

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: August 21, 2020

Re: Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, August 25, 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, August 24, 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, August 25, 2020
3:00 p.m.

- | | |
|---|----------------------------|
| I. Call to Order | Pamela Green or Del Wilson |
| II. Certification of Quorum | Pamela Green or Del Wilson |
| III. Approval of July 28, 2020 Minutes | Action Item |
| IV. Office of Support Report
• RWPC Membership Representation and Reflectiveness | Discussion Item |
| V. FY 2019 Evaluation of the Administrative Mechanism | Discussion Item |
| VI. FY 2019 Evaluation of the Administrative Mechanism Recommendations | Action Item |
| VII. Next steps of the Outcome Evaluation Model | Discussion Item |
| VIII. New Business | |
| IX. Adjournment | Pamela Green or Del Wilson |

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

NEXT SCHEDULED MEETING

Tuesday, September 29, 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		
July 28, 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	Del Wilson, Vice Chair Helen E. Turner, CCC Liaison Pamela J. Green RN, Chair	Louise Weston-Ferrill Darius Ahmadi Leonardo Zea
MEMBERS ABSENT		
Phillip Scheldt	Louvenia Freeman	LaShaun Shaw
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Manager	Justin M. Henry, RWPC Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
David Kim, Program Monitor		
OTHERS PRESENT		
Miranda Grant, AIN Karin Petties, Prism Health	Linda Freeman Hosea Crowell, AIN Joni Wysocki	Naomi Green

- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:02 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. **Introductions and Announcements:** N/A.
- IV. **Approval of June 23, 2020 Minutes:** *Gary Benecke motioned to approve the June 23, 2020 minutes. Del Wilson seconded the motion. The motion passed with two (Larry & Darius) abstention.*
- V. **Office of Support Report:** Justin Henry, RWPC planner reported the Evaluation Committee membership reflectiveness is at 11 members. No changes to the committee membership. The RWPC membership reflectiveness is at 24 members with 50% non-aligned members. Further, he informed members that the P&P committee’s final PRSA activities will be conducted on Wednesday, 7.29.2020. Also, that the Ryan White Conference will launch on August 11-14, 2020; registration closes on Friday, 7.31.2020. No charge for the conference. He extended an invitation join the ***US Fast-Track Cities Virtual Implementation Planning Training – Dallas County 12:00pm – 5:00pm CST on Thursday, July 30, 2020.***

Next steps for the Outcome Evaluation Model: The committee discussed their review of the questionnaires which did not relate to services provided by RW but related primarily to satisfaction type of questions. The committee concluded there to be opportunity to develop specific questions to selected criterion. The committee discussed collaborative efforts with the needs assessment committee with regard to the recently developed needs assessment document. Members confirmed their review of the document. The discussion briefly addressed the sample questionnaires from the New York and Philadelphia Groups.

Members briefly discussed the restoration and alignment of the HRSA Performance Measures used to look at the efficacy and quality of care.

Mr. Henry reviewed the Algorithm Chart (*Service Utilization vs. Viral Suppression: A Model to Evaluation Effectiveness of Service Categories (Draft)*) Members discussed considerations about the data as it relates to effectiveness. Mr. Henry discussed the Model created by the quality management team. He explained the logic for gathering the data. The committee conducted a robust discussion regarding data needs, demographics, evaluation methodologies and viral loads and suppression; service categories; key tasks within service categories; sub-populations and narrowing in the focus to the needs assessment where the work can be done. *The committee discussed the development of purpose statement.*

Karin Petties, Vice Chair, of the Needs Assessment Committee was asked to tie in details related to the Evaluation purpose. She offered suggestions pertaining to measurable, quantifiable action steps; service gaps and concerns; external review option; and leveraging resources.

Helen offered details Syndicate projects underway. On behalf of the Syndicate, the Affinity Group for Black Women has been charged with handling Stigma Messaging which includes online education and the development of a Social Media tool-kit. She extended an invitation to join the group.

The committee discussed the task of developing a statement and consideration to conduct a separate meeting to continue the evaluation model discussion and to have the questionnaire (*to evaluation patient satisfaction based on the service categories*) developed by October 2020.

Ms. Green assigned the committee homework: to think about an appropriate mission statement and to develop 5-6 questions that are specific to each of service categories and to include individuals in and out of the Ryan White Service System to utilize for the client satisfaction in the EMA. The committee agreed

VI. New Business: N/A.

VII. Adjournment: Gary Benecke motioned to adjourn. Leo seconded the motion. The motion passed unanimously.

The meeting was adjourned at 4:09 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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