

EVALUATION COMMITTEE		
October 22, 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		
Bryant Porter	Lori Davidson	Stephen Inrig
David Thomas	Del Wilson, Chair	Ron Stinson
LaShaun Shaw	Gregg Gunter	Louvenia Freeman
Gary Benecke	Tom Emanuele, Vice Chair	Phillip Scheldt
Louise Weston Ferrill		
MEMBERS ABSENT		
Suzan Stambaugh	Marcos Alcorn	
RWPC STAFF PRESENT		
Crystal Flores, RWPC Manager		
GRANTS MANAGEMENT STAFF PRESENT		
Dindi Matthews, Health Advisor	Glenda Blackmon Johnson, Program Monitor	
OTHERS PRESENT		
Jennifer Hurn, RCD	Helen Goldenberg, RWPC	JMichael Cruz, Resource Center
Ben Martinez, RWPC		

- I. **Call to Order:** Chair, Del Wilson called the meeting to order at 3:02 PM
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Chair, Del Wilson.
- III. **Introductions/Announcements:** Del Wilson announced that the RWPC support staff is currently accepting leadership applications for the Chair and Vice Chair of the RWPC and standing committees. Gregg Gunter announced the ACA & Health Insurance Marketplace presentation by Januari Leo on Wednesday October 23, 2013 at 10AM, as well as the next CCC forum on Advocacy and Empowerment at ASD Spencer Garden Apartments, which will be facilitated by Auntjuan Wiley. Helen Goldenberg announced a reminder that it is early voting time with the new Voter ID laws in place.
- IV. **Approval of September 24, 2013 Minutes:** *David Thomas moved to approve the minutes as amended. Gregg Gunter seconded the motion. The motion passed with 2 abstentions.*
- V. **Evaluation of the Administrative Mechanism Report:** Crystal Flores presented the committee with the final draft of this document. The committee reviewed and made small revisions.  
  
*Gregg Gunter made a motion to accept the Evaluation of the Administrative Mechanism Report. Phillip Scheldt seconded the motion. The motion passed unanimously.*  
Per the Evaluation Committee's request, the RWPC staff will send out a post Evaluation of the Administrative Mechanism survey to the providers in order to investigate any reasons for not receiving a 100% participation/response rate, and any suggestions for next year's survey.
- VI. **FY 2014 Standards of Care:** The committee reviewed the document and suggested revisions. The gender identity definition was formatted to be a footnote instead of being imbedded in the document. Jennifer Hurn requested a discussion around Section 6.1 of the standards, that there are no set timeframes for staff to receive the stated training. It was concluded that the Universal Standards are more generalized, but that the specific service category standards are more specific in the training timeframes. Del Wilson then asked if there were any specific service categories that the audience would like to suggest. LaShaun Shaw made a suggestion for Oral Health section 6.8, to be more specific for the training required. It was changed to include "6.9: training regarding current HIV/AIDS treatment methodologies." Jennifer Hurn requested some more information on the

Food Bank service category regarding eligibility. The suggestion is to change 1.8 “ensure that services continue to be appropriately utilized by eligible persons, but reevaluating and documenting each client’s eligibility at least annually” to read “ensure that services continue to be appropriately utilized by eligible persons, but reevaluating and documenting each client’s eligibility at least every six months”. Also to change that in the Home Delivered Meals service category. David Thomas addressed that a new license will be presented for the Child Care Services/Day/Respite care for Children and Youth service category. It was requested that 1.5 should include the Texas Department of Aging and Disability Services Pediatric Extended Care Facility, as an option. Jennifer Hurn request that under the service categories of Medical Case Management and Non-Medical Case Management, Section 6.10, that Chapter 19 be taken out and replaced with “the current DSHS HIV Case Management Standards.

**VII. 2012 Comprehension Plan Update:** Dr. Shaw took the lead for the Dental Services portion and selected some issues and included possible plans and outcomes. She focused on improving knowledge of HIV basics because it is the first step to accomplishing any of the outcomes. The committee was provided a table with options for the goals, as well as the Plans, Outcomes and Providers responsible for each goal. Some suggestions and modifications were made. At the next meeting, the committee will review the Medical Transportation and Housing service categories.

**VIII. Adjournment:** The meeting was adjourned at 5:05 PM

*Submitted by:*

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Crystal Flores, RWPC Manager

\_\_\_\_\_  
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, November 19, 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