# **Texas Association of Local WIC Directors**

Quarterly Board Meeting April 21, 2020 MINUTES

### Present on Day 1:

Kathy Oliver **Brandy Patteson** Nikki Morrow Clarissa Ramirez Cristina Eureste Melissa Gutierrez Jolene Norbert-Harrell Margaret Payton Karen Gibson Claudia Soto Benny Jasso Jammie Wright Michelle Cummings Kristi Kilgore Amanda Brogdon Guillermo Walls Tecora Smith Sandra Lopez Kathrine Galvan Bertha Amaya Zahra Koopaei

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALL TO ORDER DAY 1: 04/21/20 Eileen Mendoza	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 8:14 am on April 21, 2020 using Zoom by Eileen Mendoza. A quorum was present.	N/A	N/A	N/A
APPROVAL OF MINUTES Nikki Morrow	The Board reviewed the March 12, 2020 minutes. Corrections were made to the minutes as follows:  March 12, 2020:  A) Page 1, Correct date from 3/12/19 to 3/12/2020  B) Page 1, Special Meals – Eliminate first sentence under recommendations column.	A motion was made by Tecora Smith to approve the March 12, 2020 TALWD Quarterly Board Meeting Minutes with the noted corrections. Sandra Lopez seconded the motion. The motion carried.	Nikki Morrow will make corrections to meeting minutes.	Immediate
TREASURER'S REPORT Benny Jasso	A) The Treasurer's report and financial statements were distributed and verbally reviewed by Benny Jasso.	N/A	N/A	N/A
Vice President of Organ	nization and Development, Jammie Wright was absent. Sandra Lopez called upon	the following committees for reports:		
BUSINESS & FINANCE Margaret Payton	A written and verbal report was submitted by Margaret Payton.	Review proposed TALWD co-sponsored event worksheet changes.	TALWD BOD	N/A
LEGISLATIVE Leslie Hibbs	No report available at this time.	No action needed at this time.	N/A	N/A
MARKETING Janette Sepeda	A written report was provided by Janette Sepeda and verbal report provided by Sandra Lopez.	No action needed at this time.	N/A	N/A
MEMBERSHIP Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon.	No action needed at this time.	N/A	N/A

Nice President of Program Operations, Brandy Patteson, called upon the following committees for reports	TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE	
NUTRITION ED Kathy Oliver Kathy Oliver Kathy Oliver A written report was submitted by Kathy Oliver and verbal report was provided by Brandy Patteson.  A written report was submitted by Karen Gibson and verbal report provided by Brandy Patteson.  A written and verbal report was submitted by Jammie Wright.  LOCAL AGENCY A written and verbal report was submitted by Jammie Wright.  No action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/						
REFASTFEEDING   A written report was submitted by Karen Gibson and verbal report provided by Brandy Patteson.   No action needed at this time.   N/A	Vice President of Progr					
BREASTFEEDING Karen Gibson Dy Brandy Patteson.  A written report was submitted by Karen Gibson and verbal report provided Karen Gibson Dy Brandy Patteson.  A written and verbal report was submitted by Jammie Wright.  LOCAL AGENCY ADMINSTRATION Krystal Seger FUNDING TASK FORCE MARGABET PAYTON TECHNOLOGY TASK FORCE Bertha Amaya A written and verbal report was submitted by Bertha Amaya. Bertha Amaya will retire 4/29/20 and a new chair will need to be placed.  Bertha Amaya will retire 4/29/20 and a new chair will need to be placed.  A written and verbal report was submitted by Annette Phinney. Annette Phinney PANHANDLE REGION Annette Phinney A written and verbal report was submitted by Margaret Payton. No action needed at this time N/A		· · · · · · · · · · · · · · · · · · ·	No action needed at this time.	N/A	N/A	
Saren Gibson   A written and verbal report was submitted by Jammie Wright.   No action needed at this time.   N/A   N/A	Ratily Oliver	provided by brundy ratteson.				
CLIENT SERVICES   Jammie Wright   No action needed at this time.   N/A	BREASTFEEDING		No action needed at this time.	N/A	N/A	
Jammie Wright   COCAL AGENCY   A written and verbal report was submitted by Krystal Seger.   No action needed at this time.   N/A   N/A   N/A   ADMINISTRATION   Krystal Seger   FUNDING TASK   FORCE   MARGARET PAYTON   A written and verbal report was submitted by Margaret Payton.   No action needed at this time   N/A   N/A   N/A   FORCE   MARGARET PAYTON   A written and verbal report was submitted by Bertha Amaya.   Bertha Amaya will retire 4/29/20 and a new chair will need to be placed.   Bertha Amaya   Regional Reports   N/A	Karen Gibson	·				
LOCAL AGENCY ADMINSTRATION   A written and verbal report was submitted by Krystal Seger.   No action needed at this time.   N/A   N/A   N/A   N/A		A written and verbal report was submitted by Jammie Wright.	No action needed at this time.	N/A	N/A	
ADMINISTRATION Krystal Seger FUNDING TASK FORCE MARGARET PAYTON TECHNOLOGY TASK FORCE Bertha Amaya  A written and verbal report was submitted by Bertha Amaya. Bertha Amaya will retire 4/29/20 and a new chair will need to be placed.  Bertha Amaya  Regional Reports  CENTRAL REGION Annette Phinney Annette Phinney Annette Phinney Annette Phinney Annette Phinney Annette Phinney Anvitten and verbal report was submitted by Annette Phinney. No action needed at this time. N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A	Jammie Wright					
Krystal Seger  FUNDING TASK FORCE MARGARET PAYTON  TECHNOLOGY TASK FORCE Bertha Amaya  Region A written and verbal report was submitted by Bertha Amaya.  Bertha Amaya will retire 4/29/20 and a new chair will need to be placed.  Bertha Amaya  Region A written and verbal report was submitted by Annette Phinney.  A written and verbal report was submitted by Annette Phinney.  No action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/		A written and verbal report was submitted by Krystal Seger.	No action needed at this time.	N/A	N/A	
FUNDING TASK FORCE MARGARET PAYTON  TECHNOLOGY TASK FORCE BERTHA Amaya  Regional Reports  CENTRAL REGION A written and verbal report was submitted by Annette Phinney.  PANHANDLE REGION CISTIAN BEGION Michelle Cummings.  No action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/						
FORCE MARGARET PAYTON TECHNOLOGY TASK FORCE Bertha Amaya Regional Reports  CENTRAL REGION Annette Phinney PANHANDLE REGION Argaret Payton  WESTERN REGION Cristina Eureste NORTHERN REGION Almitten and verbal report was submitted by Michelle Cummings.  No action needed at this time. N/A						
MARGARET PAYTON TECHNOLOGY TASK FORCE Bertha Amaya Regional Reports  CENTRAL REGION Annette Phinney PANHANDLE REGION Margaret Payton  WESTERN REGION CISTERN REGION Michelle Cummings GULF COAST REGION A written and verbal report was submitted by Michelle Cummings.  Was witten and verbal report was submitted by Michelle Cummings.  No action needed at this time. N/A		A written and verbal report was submitted by Margaret Payton.	No action needed at this time	N/A	N/A	
TECHNOLOGY TASK FORCE Bertha Amaya  Regional Reports  CENTRAL REGION Annette Phinney  PANHANDLE REGION A written and verbal report was submitted by Margaret Payton.  Margaret Payton  WESTERN REGION A written and verbal report was submitted by Michelle Cummings.  NO action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/						
Regional Reports  CENTRAL REGION A written and verbal report was submitted by Annette Phinney. No action needed at this time. N/A			B II A III II A/20/20	TALLA/D DOD	21/2	
Regional Reports  CENTRAL REGION Annette Phinney  PANHANDLE REGION A written and verbal report was submitted by Annette Phinney.  No action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/		A written and verbal report was submitted by Bertha Amaya.	1	TALWD BOD	N/A	
Regional Reports  CENTRAL REGION Annette Phinney Annete Paraton Annete Phinney Annete Paraton Annete Parato			new chair will need to be placed.			
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Annette Phinney  PANHANDLE REGION Margaret Payton  WESTERN REGION Cristina Eureste  NO action needed at this time.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/		A written and verhal 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  N/A  N/A  N/A  N/A  N/A  N/		A written and verbal report was submitted by Affilette i filliney.	The detion needed at this time.			
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Cristina Eureste   NORTHERN REGION   A written and verbal report was submitted by Michelle Cummings.   No action needed at this time.   N/A   N/A	Margaret Payton					
NORTHERN REGION Michelle Cummings  GULF COAST REGION Zahra Koopaei  SOUTHWESTERN REGION Melissa Gutierrez  EASTERN REGION Kristi Kilgore  SOUTHERN REGION Kristi Kilgore  SOUTHERN REGION Melissa Gutierrez  EASTERN REGION Kristi Kilgore  No action needed at this time. N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A	WESTERN REGION	A written and verbal report was submitted by Cristina Eureste.	No action needed at this time.	N/A	N/A	
Michelle Cummings  GULF COAST REGION	Cristina Eureste					
GULF COAST REGION Zahra KoopaeiA written and verbal report was submitted by Zahra Koopaei.No action needed at this time.N/AN/ASOUTHWESTERN REGION Melissa GutierrezA written and verbal report was submitted by Melissa Gutierrez.No action needed at this time.N/AN/AEASTERN REGION Kristi KilgoreA written and verbal report was submitted by Kristi Kilgore.No action needed at this time.N/AN/ASOUTHERN REGION Guillermo WallsA written and verbal report was submitted by Guillermo Walls.No action needed at this time.N/AN/ANEWSLETTERNo written report at this time and verbal report was submitted by JoleneNo newsletter at this time.A) TALWDASAP		A written and verbal report was submitted by Michelle Cummings.	No action needed at this time.	N/A	N/A	
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REGION Melissa Gutierrez  EASTERN REGION Kristi Kilgore  SOUTHERN REGION Guillermo Walls  No action needed at this time. N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A	-				<u> </u>	
Melissa GutierrezEASTERN REGION Kristi KilgoreA written and verbal report was submitted by Kristi Kilgore.No action needed at this time.N/AN/ASOUTHERN REGION Guillermo WallsA written and verbal report was submitted by Guillermo Walls.No action needed at this time.N/AN/ANEWSLETTERNo written report at this time and verbal report was submitted by JoleneNo newsletter at this time.A) TALWDASAP		A written and verbal report was submitted by Melissa Gutierrez.	No action needed at this time.	N/A	N/A	
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NEWSLETTER         No written report at this time and verbal report was submitted by Jolene         No newsletter at this time.         A) TALWD         ASAP		A written and verbal report was submitted by Guillermo Walls.	No action needed at this time.	N/A	N/A	
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Jolene Norbert- Norbert-Harrell. membership		·	No newsietter at this time.	membership	ASAP	
Harrell Norbert-Harrell. membership		NOIDELT-HAITEII.		membership		

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
HISTORIAN	A written and verbal report was submitted by Claudia Soto.	No action needed at this time.	N/A	N/A
Claudia Soto				
PAST PRESIDENTS	A written and verbal report was submitted by Tecora Smith.	No action needed at this time.	N/A	N/A
COUNCIL				
Tecora Smith				
NATIONAL WIC	A written and verbal report was submitted by Clarissa Ramirez.	No action needed at this time.	N/A	N/A
ASSOCIATION (NWA)				
Rep – Clarissa				
Ramirez				
FUNDING TASK	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A
FORCE				
Margaret Payton				
OLD BUSINESS	A) 2020 Annual TALWD Meeting Report (Panhandle Region) - No report	Continue to work on quick books	Benny Jasso &	N/A
Eileen Mendoza	currently due to covid 19.	updates and method for bylaw updates.	Karen Gibson	
	B) 2019 Audit Review Group – Clarissa Ramirez, Claudia Soto and Tecora			
	Smith will perform audit.			
	C) TALWD Next Meeting Date – June 23-24, 2020 pending COVID 19 and may			
	be a zoom meeting.			
	D) Treasurer updating quick books to web-based version.			
	E) Bylaws Updates – Karen Gibson researching ways to update revision dates and revision information.			
	and revision information.			
NEW BUSINESS	A) Honoring Hospitals with lactation center funds – Discussion took place	No action needed at this time.	N/A	N/A
Eileen Mendoza	about registration fees and snacks.		.,,	,
	B) Special meals for BF classes – Discussion took place about special meals			
	during classes.			
	C) SA Audits – USDA recommends continuing audits.			
	D) Discussion took place about how SA can assist LA needing help.			
	E) Add TAWLD to Microsoft Office Teams for updates and support.			
ADJOURNMENT	The April 21, 2020 TALWD Quarterly Board Meeting was adjourned at 10:01	A motion was made by Karen Gibson to		
Eileen Mendoza	am.	adjourn the meeting. Bertha Amaya		
		seconded the motion. The motion		
		carried.		

### MINUTES CONTINUED...

## Present on Day 1:

Nikki Morrow	Margaret Payton	Kathrine Galvan	Cristina Eureste	Kristi Kilgore	Tecora Smith
Benny Jasso	Amanda Brogdon	Clarissa Ramirez	Michelle Cummings	Guillermo Walls	Krystal Seger
Sandra Lopez	Kathy Oliver	Jammie Wright	Zahra Koopaei	Jolene Norbert-Harrell	Annette Phinney
Brandy Patteson	Karen Gibson	Bertha Amaya	Melissa Gutierrez	Claudia Soto	

ТОРІС	DISCUSSION	ACTIONS/RECOMMEND ATIONS	RESPONSIBILITY	COMPLETION DATE
CALLED TO ORDER DAY 1: 04/21/2020 Eileen Mendoza	Day one of the quarterly meeting of the Texas Association of Local WIC Directors opened at 10:06 am on April 21, 2020 via Zoom conference call.	N/A	N/A	N/A

### STATE AGENCY UPDATE

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
WELCOME	A) Reviewed Customer Service Feedback – 88% would refer to WIC		
Edgar Curtis / Amanda	a. 29% shop at HEB		
Hovis	b. 24% shop at Walmart		
	c. 20% shop at WIC Only Stores		
	d. 48% of participants report no issues in the stores		
	i. Top issue is labeling at the store		
	B) Participation – Discussion about LA assisting other LA during covid 19.		
	C) Funding – Guaranteed funding will continue during covid 19 tentatively.		
	D) QMB monitoring – Monitoring will be modified during covid 19.		
	<ul> <li>E) Gateway/Portal and Phase II – Updates and discussion took place regarding the gateway and portal.</li> </ul>		
	F) NBF Conference – Cancelled for FY 2020. Other education opportunities are available in a memo.		
	G) Texting contract – Updates about texting contract and agencies may be		

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
	asked to pilot.		
	H) NBF plans – Due in July.		
Adjournment	Meeting adjourned at 11:18 a.m.		

Minutes Prepared by: Nikki Morrow, TALWD Secretary

Minutes Approved by the TALWD Board on: 07/21/2020

Date: April 21, 2020