

EVALUATION COMMITTEE		
July 23, 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	Suzan Stambaugh	Ron Stinson
LaShaun Shaw	Stephen Inrig	Tom Emanuele, Vice Chair
Bryant Porter		
MEMBERS ABSENT		
Gregg Gunter	Lori Davidson	
RWPC STAFF PRESENT		
Crystal Flores, RWPC Manager		Jennifer Kendrick, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Dindi Matthews, Health Advisor	Lynn Smith-Clay, Program Monitor	Brenda Dennis, QAA
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:** Vice Chair, Tom Emanuele called the meeting to order at 3:00 PM
- II. **Certification of Quorum:** Quorum was established and certified by Vice Chair, Tom Emanuele.
- III. **Introductions/Announcements:** Tom Emanuele announced that planning for World AIDS Day 2013 has begun. An advisory committee meeting will be held at AIDS Interfaith Network conference room on Monday, August 12, 2013 at 3:00 pm. David Thomas informed the committee that a few Evaluation committee members had attended the Planning and Priorities committee to represent the committee in presenting their concerns/recommendations regarding the 2013 Needs Assessment scope. Tom Emanuele commended the committee for their hard work in completing the Eligibility Criteria Document.
- IV. **Approval of June 25, 2013 Minutes:** *Ronald Stinson moved to accept the minutes with the necessary corrections. David Thomas seconded the motion. The motion passed with 1 abstention.*
- V. **Evaluation of the Administrative Mechanism Update:** Crystal Flores reviewed the survey process and informed the committee that the Service Provider surveys had been mailed out on July 11, 2013. She reported that the Office of Support Staff had only received 2 of 14 returned responses thus far. Susan Stambaugh stated that several providers had voiced their concerns about the unique identifier found on the survey. The committee and Office of support agreed that an email should be sent to the providers explaining that the unique identifiers are only utilized by internal staff only in an effort to avoid duplicate survey responses. In order to improve response rate, a reminder email for survey completion will be sent to providers as well.
- VI. **2012 Comprehension Plan Update:** The committee was presented a document that condensed the proposed plans to enhance collaborations between Ryan White Funded and non-funded service providers in the areas of transportation, housing, and dental/oral health. The committee decided on the following plans and action steps:
 - a. Housing Plans and Action Steps
 1. Improve Understanding/Knowledge of Housing Resources:
 - 1) Identify, assess, and adopt existing training modules on housing resources through Legacy's Homebase for Housing Program.
 - 2) Contact Anne Dills to see if Case Managers can receive credit for this training.
 - 3) Provide an opportunity (at least annually) for staff to meet face-to-face with housing experts and with each other to discuss training information.

- 4) Make Homebase for Housing webpage accessible through the RWPC webpage under the resources tab.
2. Improve Reporting of Housing Status in ARIES and Ryan White Service Report (RSR):
 - 1) Investigate options for ARIES to report distinctions between living situations that are stable/permanent or temporary.
3. Improve Support for Housing Stability:
 - 1) Task the RWPC Evaluation Committee to identify and prioritize organizations that offer services that would improve housing stability (e.g., employment services, basic financial literacy, basic banking, saving and spending, credit repair, tenant rights, lease obligations, neighbors, roommates, moving, energy conservation, etc.)
 - 2) Provide training on program offerings, and track results of referrals.
 - 3) Identify HIV liaison with each shelter (e.g., ASD Louella Pointer, Homebase for Housing, others).
 - 4) Outline centralized process for shelters to identify HIV+ persons, and make referrals to HIV liaison.
 - 5) Implement process for HIV liaison to connect HIV+ persons to HIV service system and housing system.
- b. Transportation Plan and Action Steps:
 1. Improve Collaboration with Transportation Providers:
 - 1) Identify all funded intake/case management sites and Ryan White funded providers.
 - 2) Implement process for Case Managers to serve as distribution points for the “My Ride” pamphlet to help share the information with clients and patients.
 - 3) Include My Ride resource information on RWPC website.
 - 4) Encourage public advocacy
- c. Dental/Oral Health Plans and Action Steps: **The committee decided to postpone discussions on this plan so that Dr. Lashaun Shaw could participate in the planning**

VII. Adjournment: The meeting was adjourned at 4:53 PM

Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

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

Date

NEXT SCHEDULED MEETING
Tuesday, August 27, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX