

WIC Advisory Committee Minutes

October 17, 2017 10:00 AM	Facilitator: Patrice Thomsen Minutes: Patrice Thomsen																																																																								
<div style="display: flex; align-items: center;"> <div> <p>Welcome and Attendance (Facilitator)</p> <p>Thank you to all the members, but especially to those departing from the committee.</p> </div> </div>																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Region</th> <th style="width: 5%;"></th> <th style="width: 35%;">Representative</th> <th style="width: 5%;"></th> <th style="width: 40%;">Alternate</th> </tr> </thead> <tbody> <tr> <td>Southwest</td> <td>O</td> <td>Paula Rowden (Stevens)</td> <td>O</td> <td>Trista Nordyke (Stevens)</td> </tr> <tr> <td rowspan="2">Northwest</td> <td>O</td> <td>Departing-Rhea Daise (Sherman)</td> <td>O</td> <td>Departing-Melissa Wachendorfer (Sheridan)</td> </tr> <tr> <td>X</td> <td>New – Amy Binns (Wichita)</td> <td>O</td> <td>New-Marvel Brandt (Wichita)</td> </tr> <tr> <td>South Central</td> <td>X</td> <td>Christa Dean (Sedgwick)</td> <td>X</td> <td>Mitzi Hesser (Kiowa)</td> </tr> <tr> <td>North Central</td> <td>O</td> <td>Christy Rogers (Cloud)</td> <td>X</td> <td>Jean Detrich (Dickinson)</td> </tr> <tr> <td rowspan="2">Southeast</td> <td>O</td> <td>Departing-Kandy Dowell (Elk)</td> <td>O</td> <td>Departing-Linda Timme (Crawford)</td> </tr> <tr> <td>X</td> <td>New-Erin Laurie (Franklin)</td> <td>X</td> <td>New-Many Ann Parking (Franklin)</td> </tr> <tr> <td rowspan="2">Northeast</td> <td>X</td> <td>Departing-Angie Reith (Jackson)</td> <td>O</td> <td>Departing-Connie Zeit</td> </tr> <tr> <td>X</td> <td>New-Donna Wiens (Shawnee)</td> <td>X</td> <td>New-Misty Scott (Nemaha)</td> </tr> <tr> <td>LA NWA Rep</td> <td>X</td> <td>Carol Winter (Johnson)</td> <td>X</td> <td>Guests: Sherie Moody, Jordan (student nurse), Norma Cosio, Heather Peterson</td> </tr> <tr> <td>State Staff</td> <td>X</td> <td>Patrice Thomsen</td> <td>X</td> <td>Lisa Medrow</td> </tr> <tr> <td>State Staff</td> <td>X</td> <td>Elizabeth Ortiz</td> <td>X</td> <td>Ashley Warren</td> </tr> <tr> <td>State Staff</td> <td>X</td> <td>Randy Volz</td> <td>X</td> <td>Rachelle Schmid</td> </tr> <tr> <td>State Staff</td> <td>X</td> <td>Janna Gunckle</td> <td></td> <td>Note – Dave is in Montana at the Mountain Plains Region WIC Director Annual meeting so is not on the call And there is no Director’s report on The agenda.</td> </tr> </tbody> </table>		Region		Representative		Alternate	Southwest	O	Paula Rowden (Stevens)	O	Trista Nordyke (Stevens)	Northwest	O	Departing-Rhea Daise (Sherman)	O	Departing-Melissa Wachendorfer (Sheridan)	X	New – Amy Binns (Wichita)	O	New-Marvel Brandt (Wichita)	South Central	X	Christa Dean (Sedgwick)	X	Mitzi Hesser (Kiowa)	North Central	O	Christy Rogers (Cloud)	X	Jean Detrich (Dickinson)	Southeast	O	Departing-Kandy Dowell (Elk)	O	Departing-Linda Timme (Crawford)	X	New-Erin Laurie (Franklin)	X	New-Many Ann Parking (Franklin)	Northeast	X	Departing-Angie Reith (Jackson)	O	Departing-Connie Zeit	X	New-Donna Wiens (Shawnee)	X	New-Misty Scott (Nemaha)	LA NWA Rep	X	Carol Winter (Johnson)	X	Guests: Sherie Moody, Jordan (student nurse), Norma Cosio, Heather Peterson	State Staff	X	Patrice Thomsen	X	Lisa Medrow	State Staff	X	Elizabeth Ortiz	X	Ashley Warren	State Staff	X	Randy Volz	X	Rachelle Schmid	State Staff	X	Janna Gunckle		Note – Dave is in Montana at the Mountain Plains Region WIC Director Annual meeting so is not on the call And there is no Director’s report on The agenda.
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Review and Approval of Previous Minutes	July 18, 2017 conference call was cancelled so no minutes to approve.																																																																								
Revision/Approval of WAC Ground Rules (Patrice)	Approved as sent in agenda (see page 5 of minutes.) No changes to the Member list (see page 6 of minutes.)																																																																								
Determine 2018 WAC meeting dates and facilitators	All planned for third Tuesday, conference call, 10:00 AM <ul style="list-style-type: none"> Jan. 16, 2018. Facilitator – Christa Dean Apr. 17, 2018. Facilitator – Christy Rogers July 17, 2018. Facilitator – Erin Laurie October 16, 2018. Facilitator- Donna Wiens 																																																																								

<p>eWIC Update – Ashley Warren and Lisa Medrow.</p>	<p>All staff are encouraged to read the monthly <i>eWIC News</i> put out along with the I-Memo and also posted here http://www.kansaswic.org/local_agencies/eWIC.htm</p> <p>Ashley: Pilot started in Shawnee County Sept. 14. There will be a new release (Version 3.2) out to Kansas Clinics Friday evening 10/20. Contains mostly eWIC fixes only Shawnee county will notice the changes except there is now a Date of Birth required for the Caregiver that all clinics will need to start entering. DOB for Alternate has a field too, but is not required. (Needed for eWIC but we're having all clinics start gather now.) Ashley will send Release Notes late today with details.</p> <p>Lisa: The October <i>eWIC News</i> will have detailed training and support plan. (Lisa provided an overview which is not recorded in these minutes because all staff will be able to read it in the October <i>eWIC News</i>.)</p> <p>Clinics are strongly encouraged to enroll clients in the WIC Shopper App and KWIC Client Portal now. See mass email from Martha on 9/27/17.</p>
<p>NWA Report (Carol Winter)</p>	<p>See Carol's written report at the end of the WAC minutes. Questions? Contact Carol.Winter@jocogov.org & 913-477-8126. Particularly note the paragraph about the free 4 week advertising for vacant positions in the Monday Morning Report.</p> <p>(Note from State: The State Agency is continuing to pay the annual NWA dues for every local agency. Dave handles the NWA issues. Will ask him to send out something in the October I-Memo.)</p> <p>Erin stated that the Franklin Coordinator had been forwarding the Monday Morning Report to her, but she was able to set up with NWA to have it emailed directly to her.</p>
<p>Kansas Local Agency WIC Association (NWA) Representative – Current Election</p>	<p>Patrice did not notice that this was the summer that there should have been an election for the Kansas Local Agency WIC Association (NWA) Representative so the process was just started, agency votes are due Oct. 27. So there is no representative elected in time for this meeting. Nominees were invited to join the call. The state agency proposes that Carol remain so she can fulfill the NWA commitment to the Mountain Plains Region Local Agency Representative group and the new representative (to be determined after Oct. 27) join the calls and work with Carol working as a mentor so the transition will actually occur next spring. WIC Advisory Committee members liked that idea. Will ask Dave to check NWA by-laws for guidance.</p>
<p>Kansas Local Agency WIC Association (NWA) Representative – Discussion/determine subcommittee to develop suggested changes for ADM 09.00.00 section about the Local Agency NWA rep.</p>	<p>Following is text from ADM 09.00.00 http://www.kansaswic.org/manual/ADM_09_00_00_WIC_Advisory_Committee.pdf</p> <ol style="list-style-type: none"> 1. The LA National WIC Association (NWA) Representative <ol style="list-style-type: none"> a. Is elected in odd FFYs from nominations solicited from each LA. All nominees must be employed by a LA who is a dues-paying member of NWA.

	<ul style="list-style-type: none"> b. Terms are two years, starting on October 1, the first day of even FFYs. c. Represents Kansas as the voting member of the NWA LA Section. Attendance at the annual NWA meeting and NWA board meetings is expected. d. The representative is responsible for disseminating all pertinent information to all LA. SA assistance with copying and mailing is available. e. Attend WAC to report on NWA or LA section topics, as appropriate. f. The LA NWA representative is not a voting member of WAC. g. The LA will provide funding from its administrative grant to pay for the LA NWA member's salary for attending meetings and fulfilling other related duties. h. Travel expenses will be reimbursed by the SA according to current state reimbursement policies. Contact the SA WIC Director prior to travel in order to make the necessary arrangements. <p>It is a problem that the current Kansas election timeframe does not line-up with NWA terms of office (which starts with the spring conference). It makes it difficult to fulfill any volunteer commitments made to NWA. The information has not been revised for years and not very informative.</p> <p>Decision: An ad hoc committee consisting of Carol Winter, Mitzi Hesser and either Patrice Thomsen or Dave Thomsen was created to work on revising the NWA representative section of Kansas policy ADM 09.00.00 WIC Advisory Committee section about the NWA rep. Proposed changes will be presented at the January WAC meeting.</p>
<p>Round Table Discussion-All</p>	<p>Donna Wiens: Committee asked her for comments on her experience with the eWIC pilot in Shawnee County. Overall going pretty well. Does take extra time for appointments. If client already has the WIC Shopper App downloaded and is “tech savvy”, it goes best. An extra fifteen minutes per family should work. The pro-ration related to the First Use Date takes time to understand and explain. Issuing the card goes pretty quick. Particular client education things to make clear: No self-checkout; the “midreceipt”, and that the cashier cannot override. Finally – Don’t panic and be patient (staff and clients).</p> <p>Donna Wiens: on the Appointment Letter – could the Proof of Family Income be edited to add “(for past 30 days)”? Ashley Warren: the letters used to require CQuest to make all changes – which takes considerable time, requires a change request, etc. But some letters were recently changed so no longer hard coded and the state can make some changes. Will check to see about this letter.</p> <p>Carol Winter:</p> <ul style="list-style-type: none"> • Is the WIC Shopper App and Client Portal in Spanish now or will be? SA Answer: Ashley: Shopped App can currently flip it to

	<p>Spanish. Don't know if we have final approval on the wording. Would be great if WAC members would look and provide feedback.</p> <ul style="list-style-type: none"> • Client Portal – no but the SA will do some checking. <p>Rachelle Schmid/Liz Ortiz: It will probably be another month or 1 ½ months before the signed LA contracts go out to Local agencies.</p>
<p>Next Meeting and Adjourn (Facilitator)</p>	<p>All planned for third Tuesday, conference call, 10:00 AM</p> <ul style="list-style-type: none"> • Jan. 16, 2018. Facilitator – Christa Dean • Apr. 17, 2018. Facilitator – Christy Rogers • July 17, 2018. Facilitator – Erin Laurie • October 16, 2018. Facilitator- Donna Wiens

NWA Report by Kansas LA representative, Carol Winter, Johnson County

October NWA Report by Carol Winter. Kansas Local Agency Representative for the Mountain Plains Region.

We started our monthly conference calls in June 2017. Our Local Agency Mountain Plains Region Representative is Melinda Morris from Colorado. She attends quarterly in-person meetings with all the Local Agencies Region Representatives. Mountain Plains Region has 16 Local Agency NWA Representatives that are invited to participate in monthly conference calls. We ranked our concerns for the MPR NWA calls: 1. Funding Issues 2. MIS systems and Windows 10. 3. Nutrition Assessment process. 4. eWIC transition. 5. Scheduling options. 6. Other Sources of funding. 7. Data sources used for planning. 8. Breast feeding Peer Counseling. 9. Separation of Duties. 10. IBCLC use. 11. Yearly certs.

The work plan for the LA NWA is not completed yet. The work plan will include funding concerns, particular find ways to transfer funds from food dollars to Administration dollars. Although Kansas does not have funding concerns, some States do not have enough Administration dollars to pay for staff and have excess food dollars.

At our October conference call, I was excited to learn NWA offers free job posting to NWA members. NWA post on the job page until the job is filled, and promote the job under the “career corner” section of Monday Morning Report for 4 weeks. Contact: Natalie Mulloy | Tel: 202.232.5492 ext. 529 | nmulloy@nwica.org.

Thank you for allowing me to be Kansas NWA Representative for the past 2 years. I have learned a lot.

WIC Advisory Committee Ground Rules

The purpose of the WIC Advisory Committee is to provide the State Agency with Local Agency and client input and recommendations on proposed, new, or revised policies and procedures. Questions about policy and procedure implementation should be directed to the State Agency, rather than to the WAC ([ADM 09.00.00](#)).

In order to maintain good order, we agree to the following ground rules:

- Be on time and actively participate in meetings
- Establish and adhere to meeting time frames
- Listen and respect opinions and ideas of others
- No side conversations, only 1 person speaks at a time
- Provide honest and open feedback--All comments, questions and ideas are valuable
- Maintain confidentiality
- Speak for your region, participants or the group you represent
- Keep discussions focused on the issue presented
- Disagreements are expected, but dealt with in the meeting
- Support decisions of the group once made
- As much as possible, submit items for the agenda rather than waiting to bring up in the Round Table.
- As indicated in policy [ADM 09.00.00](#), the meeting may be cancelled if there are no agenda items submitted by 2 weeks in advance of the scheduled date.
- Have Fun.

Revised 10/2015

FFY 2018 WIC Advisory Committee Members (Start Oct. 2017)

Region	Representative	Alternate
Southwest Region Select Even Calendar Years, Serve starting Odd FFY	Paula Rowden, Stevens County Health Dept. 620-554-7177 svcohth@pld.com	Trista Nordyke, Stevens County Health Dept. 620-554-7177 tpanjwani87@gmail.com
Northwest Region Select Odd Calendar Years, Serve starting Even FFY	Amy Binns, Wichita County Health Dept. 620-375-2289 whcohd@sunflowertelco.com	Marvel Brandt, Wichita County Health Dept. 620-375-2289 whcohd@sunflowertelco.com
South Central Select Even Calendar Years, Serve starting Odd FFY	Christa Dean, Sedgwick County Health Dept. 316-660-7383 Christa.Dean@sedgwick.gov	Mitzi Hesser, Kiowa County Health Dept. 620-723-2136 mitzi.hesser@kiowacountyks.org
North Central Select Even Calendar Years, Serve starting Odd FFY	Christy Rogers, Cloud County WIC Clinic 785-243-8140 rogers606@yahoo.com	Jean Detrich, Dickinson County Health Dept. 785-263-4179 ext 606 Jdetrich@dkcoks.org
Southeast Select Odd Calendar Years, Serve starting Even FFY	Erin Laurie, Franklin County Health Dept. 785-229-3536 elaurie@franklincoks.org	Mary Ann Parkin, Franklin County Health Dept. 785-229-3534 mparkin@franklincoks.org
Northeast Select Odd Calendar Years, Serve starting Even FFY	Donna Wiens, Shawnee County Health Department Donna.wiens@sncu.us 785 251-5631	Misty Scott, Nemaha County Community Health ncchsrn@rainbowtel.net 785 284-2152
LA NWA Rep Transitioning to having term start in Spring of Even Calendar Years,	Until Spring 2018: Carol Winter, Johnson Co. Health Dept., Olathe Clinic. 913-477-8126 Carol.Winter@jocogov.org Starting Spring 2018: TBD. Election closes October 27.	

- **Southwest Region:** Finney, Ford, Grant, Haskell, Meade (and sub-agencies), Seward, Stevens, and Stanton
- **Northwest Region:** Gove, Graham, Greeley, Lane, Ness, Norton, Scott, Sheridan, Sherman, Trego, Wichita
- **South Central Region:** Barton, Butler, Cowley, Harvey, Pawnee, Reno (and subagency), Rice, Rush, Sedgwick, Southcentral Kansas Coalition for Public Health (and subagencies), Stafford, and Sumner
- **North Central Region:** Cloud (and subagencies), Dickinson, Geary, Lincoln, (and subagencies) Marion (and subagency), Marshall, Osborne (and subagencies), Riley, Russell, and Saline
- **Southeast Region:** Chautauqua, Cherokee, Crawford, Elk, Franklin, Greenwood, Linn, Lyon (and subagency), Montgomery, Neosho, SEK Multi-County (and subagencies), and Wilson
- **Northeast Region:** Doniphan, Douglas, Jefferson, Johnson, Leavenworth, Miami, Nemaha, Northeast Kansas Multi-County (and subagencies), Shawnee (and subagencies), and Wyandotte.

Non-voting members of WAC include SA staff, and LA National WIC Association (NWA) representative. For more information about the WIC Advisory Committee see policy [ADM 09.00.00 WIC Advisory Committee \(WAC\)](#)