

Ryan White Planning Council of the Dallas Area

Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: January 20, 2021

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, January 26, 2021 at 3:00 p.m.

Please join from your computer, tablet or smartphone.

[Teleconference/gotomeeting.com](https://www.gotomeeting.com)

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 819-1857 on or before Monday, January 25, 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
Andrea Cokes, 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, January 26, 2021
3:00 p.m.

- | | |
|--|-----------------|
| I. Call to Order | John Dornheim |
| II. Certification of Quorum | John Dornheim |
| III. Introduction & Announcement | |
| IV. Approval of the 11/24/2020 Meeting Minutes | Action Item |
| V. Office of Support Report | Discussion Item |
| • RWPC Membership Representation and Reflectiveness | |
| VI. The Basics – Assessment of the Administrative Mechanism - Presentation | |
| VII. New Business | |
| VIII. Adjournment | John Dornheim |

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

NEXT SCHEDULED MEETING

Tuesday, February 23, 2021 3:00 PM

Will be held via TELE-CONFERENCE

EVALUATION COMMITTEE
November 24, 2020 Meeting 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

Pamela J. Green RN, Chair	Del Wilson, Vice Chair	Helen E. Turner, CCC Liaison
Darius Ahmadi	Jonathan Thorne	Louvenia Freeman
Gary Benecke	Louise Weston-Ferrill	

MEMBERS ABSENT

LaShaun Shaw	Leonardo Zea
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RWPC STAFF PRESENT

Glenda Blackmon Johnson RWPC Manager	Claudy Jean-Pierre, RWPC Staff
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GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Assistant Director

OTHERS PRESENT

Joni Wysocki, AIN	Pamela Randolph	Regina Waits
Andrea Cokes		

- 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 Pamela Green RN and certified by Claudy Jean-Pierre, RWPC Staff.
- III. **Approval of September 1, 2020 Minutes:** Helen E. Turner motioned to approve the minutes. Gary Benecke seconded the motion. The motion passed.
- IV. **Office of Support Report:** The Office of Support reported the following regarding the Evaluation Committee Membership Reflectiveness: Evaluation Committee (15 seats): 10 members (5 seats vacant). The 1st group impacted by HIV epidemic with the highest numbers is Black at 9,262 or 42% representation; the Evaluation Committee membership consists of 10 people of whom 3 are Black with representation of 30% reflectiveness. The 2nd group impacted by the HIV epidemic with the highest numbers are Whites at 6,530 or 30% representation; the Evaluation Committee membership consists of 10 people of whom 6 are White with representation at 60% reflectiveness. The 3rd group impacted by the HIV epidemic with the next highest numbers are Latin/Hispanic at 5,083 or 23% representation; the Evaluation Committee consists of 10 people of whom 1 is Latino/Hispanic with representation at 10% reflectiveness.

The office of support encouraged those who are interested in becoming a member of the committee to submit their RWPC membership application and a resume to the office of support.

New Business:

1. Pamela Green, RN announced that Del Wilson's seat as Vice-Chair will become vacant in the upcoming year (2021). Pamela encouraged council members to consider applying for the position.
2. Del Wilson confirmed that his seat, as Vice-Chair, will come to an end in 2021-2022. Del discussed the committee's application and leadership appointment processes then he expressed the importance of having a Vice-Chair in training who could be groomed to replace the chairs when the time comes.

3. Pamela Green, RN discussed the challenges associated with getting action items for the committee. Pamela mentioned that she, Del, Claudy, Justin and Oscar participated in a telephone call where they discussed action items. Pamela turned the meeting over to Claudy who revealed the Evaluation Committee's intentions to partner with the CQM. The committee brainstormed over other action items. Pamela announced that she will work on ideas independently (e.g. transgender specific items, MSM issues, and Latino X issues) and she encouraged committee members to do so as well.

4. Helen E. Turner reported that the Texas HIV Syndicate will work to get individuals, organizations, Ryan White, and non-Ryan White subcommittees all to collaborate. Helen announced that they completed their first webinar entitled the DYK (Did You Know) Series.

5. Pamela Green, RN announced that the committee will meet in December then asked Claudy to work with Justin or Oscar to gather documents that the CQM is requesting. Pamela confirmed that the two representative for the Evaluation Committee to the CQM are Del Wilson and Helen Turner.

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

The meeting was adjourned at 3:39 p.m.

Submitted by:

Glenda Blackmon Johnson, RWPC Manager

Date

Draft Certified by:

Glenda Blackmon Johnson, RWPC Manager

Date

Final Approval by:

**Pamela Green RN, Chairperson or
Del Wilson, Vice-Chairperson**

Date

Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Tuesday, December 22, 2020 3:00 PM
Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207