

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 15, 2024

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, October 22, 2024, 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 RWPC Office of Support at gblackmonjohnson@dallascounty.org on or before Monday, October 21, 2024. 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
Nariah Webster 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
Tyreese Stephens, Fiscal Admin
David Kim, Program Monitor
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 22, 2024
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 September 24, 2024, Meeting Minutes | Action Item |
| V. | Office of Support Report | |
| | • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. | Integrated Planning | Discussion/Action Item |
| VII. | New Business | |
| VIII. | Adjournment | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, November 26, 2024, 3:00 PM

Will be held VIRTUALLY

| EVALUATION COMMITTEE | | |
|---|--|--|
| September 24, 2024, Meeting Minutes | | |
| <u>Charge:</u> 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. | | |
| MEMBERS PRESENT | | |
| Helen Zimba, Chair Del Wilson | Andrew Wilson John Dornheim, RWPC Vice-Chair | LeShaun Shaw Helen Turner |
| MEMBERS ABSENT | | |
| Norma Piel-Brown | | |
| COUNCIL STAFF PRESENT | | |
| Glenda Blackmon-Johnson RWPC Office of Support | RWPC Office of Support | RWPC Office of Support |
| GRANTS MANAGEMENT STAFF PRESENT | | |
| Nariah Webster, AA Justin Henry, AA Melody Lee, AA | Tyreece Stephens, AA LeShaun Murphy, AA Cabria Regal, AA | Marlen Rivera, AA Kevin Chadwin Davis, AA |
| OTHERS PRESENT | | |
| Joni Wysocki, AIN/AHF Charlot Mai | Kristin Woods, Parkland Kevin Robertson | T'Andria Tucker, Parkland |

- I. **Call to Order:** Helen Zimba, RWPC Vice Chair, called the meeting to order at 3:01 p.m.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba, RWPC Vice Chair and certified by Glenda Blackmon Johnson, Office of Support.
- III. **Introductions & Announcement:** NA
- IV. **Approval of July 23, 2024, Minutes:** John Dornheim, motioned to approve the minutes. Helen E. Turner seconded the motion. The motion passed with 2 abstentions.
- V. **Office of Support Report:** HIV+ Individuals living at the end of 2022 = 26,829
 -  The 1st group impacted with the highest numbers is Black at 11,417 or 42.55% representation;
 - o Evaluation Committee membership consists of 7 people of whom 2 are Black, representing 29.00% reflectiveness.
 -  The 2nd group impacted with the next highest numbers is Latinx/Hispanic at 7,036 or 26.23% representation;
 - o 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 6,500 or 24.23% representation;
 - o Evaluation Committee membership consists of 7 people of whom 4 are White, representing 57.00% reflectiveness.

Helen E Turner request that she be noted as a Community Advocate as and to be removed as noted for affiliation. Del Wilson clarified that HRSA definition for youth is 18-25 years of age.
- VI. **Questions for JSI:** The committee members receive a brief refresher to remind members regarding the status of their discussion at the last committee meeting. The members reviewed, the following questions with the JSI representatives:
 1. *Should we be looking for data that is only relevant to the EHE & Integrated Plan for our area? JSI recommended looking at data within the EMA. (yes) data should be relevant to the Plan Goals.*
 2. *Can you help us develop a course of action beyond what we have shown? JSI referred to the TA Plan developed for the committee. Review the Goals and Objectives to make them SMART and see how the Data relates.*
 3. *Please review the template and provide guidance for the next steps? JSI recommended review of the TA Plan. Returning to the Goals and objectives that were included in the Integrated Plan to make them SMART. Get a clearer picture of where to go to get the needed data. Make sure the goals are measurable, achievable,...JSI reported that new guidance IP3.0 will be released early next year. The work can carry forward to the next steps.*

4. Can you give a broader perspective on the phases or steps that we will need to accomplish?
5. What can you tell us about the contribution that other planning councils have made in achieving the integrated plans and achieving together efforts. What have you seen other planning council effectively contribute to the integrated planning. *JSI reported that the role of PC vary; participation through quantitative and qualitative activities.*
6. Where should we be going with this template/effort. *JSI recommended looking at the TA Plan. See how to related the Data to the TA Plan. Del Wilson asked if new data would be needed? JSI commented that the question would depend on the need. JSI mentioned that there may be a need to reframe the project to see where the gaps are with the project.*

The JSI representatives acknowledged the work on Data Sheet developed by Norma Piel Brown and discussed the data sheet and each of the questions presented by the members. JSI reps answered each of the questions and presented some questions regarding how the PC is involved with the implementation of the Integrated Plan? JSI sought more information about the connection between the Taskforce, The Planning Council and Fast Tract Cities. JSI inquired further about the taskforce and referred to the TA Plan that the team developed for the committee. A comment was presented regarding the HIV Taskforce noting the contact information admin@dallashibtaskfore.org, that the taskforce is ran by 5 people; since 2023 the taskforce has rebranded and shifted focus to do more in person capacity, hosting community events, networking hours. And the group is seeking new people to get involved.

Devon Brown discussed each of the categories and commented on the data bases, and respective information. She suggested that all the needed information be present. She discussed each of the columns and she wanted to know if anyone had any additional comments regarding the data sheet. She asked what else may be needed to complete the table? Q 2, 4, 6 will direct the discussion back to the TA Plan.

VII. Integrated Plan Discussion: Members are seeking a broader contacted about the Integrated Plan. JSI wanted to know who else needed to be engaged outside of the evaluation committee in the work plan conversation. JSI recommended that goals and objectives could be updated and made to be SMART. Dr. Huang is the Medical Director of HHS. The members engaged in a robust conversation about the next steps and optioned to forward the templates with accompanying questions to JSI for additional guidance. The members requested a copy of the Master HIV Plan; Dallas Regional HIV Prevention and Care Plan and the CDC Summary Statement.

VIII. New Business: How the committee will continue to work on the Data Template. There are areas that should be developed further. What are some thoughts about the committee’s continuation to work on this project. Members need to figure out once we have the data where does it connect? What is the next step. Members decided that the item will be on the agenda and to extend an invitation to Dr. Huang to the next meeting. And to ask Dr. Huang the following questions: *Is there a role for the RWPC to play in implementing the Integrated Plan.? If so, how do we contribute? What is the role of the RWPC in implementing the HIV Care Plan? Who does the committee go to with questions?*

IX. Adjournment: Helen Zimba, RWPC Chair, called for adjournment. Andrew Wilson made the motion to adjourn. Del Wilson second the motion. The meeting adjourned at 4:14 p.m.

Submitted by:

Glenda Blackmon Johnson
Glenda Blackmon Johnson Office of Support

Date

Draft Certified by:

Glenda Blackmon Johnson
Glenda Blackmon-Johnson, RWPC Manager

Date

Final Approval by:

Helen Zimba, Chair or John Dornheim, RWPC Vice-Chair

Date

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, October 22, 2024, 3:00 p.m.

Will be held virtually

Dallas County Health and Human Services

Dallas, TX 75207