Ryan White Planning Council of the Dallas Area

Office of Support

Memorandum

To: Members, Evaluation Committee

Interested Parties

From: RWPC Office of Support

Date: June 18, 2024

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, April 23, 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 Jasmine Sanders, RWPC Office of Support at Jasmine.Sanders@dallascounty.org on or before Monday, June 24, 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

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, June 25, 2024 3:00 p.m.

I. Call to Order Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair

II. Certification of Ouorum Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair

III. Introduction & Announcement

IV. Approval of the April 23, 2024, Meeting Minutes

Action Item

V. Office of Support Report

• RWPC Membership Representation and Reflectiveness Office of Support

VI. EAM Recommendations Discussion/Action Item

VII. Integrated Plan Discussion Item

VIII. New Business Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair

IX. Adjournment Helen Zimba, Chair, or John Dornheim, RWPC Vice-Chair

Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Tuesday, July 23 2024, 3:00 PM
Will be held via TELE-CONFERENCE

	EVALUATION COMMITTEE April 23, 2024, Meeting Minutes	
	-recipient services coincide with set service prior e Agency and the Planning Council according to	•
	MEMBERS PRESENT	
Andrew Wilson	Helen Zimba, Chair	Norma Piel-Brown
Del Wilson LeShaun Shaw	John Dornheim, RWPC Vice-Chair	Helen Turner
	MEMBERS ABSENT	
	COUNCIL STAFF PRESENT	
Logane Brazile,	Glenda Blackmon-Johnson	Jasmine Sanders
RWPC Office of Support	RWPC Office of Support	RWPC Office of Support
	GRANTS MANAGEMENT STAFF PRE	SENT
Justin Henry, AA Tyreece Stephens, AA	Melody Lee, AA	Sonya Hughes, AA
	OTHERS PRESENT	
Devon Brown, IHAP TAC	MariAnna O'Ree, IHAP TAC	Stewart Landers, IHAP TAC
Joni Wysocki, AIN/AHF	Kristin Woods, Parkland	T'Andria Tucker, Parkland

- I. Call to Order: Helen Zimba, Chair, opened the meeting at 3:00 p.m. and called the meeting to order at 3:00 p.m.
- II. <u>Certification of Quorum</u>: Quorum was established by Helen Zimba and certified by the Office of Support.
- III. Introductions & Announcement: Helen Zimba made the following announcements:
 - The Afiya Center reproductive justice conference will be held on May 23-26, 2024. Scholarships are available, and flyers have been distributed through the Office of Support. Those who would like to attend should complete an application. Email Helen Zimba, Chair, for more information.
 - The annual Grace Project will be held from May 17-19, 2024.

Helen Turner announced the Achieving Together group will be reconvening on April 30, 2024. The Department of State Health Services will re-introduce both material work groups. Additional information is forthcoming.

- **IV.** <u>Approval of March 26, 2024, Minutes</u>: John Dornheim, RWPC Vice-Chair, 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 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. <u>EAM Overview:</u> Jasmine Sanders, RWPC Planner, reviewed recent changes regarding the FY 2023 Evaluation of the Administrative Mechanism. Sections with revisions included the following sub-sections:
 - ✓ Background
 - ✓ Section I: Procurement/ Request for Proposal Process Q#4b
- VII. <u>Integrated Planning Collaboration Continued:</u> Glenda Blackmon-Johnson, Office of Support, opened discussion debriefing members on the April meeting with JSI Consultants, who presented options to the Committee about the next steps for their involvement in the Integrated Planning process.

Devon Brown, IHAP TAC, reported 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 1st objective is to ensure the Committee understands what Integrated Planning is and how the HIV Prevention and Care plan connects. The 2nd objective is to determine data sources related to IP goals and objectives that can support the Implementation and Evaluation Plan development.

The Committee was tasked with developing a data report inventory to understand 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 you are collecting, where your data are stored, and what your data are being used for.

Glenda Blackmon-Johnson suggested that the committee build an infrastructure for planning and evaluation by using the data inventory template as a baseline for centralized information.

- VIII. <u>New Business</u>: By consensus, the Committee elected to add the "Integrated Plan Support Mechanism" as an ongoing discussion/action item for planning purposes.
 - **IX.** <u>Adjournment:</u> Andrew Wilson motioned to adjourn. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:11 p.m.

Submitted by:		
Office of Support	Date	
Draft Certified by:		
Glenda Blackmon-Johnson, RWPC Manager	Date	
Final Approval by:		
John W. Dornheim	6/25/24	
Helen Zimba, Chair or John Dornheim, RWPC Vie	Date	

<u>Due to COVID-19</u>
<u>Until Further Notice</u>

<u>NEXT SCHEDULED MEETING</u>

<u>Tuesday, May 28, 2024, 3:00 p.m.</u>

Will be held via TELE-CONFERENCE

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

Signature: John Dornheim

John Dornheim (Jun 26, 2024 09:24 CDT)

Email: John.Dornheim@dallascounty.org

Evaluation Meeting Minutes MMP 7.25.24

Final Audit Report 2024-06-26

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By: Glenda Blackmon Johnson (GLENDA.BLACKMONJOHNSON@dallascounty.org)

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