

EVALUATION COMMITTEE		
April 22, 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	Ron Stinson	
Gary Benecke	LaShaun Shaw	
MEMBERS ABSENT		
Louise Weston Ferrill	Phillip Scheldt	Bryant Porter, Vice Chair
Maurice Murray	David Thomas	
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	
Shibu Sam, Program Monitor	Kimberly Broadneax, Quality Assurance Administrator	
OTHERS PRESENT		

- I. **Call to Order:** Tom Emanuele, Chair called the meeting to order at 3:03 PM.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores, RWPC Manager and certified by Chair Tom Emanuele.
- III. **Introductions and Announcements:** Marcos 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. Lynn Smith-Clay introduced Kimberly Broadneax as the new Quality Assurance Administrator. RWPC Staff reminded the committee to pay attention to the RWPC May calendar in that regular meeting times have changed due to the Memorial Day Holiday.
- IV. **Approval of March 25, 2014 Minutes:** *Del Wilson moved to approve the minutes. Gary Benecke seconded the motion. There were no abstentions. The motion passed with one abstention.*  
  
*Lori Davidson moved to reorganize the agenda so that agenda item six may be discussed prior to agenda item five due to time allowance. Ron Stinson seconded the motion. The committee decided to issue a 20 minute time allowance on agenda item six. The motion passed unanimously.*
- V. **FY 2013 Evaluation Administrative Mechanism (EAM):** *Ron Stinson moved for a recess at 4:04 P.M. in order to give the Committee time to read materials regarding the survey questions of the FY 2012 Evaluation Administrative Mechanism Lori Davidson seconded the motion. The motion passed unanimously.* The meeting was called back to order at 4:09 P.M. Crystal Flores, RWPC Manager directed everyone to the Evaluation of the Administrative Mechanism Survey Questions handout. The Evaluation Committee's task is to provide a narrative that describes the results of the Planning Council's assessment of the administrative mechanism. The EAM 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. The handout consisted of all questions that are included on surveys which are distributed to the planning council, service providers, and the administrative agency. The committee came to a consensus that online survey distribution is the best method if the results may remain anonymous. There was an elaborate discussion regarding ways to shorten the survey ways that would not affect the validity of the results. Additionally, there was an elaborate discussion to revise some of the survey questions. For example, the committee decided to:

1. Delete "Lead" in "Lead Agency"
2. Remain consistent when referring to the Administrative Agency
3. Add Allocation Process and Priority Setting Process to Question 5 of the Planning Council Survey Questions
4. Verify that questions are written in past tense
5. Review more possible questions to include on the surveys. Questions may be modified to reflect our Planning Council.

Due to time constraints, the committee will continue revising the survey questions directed to the service providers and the administrative agency during the next meeting.

**VI. 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)?

Lori Davidson and RWPC Staff made a compilation of all the providers' submissions into a user friendly handout to be uploaded onto the RWPC website. Gregg Gunter, RWPC Chair took the time to show his appreciation toward Lori Davidson for her hard work and dedication to the Evaluation Committee. Marcos Alcorn questioned whether the compiled resource is reflective of all agency submissions. It was clarified that the handout reflects all submissions.

***Gregg Gunter moved that the committee comes to a consensus in order to move forward with uploading the Cultural Competency handout onto the RWPC website. By uploading the handout, the committee completed the action step of the 2012 Comprehensive Plan Goal 6 Objective III. Phil Schedlt seconded the motion. The motion passed unanimously.***

(B) Goal 7 Objective 1: 2013-2014 "Get a Ride" Resource Guides: Crystal Flores, RWPC Manager reminded the committee that the RWPC Staff will be sharing updates regarding each of the categories mentioned within the Goal 7 Objective 1 of the 2012 Comprehensive Plan. The committee is to identify non-Ryan White funded collaborative partners and engage them to better understand and more effectively connect HIV+ individuals with services. Alexis Hunter, RWPC Coordinator arranged the delivery of the "Get a Ride" Resource Guides to the Office of Support, so that committee members may pass along to service providers in the Dallas EMA. The committee came to a consensus to distribute the resource guides to service providers, primarily at intake sites and case managers.

Regarding the Housing Category, Lori Davidson took the opportunity to share an update regarding the Housing Category of Goal 7 Objective 1. She mentioned that Legacy Counseling hosted a Housing 101 on Friday, March 28, 2014. Approximately 152 attendees participated in the event. Lori included the results of the housing workshop survey which was mostly generated in paper form. Overall, most of the attendees gained more knowledge and thought that the information was helpful. Most of the comments were generally positive.

**VII. Adjournment:** The meeting was adjourned at 5:00 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, May 20, 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