

**WIC Advisory Committee Minutes**

Tuesday, April 23, 2019      9:00 AM      Conference Call  
**Conference Call Number: 1-866-620-7326    PIN: 976-312-8812#**  
 For staff attending in Topeka, location is California Trail Room.  
 Facilitator – Heather Peterson, Facilitator (NWA LA rep, Reno County)

Welcome and Introductions/Attendance (Facilitator) **Welcome to 2 new State staff members – Ashley Waldo and Kelly Vickers.**

Region		Representative		Alternate
Southwest	X	Angie Nelson (Finney)	O	Tami Myers (Ford)
Northwest	X	Amy Binns (Wichita)	X	Marvel Brandt (Wichita)
South Central	X	Meridith Gierhart (Sumner)	X	Shannon Snyder (Stafford)
North Central	X	Ladonna Reinert (Lincoln)	X	Sheri Suelter (Lincoln)
Southeast	O	Erin Laurie (Franklin)	X	Mary Ann Parkin (Franklin)
Northeast	X	Donna Wiens (Shawnee)	X	Misty Scott (Nemaha)
LA NWA Rep	X	Heather Peterson (Reno)		
State Staff	X	Patrice Thomsen	X	Lisa Long
State Staff	X	Ashley Waldo	X	Janna Gunckle
State Staff	X	Ashley Warren	X	Julie Ornelas
State Staff	X	Dave Thomason	X	Kara Watts
State Staff	X	Kelly Vickers	X	Gabrielle Risley
State Staff	X	Lisa Medrow	X	Randy Volz
State Staff	X	Amber Pelan		

Minutes from the January 15, 2019 conference call were approved by email and are posted to the [WIC Advisory page of the website](#).

**National WIC Association Report** - Heather Peterson. Last regional call was short because was just before the NWA conference. Major topics

- Public Charge and WIC – Proposal that WIC participation would count against an immigrant applying for future US citizenship was dropped.
- In upcoming federal reauthorization for WIC, NWA is supporting several changes, particularly
  - WIC eligibility to 6 years of age
  - 2 certification periods for BF, PP women.
- Senator Pat Roberts has announced that he will retire and not seek re-election in 2020. He has been a huge supporter of WIC. He supports some of the proposed changes.

**Determination of next NWA Local Agency Rep** – Patrice Thomsen

[http://www.kansaswic.org/manual/ADM\\_09\\_00\\_00\\_WIC\\_Advisory\\_Committee.pdf](http://www.kansaswic.org/manual/ADM_09_00_00_WIC_Advisory_Committee.pdf)

Background: Policy revised last year but needs some tweaking to clarify. Below are some questions that did not seem an issue when developed. Rather than discuss in WAC meeting, is WAC okay if Heather and Carol Winter clarify with Patrice? Any other volunteers? Then handle approval by overall WAC by email. Patrice suggests the “how to” guidance be made into a separate document like the Ground Rules and

not in the official policy ADM 09.00.00. Could be posted on the WAC webpage. Revisions to ADM 09.00.00 – need by late June. Prefer earlier.

- Timeframes of FFY versus calendar year. For example election is technically not in Odd FFY if takes place at the October WAC meeting b/c Oct. 1, 2019 is the start of the FFY 2020 FFY. This is what Patrice understood: Select in odd CY and start January of even CY.
- Handling of applications. Procedure says for LA Coordinator to send the applicant’s application to their WAC rep. What then?
- Application says the following, but who reviews them?
- How to handle voting for the rep? WAC is typically low key about voting. This seems to be a time in which we need to be careful of one vote for each region. How to vote?

**Submit your application via email to:**  
Your Current Regional WAC Representative

**For Admin Use Only**

**Recommend:**      \*      **Yes**      \*      **Hold for future placement**

**Decision: Patrice will work with Heather (and invite Carol Winter) to clarify dates in ADM 09.00.00 and create a separate guidance document for selecting the new rep (e.g. handling the applications and voting). The revised ADM 09.00.00 and the new representation selection guidance document will be sent by email to WAC members for review and ultimately, for approval. The representative selection document will eventually be posted on the WAC webpage.**

**2019 Conference Update – Lisa Medrow**

- Over 325 registered for conference next week!
- Decorating committee has done an outstanding job—you will be able to take team photos behind a VW Bus photo booth, see WIC clinic pictures, listen to 70’s music, dress up if you want to, and have many other opportunities to have fun while learning from some top-notch speakers!
- And even exercise with WAC member Erin Laurie who will lead Jazzercise at 6:00 AM on Day 2.
- Please note the formula swap has been cancelled but we will still be accepting any extra pumps or accessories if you don’t anticipate using them in the next 6 months.
- We will be taking group photos of those who have worked for WIC 20+ years after lunch on Day 1—please listen for instructions during Dave’s presentation over lunch.
- Speaker handouts (if permitted by speaker) are posted to website as of 4/19. We will not be providing any session handout copies.
- Due to CPEU requirements, we will need everyone to sign in at the registration desk on BOTH DAYS! This will be announced at the conference.

**New Employee Training Plan Update – Lisa Medrow**

- As of May 1, all new employee training plans will be on KS-TRAIN and the new training environment will be updated to include eWIC simulations. Announcement will be made at the conference.
- Please send Lisa Medrow [lisa.medrow@ks.gov](mailto:lisa.medrow@ks.gov) any comments regarding the new modules—positive or constructive. We’re not certain how often adjustments can and will be made, but Lisa will keep records of comments so that we can keep the modules updated and make changes.

**Ad Hoc committee on future use of RDs in the Kansas WIC Program – Patrice Thomsen**

Effective January 1, 2024, a Master’s degree will be required for a person to obtain the RD credential. Starting an ad hoc committee to examine options for the Kansas WIC program on the use of RDs in the future, as well as plans for recruitment and retention. Volunteers from the current

WAC first and then likely will solicit others. Very early in planning committee's tasks. Unsure when the committee would start. Want range – RD, RN, Clerks. Get supervisor approval.

**Decision: Patrice will not be getting this group started for a while – likely not until midsummer. Volunteers from the meeting and email as of when these minutes are prepared. Other volunteers from WAC (or colleagues of WAC members) – contact Patrice. The SA will look at volunteer list and invite staff from other agencies.**

- Heather Peterson, RD
- Meridith Gierhart, RD – tentative - Patrice will check back.
- Ladonna Reinert, RN
- Erin Laurie, RD

#### **Program Booklet Committee Update**– Amber Pelan

We had our first meeting on January 10<sup>th</sup> to discuss and develop a survey that would go to Local Agency Staff and WIC clients. The survey was open from 01/17/2019 to 01/31/2019 for both staff and clients. We received excellent feedback from everyone.

We had our second meeting on 02/27/2019 to discuss the survey results and steps to move forward. The committee discussed the pocket located in the back of the booklet to determine if it would still be necessary to include this in future booklets, as we have transitioned to EBT and no longer need the pocket for checks. It was noted that the pocket is also heavily utilized for shopping lists, brochures, and diet questionnaires. We also discussed the potential separation of program information from the food list.

The food committee held their final meeting on 04/03/2019 and the final food list has been transferred to the program booklet committee. Julie contacted Brush Art to request mock ups and price quotes. We anticipate the next program booklet committee meeting to be the week of May 6<sup>th</sup>.

#### **KWIC Update** – Ashley Warren.

- Ver 4.1 that was released this spring has had some “hot fixes”. If staff EVER receive an Exception Error, please always send along to the Help Desk. Even if KWIC allows you to close and go on. It really helps to track problems and if occurring in all states in the consortium. Please take a quick screen shot and save to Word, and make a note what you were doing at the time. If you are with a client, can send it to the Help Desk later. Dave suggested if you are unsure about taking screen shots but have a smart phone, might work for you to take a quick picture of the screen with error message instead of doing the screen shot,
- Version 4.2 in process for a fall release – tentatively early September. Bugs, defects, and some change requests. Will have a list as time nears.

#### **Update from the State WIC Director** - Dave Thomason

- NWA Leadership conference, March, Washington, DC. Great leadership from Kansas. Rep Roger Marshall and Sen. Pat Roberts both spoke to the NWA attendees in person. Sen Pat Roberts supports some the proposed changes to WIC (i.e. WIC to 6) and has said he would like to move the reauthorization of the Childhood Nutrition Act (WIC reauthorization) through before he retires.
- NWA Annual Education and Training Conference and Exhibits – Jane Freyenberger, Riley Co, presented a session about their clinic at Fort Riley – fully integrated into the army hospital. Congratulations to Jennifer Mejias Martinez who received an NWA Leadership Award. Jennifer serves WIC as interpreter in Shawnee County.
- Funding process – Continue to be thoughtful – especially in filling positions. If caseload has dropped and there is a staff vacancy – do you need to replace the position for the same number of hours?

Dave will have related comments in the session he is doing for coordinators at next week's conference.

#### Round Table Discussion (All)

- Meridith Gierhart – Is there any plan to put the Diet Questionnaire on the WIC Shopper App for clients as an option instead of a paper form. (And others added – Or drastically revise the form)
  - Johnson county is working on pilot project in which their IT staff have recreated the forms electronically, staff would send applicants information how to access the form and submit it. Have not started to implement yet.
  - **Discussion** about estimates of clients with preference for completing electronically. Meridith thought maybe 70-80% of clients use the app and don't want a printed shopping list. Heather agreed. Shannon pointed out that in Stafford Co, she sees a lot of clients with no smart phone, etc. Mention of tablet, kiosk in clinic as a possibility. Ladonna – many small agencies have no on-site IT and support has to come from over an hour away. So as more technology if required, if something goes wrong, it interferes more with clinic work. All agreed that there would still need to be a paper version also – at least for a long time.
  - The SA recognizes that clients often come to clinic without the paper form completed. So far with KWIC, we have stayed with the original decision that is was better than moving multiple questions into KWIC and make staff ask many questions face to face. And it has not been a priority to investigate what some other states might be doing with a shorter questionnaire. (For example, Missouri had a short questionnaire they were using but were unsatisfied and are in process of revisions. Will not be an immediate priority, at least not this year. Encourage staff to keep asking, keep an eye out for what other states might be doing.
- Donna Wiens – We get many complaints about lowfat milk for Children over 2 and women – maybe 2-3 a day. Donna does lots of counseling, suggestions about gradual adjustment, etc but still thinks some stop coming to WIC. Any chance of relaxing the requirement, especially because caseload continues to decrease??

#### SA response:

- The SA recognizes this is an issue. Thank you for all you do with counseling. Federal regulation and guidance is quite limited in what is allowed – and does not allow us to be more flexible based on client preference. When the food package is actively being revised there are formal periods for public comment to USDA. We are unsure of any specific mechanism for comments to USDA in the meantime. If considered important enough, LA staff could raise the issue with Heather Peterson, your LA NWA rep who could potentially raise through NWA channels.
- Follow-up info after the meeting.
  - For children  $\geq 24$  months of age and women getting a regular food package: Federal Regs specify that 2% milk may be issued "with certain conditions including but not limited to, underweight and maternal weight loss during pregnancy." And "must be based on an individual nutritional assessment as established by State Agency policy." Since the implementation of this reg, Kansas staff decided to limit to Underweight for children and maternal weight loss during pregnancy for pregnant women, and no option for PP or BF women.
  - For children  $\geq 24$  months of age and women getting a food package that includes infant formula, exempt infant formulas or WIC-eligible nutritionals – the state does have the option of issuing 2% or whole milk "as determined appropriate by the health care provider per medical documentation" but Kansas chose to stay with the same criteria that we have for children on a regular food package, e.g. underweight for children.

- So Kansas WIC could consider some changes about criteria (i.e. instead of just Underwt for children  $\geq$  24 months and Maternal wt loss for PG) we do not have the flexibility to change our policy to allow more client preference for milkfat levels.
  - Patrice will ask our USDA staff in Denver if there is a process for comment now.
- Lisa Medrow – As agencies start thinking about preparing budgets for 2020, remember that the SA would prefer you think about training proactively and put planned training costs, even out of state, in the budget instead of just using policy [ADM 11.02.00 Financial Support for LA On-Going Training](#) .

#### Future Conference calls and facilitators

- July 23, 2019, Erin Laurie- (Franklin)
- October 22, 2019, Donna Wiens - Shawnee
- January 28, 2020, Ladonna Reinert - Lincoln (Change-over mtg for departing and new members.)

Adjourned