

EVALUATION COMMITTEE		
September 24, 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	Lori Davidson	Gregg Gunter
David Thomas	Ron Stinson	LaShaun Shaw
Louvenia Freeman	Tom Emanuele, Vice Chair	Phillip Scheldt
Bryant Porter	Louise Weston Ferrill	
MEMBERS ABSENT		
Gary Benecke	Stephen Inrig	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
Shibu Sam, Program Monitor	Rashida Francis, Program Monitor	
OTHERS PRESENT		
Jennifer Hurn, RCD	Helen Goldenberg, RWPC	JMichael Cruz, Resource Center
Ben Martinez, RWPC	Paula Witherspoon, RWPC	

- I. **Call to Order:** Chair, Del Wilson called the meeting to order at 3:03 PM
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Chair, Del Wilson.
- III. **Introductions/Announcements:** Jennifer Kendrick announced her resignation as Ryan White Planning Council Coordinator. Gregg Gunter announced that Legacy Counseling Center received a grant to provide apartments for persons (clients) who are homeless. They will be hosting a donation drive on Saturday September 29, 2013, at 9:00am-12:00pm. Sheets, Towels and Dishes are needed. After the drive different teams will select items to decorate the apartments. There is also a contest and the team whose apartment is voted "best decorated and functional apartment" will win a prize, for wine tasting. Helen Goldenberg announced that today was National Voters Registration Day. Helen Goldenberg also announced that the play, "Dying Alone", will be on Saturday at the Brownlee Center in Garland. Marcos Alcorn announced that there will be free dental seminar in Fort Worth beginning December 6, 2013. CMEs are approved for 100 dentists or dental hygienists. Tom Emanuele announced that the Lone Star Drive will be on Saturday September 29, 2013. Proceeds will be disseminated to various organizations throughout Dallas. Gregg Gunter announced that Saturday (night), September 29, 2013 is the Red Party at the Loom, and proceeds will go to Legacy Counseling Center.
- IV. **Approval of August 27, 2013 Minutes:** *Greg Gunter moved to approve the minutes as amended. Phillip Scheldt seconded the motion. The motion passed with 2 abstentions.*
- V. **Evaluation of the Administrative Mechanism Report Update:** Jennifer disseminated a draft of the Administrative Mechanism Report to committee members. Crystal recommended that the committee take a 10 minute recess so that committee members could review the document.  
*Greg Gunter moved for the break and Tom Emanuele second. The meeting resumed at 3:32pm.*  
The committee was tasked with reviewing the document and recommending any changes. The committee considered adding data from previous years to the document to be able to compare data from year to year. The committee looked at page 21 of the document, the conclusion and recommendations page. Crystal provided the committee with the recommendations from FY2011, with the Administrative agent's response to each as a starting point/guide to assist the committee when developing the recommendations for this year. It was noted that there were not recommendations made for each section in the 2011 report. The committee then began to give their edits and revisions. Del Wilson suggested that the July 25 email to the providers  
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should be added on page 3 in the methods. Another committee member made the recommendation to omit the use of percentages and replace with numbers (ex. 3/4 instead of 75%) in the columns for the total respondents count. Lori Davidson made the recommendation that on page six, add a sentence making a recommendation that the executive committee to consider conference calls as a way to participate in meetings as a change in the bylaws. Crystal Flores indicated that this recommendation would be placed under the Planning recommendations. A recommendation was made to keep the recommendation from last year to have the Planning and Priorities committee to address client needs at agency that are federally funded and those that are not on the Needs Assessment. Del Wilson indicated that the recommendation should be carried forward to this year's document. Greg Gunter pointed out that on page 11 of the document spoke about the ERC committee. He mentioned that not a lot is known about the ERC and that should be mentioned. Crystal explained the process and they can continue to encourage committee members to write out their rationale. Tom Emanuele gives his personal experience with volunteering on the ERC and mentioned the amount of folders that each member is given to review. Lori agreed that a recommendation should be made to the AA to look at the length of time it takes to complete an audit. Del Wilson made the recommendation that there be timely audit resolution. Rob Stinson mentioned that the results may be one way and not address when the providers do not provide needed documentations as requested by the auditors. He went on to mention that many of the problems that occur within program compliance are a lack of communication. Del Wilson suggested the question be asked, "What is causing the audits to be delayed?" Lori Davidson recommended that the Administrative Agent be ask to confer with the fiscal auditors and program monitors as to what are the issues that delay audits and suggest ways in which the agencies and the auditors can work together to resolve the matter. Tom Emanuele discussed that the bigger agencies are well within the new grant cycles before they receive their audits with issues that needed to be address with the previous year. Del recommended promoting the use of the online orientation. Also provide feedback to the RWPC on its usefulness. Lori Davidson pointed that on page 7 the results indicated that most of the persons who responded to the survey indicated that they felt informed on activities of the administrative agency. Del Wilson made the recommendation that the Administrative Agent continue to provide more time for agencies to respond to RFPs. Lori stated that the recommendation be that the Administrative Agent continue to improve on the amount of time given to respond to RFPs. Lori Davidson made the recommendation that the language state that while the federal government delays in releasing funding it is still an issue that the agencies receive their contracts in a timely manner. Dindi Matthews and Angi Jones stated that the Administrative Agency do go with the fiscal audit department on the entrance meetings of the audit period. However, on the exit if both entities are available they conduct the exit together, but if there is a time conflict, then the exit is completed at separate times. Lori Davidson made the recommendation to ask the Administrative Agency, program monitors, and Dallas County fiscal auditors to discuss methods and identify ways to improve timely closure of the audits. Del Wilson recommended that feedback be provided to the Evaluation committee. Angela Jones suggested that the language also include a sentence that identifies barriers to expediting the closing of audits. Tom Emanuele suggested that the feedback also be provided to the RWPC and not just the Evaluations committee. Crystal explained that the final report next year will include the resolutions to the recommendations and how the issues that were identified were resolved. The report will be made available to the committee. Jennifer Hurn made the recommendation that the Administrative Agency should be evaluating how well the agencies are working together to provide services to the clients of this EMA. Angela Jones agreed that the statement should remain.

**VI. FY 2014 Standards of Care:** The committee agreed to table discussion on this item until the next meeting. *Greg Gunter made the motion Tom Emanuele second. The vote was unanimous.*

**VII. 2012 Comprehension Plan Update:** The committee agreed to table discussion on this item until the next meeting. *Greg Gunter made the motion Tom Emanuele second. The vote was unanimous.*

**VIII. Adjournment:** The meeting was adjourned at 5:10 PM

*Submitted by:*

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Rashida Francis, Program Monitor

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Date

*Draft Certified by:*

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Crystal Flores, RWPC Manager

\_\_\_\_\_  
Date

*Final Approval by:*

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

\_\_\_\_\_  
**Date**

NEXT SCHEDULED MEETING

Tuesday, October 22, 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