

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: July 24, 2020

Re: Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, July 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) 819-1857 on or before Monday, July 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
Grants Management Officer - Vacant
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
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, July 28, 2020

- | | | |
|-------|---|----------------------------|
| I. | Call to Order | Pamela Green or Del Wilson |
| II. | Certification of Quorum | Pamela Green or Del Wilson |
| III. | Approval of June 23, 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. | FY 2019 Evaluation of the Administrative Mechanism | Discussion Item |
| VII. | New Business | |
| VIII. | Adjournment | Pamela Green or Del Wilson |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, August, 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 June 23, 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		
Miranda Grant, AIN	V. Cesar	

- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:08 p.m.
- II. **Certification of Quorum:** Quorum was established at 3:18 p.m. 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 May 26, 2020 Minutes:** *Helen Turner motioned to approve the April 28, 2020 minutes. Gary Benecke 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.

Justin M. Henry announced the HRSA Notice of Funding Opportunity is available and is due October 7, 2020.
- VI. **Next steps for the Outcome Evaluation Model:** The committee discussed moving the outcome evaluation model into a different direction which is to create a survey or questionnaire of HIV services. The committee will create a tool and pilot with the RWPC to become a component of the evaluation model.
Mr. Henry presented information to the committee regarding data collection that may be used. As, it was mention for the process something like a questionnaire, customer satisfaction survey, or even interviews and focus groups might be something that can be considered in the evaluation process of RW services. The committee had a brief discussion regarding the information presented by Mr. Henry. It was suggested to utilize the needs assessment report in regards to evaluating to give the committee an idea of what area(s) need to be improved. The committee discussed in the COVID-19 pandemic the challenges clients are having updating documents to see their physician. Ms. Green assigned the committee homework to reach

out to their organizations/agencies to acquire questions from their annual client survey and what are the five priority areas for a consumer satisfaction survey would be.

VII. New Business: N/A.

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

The meeting was adjourned at 4:02 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, July 28, 2020 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207