

EVALUATION COMMITTEE

January 28, 2014

Minutes

Charge: Evaluates whether provider services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.

MEMBERS PRESENT

Del Wilson	Lori Davidson	Phillip Scheldt
Tom Emanuele, Chair	Gregg Gunter	J. Michael Cruz
Marcos Alcorn	Stephen Inrig	Ron Stinson
Gary Benecke	Maurice Murray	Louise Weston Ferrill
Louvenia Freeman	Bryant Porter, Vice Chair	

MEMBERS ABSENT

David Thomas	LaShaun Shaw
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RWPC STAFF PRESENT

Crystal Flores, RWPC Manager	Alexis Hunter, Coordinator
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GRANTS MANAGEMENT STAFF PRESENT

Lynn Smith-Clay, GMO	Angi Jones, Quality Assurance	Dindi Matthews, Health Advisor
Rashida Francis, Program Monitor		

OTHERS PRESENT

Helen Goldenberg, RWPC	Jennifer Hurn, RCD	Sylvia Moreno, Parkland
Ben Martinez, RWPC		

- I. **Call to Order:** Chair Tom Emanuele called the meeting to order at 3:02 PM.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Chair Tom Emanuele.
- III. **Introductions and Announcements:** Chair Tom Emanuele reminded members of cell phone etiquette, and expressed appreciation for member attendance to meet quorum. Chair Tom Emanuele then called for introductions and announcements. Crystal announced Alexis Hunter as the new RWPC Coordinator, and the new RWPC Planner will be joining on Monday, February 3, 2014. Helen Goldenberg announced her opportunity to attend a meeting regarding the future of Ryan White in D.C., and welcomes any helpful input from anyone pertaining to RWPC. Gregg Gunter welcomed Tom Emanuele as the Evaluation's Committee Chair and Bryant Porter as the Vice Chair. Gregg also announced that the DAIRE Center of the AIDS Interfaith Network is not open until further notice. He also announced that the Leadership Training that was held last Friday was a success. Marcos Alcorn announced that the AETC dental program is scheduled for February 14, 2014 in Fort Worth at Public Health Department from 9:00 A.M.-5:00 P.M. The program has approximately 80 registrants and 20 vacancies. He also announced a partnership with the American Academy of HIV/AIDS of Medicine to host a health care reform training for providers, which will be held on February 26, 2014. This event will be a face-to-face event as well as a broadcasted event. Marcos also announced that AETC expects to host a webinar for National Native American HIV/AIDS Awareness on March 28, 2014.
- IV. **Approval of December 17, 2013 Minutes:** *Gregg Gunter moved to approve the minutes. Del Wilson seconded the motion. The motion passed with 3 abstentions.*
- V. **Quality Management Update:** Dindi Matthews, Health Advisor, spoke about a meeting that was held last week with the funded providers and the personnel who work with ARIES. Each agency was asked to provide 1 to 3 performance measures that are relevant to their mission. The Quality Management (QM) team is reviewing these performance measures and will work with the agencies to finalize the performance measures that the agencies will report to the Administrative Agency. They also discussed the quarterly report, which is not finalized yet due to suggestions. Dindi will announce any other updates at the next meeting or following

meeting. Lynn Smith-Clay announced that the meeting was intended to be training between the AA and the agencies. However, it ended up being more of collaboration and the suggestions shared will be taken into consideration.

VI. 2012 Comprehensive Plan Update:

(A) Goal 1, Objective III:

Regarding the *dental/oral health category*, Crystal directed everyone's attention to the Outcomes column of the Dental/ Oral Health section. The plan states, "100 participants at the AETC symposium" will be an outcome measure. However, the number of Dallas area dentist participants is unknown. Marco Alcorn committed to informing the Committee of how many participants are from the Dallas area.

Regarding the *housing category*, Lori Davidson began a conversation about changing the type of training within the Housing section of the Comprehensive Plan to face-to face modules instead of online modules based upon her experience with the Legacy Counseling Center, Inc. Lori suggested eliminating the word "online" within the Outcomes column to generalize the training. Therefore, it is suggested that the column states "At least 80% of Ryan White and HOPWA case management staff will participate in the training modules annually. Of those, at least 85% will show an increase in understanding/knowledge of housing resources from pre-to post-test." Ron Stinson stated that having the plan as inclusive rather exclusive is a priority in order to get participants. Crystal Flores suggested placing training audio on the RWPC Website as an option. However, retrieving the pre- and post- tests would propose a challenge. Chair Tom Emanuele questioned who will be charged with the operations of collecting the information. Lori Davidson committed to retrieving information from the Legacy Counseling Center, Inc., who are legally bound, and presenting an update to the Committee next month. Crystal announced that the Homebase for Housing link is published under the Resources tab on the website to fulfill that action. She also stated that she had a meeting with the Dallas County webpage developer regarding updating the website. The website will be enhanced in the near future.

Regarding the *transportation category*: Action Step III, Crystal Flores ensured that the My Ride resource information is included as a link on the RWPC website, under the Resources tab.

(B) Goal 6, Objective III Action Step I

Chair Tom Emanuele then moved to a discussion of the 2012 Comprehensive Plan to address special populations and the underserved around cultural competency. Crystal Flores read the HRSA definition of culturally competency, culture, and competence. The Evaluation Committee is only tasked with the first action item to be completed by March 2014 to evaluate agencies' cultural competency requirements and provide educational options to meet the identified needs annually. The Committee drafted the following questions for the agencies to answer the following questions:

1. Does your agency have requirements for cultural competency?
2. What do you do to meet those requirements/
3. What do you cover in your cultural competency training?
4. What materials do you use (and can they be shared)?
5. What is your agency's definition of cultural competency?
6. What are you missing in your training (gaps)?

Gregg Gunter moved for a 5 minute recess at 3:47 P.M. in order to give the Committee time to read materials from other providers. Lori Davidson seconded the motion. The motion passed unanimously. The meeting was called back to order at 3:52 P.M. The Chair recommends that Lori sends another email to the agencies again to solicit more responses. By having a compilation that outlines how each agency addresses cultural competency, this can serve as a resource, training, or materials for all agencies and the public in that cultural competency is a part of the Standards of Care's minimal requirement. Crystal announced that the seminars hosted by the AETC may be beneficial as well to the agencies. Ron Stinson suggested that cultural competency should be a part of the agencies' new employee orientation. He also stated that there is a variance in terms cultural competency/ appropriateness/ sensitivity. Crystal ensures that the language will be

taken into consideration next year when reviewing the Standards of Care (SOC). In order to complete Action Step I, another email will be sent to the providers.

VII. Adjournment: The meeting was adjourned at 4:28 PM.

Submitted by:

Alexis D. Hunter, Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

**Tom Emanuele, CHAIRPERSON or
Bryant Porter, Vice-Chairperson**

Date

NEXT SCHEDULED MEETING
Tuesday, February 25, 2014 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX