

| EVALUATION COMMITTEE  |                                |  |
|---|--------------------------------|--|
| March 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                  | J. Michael Cruz                          |
| Tom Emanuele, Chair   | Gregg Gunter                   | Louvenia Freeman                         |
| Marcos Alcorn   | Maurice Murray                 | Louise Weston Ferrill                    |
| Gary Benecke  | Bryant Porter, Vice Chair      | David Thomas                             |
| LaShaun Shaw  |                                |  |
| MEMBERS ABSENT  |                                |  |
| Ron Stinson   | Phillip Scheldt                | Stephen Inrig                            |
| RWPC STAFF PRESENT  |                                |  |
| Crystal Flores, RWPC Manager  | Andrew Wilson, Planner         | Alexis Hunter, Coordinator               |
| GRANTS MANAGEMENT STAFF PRESENT   |                                |  |
| Rashida Francis, Program Monitor  | Lynn Smith-Clay, GMO           | Glenda Blackmon-Johnson, Program Monitor |
| Angi Jones, Quality Assurance Advisor   | Dindi Matthews, Health Advisor |  |
| OTHERS PRESENT  |                                |  |
| Paula Witherspoon, CCC, P&P   | Jennifer Hurn, RCD             | Helen Goldenberg, CCC Chair              |
| Ben Martinez, RWPC Vice Chair   | Ray Caddell, DCHHS             |  |

- I. **Call to Order:** Chair Tom Emanuele called the meeting to order at 3:03 PM.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Chair Tom Emanuele.
- III. **Introductions and Announcements:** Gregg Gunter, RWPC Chair welcomed Tom Emanuele as Chair of the Evaluation Committee. Tom Emanuele thanked Bryant Porter, Vice Chair for serving as the meeting facilitator in his interim. Marcos announced that the AETC would be hosting a webinar for National Native American HIV/AIDS Awareness on Friday, March 28, 2014. The online webinar is CE approved for medical, nursing, social work, and pharmacy. Marcos also announced that the Women & HIV Conference would be held on May 16, 2014. He also shared information regarding the AETC preceptorship opportunities. He encouraged members to contact him with any questions regarding the events or preceptorship opportunities. Alexis Hunter, RWPC Coordinator asked the committee to verify the contact information provided, so that the 2014 Membership directory could be updated and distributed among the committees. She also informed the committee that she has contacted “My Ride” in efforts to inquire about an updated 2014 transportation resource guide. Transportation is a category of the 2012 Comprehensive Plan Goal I Objective III. Unfortunately, My Ride is not printing 2014 transportation resource guides. However, they do have updated information printed on singular pages to place within the 2013 guides as inserts. She asked the committee if they were interested in receiving then sharing the revised 2013 guides with intake sites. The committee decided to utilize the revised 2013 guides by sharing with providers at intake sites. The revised 2013 guides will be on the welcome table at future Evaluation Committee meetings for distribution in that several committee members are connected to agencies. Crystal Flores, RWPC Manager informed that a committee photo will be taken after the meeting, which will be uploaded on the RWPC website. Jennifer Hurn, Resource Center announced that there is a clothing drive that is associated of the Grace Project. Women and men’s clothing will be accepted at the Legacy Center parking lot on April 11-12, 2014.
- IV. **Approval of February 25, 2014 Minutes:** *Gary Benecke moved to approve the minutes. Gregg Gunter seconded the motion. There were no abstentions. The motion passed unanimously.*

V. **2012 Comprehensive Plan Update:** (A) Goal 6, Objective III Action Step I:

Chair Tom Emanuele 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 during this meeting 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)?

Andrew Wilson, RWPC Planner reviewed every document, PowerPoint, or handout that was submitted by the providers to the Office of Support regarding cultural competency. Andrew Wilson shared that due to the epidemiology of Texas, addressing cultural competency is significant contributor to optimizing the health of PLWHA. There was a discussion regarding whether each submission would be utilized on the RWPC website as best practices and resources. Initially, the Office of Support prepared a ballot, so that each member could extrapolate the best practices among all of the submissions. However, the Committee decided to utilize all submissions without elimination. There was an elaborate discussion regarding the order of this meeting's agenda, the content discussed regarding cultural competency, and the overall goal of aggregating the submissions into one useful resource. Gregg Gunter, RWPC Chair questioned the purpose of selecting certain agencies' submissions as best practices as opposed to selecting all of the submissions as a reference guide to be uploaded onto the RWPC website. Ben Martinez, RWPC Vice Chair stated that he believed the presentation to be uninteresting and inefficient in time management in that, in his opinion, there were other pressing agenda items to be discussed in more depth such as the FY 2012 Review of the Evaluation Administrative Mechanism and the HRSA site visit. He asked for more prioritization when drafting the agenda. Dindi Matthews, Health Advisor stated the importance of time management during such committee meetings. There were words exchanged between both parties. Lynn Smith-Clay, GMO suggested that the Chair take control of the meeting. Tom Emanuele, Chair addressed and acknowledged Ben Martinez's concerns and proceeded to provoke discussion regarding this agenda item; he directed the meeting into order. After discussion, the committee decided that creating a readily available list of all strategies to address cultural competency would be the most appropriate and the best resource for agencies. Lori Davidson suggested that if the information is shared on the RWPC website, it should be done after consent is granted by the respective agencies. However, the committee would like to keep the agencies' names anonymous. Crystal Flores, RWPC Manager reminded the committee of the action steps involved in this goal of the 2012 Comprehensive Plan, and she also reminded the committee of their responsibility to complete the task assigned by the Comprehensive Plan. Gary Benecke led the conclusion of this goal. He stated that providing the links to the resources after being granted permission from the agencies would suffice in completing the goal. The committee came to a consensus to move forward.

VI. ***FY 2013 Evaluation Administrative Mechanism: Lori Davidson moved for a recess at 4:04 P.M. in order to give the Committee time to read materials regarding the update statuses of the FY 2012 Evaluation Administrative Mechanism Recommendations created by the Evaluation Committee. Gregg Gunter seconded the motion. The motion passed unanimously.*** The meeting was called back to order at 4:11 P.M. Crystal Flores, RWPC Manager provided an official progress report/update on how the AA and RWPC Staff have addressed the FY 2012 Evaluation of the Administrative Mechanism recommendations. The AA provided the status updates for each recommendation. She also informed the committee of the drafted timeline to complete the FY 2013 Evaluation Administrative Mechanism Report, which is a requirement set by HRSA to assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs. During the April 22, 2014 meeting, the Evaluation Committee will receive

survey questions from FY 2010-2012 and provider responses from FY 2012 to review & discuss any process revisions. The committee may make revision as needed.

**VII. Adjournment:** The meeting was adjourned at 4:41 P.M.

*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, April 22, 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