

Ryan White Planning Council of the Dallas Area

Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: May 19, 2021

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, May 25, 2021 at 3:00 p.m.

Please join from your computer, tablet or smartphone.

gotomeeting.com platform

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify the RWPC Office of Support at 214-819-1857 on or before Monday, May 24, 2021. Otherwise, we look forward to seeing you at the next meeting.

Please view Ryan White 101 on our social media Like Share Subscribe:

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

<https://www.youtube.com/channel/UCsej0mq91GN6d51VIVlp9ZA>

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin Henry Grants Manager - Programmatic
Wanda Scott, Grants Manager - Fiscal
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
Vacant, RWPC Office of Support
Claudy Jean-Pierre, RWPC Office of Support
Kofi Bissah, ADAP 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, May 25, 2021
3:00 p.m.

- | | |
|--|-----------------|
| I. Call to Order | John Dornheim |
| II. Certification of Quorum | John Dornheim |
| III. Introduction & Announcement | |
| IV. Approval of the April 27, 2021 Meeting Minutes | Action Item |
| V. Office of Support Report | Discussion Item |
| • RWPC Membership Representation and Reflectiveness | |
| VI. FY 2021 Continuous Quality Management (CQM) Presentation
Presenter: Regina Waits, AA Health Advisor | Discussion Item |
| VII. New Business | |
| VIII. Adjournment | John Dornheim |

Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Tuesday, June 22, 2021 3:00 PM
Will be held via TELE-CONFERENCE

EVALUATION COMMITTEE April 27, 2021 Meeting Minutes EAM		
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		
John Dornheim, Chair Darius Ahmadi	Del Wilson, Leonardo Zea	Helen E. Turner, CCC Liaison LaShaun Shaw
MEMBERS ABSENT		
Pamela J. Green RN		
Glenda Blackmon Johnson RWPC Manager		
Claudy Jean-Pierre, RWPC Staff		
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD		
OTHERS PRESENT		
Joni Wysocki, AIN		
Kellie Norcott		

- I. **Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:03 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Claudy Jean-Pierre, RWPC Staff.
- III. Introduction and Announcements:
 - Helen Turner announced the **May 10 - Achieving Together and Black Women's Affinity Group Did You Know (DYK) Dialogue Series**. Also that the Census data came out and there will be some redistricting. She encouraged everyone get involved to advocate for funding for HIV.
- IV. **Approval of March 23, 2021 Minutes:** Helen E. Turner motioned to approve the minutes. Leonardo Zea seconded the motion. The motion passed.
- V. **Office of Support Report:** The Office of Support reported the following regarding the Evaluation Committee Membership Reflectiveness: Evaluation Committee (15 seats): 7 members (8 seats vacant). The 1st group impacted by HIV epidemic with the highest numbers is Black at 10,111 or 42% representation; the Evaluation Committee membership consists of 11 people of whom 2 are Black with representation of 28% reflectiveness. The 2nd group impacted by the HIV epidemic with the highest numbers are Whites at 6,598 or 27% representation; the Evaluation Committee membership consists of 7 people of whom 4 are White with representation at 57% reflectiveness. The 3rd group impacted by the HIV epidemic with the next highest numbers are Latin/Hispanic at 5,039 or 24% representation; the Evaluation Committee consists of 7 people of whom 1 is Latino/Hispanic with representation at 14% reflectiveness.

John Dornhiem commented that participants could who consider to join the planning council or a committee may option to join the committee thereby participate for one hour each month. Another member inquired regarding the definition of “recently incarcerated”. Glenda Johnson explained to that the project officer conveyed that it could be someone recently released from incarceration who could speak about the needs or a probation officer who could speak about trending needs etc. Members continued the discussion regarding the capacity for program representatives who work directly with the incarcerated population to participate with the planning council. The committee made suggestions, high needs for this population and discussed sensitivity considerations for people who would represent the population. John mentioned that he would be

glad to reach out to the probation colleagues to see if there is interest to participate with the RWPC. Leo Zea offered to speak with case managers who might be interested to participate as well.

VI. FY 2020 Assessment of the Administrative Mechanism (EAM) Report-Follow-up with Administrative Agency Q/A: Claudy Jean-Pierre, provided a brief overview of the **FY 2020 Assessment/Evaluation of the Administrative Mechanism Report**. Glenda Johnson reminded members of the request for a response form the AA regarding the reimbursement or non-reimbursement details regarding the period of March, April, May and June of FY2020. Sonya Hughes provided an update regarding the reimbursement matter. She explained that it was an unusual situation because the last year's contract the AA initially issued partial awards to ensure continuity of services as the RFP was being analyzed. The process took longer than anticipated however at the commencement of the new contract, there were two different RFPs. When the new awards were made there was no contract provision for services prior to July 1, 2020. She indicated that when the contracts were presented to the courts the contract was pulled initially which delayed the process for two weeks. The AA's reached out to all recipients to ask if there were unreimbursed services during that time. She indicated that for providers that responded carryover funds were used to reimburse units of service provided prior to the new contract. Further, she indicated that every sub-recipient was contacted and asked if they had unreimbursed expenses. They had an opportunity to obtain additional funds for those unreimbursed expenses. Sonya explained to the members that the project officer was informed regarding the situation.

Claudy provided a comprehensive review of the past recommendations to members for consideration of further action. Members discussed changes to the recommendation from FY 2016-2019. Members optioned to remove the previous recommendations and to include only recommendations for the FY 2020. Upon further discussion, Sonya informed the members that there will be contract extension renewals for the next 3 years. The members made suggestions for changes and the final recommendations to be incorporated in the final report. Del Wilson made a motion to accept the EMA Report with the following changes; delete the previous year's recommendation through FY 2019 recommendation and that the previous years recommendations are not included as an addendum. Darius Ahmadi seconded the motion. The motion passed unanimously.

VII. New Business:

VIII. Adjournment: Helen E. Turner motioned to adjourn. Leonardo Zea seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:11 p.m.

Submitted by:

Glenda Blackmon Johnson, RWPC Manager

Date

Draft Certified by:

Claudy Jean-Pierre, RWPC Planner

Date

Final Approval by:

John Dornheim, Chairperson or
Vacant, Vice-Chairperson

Date

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, May 25, 2021 3:00 PM

Will be held via TELE-CONFERENCE

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