

Ryan White Planning Council of the Dallas Area

Office of Support

Memorandum

To: Members, Evaluation Committee
Interested Parties

From: RWPC Office of Support

Date: May 17, 2022

Re: Evaluation Committee Meeting Announcement

Please note that there will be an:

Evaluation Committee Meeting – Tuesday, May 24, 2022, 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, May 23, 2022. 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.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

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
Jocelyn Rodriguez, Program Monitor
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, May 24, 2022
3:00 p.m.

- | | | |
|-------|--|---|
| I. | Call to Order | John Dornheim, Chair or Helen Zimba, Vice Chair |
| II. | Certification of Quorum | John Dornheim, Chair or Helen Zimba, Vice Chair |
| III. | Introduction & Announcement | |
| IV. | Approval of the March 22, 2022, Meeting Minutes | Action Item |
| V. | Office of Support Report | |
| | • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. | Approve Evaluation of the Administrative Mechanism Report w/ Recommendations to the AA | Action Item |
| VII. | New Business | |
| VIII. | Adjournment | John Dornheim, Chair or Helen Zimba, Vice Chair |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Tuesday, June 21, 2022, 3:00 PM
Will be held via TELE-CONFERENCE

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

EVALUATION COMMITTEE
March 22, 2022, Meeting Minutes

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.

MEMBERS PRESENT

John Dornheim, Chair
Jonathan Thorne
Del Wilson

Norma Piel-Brown
Helen Turner
La'Shaun Shaw, DDS

MEMBERS ABSENT

Leonardo Zea

Darius Ahmadi

Helen Zimba, Vice Chair

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

Justin Henry, GM

Wanda Scott, GM

Nariah Webster, FM

OTHERS PRESENT

Kellie Norcott, PHHS
Joni Wysocki, AHF/AIN

AJ Johnson, EHE

- I. Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:01 p.m.
- II. Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. Introductions & Announcement:** Helen Turner made the following announcements:
- The Texas Strikeforce will be holding a meeting with Imelda Garcia on March 24, 2022, to answer any questions from sub-recipients or consumers.
 - The Texas HIV Medication Advisory Committee will meet on April 8, 2022, from 1:30 p.m.-to 4:30 p.m. Consumers and the community will be able to provide feedback.
 - The Legacy Grace Project will be hosting its annual Nation Conference for Women Living with HIV from April 29, 2022, through May 1, 2022. Those interested in attending should visit LegacyGraceProject.org for registration details.
- Glenda Blackmon-Johnson, RWPC Manager, announced the RWPC Leadership Orientation for committee members would be held on April 13, 2022, from 9 a.m.-to 12 p.m. The training is available for Planning Council and standing committee members only.
- Kellie Norcott, PHHS, announced that beginning on Monday, March 28, 2022, Parkland's Maple Avenue Garage would begin charging patients a certain amount of money to park based on time increments. Validated parking is available for those seeking HIV-related medical care at the ACCESS Clinic or Moody Outpatient Center.
- Joni Wysocki, AHF/AIN, announced that the AHF Pharmacy would be hosting a COVID Booster Clinic at the Market Center location off Stemmons Fwy. The clinic will take place on March 30, 2022, from 8 a.m.-to 12p.m/ 1p.m.-5p.m. No appointment is necessary.
- IV. Approval of February 22, 2022, Minutes:** Helen E. Turner motioned to approve the minutes. Norma Piel-Brown seconded the motion. The motion passed unanimously.
- V. Office of Support Report:** The Office of Support reported the following regarding the Evaluation Committee Membership Reflectiveness: Evaluation Committee (15 seats): 9 members (6 seats vacant). The 1st group impacted by the HIV epidemic with the highest numbers is Black at 10,111 or 42% representation; the Evaluation Committee membership consists of 9 people, of whom 3 are Black with representation of 33% reflectiveness. The 2nd group impacted by the HIV epidemic with the highest numbers are Whites at 6,598 or 27% representation; the Evaluation Committee membership consists of 9 people of whom 5 are White with representation at 56% reflectiveness. The 3rd group impacted by the HIV epidemic with the next highest numbers are Latin/Hispanic at 5,039 or 24% representation; the Evaluation Committee consists of 9 people of whom 1 is Latino/Hispanic with representation at 11% reflectiveness.
- VI. FY 2021 Assessment of the Administrative Mechanism Report:** Jasmine Sanders, RWPC Planner, began a review of the EAM report updates stating that the report is primarily used to assess how quickly and well the RWPC Part A recipient carries

out the process to contract with and pay providers for delivering HIV services so that the needs of PLWH throughout the Dallas EMA are met. The primary focus being to update the document with new detail, committee members are given discretion regarding providing suggestions for necessary changes. The committee reviewed the procurement/RFP process, Agency #1-10 Executed contract dates for HRSA, contract monitoring process, procurement matrix, FY 2021-2022 Part A Formula Expenditure Report, and Part A Award: Contract Renewal and RFP Award Timeline 2021.

The committee held an extensive discussion regarding suggested recommendations to the AA, which include:

- *Brief sub-recipients on major programmatic changes they may expect ahead of time to ensure better communication.*
- *Provide training on any changes to the RFP; the AA should include purchasing personnel.*
- *Periodically communicate openly with sub-recipients regarding long-range plans for the grants program.*

The AA has noted these recommendations and will be considered in the future.

VII. New Business: None.

VIII. Adjournment: By consensus, the committee adjourned the meeting at 4:12 p.m.

Submitted by:

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Glenda Blackmon-Johnson, RWPC Manager

Date

Final Approval by:

John Dornheim, Chairperson, or
Vacant, Vice-Chairperson

Date

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, April 26, 2022, 3:00 p.m.

Will be held via TELE-CONFERENCE

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