

EVALUATION COMMITTEE		
November 19, 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	Bryant Porter
Tom Emanuele, Vice Chair	Gregg Gunter	LaShaun Shaw
Marcos Alcorn	Louise Weston Ferrill	Ron Stinson
Gary Benecke	Maurice Murray	
MEMBERS ABSENT		
Louvenia Freeman	Phillip Scheldt	David Thomas
Stephen Inrig		
RWPC STAFF PRESENT		
Crystal Flores, RWPC Manager		
GRANTS MANAGEMENT STAFF PRESENT		
Rashida Francis, Program Monitor	Dindi Matthews, Health Advisor	
OTHERS PRESENT		
Helen Goldenberg, RWPC	Jennifer Hurn, RCD	

- I. **Call to Order:** Chair Del Wilson called the meeting to order at 3:06 PM
- II. **Certification of Quorum:** Quorum was established by Crystal Flores and certified by Chair Del Wilson.
- III. **Introductions/Announcements:** Chair Del Wilson called for introductions and announcements. Marcos Alcorn announced that the Texas/Oklahoma AIDS Education and Training Center (AETC) is sponsoring three webinars around HIV testing in honor of World AIDS Day. Chair Del Wilson expressed appreciation for member attendance to meet quorum, and reminded members regarding the use of cell phones. He then asked for volunteers to draft the November and December committee minutes to assist RWPC staff. Lori Davidson volunteered to record minutes for both months. Del Wilson announced that Tom Emanuele has been recommended for Chair of the Evaluation Committee (and re-joining Planning Council), and Bryant Porter as Vice Chair of the Committee, for 2014. Crystal Flores introduced Maurice Murray as the newest member of the Committee.
- IV. **Approval of October 22, 2013 Minutes:** *Gregg Gunter moved to approve the minutes. Gary Benecke seconded the motion. Gregg Gunter asked a question about Suzan Stambaugh's Committee membership. Crystal Flores explained that she was still a member in October, but will drop off in November. The motion passed with 1 abstention.*
- V. **Evaluation of the Administrative Mechanism Report:** Crystal Flores presented the committee with two documents for discussion: Post Provider Survey and AA/RWPC Staff Response to the Recommendations. *Post Provider Survey:* The intent of the survey was to gather information on how to increase participation in the Provider Survey portion of the Evaluation of the Administrative Mechanism. Nine providers responded to the post survey - seven had completed the Provider Survey and two had not. Only one indicated the reason for not completing the Provider Survey, being that the survey took too much time to complete and was not mandatory. Four respondents provided comments to improve the process: reduce confusion on who should complete the survey; make changes and ensure accountability based on results; align the questions with AA responsibilities; and require the AA to respond to the findings. Crystal noted that there have been improvements in these areas this year, but Chair Del Wilson stated that these suggestions should be kept in mind for the upcoming year. Lori Davidson recommended that the survey be administered closer to the end of the program year. Tom Emanuele questioned whether providers had too long to complete the survey.

Crystal mentioned that the response time was extended, which improved Planning Council response but not provider response. Ron Stinson asked whether there is a designated person at each agency to receive the survey, and Crystal explained that there is. Marcos Alcorn recommended administering the Provider Survey on-line next year.

*AA/RWPC Staff Response to the Recommendations:* Crystal reviewed the Administrative Agency/Planning Council staff responses to the eleven recommendations included in the FY2012 Evaluation of the Administrative Mechanism report, in terms of how each recommendation has been addressed or would be addressed in the coming year. The Committee discussed at length the recommendation for allowing members to call in by conference call to meet quorum, but deferred to the Executive Committee for resolution. There was discussion regarding delays in responding to quorum requests, over-use and/or abuse by members, use only by those who are out of town to encourage more rural participation, and technology limitations and legal requirements.

- VI. FY2014 Standards of Care:** Chair Del Wilson introduced the FY2014 Standards of Care as the second action item. He noted that the FY2014 Standards of Care would go into effective March 1, 2014, through February 28, 2015. Comments and suggestions have been compiled from prior meetings, but Del solicited final comments or suggestions from committee members and provider representatives in the audience. There were no further suggestions.

*Gregg Gunter moved to approve the FY2014 Standards of Care with the amendments previously discussed. Ron Stinson seconded the motion. The motion passed with 1 abstention.*

Marcos Alcorn asked whether the Standards of Care could include a provision making response to the Provider Survey in the Evaluation of the Administrative Mechanism mandatory. Chair Del Wilson stated that is separate from the Standards of Care, but that it could be written into provider's contracts or possibly the Continuum of Care. Lori Davidson mentioned that this might be included in the same document where providers are required to attend Planning Council meetings, though Chair Del Wilson questioned whether this is still required. Louise Weston Ferrill questioned why the Mental Health Standards of Care require that the care plan be signed by the client, where other standards (like Case Management) allow either signature or review with the client. It was recommended that the Mental Health Standards of Care be revised to allow either signature or review with the client (with same language as Case Management), if the Administrative Agency determines that State law allows that for mental health services. Crystal noted that these changes will be forwarded the AA as recommendations and the AA will determine the final version.

- VII. 2012 Comprehensive Plan Update:** Chair Del Wilson noted the three areas for improved collaboration under the 2012 Comprehensive Plan: oral health (which was completed at the last meeting with the help of LaShaun Shaw), transportation, and housing. Crystal Flores reviewed the plan for transportation with the Committee. After considerable discussion, the Committee determined that: (1) RWPC staff and the Consumer Council Committee should be added as collaborative partners, (2) outcomes for the My Ride action steps should include adding a link to My Ride on the Planning Council website and distributing updated My Ride Guides through the HIV Service Providers Council, and (3) the public advocacy item should be a new goal to expand reduced cost transportation options for the HIV+ community, with actions steps to include public advocacy by consumers (through Consumer Council Committee) advocating at transportation network meetings and an outcome being reduced cost for bulk purchases from at least one transportation provider.

The Committee then turned to the plan for collaborations with housing. After considerable discussion, the Committee decided to: (1) streamline the plan by eliminating the third goal relating to improving housing stability; (2) revise the second goal regarding ARIES reporting to show a 4 percentage point increase consistent with the National HIV/AIDS Strategy) (from 61% to 65%) in Ryan White clients living stable/permanent housing, and to include action steps for use of the agency user fields in ARIES to specify whether a client living with family or friends is a permanent situation (more than 6 months) or temporary situation, training case managers to collect this data from clients and input into ARIES in user field, and compiling and reporting this data in the Ryan White Service Report (RSR); and (3) revise the first goal regarding improving knowledge of housing resources to eliminate the action step for face-to-face training (using only on-line training and ask AA to make mandatory) and to streamline to a single outcome of 85% of

participants in on-line training will show an increase in understanding/knowledge of housing resources from pre- and post-test.

**VIII. Adjournment:** The meeting was adjourned at 5:06 PM

*Submitted by:*

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Crystal Flores, RWPC Manager

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Date

*Draft Certified by:*

\_\_\_\_\_  
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, December 17, 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