

WIC Advisory Committee Minutes

Tuesday, October 16, 2018 10:00 AM Conference Call
Facilitator – Christy Rogers, North Central Rep (sub for Donna Wiens)

10:00 AM Welcome and Attendance (Facilitator)

Region		Representative		Alternate
Southwest		Paula Rowden (Stevens)	x	Trista Nordyke (Stevens)
Northwest		Amy Binns (Wichita)		Marvel Brandt (Wichita)
South Central	x	Christa Dean (Sedgwick)	x	Mitzi Hesser (Kiowa)
North Central	x	Christy Rogers (Cloud)		Jean Detrich (Dickinson)
Southeast		Erin Laurie (Franklin)	x	Mary Ann Parkin (Franklin)
Northeast		Donna Wiens (Shawnee)	x	Misty Scott (Nemaha)
LA NWA Rep	x	Heather Peterson (Reno)		
State Staff	x	Patrice Thomsen	x	Janna Gunckle
State Staff	x	Lisa Medrow	x	Kara Watts
State Staff	x	Julie Ornelas	x	Randy Volz
State Staff	x	Lisa Long	x	Ashley Warren
	X	Rachelle Frank	x	Emily Graves
	x	Gabrielle Hellbusch	x	Amber Pelan

Minutes from the July 17, 2018 conference call were approved by email and are posted to the [WIC Advisory page of the website](#).

NWA report – Heather Peterson, Kansas LA Rep.

1. Completing the NWICA’s RD recruitment and retention survey. (Now closed)
2. Discussions about public charge: encourage clinics to use the NWICA’s survey monkey link if a family wishes to be dismissed from WIC services due to concerns about citizenship.

eWIC and KWIC Update – Ashley Warren eWIC fully implemented so no more reports on eWIC specifically. KWIC new Release 4.1 is starting User Acceptance test with state staff on Oct. 22. If things go according to plan, release to production will be about mid-November. As always, the SA will email Release Notes to Local Agencies. The majority of work is behind-the-scenes architecture that Local Agency staff will not notice. Also about 35 bug fixes and about 22 change requests. Here are a few: Find Client - Add phone number field for searching. Contact History – Set PIN will create a contact. Certification dates will be added to all appointment letters and No show letter.

WIC Approved Food List – Food Selection and Booklet Revision committees – Update and basic timeline – Janna Gunckle. Decided to have 2 committees- Food Selection Committee and Program Booklet Committee with LA representation on both. Food selection committee will have first meeting Oct. 18. Initial letters to companies asking for food submissions should go out in mid-November and be required to be back to Janna by January 2019.

Training plan update – Lisa Medrow. The New Employee Training Plan is still plugging away, with the goal to have all training modules on KS-TRAIN in early 2019 – maybe March-April.

Training Requirements for Obtaining KWIC Security Clearance – Lisa Medrow. Lisa’s request: Please share your thoughts about what the minimum training requirements should be for new employees before they can obtain KWIC Security Clearance. Currently, all new employees must complete all courses for the security role they are training for on the Level 1 Completion Sheet. They can complete Level 2 courses within 3 months of obtaining KWIC security clearance. See attached Completion Sheet for Levels 1 & 2. We have received some feedback from LAs who would like to see fewer courses required before obtaining KWIC security clearance and perhaps a staggered approach to completing all modules. The SA values your input as we consider these decisions.

Lisa collected responses – not many. A couple members suggested move the last 3 USDA modules from Level 1 to Level 2. If there are other suggestions, send to Lisa Medrow.

2019 Kansas WIC Conference – Planning Update – Lisa Medrow.

Tentative Agenda Tuesday, April 30, 2019 7:30am-5:00pm and Wednesday, May 1, 2019 7:00am-2:00pm. Hilton Garden Inn Conference Center, Manhattan, KS. Theme: Groovin’ with WIC for 45 Years. An exciting line-up of sessions and all speakers are secured! In the November I-Memo we will release the agenda and hotel reservation information. Referred back to September I-memo request for suggestions for content of SA presentations and Table Talk sessions. Lisa collected suggestions.

Future Conference/Learning Opportunity Ideas – Lisa Medrow.

Lisa asked for thoughts about future KS WIC Conferences and training needs for LAs in the future based on these initial questions to stimulate thought:

Is there a need for annual training?

- By topic/focus? (one year Admin, next RD; or one year Budgets, next Income Determination, etc.)
- Alternate by region? (one year Junction City, next Wichita, next Topeka, etc.)
- Offer the same session to all regions (e.g. KWIC/TA provided to 6 regions)

What do you think of other avenues of training, like live and/or recorded webinars that could be posted to our website?

Lisa collected suggestions. If there are other suggestions, send to Lisa Medrow.

Where is the best location for specific formula information? – Kara Watts. (Note that, for clarity, the explanation from the agenda is included in these minutes.) In an effort to simplify LA’s searching for relevant information and to limit the necessity to revise several policies and/or the appendix every time a formula changes, what is the most streamlined way to present this information? How important is it for you to know the maximum number of cans that can be offered? How important is it that all formulas allowed be listed in the policy, or is it ok that they’re just in the appendix?

Currently information on yield and # cans/food package is located in these policies:

- Contract Infant formulas:
http://www.kansaswic.org/manual/eWIC_FCI_02_01_02_Infant_Food_Packages_Primary_Contract_Infant_Formula.pdf
http://www.kansaswic.org/manual/eWIC_FCI_02_01_01_Infant_Food_Packages_Breastfeeding_Infant.pdf
- Special infant formulas:
http://www.kansaswic.org/manual/FCI_02_01_05_Infant_Food_Packages_Special_Formula.pdf
- Children’s special formulas:
http://www.kansaswic.org/manual/FCI_02_02_01_Child_Food_Packages_Special_Formula.pdf
- Women’s special formulas:
http://www.kansaswic.org/manual/FCI_02_03_04_Woman_Food_Packages_Special_Formulas.pdf
- Direct ship formulas:
http://www.kansaswic.org/manual/FCI_02_06_00_Direct_Shipments_of_Specialized_Formulas.pdf

The Appendix includes all approved formulas, as well as some that are not approved, and outlines other pertinent information about each formula, including the yield.

http://www.kansaswic.org/download/Formula_Manufacturers_Products_rev.pdf

Kara collected feedback. There was no universal suggestion. Most staff seem to use the information in the Appendix most.

Special Formula – form, ordering – Christy Rogers (from Saline County)

1. Special Issuance Authorization form
 - a. Can it be revised to include a place that allows infant cereal after 12 months of age?
 - b. Can we also remove the option of providing both formula and milk, since the State discourages this?
2. Second, can we reconsider the process of obtaining special formula through local pharmacies? We find that the current process for this is very frustrating for all involved!

State Agency Response:

1. Special Issuance Authorization form
 - a. The SA will investigate adding infant cereal for children after 12 to form.
 - b. We must leave the milk option with special formula for children. The SA does not discourage milk from ever being issued with special formula. Just to assess what is ordered and what is actually being used and tailor the milk accordingly.
2. Christy was talk with Saline staff and provide more information to the SA about the exact problem.

Round Table Discussion (All)

Christa Dean – would be helpful if Local staff could access the UPC list to help stores be sure they are ordering the exact product. (Mentioned as part of previous item, but recorded in Round Table.)

Heather Peterson – Will there be a face-to-face WAC meeting at the conference?

SA Response – Good to raise the question. It was the opinion for past conferences that our business could be conducted by conference call and that advantages of using the time to rest, eat, shop outweighed the benefits of meeting face-to-face. This group agreed. No face-to-face WAC meeting will be planned at the 2019 conference.

Mitzi Hesser – Regarding WAC and the conference – suggest recognizing WAC members in some way, maybe introduce and have stand.

SA Response – good idea. Will consider.

Mary Ann Parkin – If a client with a 30-day temp certification emails or faxes the needed proof, can the staff issue remotely? Is not stated in FCI 04.08.00.

SA Response – That is a relatively new policy so we appreciate knowing about this item. Staff will review. (Note – after the meeting the state staff decided this should be added. Watch for a future P-Memo.)

Mitzi Hesser – What should we do if we have a special formula request that the store says they cannot get? Especially a small store that does not have an associated pharmacy.

SA Response – Call the SA for assistance. Cases can be handled individually, but often we find that clients are okay driving to a Dillons, WalMart, etc.

Rachelle Schmid – Reminder that Oct.26 is 11 page contract is due. Rachelle has emailed agencies with outstanding contracts 2 or 3 times.

Introductions of new state staff attending WAC for the first time

- Amber Pelan
- Emily Graves
- Gabrielle Hellbusch

Reminder – Next call. January 15, 2019 Conference Call facilitator, 10:00 AM. (Facilitator Christy Rogers)
January 15 WAC meeting is the “change over” meeting since policy was revised to accommodate NWA rep period of service changes.

Adjourn