

**Texas Association of Local WIC Directors**  
**Quarterly Board Meeting**  
**July 20, 2021**  
**MINUTES**

**Present on Day 1:**

Eileen Mendoza	Benny Jasso	Leslie Hibbs	Karen Gibson	Alissa Orozco	Zahra Koopaei	Clarissa Ramirez
Nikki Morrow	Sandra Lopez	Amanda Brogdon	Jolene Norbert-Harrell	Cristina Eureste	Melissa Gutierrez	
Guillermo Walls	Margaret Payton	Kathy Oliver	Krystal Seger	Michelle Cummings	Kristi Kilgore	

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALL TO ORDER</b> DAY 1: 07/20/21 Eileen Mendoza	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 12:37 pm on July 20, 2021, using Zoom by Eileen Mendoza. A quorum was present.	N/A	N/A	N/A
<b>APPROVAL OF MINUTES</b> Nikki Morrow	Roll call was completed.  The Board reviewed the April 20-21, 2021, TALWD Quarterly Board Meeting minutes. Corrections were made to the April Board Meeting minutes as follows: <ul style="list-style-type: none"> <li>a) Correct spelling of Jannette Sepeda’s name throughout minutes.</li> <li>b) Page 3, Old Business – Correct website to Sam.gov.</li> </ul>	A motion was made by Krystal Seger to approve the April 20-21, 2021 TALWD Quarterly Board Meeting minutes. Guillermo Walls seconded the motion. The motion carried.	Nikki Morrow will correct meeting minutes.	Immediate
<b>TREASURER’S REPORT</b> Guillermo Walls	A written and verbal report was submitted by Guillermo Walls.	No action needed at this time.	N/A	N/A
Vice President of Organization and Development, Sandra Lopez called upon the following committees for reports:				
<b>BUSINESS &amp; FINANCE</b> Margaret Payton	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A
<b>LEGISLATIVE</b> Leslie Hibbs	A written and verbal report was submitted by Leslie Hibbs	No action needed at this time.	N/A	N/A
<b>MARKETING</b> Jannette Sepeda	A written report was submitted by Jannette Sepeda.	No action needed at this time.	N/A	N/A
<b>MEMBERSHIP</b> 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				
<b>NUTRITION ED</b> Kathy Oliver	A written and verbal report was submitted by Kathy Oliver.	No action needed at this time.	N/A	N/A

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>BREASTFEEDING</b> Karen Gibson	A written and verbal report was submitted by Karen Gibson.	No action needed at this time.	N/A	N/A
<b>CLIENT SERVICES</b> Jammie Wright	A written report was submitted by Jammie Wright.	No action needed at this time.	N/A	N/A
<b>LOCAL AGENCY ADMINISTRATION</b> Krystal Seger	A written and verbal report was submitted by Krystal Seger.	No action needed at this time.	N/A	N/A
<b>Regional Reports</b>				
<b>CENTRAL REGION</b> Jennifer Ranspot	A written report was submitted by Jennifer Ranspot and verbal report by Alissa Orozco.	No action needed at this time.	N/A	N/A
<b>PANHANDLE REGION</b> Margaret Payton	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A
<b>WESTERN REGION</b> Cristina Eureste	A written and verbal report was submitted by Cristina Eureste.	No action needed at this time.	N/A	N/A
<b>NORTHERN REGION</b> Michelle Cummings	A written and verbal report was submitted by Michelle Cummings.	No action needed at this time.	N/A	N/A
<b>GULF COAST REGION</b> Zahra Koopaei	A written and verbal report was submitted by Zahra Koopaei.	No action needed at this time.	N/A	N/A
<b>SOUTHWESTERN REGION</b> Melissa Gutierrez	A written and verbal report was submitted by Melissa Gutierrez.	No action needed at this time.	N/A	N/A
<b>EASTERN REGION</b> Kristi Kilgore	A written and verbal report was submitted by Kristi Kilgore.	No action needed at this time.	N/A	N/A
<b>SOUTHERN REGION</b> Clarissa Ramirez	A written and verbal report was submitted by Clarissa Ramirez.	No action needed at this time.	N/A	N/A
<b>NEWSLETTER</b> Jolene Norbert-Harrell	A written and verbal report was submitted by Jolene Norbert-Harrell.	No action needed at this time.	N/A	N/A
<b>HISTORIAN</b> Claudia Soto	A written report was submitted by Claudia Soto.	No action needed at this time.	N/A	N/A
<b>PAST PRESIDENTS' COUNCIL</b> Tecora Smith	A written report was submitted by Tecora Smith.	No action needed at this time.	N/A	N/A
<b>NATIONAL WIC ASSOCIATION (NWA)</b> Rep – Kathrine Galvan	A written report was submitted by Kathrine Galvan.	No action needed at this time.	N/A	N/A
<b>FUNDING TASK FORCE</b>	A written and verbal report was submitted by Margaret Payton.	No action needed at this time.	N/A	N/A

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
Margaret Payton				
<b>TECHNOLOGY TASK FORCE</b> Brandy Patteson	A verbal report was submitted by Brandy Patteson.	No action needed at this time	N/A	N/A
<b>REOPENING TASK FORCE</b> Amanda Brogdon	A verbal report was submitted by Amanda Brogdon.	No action needed at this time	N/A	N/A
<b>QUALITY ASSURANCE TASK FORCE</b> Nikki Morrow	A verbal report was submitted by Nikki Morrow.	No action needed at this time	N/A	N/A
<b>OLD BUSINESS</b> Eileen Mendoza	None currently.	No action needed at this time.	N/A	N/A
<b>NEW BUSINESS</b> Eileen Mendoza	<ol style="list-style-type: none"> <li>1. Sam.gov – Discussion took place regarding adding the cost of Sam.gov to the annual budget and if it should be under responsibility of business or past president’s council. Tecora Smith is current point of contact for TALWD and Sam.gov.</li> <li>2. 2021 Annual TALWD Meeting Update – Gulf Coast Region Update <ol style="list-style-type: none"> <li>a. Expected Meeting Dates – Sunday, October 10 – Wednesday, October 13, 2021 <ol style="list-style-type: none"> <li>i. Meet &amp; Greet – October 10</li> <li>ii. Business Meeting – October 12</li> <li>iii. SA Presentation (am) &amp; Transitional Meeting (pm) – October 13</li> </ol> </li> <li>b. Location – Woodlands Resort Center</li> <li>c. Theme – Resilience &amp; Reinvention</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. A motion was made to add Sam.gov to the annual TALWD budget and continue to have the Past President’s Council maintain and update it as needed by Kathy Oliver. Amanda Brogdon seconded the motion. The motion carried.</li> </ol>	Past President’s Council Guillermo Walls and Benny Jasso will add it to the FY2022 budget and amend the FY2021 budget.	July 2021
<b>ADJOURNMENT</b> Eileen Mendoza	The July 20, 2021, TALWD Quarterly Board Meeting was adjourned at 4:20 pm.	A motion was made by Karen Gibson to adjourn the meeting. Amanda Brogdon seconded the motion. The motion carried.	N/A	N/A

**MINUTES CONTINUED...**  
**Texas Association of Local WIC Directors**  
**Quarterly Board Meeting**  
**July 21, 2021**  
**MINUTES**

**Present on Day 2:**

Eileen Mendoza	Brandy Patteson	Kathy Oliver	Jammie Wright	Michelle Cummings	Clarissa Ramirez
Nikki Morrow	Margaret Payton	Karen Gibson	Krystal Seger	Zahra Koopaei	Tecora Smith
Benny Jasso	Leslie Hibbs	Jolene Norbert-Harrell	Alissa Orozco	Melissa Gutierrez	
Sandra Lopez	Amanda Brogdon	Katherine Galvan	Cristina Eureste	Kristi Kilgore	

TOPIC	DISCUSSION	ACTIONS/RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALLED TO ORDER</b> DAY 2: 07/21/2021 Eileen Mendoza	Day two of the quarterly meeting of the Texas Association of Local WIC Directors opened at 9:01 a.m. on July 21, 2021, virtually.	N/A	N/A	N/A

**STATE AGENCY UPDATE**

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
<b>WELCOME</b> Amanda Hovis Edgar Curtis	<ul style="list-style-type: none"> <li>• July 2021 Caseload               <ul style="list-style-type: none"> <li>○ 5-10K loss for July 2021</li> <li>○ March 2021 showed month over month increase and growth</li> <li>○ Discussion took place over outreach, participation and influencers to participation</li> </ul> </li> </ul>	N/A	N/A
<b>Vendor Management Updates</b> Celeste Langford	<ul style="list-style-type: none"> <li>• VMO does not decide which foods are on WIC.</li> <li>• Discussion took place on shopping survey, new stores getting approved for WIC, and shopping experience trainings.</li> </ul>	N/A	N/A
<b>BSO Update</b>	<ul style="list-style-type: none"> <li>• QMB Update - Christy Ashworth-Mazerolle               <ul style="list-style-type: none"> <li>○ Monitoring and reviews are done every other fiscal year and not 24 months.</li> <li>○ There should be no findings on a current review from a past audit.</li> <li>○ Working on fixing the daily rider issue – only monitor on questions staff ask and risk codes assigned and not whether report goes to CPS successfully.</li> <li>○ Health History is a legal document with a signature.</li> </ul> </li> <li>• Reporting Performance Measures &amp; QA Reports</li> </ul>	N/A	N/A
<b>NECS Update</b>	<ul style="list-style-type: none"> <li>• Outreach Update – Jessica Leyendecker</li> <li>• Nutrition Education Materials – Shirley Ellis               <ul style="list-style-type: none"> <li>a. New staff person, Connie Cheng, for WIC Wellness Works, staff training and material development.</li> </ul> </li> </ul>	N/A	N/A

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
	b. WIC Shopping 101 – September 2021 c. Take a Tour of TexasWIC.org <ul style="list-style-type: none"> <li>• My WIC Portal – Explanation of App</li> <li>• Acquire Update – More agencies rolling out Acquire over summer</li> <li>• Re-opening – Need agencies to test anthropometrics and document best practices</li> <li>• Infant Feeding Update</li> </ul>		
<b>Future of WIC</b> Amanda Hovis	<ul style="list-style-type: none"> <li>• Upcoming Trainings &amp; Meetings</li> <li>• State TALWD Conference – October 2021</li> <li>• NBF Conference – June 20-23, 2022, Renaissance Hotel in Austin</li> </ul>	N/A	N/A
<b>Adjournment</b>	Meeting adjourned at 12:23 p.m.	A motion was made by Clarissa Ramirez to adjourn the meeting and seconded by Margaret Payton. The motion carried.	N/A

Minutes Prepared by: Nikki Morrow      Date: July 21, 2021  
 Minutes Approved by the TALWD Board on: 1/11/2022