

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

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: July 16, 2024

Re: Evaluation Committee Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, July 23, 2024, 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 RWPC Office of Support at [gblackmonjohnson@dallascounty.org](mailto:gblackmonjohnson@dallascounty.org) on or before Monday, July 22, 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  
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, July 23, 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. <b>Approval of the June 25, 2024, Meeting Minutes</b> | <b>Action Item</b>                                    |
| V. Office of Support Report                               |   |
| • RWPC Membership Representation and Reflectiveness       | Discussion Item                                       |
| VI. Assessment of the Administrative Mechanism            | Discussion/Action Item                                |
| VII. Integrated Planning                                  | Discussion/Action Item                                |
| VIII. New Business  |   |
| IX. Adjournment   | Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair |

**Until Further Notice**  
NEXT SCHEDULED MEETING  
Tuesday, August 27, 2024, 3:00 PM  
Will be held via TELE-CONFERENCE

<b>EVALUATION COMMITTEE</b> <b>June 25, 2024, Meeting Minutes</b>		
<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.		
<b>MEMBERS PRESENT</b>		
Andrew Wilson	John Dornheim, RWPC Vice-Chair Helen Turner	Norma Piel-Brown
<b>MEMBERS ABSENT</b>		
Helen Zimba, Chair	Del Wilson	LeShaun Shaw
<b>COUNCIL STAFF PRESENT</b>		
Glenda Blackmon-Johnson RWPC Office of Support	RWPC Office of Support	RWPC Office of Support
<b>GRANTS MANAGEMENT STAFF PRESENT</b>		
Oscar Salinas, CQM		
<b>OTHERS PRESENT</b>		
Devon Brown, IHAP TAC Joni Wysocki, AIN/AHF Lakarla Williamd HHM Health	MariAnna O’Ree, IHAP TAC Kristin Woods, Parkland	Stewart Landers, IHAP TAC T’Andria Tucker, Parkland

- I. **Call to Order:** John Dornheim, RWPC Vice Chair, called the meeting to order at 3:05 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, RWPC Vice Chair and certified by Glenda Blackmon Johnson, Office of Support.
- III. **Introductions & Announcement:** John Dornheim, RWPC Vice Chair made the following announcements:
  - The Afiya Center Get Tested Grab a Bite event will be held on June 28, 2024 at Glendale Park 3-7 pm.
- IV. **Approval of April 23, 2024, Minutes:** Helen Turner, motioned to approve the minutes. Norma Piel-Brown seconded the motion. The motion passed unanimously.
- 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.
- VI. **EAM Recommendations:** Administrative Mechanism Recommendations - tabled until next Meeting.
- VII. **Integrated Planning Collaboration Continued:** Glenda Blackmon-Johnson, Office of Support, opened discussion rectified details pertaining to integration plans options presented at the April meeting which segwayed into JSI’s Consultants presentation with options for the Committee to consider for the next steps of their involvement in the Integrated Planning process. Devon Brown, IHAP TAC, presented a comprehensive overview of the Data Report

Inventory template shown below to refresh members about possible options the committee maybe interested to do to contribute to the larger Integrated Plan Process.



## Dallas County Evaluation Committee Meeting

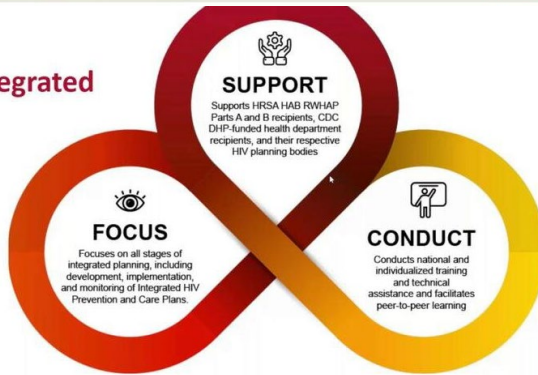
Date: April 23, 2024  
Time: 3 PM CDT



INTEGRATED HIV/AIDS PLANNING  
TECHNICAL ASSISTANCE CENTER



### About the Integrated HIV/AIDS Planning Technical Assistance Center



INTEGRATED HIV/AIDS PLANNING  
TECHNICAL ASSISTANCE CENTER

### Data Inventory

A data inventory provides a more complete picture of what data you are collecting, where your data are stored, and what your data are being used for.



INTEGRATED HIV/AIDS PLANNING  
TECHNICAL ASSISTANCE CENTER

### Data Inventory

A good data inventory can help you identify ways to reduce the overall data burden and maximize the benefit of available data - in addition to supporting data quality and data security. A data inventory provides a more complete picture of what data you are collecting, where your data are stored, and what your data are being used for.

Name of data source	Purpose of the data	Frequency of collection	Data storage	Governance	Contents	Population
<i>A short descriptive name that will be clear to others</i>	<i>Why was this data set created? What are the primary needs it fulfills?</i>	<i>How often is information added? How often is it updated?</i>	<i>Where is the data stored (e.g., paper, Excel, CAREWare, Epic, Salesforce)</i>	<i>Who has access to these data?</i>	<i>What topics are covered (e.g., satisfaction, services delivery, outcomes)?</i>	<i>Which clients are included in these data (e.g., all, only clients involved in program X)?</i>
<b>EXAMPLE:</b> Intake form	Tracking people participating in programs and reporting to funders	Every patient completes paper version during first visit; entered into EMR within 5 days	Paper and EMR	All clinical staff	Demographics, health history, emergency contact	All clients

She indicated that the template is a monthly inventory report which could be used in any way. She stated that her team is here to assist the Evaluation Committee with ways to support the Integrated Planning process. Thus far, the technical assistance team has created a Technical Assistance Plan; the 1<sup>st</sup> objective is to ensure the Committee understands what Integrated Planning is and how the HIV Prevention and Care plan connects. The 2<sup>nd</sup> objective is to determine data sources related to IP goals and objectives that can support the Implementation and Evaluation Plan development. The Committee discussed developing a data report inventory available in-house data sources.

MariAnna O'Ree, IHAP TAC, overviewed the purpose of Data Inventory, stating that a good data inventory can help identify ways to reduce the overall data burden, maximize the benefit of available data, and support data quality and security. A data inventory provides a more complete picture of what data to collect, where your data are stored, and what your data are being used for and who gets the report. Stuart recommended organizing and using HAP measures that already exist however if performance measures are not available the committee can decide. The committee briefly discussed data sources, reports and data platforms which may be used to obtain data (*i.e., E2Dallas, TCT, CAREWare, Qualtrics, the care Continuum; service utilization; State and County data*). Essentially, the template is a tool to use to see if there are gaps which affords opportunity for further investigation.

Members suggested making the template more concrete to use data and finance, epi data; it was recommended that the committee use the template shown above to build the infrastructure for planning and evaluation. The discussion continued with the option to distribute the template to other organization/entities; is it viable to gather all the possible data available. See what data Dallas County can provide for the next meeting.

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

**IX. Adjournment:** The meeting adjourned at 4:15 p.m.

*Submitted by:*

\_\_\_\_\_  
Office of Support

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
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, July 23, 2024, 3:00 p.m.**

**Will be held virtually**

Dallas County Health and Human Services  
Dallas, TX 75207