

Local Agency Conference Call Minutes

April 7, 2016

Beginning at 9:00am

Attendees: All agencies present except Broadwater and Fort Peck

State Staff: Kate Girard, Dick Michaelis, Chris Fogelman, Lacy Little, Kevin Moore, Kelly Aughney, Glade Roos, Blair Hendricks, Mike Fields

Agenda Items

State Update/Announcements (Kate)

- WFSG Status/meeting- the next and last WFSG meeting will be May 16th from 11-3 in Bozeman at the Best Western Gran Tree. This group has been meeting regularly for about 8 years and has accomplished a lot, including a solid funding formula, improved relationships and communications between state and local agencies, policy updates and identified data to be tracked for program improvements.
- WIC Work Group/MAWA- this group will take the place of WFSG. They will be appointed through MAWA and represent various size levels of agencies. The group will hopefully meet 4 times per year, twice in person, and work on such topics as feedback on conference planning and trainings, data, outreach and other areas to improve our program as a team.
- Survey:
 - Need TV or Computer Kiosk? We have about \$20,000 from this year's infrastructure grant and we would like to fund set up of either a computer kiosk or flat screen TV for locals to show participant video, provide nutrition education, and/or use for EBT online management (setting pin, checking balances).
 - What kind of remote education will work for you & your participants? WICHealth.org did not get as much use as we hoped for. We would like to write a grant for money to fund distance education that would be more widely used. Please consider what options would be best (app on phone, online modules, send home lessons...)
 - Training topics by webex- we will be started training webex sessions every other month. Please submit topics you would like to see covered!
- Funding- infrastructure & reallocation- We are submitting an infrastructure grant for the next year and a half and will try to incorporate requests for training, etc. There will be a limited call for reallocation this month. We cannot fund as much in reallocation as we have in the past.
- MOUs- we have MOUs with Immunizations & Home Visiting (MECHV). The intent is to make it easier to coordinate services and do outreach. We will also be able to data

match at the state and gauge program referrals/participation. This is not meant to release information freely, but just to streamline outreach and referral processes.

Vendor Updates (Kevin, Glade)

- Retailer Monitoring - Spring is a great time to visit retailers for annual monitoring. All retailer monitoring must be completed by end of August. Schedule visits with stores now, remember the policy change about stocking requirements. Contact Kevin when you have the visits scheduled for ed. buy benefits.
- Retailer Enablement - We are in the process of assisting our retailers in upgrading/replacing their POS systems to accept eWIC transactions. We have grant money set aside to do this. All of our retailers should be able to do this by the time we roll-out statewide next spring-summer.
- eWIC Updates
 - eWIC Retailer working group had a conference call on 3/31. Reminded retailers about our rollout schedule, retailer enablement, and UPC collection. Lots of interest and excitement among retailers.
 - The UPC database is a critical part of how the eWIC process works, in order to make sure we have collected them all we are going to manually scan in almost every store. We will start scanning the pilot area in May, please let us know if you are interested in helping to scan anywhere in the state. Depending on how fast we get through the pilot area, we may begin scanning statewide in July and Aug. There will also be opportunities to help scan into the fall and Jan and February of 2017. Let us know if you can help.
 - Local Agency training on eWIC procedures will take place in Helena in January for the pilot area and in March & April for statewide. The trainings will be 2 ½ days long. The training will cover all major areas affect with the eWIC roll out (I.E. foster placement, formula change, how to train participants, etc.)

Admin (Kelly)

- April is a Time Study Month
 - Supervisors please remind/assist new staff
 - Should be recording every day
- April 15th is Final Deadline for Biannual Forms Order
 - Have enough stock to last until October 15th
 - There's a now a fillable PDF online, select the drop-down with lead agency name-(the city is attached to make it easier for P&G to fill orders)
 - Do not use the "others" option, that's only for agencies non-associated with WIC
 - Instead of bundles, they are single forms now
 - The lead clinic is responsible for ordering for their satellite clinics
- Civil Rights

- It's now **required** in Moodle for all new employees
- **All** employees must complete annually by October, the Sign-in sheet is at the end of the PowerPoint. It can either be mailed, faxed or emailed to me
- The updated version for Spring 2016 is online now
- Tribal Eligibility Refresher
 - Applicant/participants using tribal enrollment as income verification may self-declare their income verbally or in a signed, written statement.
 - If the income amount declared is higher than allowed, assess for adjunctive eligibility or check proof of income.
 - The tribal member must be an enrolled member of the governing tribe(s) of the reservation where they reside; any household member's enrollment will qualify the applying household.

Nutrition (Chris/Lacy)

- Breast pumps
 - Log, issuance, explaining use – ne revision is attached to these minutes and will be available in the 2017 State Plan. The revision includes the justification for the issuance of the pump and a brief listing of the education provided (these to items should also be in the participants chart in Mange Notes). This will allow staff following-up on issuance and use to use the log for information and for the State Office to review pump issuance more completely during monitoring visits
- Applications by lead WIC agency for a new Breastfeeding Peer Counselor Program are available and attached to the minutes and the April 11, 2016 WIC Newsletter. Also in the same locations is a brief listing of required information to submit and listing of the Lead Local Agencies responsibilities. Applications are due by May 13, 2016.
- Nutrition & Breastfeeding NWA Conference, September 8-10, 2016, in Denver is an excellent use of your training funds. It is possible that there may be remaining Breastfeeding Infrastructure funds to use on this. A determination will be made later if funds are available from the Breastfeeding Infrastructure Grant.
- Certified Lactation Specialist – Billings – June 20-24, 2016 – application for reimbursement will be available attached to these minutes and the April 11, 2016, WIC Newsletter. They are due by May 13, 2016. Determination of who will be funded will be made after that date.
- Remember to bring breast model to Spring WIC Conference
- Exit Counseling Requirement
 - Located on the website
 - Complete the form for your specific area
 - This is used for participants that no longer meet categorically (child that turns 5, breastfeeding mom at 12 months, postpartum woman at 6 months).
 - The intent is to set them up with resources beyond WIC.

- Substance abuse forms
 - Must be given at all certification appointments.
 - These were mailed out to all clinics already. Please locate and use those before you order more.
 - They are tear pad and come 50 sheets to a pad.

NWA Leadership Conference- Jeanine Lund & Kate Devino shared their experiences