

EVALUATION COMMITTEE		
May 28, 2013 Minutes		
<b>Charge:</b> 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	Gregg Gunter
Suzan Stambaugh	Tom Emanuele, Vice Chair	
MEMBERS ABSENT		
Stephen Inrig	LaShaun Shaw	Ron Stinson
RWPC STAFF PRESENT		
Crystal Flores, RWPC Planner		Jennifer Kendrick, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Dindi Matthews, Health Advisor	Brenda Dennis, Quality Assurance Administrator	
OTHERS PRESENT		
Jennifer Hurn, RCD	Helen Goldenberg, RWPC	Louise Weston Ferrill, HSNT
Bryant Porter, AIDS Arms		

- I. **Call to Order:** Chair, Del Wilson called the meeting to order at 3:06PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair Del Wilson.
- III. **Introductions/Announcements:** Susan Stambaugh introduced Louise Weston-Ferrill of HSNT. Del Wilson introduced Bryant Porter of AIDS Arms Inc. Del also informed the committee that Ron Stinson has been approved as a new member of the Evaluation Committee. Helen Goldenberg announced that she and two other representatives had an opportunity to speak with the National Association of Boarding Homes in efforts toward opening up housing opportunities with consumers. Helen Goldenberg announced that the Consumer Council Committee will be hosting a Community Forum on HIV and Aging on June 26, 2013 from 2-4 p.m. at Parkland's Amelia Court 1<sup>st</sup> Floor Auditorium.
- IV. **Approval of April 23, 2013 Minutes:** Tom Emanuele moved to accept the minutes with the necessary corrections. David Thomas seconded the motion. The motion passed with a unanimous response.
- V. **Review of the Evaluation of the Administrative Mechanism Survey:** Del Wilson reviewed the intent and process of the Evaluation of the Administrative Mechanism. The committee was given the results of the prior Evaluation of the Administrative Mechanism from FY 2008-2011 in order to review and discuss trends in responses. The committee then proceeded to discuss the survey questions that would be utilized in the FY 2012 Evaluation of the Administrative Mechanism. First, the committee discussed the Planning Council survey. The following items were suggested changes:
  - a. Edit the date range in the title to read "March 2012 – February 2013".
  - b. Change question number one to "Community needs were assessed on an ongoing basis, effectively:"
  - c. Review the document for the correct usage of "past tense" (i.e. was, were, etc.) and edit as needed.
  - d. Change "Question 5" to "Question 6" under "Please explain your responses in this section" of question 6.
  - e. In order to increase the number of responses from council members, it was suggest to: Either 1) Survey the planning council during two meetings or 2) Notate individuals who were not present to take the survey on the meeting date and distribute the survey individually.

Next, the committee discussed the Ryan White Funded Provider Survey. One concern was regarding lack of funded provider participation/returned responses. An audience member suggested that some of the funded providers may not be motivated to complete the surveys because they feel that further action will not be taken to correct, address or acknowledge any suggestions that they may provide within their survey responses. Del Wilson stated that the previous year, the committee attempted to address those concerns by making recommendations that included actions for the Administrative Agency (AA). For future responses, the committee will request that the AA respond in a formal way for purposes of historical documentation. He then

asked staff if they would review previous Evaluation Committee meeting minutes to identify what, if any actions were taken by the AA. Staff will report their findings at the June Evaluation Committee meeting. The following items were the committees suggested changes to the Funded Provider Survey:

- a. In order to increase the number of responses from the funded providers, the committee suggested including a reminder that there were/are several staff changes and that funded provider responses are needed in order to ensure that new staff are made aware of specific agency concerns.
- b. Edit the date range in the title to read "March 2012 – February 2013"
- c. Change question 1 to "Community needs were assessed on an ongoing basis effectively:"
- d. Review the document for the correct usage of "past tense" (i.e. was, were, etc.)and edit as needed.
- e. Change Question 5 to read:  
"5a. Did you get feedback?  
 Yes  No"  
"5b. If yes, was feedback useful to you?  
 Strongly Disagree  Disagree  Agree  Strongly Agree"  
"5c. If no, what type of feedback would have been useful?  
\_\_\_\_\_  
\_\_\_\_\_,"
- f. Edit the date range in Question 6 to read " March 2012 – February 2013"
- g. Edit Question 9. Part (c) to read "Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures.  
 Strongly Disagree  Disagree  Agree  Strongly Agree"
- h. Edit Question 12. Part (c) to read "Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures.  
 Strongly Disagree  Disagree  Agree  Strongly Agree"
- i. Edit question 20a. to read: "If yes, you were satisfied with the financial technical assistance you received."
- j. Edit question 21a. to read: "If yes, you were satisfied with programmatic technical assistance you received."

Finally, the committee discussed the Administrative Agency survey. The following items were suggested changes:

- a. Change question 1 to "Community needs were assessed on an ongoing basis effectively:"
- b. Review the document for the correct usage of "past tense" (i.e. was, were, etc.) and edit as needed.
- c. Edit question 11. to read " Did the AA communicate back to the Planning Council the results of the procurement process?"

**VI. 2012 Comprehension Plan Update:** *Gregg Gunter made a motion to table Agenda Item 6. The motion was seconded by Susan Stambaugh. The motion passed unanimously.*

**VII. Adjournment:** The meeting was adjourned at 5:01 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, June 25, 2013 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