

## WIC Advisory Committee Minutes

	<p><b>October 23, 2013</b> 10:00 AM</p>	<p style="text-align: center;"><b>Facilitator: Kay Powell, NE Region Representative</b> <b>Minutes: Patrice Thomsen</b></p>
<p><b>1.</b></p>	<p><b>Welcome/Membership Review/Introductions (Kay)</b></p>	<p>Members continuing:</p> <ul style="list-style-type: none"> <li>• North Central Region <ul style="list-style-type: none"> <li>○ Representative: Shirley Mendoza, Phillips County <b>(present)</b></li> <li>○ Alternate: Liz Nicholas Hainke, Rooks County</li> </ul> </li> <li>• South Central Region <ul style="list-style-type: none"> <li>○ Representative: Heather Peterson, Reno County <b>(present)</b></li> <li>○ Alternate: Mitzi Hesser, Kiowa County <b>(present)</b></li> </ul> </li> <li>• Western Region <ul style="list-style-type: none"> <li>○ Representative: Barb Johannsen, Meade County</li> <li>○ Alternate: Arlene Doll, Lane County</li> </ul> </li> </ul> <p>Members departing:</p> <ul style="list-style-type: none"> <li>• Northeast <ul style="list-style-type: none"> <li>○ Representative: Kay Powell, Shawnee County <b>(present)</b></li> <li>○ Alternate: Joan DeCoursey, Johnson County</li> </ul> </li> <li>• Southeast <ul style="list-style-type: none"> <li>○ Representative: Linda Timme, Crawford County <b>(present)</b></li> <li>○ Alternate: Nancy Anstey, Lyon County <b>(present)</b></li> </ul> </li> <li>• NWA LA Representative – Nancy Sanchez, Wyandotte County</li> </ul> <p>New members:</p> <ul style="list-style-type: none"> <li>• Northeast <ul style="list-style-type: none"> <li>○ Representative: Jody Hammerschmidt, Leavenworth County <b>(present)</b></li> <li>○ Alternate: Argelia Woods, Johnson County <b>(present)</b></li> </ul> </li> <li>• Southeast <ul style="list-style-type: none"> <li>○ Representative: Brenda Clugston, Cherokee County <b>(present)</b></li> <li>○ Alternate: Nancy Anstey, Lyon County <b>(present)</b></li> </ul> </li> <li>• NWA LA Representative – Laura Drake, Johnson County <b>(present)</b></li> </ul> <p><u>SA Staff attending:</u> Patrice Thomsen, Sandy Perkins, Valerie Merrow, Dave Thomason, Brad Iams, Sandi Fry, Randy Volz</p>
<p><b>2.</b></p>	<p><b>Review and Approval of Minutes</b></p>	<p>Minutes from the August 29, 2013 conference call were approved by email and are posted on the <a href="#">WIC Advisory Committee</a> page of the Kansas WIC website.</p>
<p><b>3.</b></p>	<p><b>Revision/Approval of Ground Rules (Patrice)</b></p>	<p>Approved with addition: “As much as possible, submit items for the agenda rather than waiting to bring up in the Round Table.”</p>

4.	<p><b>Follow-up to August 29 WAC Meeting item...NWA Membership of Kansas Local Agencies. (Sandy Perkins, State Agency)</b></p>	<p>The consensus from the last WAC meeting was it would be good if the SA paid NWA dues for all LA.</p> <p>Membership year is by calendar year. An item is in the October I-memo telling agencies not to pay their dues. Robert Lee of NWA will send out info to get things set right in the NWA system. The SA is paying by LA units that contract with the SA. Can then associate multiple clinics/subagencies.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> <li>• NWA emails-what's going on in Washington.</li> <li>• Member rate at conferences</li> <li>• Opportunity to serve on NW committees</li> </ul>
5.	<p><b>Follow-up to August 20 WAC Meeting item...Report from ad hoc committee reviewing WAC policy and procedure. (Members: Sandy Perkins, chairman, Kay Powell, and Linda Timme).</b></p>	<p>Draft policy was emailed to WAC members 10/22. Agencies were changed in some region assignments to make numbers more even. Intent included spreading out involvement and removing SA from role of conducting elections. Coordinator from the listed agency does not have to be on WAC, but can be, or can find a person to serve.</p> <p>Decision from WAC comments - Agency table in the policy will list 2 LAs for each region and they can decide between themselves which is Representative and which is Alternate.</p> <p>Sandy Perkins will revise the policy from the discussion, but it may be a while since it does not take effect for several months.</p> <p>Question regarding LA NWA representative. Does the SA need to notify NWA that Laura Drake is the rep? Sandy Perkins will work with Laura on what she should do and probably draft a new policy to separate the NWA rep from the WAC policy.</p>
6.	<p><b>NWA Report (Nancy S)</b></p>	<p>Nancy was at a NWA meeting so unable to attend WAC, but sent this report:</p> <p>NWA has been busy keeping us abreast about the funding situation and the government shutdown. We certainly appreciate all that the Association did on our behalf along with any Kansans that contacted their representatives concerning this situation. Unfortunately, we will have to go through this again in just a few brief months! I want to welcome Laura Drake, Johnson County Coordinator, as your new Kansas LA Representative! After 12 years, I felt it was time to let someone else have the privilege of representing you! I will continue to be our Regional rep for the Mountain Plains for another year.</p>
7.	<p><b>KWIC Update (Sandi Fry)</b></p>	<p>Sandi described the formal process by which new ideas for KWIC are determined. Ideas from state and local staff are collected and periodically reviewed and prioritized. Periodically the Multi-State Consortium meets and each of the 3 states brings 3 proposals. The proposals are reviewed considering a variety of factors such as urgency, federal mandates, cost, etc. The WIC directors of the 3 states will decide on the top ideas (probably 1-3). In early November Dave Thomason will propose these 3 Kansas ideas:</p>

		<ul style="list-style-type: none"> <li>• Ability to attach a scanned document to a KWIC record.</li> <li>• Create new breastfeeding reports to track exclusivity for state and local caseloads.</li> <li>• Automated Management Evaluation reports.</li> </ul>
8.	<b>Proposed policy and procedure revisions for LA staff actions to address missing check signatures. (Brad Iams)</b>	<p>A revised FCI 09.04.00 Check Issuance was emailed to WAC. WAC members provided Brad with comments about the revised procedure if a check signature was missed at issuance, in particular:</p> <ul style="list-style-type: none"> <li>• Where to file the signed check history – not with the original diet questionnaire.</li> <li>• How will the SA know where to find the signed check history during review? Have staff add a note where/when filed, e.g. date of “daily folder.”</li> <li>• What about the client that never comes back into clinic so the history will stay in the unsigned checks folder forever? Can there be something specific in the policy saying after X number of months it can be filed and noted “Lost to follow-up” in the client’s KWIC record?</li> </ul>
9.	<b>Determine 2014 WAC meeting dates and facilitators (Patrice Thomsen)</b>	<p>Conference calls, 10:00 AM</p> <ul style="list-style-type: none"> <li>• January 22, 2014 – Shirley Mendoza</li> <li>• April 23, 2014 – Heather Peterson</li> <li>• July 23, 2014 – Brenda Clugston</li> <li>• October 22, 2014 – Jody Hammerschmidt</li> </ul>
10.	<b>Round Table Discussion- All</b>	<p><u>Nancy Anstey</u>: Can the new text messages be more specific as to what’s needed? Answer: Sandi Fry discussed the difficulty with have more text. The system sends a maximum number of characters. Some carriers truncate and send one message., others send multiple messages until all text is sent. There was discussion about what the reminder might say to improve clarity. Sandi will investigate with the other consortium members.</p> <p><u>Kay Powell</u>: Where are we in the new food list process? Answer: Valerie said that the final decisions were delayed because there was a possibility that the final food rule would be released. It seems that will not happen so the decision process will be moving forward.</p> <p><u>Dave Thomason</u>: Thanked everyone for work done during the time of partial federal government shutdown. A contract amendment was recently sent. It was determined by the KDHE legal staff that the existing contract was insufficient in case of an actual stoppage of federal funds so the amendment was needed.</p>
11.	<b>Next Meeting and Adjourn (Kay)</b>	<p>January 22, 2014 – Shirley Mendoza, facilitator.</p>