

EVALUATION COMMITTEE

June 25, 2013

Minutes

Charge: Evaluates whether provider services coincide with set service priorities, reviews all RFP's prior to their release, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.

MEMBERS PRESENT

Del Wilson, Chair	Gary Benecke	Phillip Scheldt
David Thomas	Lori Davidson	Suzan Stambaugh
Ron Stinson	LaShaun Shaw	Stephen Inrig
Bryant Porter		

MEMBERS ABSENT

Gregg Gunter	Tom Emanuele, Vice Chair
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RWPC STAFF PRESENT

Crystal Flores, RWPC Planner	Jennifer Kendrick, RWPC Coordinator
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GRANTS MANAGEMENT STAFF PRESENT

Dindi Matthews, Health Advisor	Lynn Smith-Clay, Program Monitor	Brenda Dennis, QAA
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OTHERS PRESENT

Jennifer Hurn, RCD	Helen Goldenberg, RWPC	Louise Weston Ferrill, HSNT
J Michael Cruz, SMU/Legacy Counseling	Ben Martinez, RWPC	Fernie Sanchez, AAI

- I. **Call to Order:** Chair, Del Wilson called the meeting to order at 3:04 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair Del Wilson.
- III. **Introductions/Announcements:** Del also informed the committee that Ron Stinson and Bryant Porter have been approved as new members of the Evaluation Committee. Helen Goldenberg announced that she had attended HIV 101 class, hosted by Legacy Counseling's Homebase for Housing program and that the program was a success. Ben Martinez announced that the RWPC Consumer Committee will be hosting a community forum titled HIV and aging. The forum will take place on Wednesday, June 26, 2013 at Amelia Court from 2:00pm to 4:00pm. Chair Del Wilson announced that effective at the end of the year, he will resign as the Evaluation committee chair, and on the Planning Council, but is planning on remaining a member of the Evaluation committee.
- IV. **Approval of May 28, 2013 Minutes:** *David Thomas moved to accept the minutes with the necessary corrections. Stephen Inrig seconded the motion. The motion passed with a unanimous response.*
- V. **Care Coordination Ad Hoc Committee Recommendations:** Some of the proposed recommendations from the Care Coordination Ad Hoc Committee included changes to the Eligibility Requirements Document. Those recommendations were sent to the Evaluation Committee and subsequently forwarded to the Planning and Priorities committee. The Planning and Priorities committee then forwarded the recommendations to the Administrative Agency. Dindi Mathews gave a report on the final additions made by the Administrative Agency.
- VI. **Finalization of the Evaluation of the Administrative Mechanism Survey and Timeline:** The committee was given the FY 2011 Evaluation of the Administrative Mechanism with the Administrative Agency Responses, the draft survey questions including the suggested changes discussed in the previous meeting, and the suggested Timeline for completion. The committee took a 5 minute recess at 3:23pm. The committee returned from recess at 3:28pm. Crystal Flores reviewed the recommendations from last year's report and briefed the committee on how the Planning Council staff and AA have addressed them or are continually working on them. The committee then began to discuss the proposed timeline. In order to encourage more provider participation, the committee recommended that the AA provide an official report on how they plan to address the current FY Evaluation of the Administrative Mechanism recommendations. The committee also recommended that the AA provide an official progress report on how they have addressed the previous FY Evaluation of the Administrative Mechanism recommendations. *Steven Inrig made a motion to approve the*

Evaluation of the Administrative Mechanism Survey tools and timeline. Philip Scheldt seconded the motion. The motion passed.

VII. 2012 Comprehension Plan Update: The committee continued discussion on Dental services and ways the RWPC can develop a plan and outcomes for enhancing collaborations between Ryan White funded agencies and Non-Ryan White funded service providers. Lashaun Shaw presented a document outlining potential plans and outcomes on ways the RWPC could increase collaborations between Ryan White funded providers and non-Ryan White funded providers. The suggested collaborative efforts include:

- a. Improving knowledge of HIV basics relative to oral health care via:
 - 1. Developing seminars and/or webinars that cover the relationships between oral health care and HIV medication adherence, CD4 counts and viral loads, and general nutrition.
 - 2. Utilizing seminars, webinars, preceptorships and online websites developed by the AID Education Training Center to enhance understanding of HIV and the importance of oral health care.
 - 3. Arranging for HIV and Oral Health to be a topic represented at dental conferences and association meetings.
- b. Improving collaboration between funded and non-funded dental providers via:
 - 1. Identifying non-funded dental providers willing to provide reduced fee or pro bono services and/or volunteer at existing facilities.
- c. Improving collaboration between dental providers and medical providers via:
 - 1. Developing tools that providers can use to identify clients who have incomplete treatment plans and get them to return to care.
 - 2. Developing tools that allow providers to access/exchange/obtain medical information (such as CD4 count and VL) in a way that does not delay treatment and/or allow the patient to fall out of care.

The office of support staff created a table that the committee could use to complete with information on their proposed ways of enhancing collaborations in the areas of transportation, housing, and dental/oral health.

VIII. Adjournment: The meeting was adjourned at 4:50 PM

Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Planner

Date

Final Approval by:

**Del Wilson, CHAIRPERSON or
Tom Emanuele, Vice-Chairperson**

Date

NEXT SCHEDULED MEETING

Tuesday, July 23, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX