

EVALUATION COMMITTEE		
February 25, 2014		
Minutes		
<b>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.</b>		
MEMBERS PRESENT		
Del Wilson	Lori Davidson	Phillip Scheldt
Tom Emanuele, Chair	Gregg Gunter	J. Michael Cruz
Marcos Alcorn	Maurice Murray	Ron Stinson
Gary Benecke	Bryant Porter, Vice Chair	Louvenia Freeman
MEMBERS ABSENT		
David Thomas	LaShaun Shaw	Stephen Inrig
Louise Weston Ferrill		
RWPC STAFF PRESENT		
Crystal Flores, RWPC Manager	Andrew Wilson, Planner	Alexis Hunter, Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Rashida Francis, Program Monitor		
OTHERS PRESENT		
Paula Witherspoon, CCC, P&P	Jennifer Hurn, RCD	

- I. **Call to Order:** Vice Chair Bryant Porter called the meeting to order at 3:01 PM.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Vice Chair Bryant Porter.
- III. **Introductions and Announcements:** Crystal Flores, RWPC Manager introduced Andrew Wilson as the new RWPC Planner and Alexis Hunter as the new RWPC Coordinator. Marcos Alcorn 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 at The Magnolia as well as a broadcasted event for online viewers. Marcos also announced that the AETC would be hosting a webinar for National Native American HIV/AIDS Awareness on March 28, 2014. He gave an update on the dental symposium that was held on February 14, 2014, which did not feature any dental or oral health providers from Dallas. Alexis Hunter, RWPC Coordinator announced that February is Membership Update Month, so Members were asked to complete a 2014 update form prior to leaving the meeting. Crystal Flores, RWPC Manager announced that the RWPC Office of Support would be hosting a Webinar on February 26, 2014 at 11:00 A.M.-12:30P.M.in the Hickman Conference Room. The Webinar will discuss the ACA and states that are not expanding Medicaid. She also announced that on February 26, 2014 at 2:00 P.M., there would be a conference call with the Needs Assessment consultant. The conference call will give the work group and the Planning and Priorities Committee the opportunity to ask questions and make suggestions to the Needs Assessment Draft. On March 12, 2014 at 10:00 A.M., the final Needs Assessment Presentation will be given. Jennifer Hurn, Resource Center announced that due to funding shortfalls, the Resource Center will not be welcoming new clients into the insurance assistance program.
- IV. **Approval of January 28, 2014 Minutes:** *Tom Emanuele, Chair moved to approve the minutes. Gary Benecke seconded the motion. There was a question about whether or not Tom Emanuele, Chair is legally the Chair of the Evaluation Committee even though he is not seated on the Planning Council and whether the meeting that occurred on January 28, 2014 is valid. It was clarified by RWPC Staff that Tom Emanuele, Chair has been recognized as Chair of the Evaluation Committee by Judge Clay Jenkins, CEO from Bylaw Section 6.4.1. The motion passed unanimously.*

## V. 2012 Comprehensive Plan Update:

(A) Goal 1, Objective III:

Regarding the *dental/oral health category*, Marcos Alcorn informed the Committee that there were no Dallas participants at the AETC Dental Symposium.

Regarding the *housing category*, Lori Davidson gave an update about how the Legacy Center surveys their seminar participants. Reviewing how the Legacy Center conducts seminar/workshop evaluation specifically relates to the pre and posttests of the 2012 Comprehensive Plan. The Legacy Center conducts two workshops a year: HIV 101 and Housing 101. Lori Davidson asked the Legacy Center about whether they would be willing to record their workshops and possibly post online. The Legacy Center is open to recording if it could logistically happen. By enlargement, HIV 101 hosts non-Ryan White participants. Housing 101 usually hosts Ryan White participants. Lori Davidson suggested adding a question to the Legacy Center's post-survey about whether or not the participant is more knowledgeable about the topic discussed. Lori ensured that she would bring back more information from the Legacy Center training. There was a recommendation to remove "online" as the only training module option from the goal and action step.

Regarding the *transportation category*: Action Step III, Crystal Flores ensured that as a part of FY 2014, the RWPC Staff will compose a list of all of the case management sites and contact myRIDE to see if new pamphlets could be distributed among case management sites. The myRIDE pamphlet has been included on the website under the Resources tab. The CCC will be tasked to advocate for transportation options to non-Ryan White providers.

(B) Goal 6, Objective III Action Step I:

Vice Chair Bryant Porter moved to a discussion of the 2012 Comprehensive Plan to address special populations and the underserved around cultural competency. 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 3:52 P.M. in order to give the Committee time to read materials from other providers. Del Wilson seconded the motion. The motion passed unanimously.* The meeting was called back to order at 3:57 P.M. There was a discussion about the overall goal after collecting surveys about how the agencies address cultural competency. Crystal Flores reminded the Committee that the purpose of collecting the data is to *identify, reevaluate, and improve* current methods of addressing cultural competency/sensitivity. After discussion, the Committee decided that creating a list of best strategies to address cultural competency would be the most appropriate and the best resource for agencies. The agencies have the responsibility to address their staff on cultural competence due to contract compliance. Program Monitors confirm that agencies are fulfilling the responsibility.

VI. Review of FY 2012 Evaluation Administrative Mechanism: Crystal Flores, RWPC Manager informed the Committee that a timeline would be given in March regarding the 2013 Evaluation Administrative Mechanism Process. The Committee is tasked with reviewing the past FY 2012 Evaluation Administrative Mechanism and suggesting any recommendations. The Committee agreed that a review of the past 3 years is appropriate and would suffice to construct the future survey. During the next meeting, the RWPC Staff will share information regarding the past survey responses from the last 3 years. The AA and RWPC Staff provided responses to the FY 2012 Evaluation Administrative Mechanism Recommendations that were proposed by the Evaluation Committee. Those recommendations and responses were outlined in a handout

given to Members. At the next meeting, a status update will be given in order to track progress of each recommendation before starting FY 2013 Evaluation Administrative Mechanism.

**VII. Adjournment:** The meeting was adjourned at 4:23 P.M.

*Submitted by:*

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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, March 25, 2014 3:00 p.m.  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX