

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 15, 2023

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, August 22, 2023, at 3:00 p.m.

Please join from your computer, tablet or smartphone.

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 on or before Monday, August 21, 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, August 22, 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. Approval of the June 27, 2023, Meeting Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. Introduction to Clinical Quality Management (CQM) | CQM Team |
| VII. New Business | |
| VIII. Adjournment | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Tuesday, September 26, 2023, 3:00 PM
Will be held via TELE-CONFERENCE

EVALUATION COMMITTEE June 27, 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>		
MEMBERS PRESENT		
Helen Turner John Dornheim, Vice-Chair	Helen Zimba, Chair HK Yumo	Norma Piel-Brown
MEMBERS ABSENT		
Del Wilson	LaShawn Shaw	Jonathan Thorne
COUNCIL STAFF PRESENT		
Logane Brazile, RWPC Office of Support	Glenda Blackmon-Johnson RWPC Office of Support	Jasmine Sanders RWPC Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Melody Lee, AA LeShaun Murphy, AA	Justin Henry, AA Marlen Rivera, AA	Oscar Salinas, CQM
OTHERS PRESENT		
Sandra Kong Piper Duarte, PHHS	Crystal Curtis, PHHS	Joni Wysocki, AIN/AHF

- I. **Call to Order:** John Dornheim, RWPC Vice-Chair, opened the meeting at 3:00 p.m., and Helen Zimba, Vice-Chair, called the meeting to order at 3:30 p.m.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba and certified by Logane Brazile, Office of Support.
- III. **Introductions & Announcement:** John Dornheim, RWPC Vice-Chair, announced there would be an LGBTQ Resource Fair on Wednesday, June 28, 2023, from 11a-2p.
Helen Zimba, Chair, announced a thank you letter would be sent to those who attended "Get Tested Grab a Bite," along with a survey for recommendations.
- IV. **Approval of April 25, 2023, Minutes:** Helen Turner motioned to approve the minutes. Del Wilson 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 are Blacks at 8,405 or 40.22% representation;
 - o Evaluation Committee membership consists of 8 people of whom 3 are Black with representation at 38.00% reflectiveness.
 -  The 2nd group impacted with the next highest numbers are Latinx/Hispanic at 5,738 or 27.46% representation;
 - o Evaluation Committee membership consists of 8 people of whom 1 are Latino/Hispanic with representation at 12.00% reflectiveness.
 -  The 3rd group impacted with the next highest numbers are White at 5,560 or 26.60% representation;
 - o Evaluation Committee membership consists of 8 people of whom 4 are White with representation at 50.00% reflectiveness.
- VI. **HRSA- CDC Summary Statement:** Jasmine Sanders, Office of Support, presented the CDC Summary Statement. Due to the partially met requirements concerning the Integrated Plan, there's an opportunity to add additional feedback/strategies to help meet the minimum criteria. The Evaluation

Committee reviewed the document and understood that efforts were not well documented in the summary statement and should be added. There is no specification regarding timelines; however, HRSA would like to know how the Committee will engage with the planning, updating, and implementation processes.

VII. Approve Evaluation of the Administrative Mechanism Report w/ Recommendations to the AA: Jasmine Sanders, Office of Support, reviewed the latest version of the EAM Report. Each section was overviewed and included the following:

- Introduction
 - a. Acronyms and Abbreviations
 - b. Legislative Requirement
 - c. Ryan White Planning Council
 - d. Purpose of the Evaluation
 - e. Background
 - f. The goal of the Evaluation
 - g. Timeline
 - h. Methodology
- Result of the Assessment
- Conclusion & Recommendations
- Appendices
- FY 2022-23 Final Expenditures

Helen Turner motioned to approve the Evaluation of the Administrative Mechanism Report w/ Recommendations to the AA. Norma Piel-Brown seconded the motion. The motion passed.

VIII. New Business: N/A

IX. Adjournment: Helen Turner motioned to adjourn. John Dornheim seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:52 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, July 25, 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