

| EVALUATION COMMITTEE | | |
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| August 27, 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 | Gregg Gunter |
| David Thomas | Ron Stinson | LaShaun Shaw |
| Stephen Inrig | Louvenia Freeman | Tom Emanuele, Vice Chair |
| Bryant Porter | Louise Weston Ferrill, HSNT | |
| MEMBERS ABSENT | | |
| Lori Davidson | Phillip Scheldt | Suzan Stambaugh |
| RWPC STAFF PRESENT | | |
| Crystal Flores, RWPC Manager | | Jennifer Kendrick, RWPC Coordinator |
| GRANTS MANAGEMENT STAFF PRESENT | | |
| Dindi Matthews, Health Advisor | Angi Jones, QAA | Glenda Blackmon Johnson, Program Monitor |
| OTHERS PRESENT | | |
| Jennifer Hurn, RCD | Helen Goldenberg, RWPC | Marcos Alcorn, AETC |
| J Michael Cruz, SMU/Legacy Counseling | | |

- I. **Call to Order:** Chair, Del Wilson called the meeting to order at 3:03 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Del Wilson.
- III. **Introductions/Announcements:** Helen Goldenberg announced that the Stand Against Stigma event took place on August 18, 2013 in Dallas with 379 attendees that included a sermon followed by a forum and open discussion on HIV/AIDS and stigma. Del Wilson introduced Bryant Porter and Louise Weston Ferrill as new members of the Evaluation committee. Gregg Gunter announced that AIN had previously hosted a physical event for World AIDS Day event, however, the planning workgroup is considering hosting a virtual event due to World AIDS Day taking place during the thanksgiving holiday. Helen Goldenberg announced that she would be coordinating an event with Marsha Jones titled "Ministers Forum" with the purpose of engaging the faith based community in the fight against HIV.
- IV. **Approval of July 23, 2013 Minutes:** *David Thomas moved to accept the minutes with the necessary corrections. Gary Benecke 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 25, 2013 regarding an update on the unique identifiers to address funded providers concerns. She reported that the Office of Support Staff had received 13 out of 21 planning council surveys and 8 out of 14 funded provider surveys. She also reminded the committee that the deadline for surveys was September 13, 2013. Jennifer Hurn of RCD recommended soliciting feedback from non responsive participants about why they did not complete the survey. Del Wilson suggested providing options for the participants to select from. Some examples of the options were: "was not useful" "too lengthy" "uncomfortable with the unique identifier". Ron Stinson suggested specifying which designated person in an agency should complete the funded provider survey (ED, CEO, CFO, etc). Crystal Flores stated that she would contact other EMA's to solicit information on how they deal with low response rates. Stephen Inrig suggested pointing out a few questions where issues were not able to be addressed because of a lack of response.
- VI. **Standards of Care Update/Review:** Crystal Flores reviewed the purpose of the Standards of Care document as well as how the document is organized. The committee was tasked with reviewing the document sending all suggested changes to the Office of Support staff. Del reminded the committee to think of any legislative changes, regulatory changes, proposed best practices, any conflicts with programmatic functions

while reviewing the document. Crystal also reminded the committee that Ryan White is the payer of last resort and to keep that in mind when suggesting changes. A reminder that the committee will be editing the Standards of Care will be sent to interested parties and funded agencies in an attempt to include their suggestions during the revision process.

VII. 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 chair handed the floor to Lashaun Shaw to review the proposed Dental/Oral Health Plans and Action Steps she presented to the committee. Marcos Alcorn of AETC presented the committee with a list of trainings that AETC provides in the area of Dental and oral health care. The committee also discussed trainings offered through TX Train. The committee will continue discussion on the Comprehension plan task at the next meeting.

VIII. Adjournment: The meeting was adjourned at 4:55 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, September 24, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX