

**Texas Association of Local WIC Directors**  
**Quarterly Board Meeting**  
**August 21-22, 2018**  
**MINUTES**

**Present on Day 1:**

Darlene Irwin  
 Nikki Morrow  
 Tecora Smith

Meliza Garcia  
 Sandra Lopez  
 Dorothy Thomas

Merry Jo Hopkins  
 Eileen Mendoza  
 Amanda Brogdon

Karen Gibson  
 Jammie Wright  
 Krystal Seger

Bertha Amaya  
 Margaret Payton

Mandi Wilcox  
 Jolene Norbert-Harrell  
 Leslie Hibbs

Carolyn Operacz  
 Scherry Barnes  
 Benny Jasso

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALL TO ORDER</b> DAY 1: 08/21/2018 Darlene Irwin	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 12:35 pm on August 21, 2018 at the Staybridge Suites in Austin by Darlene Irwin. A quorum was present.	N/A	N/A	N/A
<b>APPROVAL OF MINUTES</b> Nikki Morrow	The Board reviewed the April 10-11, 2018 minutes. Corrections were made to the minutes as follows:  A) Page 3, change DBB Worldwide to DSB Worldwide in column C. B) Page 4, add Past Treasurer in column B, section B. C) Page 4, change Francis to Frances in column C.	A motion was made by Merry Jo Hopkins to approve the April 10-11, 2018 TALWD Quarterly Board Meeting Minutes with the noted corrections. Jolene Norbert-Harrell seconded the motion. The motion carried.	Voting Board Members	Immediate
<b>TREASURER'S REPORT</b> Sandra Lopez	A) Financial statements were distributed and verbally reviewed by Sandra Lopez. B) Sandra requested more information be provided on checks or with checks when sending them in for trainings. Writing the order number, name, or date of training will help identify it for credit to the agency.	Sandra will create a list of expectations on submitting checks for trainings to provide regional representatives who can then share with local agencies and their parent agency.		

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

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<b>BUSINESS &amp; FINANCE</b> Merry Jo Hopkins	A written and verbal report was submitted by Merry Jo Hopkins.	No action needed at this time.	N/A	N/A
<b>LEGISLATIVE</b> Carolyn Operacz	A written and verbal report was submitted by Carolyn Operacz.	No action needed at this time.	N/A	N/A
<b>MARKETING</b> Jannette Sepeda	A written and verbal report was submitted by Eileen Mendoza.  A) Rita Davidson's new email is <a href="mailto:rdavidson@spcaa.org">rdavidson@spcaa.org</a> B) Sandra Lopez stated the new system cannot credit an agency if a staff person cancels a training, it can only refund the agency.	Karen Gibson requested more information about how alerts work in the new system when a member logs in.	Darlene received a response that the alert will turn off when the member logs in.	8/21/18
<b>MEMBERSHIP</b> Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon.  A) Vice President of Program Operations and Treasurer are current positions available in upcoming elections. B) The Art Fuston, Customer Service and Newcomer awards will be voted on in the near future for presentation at the annual TALWD meeting. C) 55 of 64 local agency directors are TALWD members.	No action needed at this time.	N/A	N/A
<b>Vice President of Program Operations, Dorothy Thomas, called upon the following committees for reports</b>				
<b>NUTRITION ED</b> Lee Ann McDaniel	A written and verbal report was submitted by Lee Ann McDaniel.  A) Lee Ann will retire in October 2018.	No action needed at this time.	N/A	N/A
<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 and verbal 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>TECHNOLOGY TASK FORCE REPORT</b> Bertha Amaya	A verbal report was submitted by Bertha Amaya.	Bertha is requesting the SA share their TXIN list so TALWD can collaborate on prioritizing issues to be resolved.	N/A	N/A
<b>Region Reports</b>				
<b>CENTRAL REGION</b> DerryAnn Krupinsky	A written report was submitted by DerryAnn Krupinsky and verbally reported by Krystal Seger.	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>	A written and verbal report was submitted by Bertha Amaya.	No action needed at this time.	N/A	N/A

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Bertha Amaya				
<b>NORTHERN REGION</b> Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon.	No action needed at this time.	N/A	N/A
<b>GULF COAST REGION</b> Zahra Koopaei	A written report was submitted by Zahra Koopaei.	No action needed at this time.	N/A	N/A
<b>SOUTHWESTERN REGION</b> Mandy Wilcox	A written and verbal report was submitted by Mandy Wilcox.	No action needed at this time.	N/A	N/A
<b>EASTERN REGION</b> Scherry Barnes	A written report was submitted by Scherry Barnes. Tecora Smith verbally presented the report.	No action needed at this time.	N/A	N/A
<b>SOUTHERN REGION</b> Meliza Garcia	A written and verbal report was submitted by Meliza Garcia.	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> Benny Jasso	A written and verbal report was submitted by Benny Jasso.	No action needed at this time.	N/A	N/A
<b>PAST PRESIDENTS COUNCIL</b> Tecora Smith	A written and verbal report was submitted by Tecora Smith.	No action needed at this time.	N/A	N/A
<b>NATIONAL WIC ASSOCIATION (NWA)</b> Leslie Hibbs	No Report provided at this time.	No action needed at this time.	N/A	N/A
<b>OLD BUSINESS</b> Darlene Irwin	A) None – Reviewed website contents previously.	No action needed at this time.	N/A	N/A
<b>NEW BUSINESS</b> Darlene Irwin	A) Would TALWD consider offering a scholarship for breastfeeding trainings when an agency cannot pay the registration cost?		N/A	N/A
<b>ADJOURNMENT</b> Darlene Irwin	August 21, 2018 TALWD Quarterly Board Meeting was adjourned at 5 p.m. by Darlene Irwin, TALWD President. Next meeting will be held November 2018 during the annual TALWD meeting.		Darlene Irwin	

MINUTES CONTINUED...

**Present on Day 2:**

Darlene Irwin  
 Nikki Morrow  
 Sandra Lopez

Eileen Mendoza  
 Dorothy Thomas  
 Merry Jo Hopkins  
 Carolyn Operacz

Amanda Brogdon  
 Karen Gibson  
 Leslie Hibbs  
 Jammie Wright

Krystal Seger  
 Bertha Amaya  
 Derry Ann Krupinsky  
 Margaret Payton

Mandi Wilcox  
 Scherry Barnes  
 Meliza Garcia  
 Jolene Norbert-Harrell

Benny Jasso  
 Tecora Smith

**Present from the State:**

Edgar Curtis  
 Amanda Hovis

Christopher Chaltain  
 Allison Mayer  
 Elsa Rodriguez

Karen Featherstone  
 Rachel Edwards  
 Shirley Ellis

Candace Stohs Krause  
 Tracy Erickson  
 Anita Ramos

Rob Wilson  
 Lindsey Dermid-Gray  
 Dinorah Kline

TOPIC	DISCUSSION	ACTIONS/RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALLED TO ORDER</b> DAY 2: 08/22/2018 Amanda Hovis / Edgar Curtis	Day two of the quarterly meeting of the Texas Association of Local WIC Directors opened at 9:02 a.m. on August 22, 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
<b>Director's Update</b> Edgar Curtis / Amanda Hovis	A) SA will send a list of supply and outreach items ordered and will let us know what does not get ordered also. B) Additional vehicles can still be requested but must be done ASAP. C) LAs are not responsible for the Performance Measures report until the report is made available in TXIN. D) Staffing Updates: Matt Harrington has taken another position. Lindsey Dermid-Gray was a BF Coordinator for Nevada WIC and will be the new Infant Feeding Strategist. Allison Mayer is the Clinic Services Training Coordinator and started in May. E) Chatbot & Pixie Dust – surveys will go out to directors and staff. SA is looking at many ideas and information provided. F) A baby book series is on its way to LAs. The new series will replace several old handouts and help to place information in one handout rather than several. G) Ideas 42 Training coming up on September 18 and 19. The training will discuss WIC process flows and communication economics. H) WIC News & E3 – E3 will become the Texas WIC Express in January 2019.	N/A	N/A

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
<p><b><u>Breastfeeding Update</u></b> Tracy Erickson</p>	<p>A) Every Ounce Counts campaign is underway. There will be T.V. and radio promotion, social media spots and outdoor marketing campaigns.</p>	N/A	N/A
<p><b><u>Nutrition Education Updates</u></b> Shirley Ellis</p>	<p>A) A Civil Rights Audit was conducted and a couple LA Director's assisted in the audit. The audit was conducted to help make program improvements and make sure materials developed showed a variety of cultures and disabilities. The audit results showed that some wording needs to be updated in the Civil Rights complaint process. Staff also need a better understanding of how to acknowledge complaints and what information to gather. More information and training will be provided at a later time.</p> <p>B) SNAP-Ed – Approval was granted to do project with WIC in the form of Obesity Prevention Mini Grants and will start October 2018.</p> <p>C) In 2024, a Master's Degree will be required for the dietetic internship through WIC.</p>	N/A	N/A
<p><b><u>WIC Help Desk</u></b> Rob Wilson</p>	<p>A) The service desk is still available and can assist LAs with equipment and technical support. Telephones were recently upgraded, but there are still some issues.</p> <p>B) The WIC clinics email is still active and LAs can send an email if their clinic is going to be closed.</p> <p>C) Stay back stations are to perform manual corrections on EBT cards and for client disputes. Servers will be shipped back to Austin where they will wipe data.</p>	N/A	N/A
<p><b><u>Financial Updates</u></b> Elsa Rodríguez</p>	<p>A) 2019 expenses or services can be pre-paid if getting a significant discount. LA must send an email outlining the services and discount and seek approval first. Once approval is granted the letter can serve as documentation for future audits and fiscal monitors. Send email to <a href="mailto:wiclarequests@hhsc.state.tx.us">wiclarequests@hhsc.state.tx.us</a>.</p> <p>B) Guaranteed funding will continue for extended hours until the report is correct.</p>	N/A	N/A
<p><b><u>TXIN Update</u></b> Edgar Curtis / Candace Stohs Krause / Christopher Chaltain</p>	<p>A) Version 9 testing will occur mid-September and it is expected for Version 9 to roll out early October. Training will be a half day webinar or recorded webinar. Most changes will be to the look of TXIN and background issues occurring. The stability of TXIN will be better, but functionality will be the same, however, may see improvements due to a newer version. TXIN must be on Version 9 in order to make other improvements.</p> <p>B) The MIS Validation Team validates reports and added the participation report early spring. In March, the team started to push out changes due to issues found with participation. Transfers have been a focus and checking redemptions to make sure they map back to real issuances. It was discovered that transfers were not getting</p>	N/A	N/A

PRESENTER	DISCUSSION	TALWD RESPONSE/INQUIRY/ACTION	S.A. RESPONSE/ACTION
	<p>counted for 1<sup>st</sup> month benefits if coming in without BIH.</p> <p>C) LAs only get participation credit if the benefits were issued or modified by the current LA.</p>		
<b>Adjournment</b>	Meeting adjourned at 12 p.m.		

Minutes Prepared by: Nikki Morrow, TALWD Secretary

Date: August 22, 2018

Minutes Approved by the TALWD Board on: January 8, 2019