

Texas Association of Local WIC Directors
Quarterly Board Meeting
April 23-24, 2019
MINUTES

Present on Day 1:

Eileen Mendoza	Brandy Patteson	Kathy Oliver	Krystal Seger	Michelle Cummings	Meliza Garcia
Nikki Morrow	Margaret Payton	Karen Gibson	Bertha Amaya	Zahra Koopaei	Jolene Norbert-Harrell
Benny Jasso	Janette Sepeda	Clarissa Ramirez	Annette Phinney	Mandi Wilcox	Claudia Soto
Sandra Lopez	Amanda Brogdon	Jammie Wright	Cristina Eureste	Kristi Kilgore	Tecora Smith

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALL TO ORDER DAY 1: 04/23/2019 Eileen Mendoza	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 12:59 pm on April 23, 2019 at the Staybridge Suites in Austin by Eileen Mendoza. A quorum was present.	N/A	N/A	N/A
APPROVAL OF MINUTES Nikki Morrow	The Board reviewed the January 8-9, 2019 minutes. Corrections were made to the minutes as follows: <ul style="list-style-type: none"> A) Technology section, Page 4, Action/Recommendation column, change wording to “recommends for SA to guarantee funding for the rest of the fiscal year since the IAPD will not be in place until October 2019”. B) Page 1, review meeting minutes on recorder for who is specifically responsible for looking further into the Sam.gov fee. 	A motion was made by Meliza Garcia to approve the January 8-9, 2019 TALWD Quarterly Board Meeting Minutes with the noted corrections. Bertha Amaya seconded the motion. The motion carried.	Nikki Morrow will make corrections to January 2019 meeting minutes.	Immediate
TREASURER’S REPORT Benny Jasso	<ul style="list-style-type: none"> A) Financial statements were distributed and verbally reviewed by Benny Jasso. B) Discussion took place regarding the Chase and Wells Fargo Profit & Loss Budget vs. Actual spreadsheets. <ul style="list-style-type: none"> a. Eventbrite will be used for registration of the Breastfeeding classes through June or July due to scheduling and posting of current classes. Registrations will be through the website by end of summer. Registrations on the website will be in the Chase account and then will be transferred over to the Wells Fargo account. b. The spreadsheet makes it appear we are losing money on the breastfeeding trainings, but it looks that way due to the process of moving the money. c. CPA bids went out this year and are cheaper due to updating Quick Books. The process is much easier. 	A) A motion was made by Margaret Payton the treasurer’s report be accepted as presented. Amanda Brogdon seconded the motion. The motion carried.	N/A	N/A
Vice President of Organization and Development, Jammie Wright, called upon the following committees for reports:				
BUSINESS & FINANCE Margaret Payton	A written and verbal report was submitted by Margaret Payton. <ul style="list-style-type: none"> A) Margaret Payton would like the board to clarify if the flowers sent 	Tecora Smith recommended the Past President’s Council review the policy and revisit how to proceed and then	Past President’s Council to review and make	N/A

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	<p>from TALWD for a funeral or loss are separate from the \$100 charity donation. Sandy Lopez stated she always understood it to be both items, otherwise we will need to increase the budget line item. Tecora Smith recommended that we need to review policy and place a cap on the flowers cost.</p>	<p>bring to the BOD. Regional Reps should notify TALWD when there is a death that falls under the policy and be responsible for getting a card and flowers sent to the TALWD member or family.</p>	<p>recommendation on policy & Regional Reps to follow through on getting card and flowers sent.</p>	
<p>LEGISLATIVE Leslie Hibbs</p>	<p>A written report was provided by Leslie Hibb.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>MARKETING Janette Sepeda</p>	<p>A written and verbal report was submitted by Janette Sepeda.</p> <p>A) We cannot add a second gateway and instead must have a second merchant. Our account currently has continued with National Processing Center and is why we can still operate and take payments. We are not under contract with them. Janette stated she does not have account authority so needs assistance from the Treasurer.</p>	<p>Sandy Lopez and Benny Jasso will look into merchants and provide feedback to the BOD.</p>	<p>Treasurer & Past Treasurer</p>	<p>Next BOD meeting</p>
<p>MEMBERSHIP Amanda Brogdon</p>	<p>A written and verbal report was submitted by Amanda Brogdon.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>Vice President of Program Operations, Brandy Patteson, called upon the following committees for reports</p>				
<p>NUTRITION ED Kathy Oliver</p>	<p>A written and verbal report was submitted by Kathy Oliver.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>BREASTFEEDING Karen Gibson</p>	<p>A written and verbal report was submitted by Karen Gibson.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>CLIENT SERVICES Jammie Wright</p>	<p>A written and verbal report was submitted by Jammie Wright.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>LOCAL AGENCY ADMINISTRATION Krystal Seger</p>	<p>A written and verbal report was submitted by Krystal Seger.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>TECHNOLOGY TASK FORCE REPORT Bertha Amaya</p>	<p>A written and verbal report was submitted by Bertha Amaya.</p> <p>A) Candace Stohs-Krause is no longer with the state agency. B) Curtis Bush told Bertha the SA is working on a dashboard for all current workarounds in TXIN.</p>	<p>No action needed at this time.</p>	<p>N/A</p>	<p>N/A</p>
<p>Regional Reports</p>				

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CENTRAL REGION Annette Phinney	A written and verbal report was submitted by Annette Phinney.	No action needed at this time.	N/A	N/A
PANHANDLE REGION Margaret Payton	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A
WESTERN REGION Cristina Eureste	A written and verbal report was submitted by Cristina Eureste.	No action needed at this time.	N/A	N/A
NORTHERN REGION Michelle Cummings	A written and verbal report was submitted by Michelle Cummings.	No action needed at this time.	N/A	N/A
GULF COAST REGION Zahra Koopaei	A written report was submitted by Zahra Koopaei and verbal report provided by Jolene Norbert-Harrell.	No action needed at this time.	N/A	N/A
SOUTHWESTERN REGION Mandi Wilcox	A written and verbal report was submitted by Mandy Wilcox.	No action needed at this time.	N/A	N/A
EASTERN REGION Kristi Kilgore	A written and verbal report was submitted by Kristi Kilgore.	No action needed at this time.	N/A	N/A
SOUTHERN REGION Meliza Garcia	A written and verbal report was submitted by Meliza Garcia.	No action needed at this time.	N/A	N/A
NEWSLETTER Jolene Norbert-Harrell	A written and verbal report was submitted by Jolene Norbert-Harrell.	A) TALWD newsletter submissions are due by March 1, 2019.	A) TALWD membership	A) March 1, 2019
HISTORIAN Claudia Soto	A written and verbal report was submitted by Claudia Soto.	No action needed at this time.	N/A	N/A
PAST PRESIDENTS COUNCIL Tecora Smith	A written and verbal report was submitted by Tecora Smith.	No action needed at this time.	N/A	N/A
NATIONAL WIC ASSOCIATION (NWA) Rep - Janette Sepeda Rep Elect - Clarissa Ramirez	A written and verbal report was submitted by Janette Sepeda.	No action needed at this time.	N/A	N/A
OLD BUSINESS Eileen Mendoza	<p>A) The 2017 TALWD Financial Audit has been approved. We need to get a group together for 2018 to complete the TALWD 2018 Financial Audit. At our July meeting we will set together some time after the meeting to complete the financial audit.</p> <p>B) TALWD Executive Board approved for John Vail to prepare the 2018 tax return for TALWD not to exceed \$1750.</p> <p>C) Sam.gov – Eileen Mendoza determined the Sam.gov membership is free. There are other similar sites charging a fee and may be fraudulent.</p>	No action needed at this time.	N/A	N/A

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NEW BUSINESS Eileen Mendoza	<p>(Refer to New Business notes provided to TALWD BOD with agenda)</p> <p>A) Approval to make changes to the TALWD website</p> <ol style="list-style-type: none"> a. Any changes cost \$125/hour. b. Kathy Oliver suggests that we have no special requests off the regular menu item, and to have a vegetarian item. Then even the trainers are requesting special menu items from the Jason’s Deli menu. c. Janette Sepeda received 10 pages of requests for changes for the website from Missy Hammer. She wants to have access to registration, and she is unhappy with the TALWD website format for the breastfeeding trainings. She wants all the classes listed and then once they open the class see locations with dates. Some of the requests are adding CE information or adding clarification. Annette Phinney is requesting that we wait and get feedback from those registering for classes on the TALWD website to see if those registering are having any difficulty. Karen Gibson noticed that the RN classes do not have any objectives listed. Eileen Mendoza suggests we go ahead and agree that Tony needs to make the menu option changes and pre-requisite date’s column. All other changes can be made by Janette and we will receive feedback from those who have already registered for classes on TALWD website. <p>B) Breastfeeding Trainings</p> <ol style="list-style-type: none"> a. Discussion took place regarding request for discounts to be provided when several attendees are registered from the same hosting hospital. Several TALWD members feel that there is a lot of benefit for those hosting the training and offering a site. <p>C) LSC Training</p> <ol style="list-style-type: none"> a. How often are the trainings being held? Karen Gibson states they are having meetings twice per month. They also have residents/ students coming through, so they want to have granola or something to snack on. Eileen states that we will tell them exactly what we will and will not cover in expenses. b. Are the trainings separate from the appreciations or annual events that are held? Karen states that the appreciation is 	<p>A) TALWD Website - Kristi Kilgore made a motion to approve the \$125 an hour charge for the website regarding dietary restrictions and prerequisite dates. The motion was seconded by Michelle Cummings. The motion was carried.</p> <p>B) BF Trainings - Action Requested by Missy Hammer to approve a discount be given for multiple attendees of the same hosting hospital. This request was denied after TALWD discussion.</p> <p>C) LSC Training – The following action is requested.</p> <ol style="list-style-type: none"> 1) Provide clarification to questions related to LSC Trainings 2) Breastfeeding committee to review and approve the Treasurer letter 3) We will submit it to the executive committee after breastfeeding committee has reviewed it. This will be moved to Old Business at the next TALWD quarterly meeting. <p>D) New Director Orientation Online – The following action is requested.</p> <ol style="list-style-type: none"> 1) Vote on the development of a TALWD online presentation for new WIC Director Orientation. 2) Delegate the presentation to a TALWD committee to develop. 3) This is a good opportunity to market TALWD and need to 	<p>A) Janette Sepeda will relay the information to change to Tony.</p> <p>B) TALWD will inform Missy Hammer about discount request.</p> <p>C) BF Committee & Treasurer</p> <p>D) TALWD BOD will appoint a committee</p> <p>E) Bertha Amaya will present budget at next meeting</p>	

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	<p>the annual event. The appreciation is for nursing staff at the hospital. They've also used the money to host an open house to bring the nursing staff to the LSC. Annette would like the wording to state that we would like the money "to foster a relationship with the hospitals." The treasurer will still need copies of receipts.</p> <p>D) New Director Orientation- online a. Discussion took place regarding the online director orientation.</p> <p>E) 2019 Annual TALWD Meeting update El Paso, Texas a. October 14-17 b. Bertha wants to know if we must have a meet and greet on that Monday. c. Best Practices on Wednesday afternoon. (Two Hours) d. Thursday (4 hours with State Agency) e. October 14th is Columbus Day and some agencies may be closed. The 14th is the travel date. f. Tecora prefers a morning session with the state agency. g. Bertha and her committee will put together the budget and Bertha will present it in July. h. Double Tree Downtown will be the event location</p> <p>F) Next TALWD Quarterly Meeting - Eileen will be out of the country June 12- July 1. Reports will be directed to Jammie and Brandy. Brandy will send out any state requests to everyone. The funding committee will stay after the meeting to work on the funding formula. Ellen will be getting information together for the funding committee meeting to discuss FY 2021.</p>	<p>add the presentation to the TALWD website.</p> <p>E) 2019 TALWD Annual Meeting - Bertha Amaya will present the budget in July.</p>		
<p>ADJOURNMENT Eileen Mendoza</p>	<p>The April 23-24, 2019 TALWD Quarterly Board Meeting was adjourned. Next meeting will be held July 23-24, 2019 at the Staybridge Suites in Austin.</p>	<p>A motion was made by Sandra Lopez to adjourn the meeting. Cristina Eureste seconded the motion. The motion carried.</p>	<p>Voting Board Members</p>	<p>Immediate</p>

MINUTES CONTINUED...

Present on Day 2:

Eileen Mendoza

Nikki Morrow

Benny Jasso

Sandra Lopez

Brandy Patteson

Margaret Payton

Janette Sepeda

Amanda Brogdon
Kathy Oliver
Karen Gibson

Clarissa Ramirez
Jammie Wright
Krystal Seger

Bertha Amaya
Annette Phinney
Cristina Eureste

Michelle Cummings
Zahra Koopaei
Mandi Wilcox

Kristi Kilgore
Meliza Garcia
Jolene Norbert-Harrell

Claudia Soto
Tecora Smith

TOPIC	DISCUSSION	ACTIONS/RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALLED TO ORDER DAY 2: 04/24/2019 Eileen Mendoza	Day two of the quarterly meeting of the Texas Association of Local WIC Directors opened at 8:31 a.m. on April 24, 2019 at the Staybridge Suites in Austin.	N/A	N/A	N/A

STATE AGENCY UPDATE

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
DIRECTOR UPDATES Edgar Curtis / Amanda Hovis	Welcome		
FUNDING / FINANCIAL Ellen Watkins	<p>A) Agencies will soon see FY19 mid-year adjustment letters. Amendment 2 for the current year will be FY19's second adjustment due to the 3.04% adjustment. The SA is looking at flexibility for FY20. There are new terms and conditions for FY20 & 21 to be compliant with UGG and indirect costs. In FY21, indirect cost caps will no longer be an option as the rate must be in the contract. SA needs to know when agency budget is approved in order to get negotiated rate in place.</p> <p>B) New participation rate takes effect in May.</p> <p>C) Provided average participation sheet and reviewed how to calculate and apply. A 25/75 average may be applied to October but will know later. This is to help stabilize agencies by providing a base before the \$0.50 incentive.</p> <p>D) IPE & OP expenses should be reported as extra funding on voucher and all agencies need to do the same way. All will go as extra funding and as a line item.</p>	<p>A) Janette Sepeda inquired about TXIN participation data and the continued changes in data currently and in last year's data.</p> <p>B) Mandi Wilcox asked which participation data we should use for the incentive, the TXIN report or SA website? Leslie Hibbs stated some agencies were paid much lower than what shows in TXIN data now.</p> <p>C) Annette Phinney requested a template for completing the vouchers.</p>	<p>A) Edgar Curtis stated the SA is applying fixes frequently and why data continues to change. It is about 1% off and should not continue to change as the logic is applying retroactively. Ellen and Edgar will look and see what changes there are and run report again.</p> <p>B) Ellen will look into these questions and let TALWD know.</p> <p>C) Ellen will provide a basic one and agencies</p>

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
			would still need to add in the individual line items to it.
NUTRITION & INFANT FEEDING Andrea Urquidez	A) USDA Memo regarding formula exchanges and returns – We will need to stop this practice and set guidelines. Waiting to hear from legal if it must be disposed of or donated. USDA has currently stated to dispose of the formula. We will need to set parameters and implement before the end of the fiscal year.	A) Mandi Wilcox asked if the TXIN system will be fixed or changed due to not being able to re-issue formula.	A) Rachel Edwards stated the formula will need to be marked as destroyed.
DISASTER PLANNING Lindsay Dermot	WIC is invited to a DSHS workgroup for responses to disaster planning. Learning sessions will be sent out. Needing feedback specifically in regard to mothers and infants and helps to develop best practices and messaging for disaster situations. Email maternalhealth@dshs.tx.gov and place in subject line EPR – Emergency Preparedness Response		
VENDOR MANAGEMENT Celeste Lanceford	On Monday the VMO will start discussing with HEB about curbside WIC service. Walmart is involved in a SNAP pilot and not ready for curbside but hopefully by end of year they will be.		
MOBILE SHOPPING APP Juliette Coronado	The mobile shopping app will launch before the end of the fiscal year. Spanish version is the number one priority in future updates. A demo, tutorial and/or training will be provided for staff. There will be VMO surveys associated with the app.		
QUALTRICS CUSTOMER SURVEY & APPLY NOW Debbie Lehman	Vendor questions were taken off the Qualtrics customer satisfaction survey due to not enough specific data provided. The mini application has received 15,581 queries or 1800/week. Currently piloting the information being sent directly to agencies and will be phased in around May to June.		
NBF CONFERENCE Amanda Hovis	The NBF Conference will be 8/28-8/30/19 at the Renaissance Hotel in Austin. The theme will be Refresh and Reconnect. TALWD provided topic ideas: <ul style="list-style-type: none"> • VENA Session • Maternal Mortality & Morbidity • Opioid Addiction • Best Practices in TXIN • Food Demonstrations & WIC kitchens • Social Media • Safe Sleep (Baby Boxes) • Customer Service/Hospitality Points 		

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
TXIN & POWER BI Curtis Bush	<p>Dashboards will show why clinics call HD and what issues they run into. The dashboard will also show current issues, what it is related to and when it will be fixed. The following dashboards will be released:</p> <ul style="list-style-type: none"> • May 5 – 1.7.4 • May 27 – 1.7.5 • June 10 – 1.7.6 • July 1 – 1.7.7 <p>Power BI has a 2 hour delay. Monthly and daily reports were pulling different data.</p>		
SA SERVICE DESK Alex Nguyen	<p>The service desk has seen 275 tickets on card readers since December 1. 236 were created by Vertek and 39 the LA called directly. Working on creating a workaround sheet for staff and IT on card readers. Computers need to be restarted daily. Recommends to disable the sleep mode on computers because when the computer goes to sleep, it is also disabling the card readers. Card readers should not be plugged and unplugged due to it breaks the reader.</p> <p>Connectivity can also be affected if running phone systems and other items. The recommendation is 5mbs for small clinics and 10mbs for larger clinics.</p> <p>Rob Wilson will send out all this information for IT in an email.</p>		
Adjournment	Meeting adjourned at 12:36 p.m.		

Minutes Prepared by: Nikki Morrow, TALWD Secretary

Date: April 24, 2019

Minutes Approved by the TALWD Board on: