, 2020 minutes. Del Wilson seconded the motion. The motion passed with one abstention.*
- 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 with 50% non-aligned members.
- VI. **Next steps for the Outcome Evaluation Model:** The committee discussed a beginning process of building a template for the outcome evaluation model. Mr. Henry suggested the committee start with reviewing the data trended from FY 2018-2019. Ms. Green, RN shared that she researched potential evaluation models and will forward it to the committee for their review. She encouraged members to consider reviewing the 2018 HIV Statistic Report. And, what the effects of COVID-19 will contribute to viral suppression. The committee had a brief discussion regarding the model, the quality of the viral load suppression data, collection of the data and how the data will be reviewed. Mr. Salinas stated the committee would have to rely on the ARIES system for data collection. It was suggested also to consider collecting data on outcome effectiveness and client satisfaction.

Mr. Salinas gave the committee an overview of the CQM Department process. The committee discussed forming a sub-committee to work on the evaluation model.

VII. New Business: N/A.

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

The meeting was adjourned at 3:30 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, June 23, 2020 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207