

Texas Association of Local WIC Directors
Quarterly Board Meeting
April 10-11, 2018
MINUTES

Present on Day 1:

Darlene Irwin
 Nikki Morrow
 Tecora Smith
 Meliza Garcia

Sandra Lopez
 Rita Davidson
 Dorothy Thomas
 Merry Jo Hopkins

Eileen Mendoza
 Amanda Brogdon
 Karen Gibson
 Jannette Sepeda

Jammie Wright
 Krystal Seger
 Bertha Amaya
 DerryAnn Krupinsky

Margaret Payton
 Zahra Koopaei
 Mandi Wilcox
 Jolene Norbert-Harrell

Leslie Hibbs
 Carolyn Operacz
 Scherry Barnes
 Benny Jasso

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALL TO ORDER DAY 1: 04/10/2018 Darlene Irwin	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 12:19 pm on April 10, 2018 at the Staybridge Suites in Austin by Darlene Irwin. A quorum was present.	N/A	N/A	N/A
APPROVAL OF MINUTES Nikki Morrow	The Board reviewed the January 23-24, 2018 minutes. Corrections were made to the minutes as follows: A) Page 2, change word "is" to "if" in column C, first sentence. B) Page 3, add Zahra Koopaei's name to column A under Gulf Coast Region. C) Page 3, add an "s" to Leslie Hibbs name under NWA. D) Page 4, include missing names of attendees to include Mandi Wilcox, Janette Sepeda and correct Jolene Norbert-Harrell's name.	A motion was made by Margaret Payton to approve the January 23-24, 2018 TALWD Quarterly Board Meeting Minutes with the noted corrections. Carolyn Operacz seconded the motion. The motion carried.	Voting Board Members	Immediate
TREASURER'S REPORT Sandra Lopez	A) Financial statements were distributed and verbally reviewed by Sandra Lopez. B) There will no longer be errors with formulas and balances not matching with the new program and system. C) Krystal Seger thanked the BOD for the memorial donation made on behalf of her father.	A motion was made by Krystal Seger to accept the financial report. The motion was seconded by Tecora Smith. The motion carried.		

Vice President of Organization and Development, TBD, called upon the following committees for reports:

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
BUSINESS & FINANCE Merry Jo Hopkins	A written and verbal report was submitted by Merry Jo Hopkins.	No action needed at this time.	N/A	N/A
LEGISLATIVE Carolyn Operacz	A written and verbal report was submitted by Carolyn Operacz.	No action needed at this time.	N/A	N/A
MARKETING Jannette Sepeda	A written and verbal report was submitted by Jannette Sepeda.	A) Look further into Instagram and Face Book accounts. B) Vote on moving forward with current proposal.	A) Jannette Sepeda B) Voting Board members	New Business
MEMBERSHIP Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon. Currently, 48 of 66 LAs are TALWD members compared to 63 of 66 last year. Another email push will occur to encourage LAs to become TALWD members.	No action needed at this time.	N/A	N/A
Vice President of Program Operations, Dorothy Thomas, called upon the following committees for reports				
NUTRITION ED Lee Ann McDaniel	A written report was submitted by Lee Ann McDaniel and verbal report was submitted by Dorothy Thomas.	No action needed at this time.	N/A	N/A
BREASTFEEDING Karen Gibson	A written and verbal report was submitted by Karen Gibson. Sandra Lopez clarified there was a total of \$1000 budgeted for Lactation Center annual luncheon giving the 4 LCs up to \$250 each.	A) Karen requested if funds can be more flexible to be used for an open house rather than a luncheon. B) Tecora recommended Karen send a letter to all 4 LC providing information on the funds approved and guidance on use of funds.	Voting Board Members	New Business
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.	State Agency needs to provide more clarification on required trainings in regards to whether it is done annually by calendar year or by fiscal year.	N/A	N/A
TECHNOLOGY TASK FORCE REPORT Bertha Amaya	A verbal report was submitted by Bertha Amaya.	No action needed at this time.	N/A	N/A
Region Reports				
CENTRAL REGION DerryAnn Krupinsky	A written and verbal report was submitted by DerryAnn Krupinsky.	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

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
WESTERN REGION Bertha Amaya	A written and verbal report was submitted by Bertha Amaya.	No action needed at this time.	N/A	N/A
NORTHERN REGION Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon.	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 Mandy Wilcox	A written and verbal report was submitted by Mandy Wilcox.	No action needed at this time.	N/A	N/A
EASTERN REGION Scherry Barnes	A written report was submitted by Scherry. Tecora Smith verbally presented the report.	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.	The next newsletter submissions are due by April 15 th .	N/A	N/A
HISTORIAN Benny Jasso	A written and verbal report was submitted by Benny Jasso.	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) Leslie Hibbs	No Report provided at this time.	No action needed at this time.	N/A	N/A
OLD BUSINESS Darlene Irwin	<p>A) The President and Treasurer Job descriptions need updates and to provide direction on how to transition as the key executor from current President and Treasurer to the new President and Treasurer. A discussion was held about wording of job description and updates.</p> <p>B) A discussion was held regarding the TALWD website upgrades and company selection.</p>	<p>A) A motion was made by Margaret Payton to approve the job description updates. The motion was seconded by Rita Davidson. The motion carried.</p> <p>B) A motion was made by Tecora Smith for TALWD funds to be used in the amount of \$10,358.39 for a website to DSB Worldwide, Inc. The motion was seconded by Benny Jasso. The motion carried.</p>	N/A	N/A

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
NEW BUSINESS Darlene Irwin	<p>A) Additional guidance needs to be sent out to Lactation Centers about being able to have an open house or luncheon. The option to do one or the other will be up to the Lactation Centers. Karen Gibson will communicate to the Lactation Centers regarding what can be purchased and the option to have an open house or a luncheon. It was clarified that \$250 was given to each Lactation Center.</p> <p>B) It was announced that Rita Davidson has resigned as Past Treasurer due to her agency being absorbed. She will be removed as signatory on bank accounts. A discussion was held about Sandy being the only CA at her agency and she needed a back-up person as Treasurer. Benny Jasso volunteered to be the support person to Sandy in the event she is delayed or not at a TALWD meeting.</p> <p>C) A discussion was held to update the Key Executor for TALWD accounts.</p>	<p>A) A motion was made by Karen Gibson for the Lactation Centers to get approval by the TALWD board to purchase anything other than food or beverage. The motion was seconded by Meliza Garcia. The motion carried.</p> <p>B) A motion was made by Leslie Hibbs for Benny Jasso to serve as back-up to the Treasurer while there is no immediate past Treasurer until the election of officers in November. The motion was seconded by Merry Jo Hopkins. The motion carried.</p> <p>C) A motion was made by Tecora Smith to appoint Frances Darlene Irwin as the Key Executor to the Wells Fargo bank account and Chase bank account for TALWD bank accounts. The motion was seconded by Carolyn Operacz. The motion carried.</p>	N/A	N/A
ADJOURNMENT Darlene Irwin	April 10, 2018 TALWD Quarterly Board Meeting was adjourned at 4:39 p.m. by Darlene Irwin, TALWD President. Next meeting will be held on August 21-22, 2018.		Darlene Irwin	

MINUTES CONTINUED...

Present on Day 2:

Darlene Irwin
Nikki Morrow
Sandra Lopez
Rita Davidson

Eileen Mendoza
Dorothy Thomas
Merry Jo Hopkins
Carolyn Operacz

Janette Sepeda
Amanda Brogdon
Karen Gibson
Leslie Hibbs

Jammie Wright
Krystal Seger
Bertha Amaya
Derry Ann Krupinsky

Margaret Payton
Zahra Koopaei
Mandi Wilcox
Scherry Barnes

Meliza Garcia
Jolene Norbert-Harrell
Benny Jasso
Tecora Smith

Present from the State: Edgar Curtis
Amanda Hovis

Celeste Lanceford
Ellen Watkins

Elsa Rodriguez
Karen Featherstone

Melanie Smith
Gloria Staats

Shirley Ellis
Candace Stohs Krause

Tracy Erickson
Wender Tsai

Anita Ramos

TOPIC	DISCUSSION	ACTIONS/RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
CALLED TO ORDER DAY 2: 04/11/2018 Amanda Hovis / Edgar Curtis	Day two of the quarterly meeting of the Texas Association of Local WIC Directors opened at 8:55 a.m. on April 11, 2018 at the Staybridge Suites in Austin. A quorum was present.	N/A	N/A	N/A

STATE AGENCY UPDATE

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
Director's Update Edgar Curtis / Amanda Hovis	<p>So far, half of the agencies have rolled out TXIN. 1.5 million cases have been migrated, 240,000 participants have been served and more than 10,000 calls have been answered by the Help Desk.</p> <p>HHSC contracting may slow down or may come to a halt due to internal investigations about processes and procedures. There was an error in the evaluation tool HHSC used with Chip providers. WIC contracts are not affected, but the process will slow down.</p> <p>Texas WIC participation was at its highest in August 2011 and the largest decline was seen in 2014 to 2015. Speculations point to a change in the milk at that time. Other interesting statistical information includes:</p> <ul style="list-style-type: none"> • African American population has seasonal participation and is at its highest in the summer months • Asian population participation stays consistent throughout year • There has been an increase in Asian participation while a decrease has been seen in White and Hispanic populations • Pacific Islander participation has increased but tends to also be seasonal and be at a peak during summer months. <p>Chatbot – WIC is learning best practices for Chatbot. Melanie Smith recently attended training for Chatbot and Pixie Dust.</p> <p>TexasWIC.org website – Website may be ready in May rather than April.</p>	Karen Gibson asked if Chatbot would be available in Spanish. Response was no, but was next phase.	Melanie will send out a survey asking about standards of service and behaviors or what scripted language may be used in clinics.
QM Branch Update Gloria Staats	<p>A) An affirmative defense guide was developed and will be provided.</p> <p>B) Monitors will only give findings for items not affected by TXIN. TXIN items will be observational only.</p>	A) Derry Ann Krupinsky requested clearer information on findings and CAP especially if it is a	A) More descriptive language will be provided in corrective action plans.

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
	C) Wender Tsai is a new staff person on the QM group.	finding that is seen frequently by monitors. B) Tecora Smith requested more technical assistance be given to agencies. Examples were given that more information used to be given at monitoring exit interviews.	
Financial Updates Ellen Watkins / Elsa Rodríguez / Shirley Ellis	A) Contracts will be extended for FY 19 and agencies will get same amounts. New contracts will have to be done for FY 20. A letter will go out and have FY 18 and FY 19 information on it. B) Considerations were made if funding was not adequate. The SA does not have the mid-year flexibility they used to have with funding. HHSC requires it to be done once per year only. C) Snap-Ed – Thought funding would be in place this FY, but it is taking time. This proposal includes OPMG, printing materials and BF mini grants. Those who had obesity projects in FY 18 will get Snap-Ed funding. IPE funding will not be available beginning of FY 19, but may be mid-year. Those who did not do obesity projects may have available IPE funds allocated to them in spring FY 19.	A) Bertha Amaya asked what timeline will we expect contract amendment. B) Zahra Koopaei asked if the IPE funding would be automatic or if agencies would need to apply. What about summer feeding programs?	A) Contract will have FY 18 & 19 on it. Directors can call or email for a figure if needed. B) Agencies will have to apply for the IPE funding. Only a small amount will be given for summer feeding programs but not enough for a full time staff person.
TXIN Update Edgar Curtis / Candace Stohs Krause	A) TXIN roll-outs have not been smooth. Late February, a project manager and GM resigned. Ownership of project was then tied to Microsoft. Vexcel is a contractor and builds the project for us while Dynamics is the product we are buying. TXIN is then the application that sits on the Dynamic platform. The platform and server TXIN was on was not most modern and not updated as it should be. The government cloud is now updated like the private cloud. B) Since November, there have been issues with Help Desk staffing. 12 staff are on Help Desk support, there will be an additional 9 staff shortly. C) Texas will be completely rolled out by August 20. D) Candace - EBT Card Reader/Writers can get replaced under warranty. Candace will send out instructions and address to ship.	A) Nikki Morrow asked what input or explanation can be given about events leading up to outages in TXIN. B) Directors stated Monday and Thursdays the system runs slow.	A) End of March advanced monitoring was implemented. B) Currently, fixes are being done on fragmentations and time out issues. We are looking at plug in issues also. TXIN patches will only be deployed during dark hours.
Strategic Planning Update Amanda Hovis	A) WIC News – This next year may go to 4 issues rather than 6 issues per year and then transition to an electronic version.		

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
Breast Pumps Tracy Erickson	A) Continue to order breast pumps via the BOS, not TXIN. The LMS training system has a webinar on how to order pumps.		
Adjournment	Meeting adjourned at 12 p.m.		

Minutes Prepared by: Nikki Morrow, TALWD Secretary

Date: April 11, 2018

Minutes Approved by the TALWD Board on: 8/21/18