

## WIC Advisory Committee Minutes

<b>October 21, 2015</b> 10:00 AM	<b>Facilitator: Tiffani Krause, SW Region Rep</b> <b>Minutes: Patrice Thomsen</b>
Welcome and Attendance (Tiffani)	Thank you to all WAC members – especially those who have served for 2 years and are now departing the committee.

Region		Representative		Alternate
Southwest (Continuing)	X	Tiffani Krause	X	Yolanda Erives
Northwest (New)	O	Rhea Daise	X	Melissa Wachendorfer
South Central	X	Bev Frizell	O	Pam Guldner
North Central (Continuing)	X	Aarynne Struble	X	Rebecca Potvin
Southeast (Departing)	X	Brenda Clugston	X	Nancy Anstey
Southeast (New)	X	Kandy Dowell	O	Linda Timme
Northeast (Departing)	X	Jody Hammerschmidt	X	Argelia Woods
Northeast (New)	X	Angie Reith	O	Connie Zeit
LA NWA Rep (Departing)	O	Laura Drake		
LA NWA Rep (New)	X	Carol Winter		
State Staff	X	Patrice Thomsen	X	Valerie Merrow
State Staff	X	Dave Thomason	X	Martha Hagen
State Staff	X	Ashley Warren	X	Randy Volz
State Staff	X	Janna Gunckle	X	Rachelle Hazelton

**Members Departing:**

- Northeast
  - Representative: Jody Hammerschmidt, Leavenworth County
  - Alternate: Argelia Woods, Johnson County
- Southeast
  - Representative: Brenda Clugston, Cherokee County
  - Alternate: Nancy Anstey, Lyon County
- NWA LA Representative – Laura Drake, Johnson County

**New Members:**

- Northeast
  - Representative: Angie Reith, NEK-Jackson County
  - Alternate: Connie Zeit – NEK-Atchison County

<ul style="list-style-type: none"> <li>• Southeast <ul style="list-style-type: none"> <li>○ Representative: Kandy Dowell, Elk County</li> <li>○ Alternate: Linda Timme, Crawford County</li> </ul> </li> <li>• NWA LA Representative – Carol Winter, Johnson County</li> </ul> <p>Members Continuing:</p> <ul style="list-style-type: none"> <li>• North Central Region <ul style="list-style-type: none"> <li>○ Representative: Aarynne Struble, Saline County</li> <li>○ Alternate: Rebecca Potvin, Riley County</li> </ul> </li> <li>• South Central Region <ul style="list-style-type: none"> <li>○ Representative: Bev Frizell, Barton County</li> <li>○ Alternate: Pam Guldner, Rice County</li> </ul> </li> <li>• Southwest Region <ul style="list-style-type: none"> <li>○ Representative: Tiffani Krause, Seward Seward County</li> <li>○ Alternate: Yolanda Erives, Seward County</li> </ul> </li> </ul>	
<p>Review and Approval of Minutes</p>	<p>Minutes from the April 15, 2015 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>Revision/Approval of Ground Rules (Patrice)</p>	<ul style="list-style-type: none"> <li>• Approved with the addition of “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.” See revisions version at end of minutes.</li> </ul>
<p>NWA Report (Laura Drake)</p>	<ul style="list-style-type: none"> <li>• No recent conference call meeting for Local Agency reps in the Mountain Plains Region. Laura had no information to provide beyond what Local agency staff can read in Monday Morning Reports emailed from NWA.</li> <li>• New rep is Carol Winter. Contact <a href="mailto:Carol.Winter@jocogov.org">Carol.Winter@jocogov.org</a> &amp; 913-477-8126</li> </ul>
<p>Determine 2016 WAC Meeting Dates and facilitators (Patrice Thomsen)</p>	<ul style="list-style-type: none"> <li>• Jan. 26, 2016 – Bev Frizell</li> <li>• April 19, 2016 – Angie Reith (Tentative - Will likely change date and time to be a face-to-face meeting in conjunction with Kansas statewide WIC conference, when those dates are determined.)</li> <li>• July 19, 2016 – Carol Winter</li> <li>• Oct. 18, 2016 – Kandy Dowell</li> </ul> <p>Except for the spring meeting all will be a conference call from 10:00 to noon. Note change to Tuesdays!</p>
<p>Training WIC staff to search for existing records – (Brenda Clugston) “I bring it up to our</p>	<p>The particular issue is that foster children end up with duplicate records because foster parents don’t know the correct spelling of the child’s name.</p>

<p>own staff quite frequently, but I wonder if there is a better way to train WIC staff to search for existing records. I would be interested to know about the procedure or steps that the staff of other agencies do when trying to locate a child that may have been on Kansas WIC before. “</p>	<ul style="list-style-type: none"> <li>• Jackson: For foster children, they look up in KMAP in advance of the appointment. Then they might see where the child was so know to ask about transferring a WIC record.</li> <li>• Seward: Opens “Transfer from In-state” and searches using the date of birth and maybe the first letter of the last name. They do this for foster children, <b>but also for any new child</b>. They find that this helps a lot to cut down on starting duplicate records.</li> <li>• Johnson: Opens “Transfer from In-state” and searches using date of birth and first letter of last name, and maybe first letter of first name. Has found that KMAP is not always accurate in the last name spelling.</li> </ul> <p>Dave asked that if anyone finds a situation in which Dual Participation seems to not work, to send details.</p> <ul style="list-style-type: none"> <li>• Tiffani referred back to emails sent this summer regarding a client enrolled in Seward and Meade.</li> <li>• Argelia commented that perhaps sometimes it can occur that a name is entered one way at the certification when dual participation test occurs and there is no match. Then if the name is corrected later and a dual participation match is triggered at a subsequent certification.</li> </ul>
<p>Report on the County Commissioner’s issues in Sedgwick county. (Dave Thomason)</p>	<p>At least several of the Sedgwick County Commissioners are concerned that WIC and other public health programs are providing services to illegal aliens and have requested that KDHE change the eligibility requirements and serve only US citizens and residents with legal status. This has made state and national news. As WIC is a preventative public health program, and limiting services would go against good public health practice, KDHE does not plan to change eligibility requirements. Also simply asking potential clients about their citizenship status can have a negative impact on participation and thereby negatively impact health outcomes of moms, infants and children. This issue has emphasized the need to be ever vigilant in developing and maintaining a positive relationship with each and every local elected official by providing them with information about the positive aspects of WIC. KDHE will put together materials and keep them on the WIC website to assist WIC coordinators with this task.</p>

<p>Offering FVC at 9 month infant visit and providing info about making baby food (Martha Hagen) How is it going? If well, what are procedures, etc. that we might pass along to other clinics? If not, what are the problems?</p>	<p>Seward: They start preparing Mom when she comes in at Mid-cert. The RN will tailor then if the timing right so the 9 month package is available to tailor. At the 9-month NE+ visit, the clerk gives out the <a href="#">Homemade Baby Food</a> handout.</p> <p>Saline: Clinic procedure is for all babies to see CPA at 9 months for NEi appointment so can tailor. They give info on cup and making baby food.</p> <p>Johnson: at the 9 month NE+ visit, the clerk gives info on making baby food and talks to them about the option. If the mom is interested in the food package option, then they get the CPA to tailor.</p>
<p>KWIC update (Ashley Warren)</p>	<ol style="list-style-type: none"> <li>1. SQL Server conversion – set to happen after Friday. Ashley sent a mass email out 10/20 asking LA staff to log out by 5:30 Friday, 10/23 and use the same Dashboard link to log in Monday, 10/26. Version will say 2.0.1.</li> <li>2. Deceased clients. There has been an Archive work group, who decided NOT to archive deceased clients. There is a plan to change KWIC with rules so certain clients will be hidden, e.g. deceased, older children, older women, etc. Then there will be a check box to “unhide” them. This is being researched now, and no time frame set when it will occur.</li> </ol>
<p>Round Table Discussion-All</p>	<p>Aarynne, Saline: Entering 30 days of income according to the recent guidance can be very time consuming and difficult, with added complexity if some of the proofs are missing. Local Agencies are having to allow more time for staff to complete this task and this affects clinic flow at certification and when clients bring in missing proofs.</p> <p><u>Response, Dave:</u> We realize and regret the difficulty. There will be additional feedback given to the USDA to see if this new interpretation regarding documentation can be modified. Until then we do understand the challenge and the impact. In the meantime, there is no immediate plan to change KWIC.</p> <p>Yolanda, Seward: The Spanish Program booklet is a problem with the metric measures. And the Spanish Eat, Grow, Live Healthy pamphlet has grams protein and cereal for PG and PP.</p> <p><u>Response, Valerie:</u> The Brush Art contracted translator made those changes. The booklet is being changed back but it will take several weeks. Valerie is sending a mass email to agencies. We will notify Julie Ornelas about the EGLH brochure so she can contact Brush Art.</p> <p>Brenda, Cherokee: They want to continue to use the Baby</p>

	<p>Behavior materials next year. Will they be available?  <u>Response, Martha:</u> Absolutely! It is our intent that clinics continue the Kansas Baby Behavior Campaign and use the materials. We'll put an item in the October I-Memo so all clinics are aware.</p> <p>Rachelle, State: Some LA reimbursements will be delayed. The state's SMART will be down from late October to Nov. 12 for upgrades. A notice will be in the October I-Memo.</p> <p>Dave, State: Would like feedback on the email notices that LA staff receive with the notification about I- and P-memos. Does the link in the email work? When you go to the website, does the link on the website work?  <u>Response, WAC member:</u> No problems.</p> <p>Dave, State: Regarding on-line sales of infant formula, do any clinics have a practice of regularly monitoring?  <u>Response, WAC member:</u> None reported having a practice of someone regularly monitoring at this time. Some have reports of formula being on sites such as Facebook, or local buy/sell/trade sites. It is difficult to follow-up since it is difficult to prove it is from WIC, although some clinics do end up sending warnings.</p> <p>Valerie/Dave noted that there is recent clarification by USDA that there doesn't have to be proof that it actually came from WIC. Will likely be more guidance in the future.</p>
<p>Next Meeting and Adjourn (Tiffani)</p>	<p>January 26, 2016. 10:00 AM Conference Call. Facilitated by Bev Frizell</p>

# 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