



**Evaluation and Assessment Committee Meeting
CHOICES (Training Room)
1726 Poplar Ave.
August 10, 2016
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
A	Mardreques Harris*	P	Lee Goins
P	Melanie Bradley	P	Brooke Askew
P	Lisa Brisendine	P	Henry "Jay" Johnson
A	Toni Burnett	P	Rachel Brooks
P	Melanie Copeland	P	Kelli Davis
P	Dr. Davida Hollerman	P	Mary Jones
P	Cedric Robinson		

*Denotes Chair

A=Absent

P=Present

T=Telephone

Others Present: Jennifer Pepper, Parrish Oglesby, Jacquine Rankins, Charles Kolesar, Jimmie Samuels, Derrick Manciel

- I. Call to Order** **Committee Chair**
The meeting was called to order at 4:02pm by Lisa Brisendine, H-CAP member appointed by the committee chair in his absence.
- II. Statement of Confidentiality/Conflict of Interest**
Everyone was reminded of the Statement of Confidentiality and Conflict of Interest policy. No Committee members had any new conflicts of interest to disclose.
- III. Welcome/ Introductions/ Moment of Silence and Remembrance**
Everyone was welcomed to the meeting and a brief introduction session was held. A moment of silence and remembrance was observed.
- IV. Roll Call**
Lisa called the roll and there was a quorum present in order to conduct business.
- V. Approval of Agenda**
The agenda was accepted and approved by common consent.
- VI. Approval of Minutes**
The minutes were accepted and approved by common consent.
- VII. Planning Group Report** **Parrish Oglesby, Planning Group Manager**
Parrish Oglesby, Planning Group Manager briefed the committee on the progress of the group:
 - a. PSRA will be September 28th from 12:00-6:00pm, The Red Cross of Greater Memphis, 1399 Madison Ave. All members have to be in attendance in order to vote.
 - b. H-CAP in August will move from August 24th to August 31st. This meeting will still be in the same location, and same time.
- VIII. Old Business**
 - a. Memphis TGA Assessment of the Administrative Mechanism**
 - The Evaluation and Assessment committee members reviewed the results from the surveys that were conducted.
 - The Assessment of the Administrative Mechanism is conducted by the Planning group annually as a requirement per Ryan White Legislation. The results are included in the

annual grant application.

- The Ryan White Legislation determines the specific areas for H-CAP to evaluate. Listed as followed:
 - *The Planning Process*
 - *The Procurement Process (Purchasing)*
 - *Sub grantee Monitoring*
 - *Reports for the Planning Group*
 - **Highlights: H-CAP Survey**
 - The Evaluation & Assessment committee reviewed the results and was satisfied with the overall percentages. No further concerns at this time.
 - **Highlights: Provider Survey**
 - The Evaluation & Assessment committee reviewed the results and was satisfied with the overall percentages. The committee would like to add some updates.
 - Under the Procurement Process, Question # 2: (The RFP stated exceptions, including Health Resources and Services Administration (HRSA) policies and procedures, standards of care that must be met, expected performances measures, and reporting requirements.)
 - Update survey question to include Quality Improvement requirements.
 - Under the Procurement Process, Question # 5: (Selection criteria provided reasonable consideration to new providers.)
 - The committee recommends including Quality Improvement training in the Quality Management meetings.
 - The Evaluation & Assessment committee would like to create a skip pattern in the survey.
 - The committee suggested that in the next grant year to provide a paper copy of survey or provide a lab top at an H-CAP meeting for members that do not have internet access.

IX. New Business

a. Agenda items for H-CAP

There are no recommended items at this time.

b. Agenda items for next month

- Review final copy of GY'2016 Committee Work Plan.
- Review final copy of Assessment of the Administrative Mechanism report.
- Review/Update Standards of Care in which the committee has not reviewed recently.

X. Other Business/Public Comment

There is no other business or public comments at this time.

XI. Announcements

- The Priority Setting Resource Allocations (PSRA) will be September 28th, at the Red Cross of Greater Memphis.
- The H-CAP for August will be moving from the 24th to the 31st. The meeting will be in the same location and will take place at the same time.

V. Adjournment

Meeting adjourned at 5:22P.M.

Next Meeting: September 7th at 4:00P.M., CHOICES (Training Room), 1726 Poplar Ave.