

Texas Association of Local WIC Directors
Quarterly Board Meeting
January 26, 2021
MINUTES

Present on Day 1:

Eileen Mendoza	Sandra Lopez	Janette Sepeda	Jolene Norbert-Harrell	Michelle Cummings	Claudia Soto
Nikki Morrow	Brandy Patteson	Amanda Brogdon	Jammie Wright	Zahra Koopaei	Tecora Smith
Guillermo Walls	Margaret Payton	Kathy Oliver	Krystal Seger	Melissa Gutierrez	Cristina Eureste
Benny Jasso	Leslie Hibbs	Karen Gibson	Jennifer Ranspot	Clarissa Ramirez	

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALL TO ORDER DAY 1: 01/26/21 Eileen Mendoza	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 12:31 pm on January 26, 2021 using Zoom by Eileen Mendoza. A quorum was present.	N/A	N/A	N/A
APPROVAL OF MINUTES Nikki Morrow	Roll call was completed and any updated contact information was requested by email. A reminder was provided to complete and scan back the 2021 Code of Ethics form by 2/5/21. The Board reviewed the July 21, 2020 TALWD Quarterly Board Meeting minutes. Corrections were made to the July Board Meeting minutes as follows: a) Corrected spelling of Margaret Payton’s name. The Board reviewed the January 11, 2021 TALWD Quarterly Board Meeting minutes. Corrections were made to the January Board Meeting minutes as follows: a) Corrected roll call at the top of minutes. b) Changed completion date to “ongoing” regarding PO Box.	A motion was made by Margaret Payton to approve the July 21, 2020 TALWD Quarterly Board Meeting minutes. Clarissa Ramirez seconded the motion. The motion carried. A motion was made by Jennifer Ranspot to approve the January 11, 2021 TALWD Executive Board Meeting minutes. Jolene Norbert-Harrell seconded the motion. The motion carried.	Nikki Morrow will correct meeting minutes. Nikki Morrow will correct meeting minutes.	Immediate Immediate
TREASURER’S REPORT Benny Jasso	The Treasurer’s report and 2021 Chase and Wells Fargo budget were distributed and verbally reviewed by Benny Jasso. Benny Jasso will work with the Past President’s Council to create policies or job aids if the committees will renew their own memberships (i.e., NWA). Jolene Norbert-Harrel will renew the TALWD membership with NWA and provide invoice to Benny Jasso. Benny Jasso will move the Breastfeeding Coalition dues over to the Chase account. It should not be in the Wells Fargo account. Benny Jasso requested a quote to have the 2020 income taxes completed for	A motion was made by Margaret Payton to approve the 2021 Chase budget. Karen Gibson seconded the motion. The motion carried. A motion was made by Margaret Payton to approve the 2021 Wells Fargo budget. Karen Gibson seconded the motion. The motion carried. A motion was made by Jennifer Ranspot to approve having Michelle Musick, CPA	N/A	N/A

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	TALWD. Received a quote from Michelle Musick, CPA for \$1,750.	complete the 2020 taxes for TALWD. Karen Gibson seconded the motion. The motion carried.		
Vice President of Organization and Development, Sandra Lopez called upon the following committees for reports:				
BUSINESS & FINANCE Margaret Payton	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A
LEGISLATIVE Leslie Hibbs	A written and verbal report was submitted by Leslie Hibbs	No action needed at this time.	N/A	N/A
MARKETING Janette Sepeda	A written and verbal report was submitted by Janette Sepeda.	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
Vice President of Program Operations, Brandy Patteson, called upon the following committees for reports				
NUTRITION ED Kathy Oliver	A written and verbal report was submitted by Kathy Oliver.	No action needed at this time.	N/A	N/A
BREASTFEEDING Karen Gibson	A written and verbal report was submitted by Karen Gibson.	No action needed at this time.	N/A	N/A
CLIENT SERVICES Jammie Wright	A written and verbal report was submitted by Jammie Wright.	No action needed at this time.	N/A	N/A
LOCAL AGENCY ADMINISTRATION Krystal Seger	A written and verbal report was submitted by Krystal Seger.	No action needed at this time.	N/A	N/A
Regional Reports				
CENTRAL REGION Jennifer Ranspot	A written and verbal report was submitted by Jennifer Ranspot.	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 and verbal report was submitted by Zahra Koopaei.	No action needed at this time.	N/A	N/A
SOUTHWESTERN REGION Melissa Gutierrez	A written and verbal report was submitted by Melissa Gutierrez.	No action needed at this time.	N/A	N/A
EASTERN REGION	A written and verbal report was submitted by Kristi Kilgore.	No action needed at this time.	N/A	N/A

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Kristi Kilgore				
SOUTHERN REGION Clarissa Ramirez	A written and verbal report was submitted by Clarissa Ramirez.	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.	No newsletter at this time.	N/A	N/A
HISTORIAN Claudia Soto	A written and verbal report was submitted by Claudia Soto.	Submissions due by 2/26/21.	TALWD Board	2/26/21
PAST PRESIDENTS' COUNCIL Tecora Smith	A written and verbal report was submitted by Tecora Smith.	Future activities - Approve revised TALWD Policies & Procedures.	N/A	N/A
NATIONAL WIC ASSOCIATION (NWA) Rep – Kathrine Galvan	A written and verbal report was submitted by Kathrine Galvan.	No action needed at this time.	N/A	N/A
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
TECHNOLOGY TASK FORCE Brandy Patteson	A written and verbal report was submitted by Brandy Patteson.	No action needed at this time	N/A	N/A
REOPENING TASK FORCE Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon.	No action needed at this time	N/A	N/A
OLD BUSINESS Eileen Mendoza	2020 Annual TALWD Meeting Report – Panhandle Region	No action needed at this time.	N/A	N/A
NEW BUSINESS Eileen Mendoza	<ol style="list-style-type: none"> 1. Discussion of re-occurring payments: <ol style="list-style-type: none"> a. Sams.gov – Table until April meeting. b. BF Committee oversee BF Coalition membership payments annually? c. NWA Rep oversee membership payments annually? 2. Select 2020 Audit Review Group <ol style="list-style-type: none"> a. Karen Gibson b. Michelle Cummings c. Kathy Oliver d. Cristina Eureste will be back up. 3. 2021 Code of Ethics Review & Sign 4. TALWD next meeting dates: <ol style="list-style-type: none"> a. April 20 & 21, 2021 b. July 20 & 21, 2021 	A motion was made for BF and NWA committees to renew memberships annually and turn in invoices to treasurer by Jennifer Ranspot. Karen Gibson seconded the motion. The motion carried.	BF and NWA Committee	Annually

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ADJOURNMENT Eileen Mendoza	The January 26, 2021 TALWD Quarterly Board Meeting was adjourned at 4:05 pm.	A motion was made by Kathleen Oliver to adjourn the meeting. Krystal Seger seconded the motion. The motion carried.	N/A	N/A

MINUTES CONTINUED...

Present on Day 2:

Eileen Mendoza	Sandra Lopez	Janette Sepeda	Jolene Norbert-Harrell	Michelle Cummings	Claudia Soto
Nikki Morrow	Brandy Patteson	Amanda Brogdon	Jammie Wright	Zahra Koopaei	Tecora Smith
Guillermo Walls	Margaret Payton	Kathy Oliver	Krystal Seger	Melissa Gutierrez	Kathrine Galvan
Benny Jasso	Leslie Hibbs	Karen Gibson	Jennifer Ranspot	Clarissa Ramirez	

TOPIC	DISCUSSION	ACTIONS/RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALLED TO ORDER DAY 2: 01/27/2021 Eileen Mendoza	Day two of the quarterly meeting of the Texas Association of Local WIC Directors opened at 9:01 a.m. on January 27, 2021 virtually.	N/A	N/A	N/A

STATE AGENCY UPDATE

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
WELCOME Edgar Curtis	<ul style="list-style-type: none"> Guaranteed funding will continue until 9/2021. It will be based on the January 2020 + 10% base. Some Las are experiencing growth during months of July/August and November/December. Adjunctive Eligibility TXIN update – Medicaid will be first most likely, but soon a push of the button on TXIN will allow for adjunctive eligibility to be checked for WIC income eligibility. Reminder WISE cost is due April 30. 	N/A	N/A
SUMA PRESENTATION Amanda Hovis	Tessa Baker provided the SUMA presentation. It was a review of the shopping experience, client portal, and shopping app.	N/A	N/A

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
IRM Olga Mikheeva	The SA has hired additional staff for IRM to assist with identifying best practices, overseeing customer service surveys and to assist with IRM questions. IRM wants to ensure the same language is used across the board with IRM guidance.	N/A	N/A
AQCUIRE UPDATE Jessica Leyendecker	The goal is to increase coverage to reach more customers. Currently, being used in El Paso, Austin, and Harris County. Soon will be used at City of Houston and UTMB. Planning to have additional LAs on the platform for live chat and 2-way texting.	N/A	N/A
TXIN Curtis Bush	<ul style="list-style-type: none"> • Elizabeth Elmore is a new team member. • Survey will be sent out to Directors about TXIN slowness. • Tonia Swartz and Anita Ramos provided demonstration on TXIN scheduler system. • Karen Featherston provided information about phase 2 of scheduler. • Curtis Bush provided more information on the My WIC Portal App which is in process and will connect with the shopping app. 	N/A	N/A
Adjournment	Meeting adjourned at 12:05 p.m.	A motion was made by Jennifer Ranspot to adjourn the meeting and seconded by Clarissa Ramirez. The motion carried.	N/A

Minutes Prepared by: Nikki Morrow
 Minutes Approved by the TALWD Board on:

Date: January 28, 2021
 4/20/21