

**Ryan White Planning Council of the Dallas Area**  
Office of Support

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: October 17, 2023

Re: Evaluation Committee Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, October 24, 2023, at 3:00 p.m.**

Please join from your computer, tablet or smartphone.

[www.gotomeeting.com](http://www.gotomeeting.com)

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify Logane Brazile, RWPC Office of Support at [Logane.Brazile@dallascounty.org](mailto:Logane.Brazile@dallascounty.org) on or before Monday, October 23, 2023. 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.dallascounty.org/departments/rwpc/>

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  
Melody Lee, Program Monitor  
Marlen Rivera, Fiscal  
Tyreece Stephens, Fiscal Admin  
David Kim, Program Monitor  
Logane Brazile, RWPC Coordinator  
Jasmine Sanders, RWPC Planner  
Kofi Bissah, ADAP Liaison  
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, October 24, 2023

3:00 p.m.

- |   |   |
|---|---|
| I. Call to Order  | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |
| II. Certification of Quorum                                 | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |
| III. Introduction & Announcement                            |   |
| IV. <b>Approval of the August 22, 2023, Meeting Minutes</b> | <b>Action Item</b>                                    |
| V. Office of Support Report                                 |   |
| • RWPC Membership Representation and Reflectiveness         | Discussion Item                                       |
| VI. Overview of the Integrated Plan                         | Discussion Item                                       |
| VII. HRSA Summary Report                                    | Discussion Item                                       |
| VIII. New Business  |   |
| IX. Adjournment   | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |

**Due to COVID-19  
Until Further Notice**  
NEXT SCHEDULED MEETING  
**Tuesday, November 28, 2023, 3:00 PM**  
**Will be held via TELE-CONFERENCE**

EVALUATION COMMITTEE August 22, 2023, Meeting Minutes		
<i>Charge: Evaluate whether sub-recipient services coincide with set service priorities and evaluate the performance of the Administrative Agency and the Planning Council according to the goals of the Council.</i>		
<b>MEMBERS PRESENT</b>		
Del Wilson Helen Turner	LaShaun Shaw Helen Zimba, Chair	Norma Piel-Brown John Dornheim
<b>MEMBERS ABSENT</b>		
Habakkuk Yumo		
<b>COUNCIL STAFF PRESENT</b>		
Logane Brazile, RWPC Office of Support		Jasmine Sanders RWPC Office of Support
<b>GRANTS MANAGEMENT STAFF PRESENT</b>		
Regina Waits, CQM D'Angelo Doctor, CQM	Melody Lee, AA Kevin Davis, CQM	Oscar Salinas, CQM
<b>OTHERS PRESENT</b>		
TeQuan Penny, the Afiya Center		

- I. **Call to Order:** Helen Zimba, RWPC Chair, opened the meeting at 3:06 p.m., and Helen Zimba, Vice-Chair, called the meeting to order at 3:15 p.m.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba and certified by Logane Brazile, Office of Support.
- III. **Introductions & Announcement:** Helen Zimba, RWPC Chair, attended the 5<sup>th</sup> annual Gilead conference initiative in Tennessee. Gilead is currently funding for HIV research, more specifically, the faith-based community. Helen Turner announced the following:
  - The "Better Together- Tell Your Story" webinar hosted by Ending the Epidemic was a success. The information gathered during this event will be utilized for an upcoming social media campaign.
  - The USCHA Conference will be hosted in Washington, DC, from Wednesday, September 6-9, 2023.
  - The National HIV/AIDS Housing Coalition will meet with the legislature during the USCHA Conference to increase housing prevalence.
- IV. **Approval of June 27, 2023, Minutes:** John Dornheim motioned to approve the minutes. Helen Turner seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:** HIV+ Individuals living at the end of 2021=24,076
  -  The 1st group impacted with the highest numbers is Black at 8,405 or 40.22% representation;
    - Evaluation Committee membership consists of 7 people of whom 3 are Black, representing 43.00% reflectiveness.
  -  The 2nd group impacted with the next highest numbers is Latinx/Hispanic at 5,738 or 27.46% representation;
    - Evaluation Committee membership consists of 7 people of whom 1 is Latino/Hispanic with representation at 14.00% reflectiveness.
  -  The 3rd group impacted with the next highest numbers are White at 5,560 or 26.60% representation;
    - Evaluation Committee membership consists of 7 people of whom 3 are White, representing 43.00% reflectiveness.

**VI. Introduction to Clinical Quality Management (CQM):** The Clinical Quality Management (CQM) team of the Dallas County HIV Grants Division provided the Committee with a brief program overview. The following topics were reviewed:

- *Introduction of the CQM team*
- *Introduction of the CQM Consultant team*
- *Defining CQM*
- *HRSA-HAB Policy Clarification Notice 15-02*
- *Components of a CQM Program*
- *Infrastructure (Recipient vs. Sub-recipients)*
- *Performance Measurement (Guidance, Utilization Data)*
- *Quality Improvement (Recipient vs. Sub-recipients, QI vs. QA)*
- *CQM's role as the Recipient*
- *DCHHS CQM Contract Requirements*
- *Current and Future Partnerships*
- *Evaluation Committee Benefits*
- *Resources*
- *Service Utilization Data 2017-2022*

**VII. New Business:** N/A

**VIII. Adjournment:** Helen Turner motioned to adjourn. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:02 p.m.

*Submitted by:*

\_\_\_\_\_  
Logane Brazile , RWPC Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Glenda Blackmon-Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
Helen Zimba, Chair

\_\_\_\_\_  
Date

**Due to COVID-19**

**Until Further Notice**

**NEXT SCHEDULED MEETING**

**Tuesday, September 26, 2023, 3:00 p.m.**

Will be held via TELE-CONFERENCE

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