

MEETING AGENDA

Meeting Name: NYS WIC Association Board of Directors

Meeting Date: February 12, 2024

Meeting Time: 2:00 PM EST

Location: Zoom Meeting:

<https://us02web.zoom.us/j/88698130922?pwd=aDAzWFVFc3BvZWJwK1d5M1FtTFINQT09>

INVITEES:

Department of Health:

- Corie Nadzan (Bur. Dir)
- Samantha Phillips-Brown (Bur. Dir)
- Josh Huggins (Bur. Dir)
- Amy Simmons (Bur. Dir)
- Ali Stark (ISMS)
- Renee Wing (PCCS)
- Tammy Leone-Curtis (FDVMS)
- Lucinda Caruso (QANS)
- Jillian Osborn (QANS)
- Cassandra Stockman (FDVMS)
- Cheryl Nary (FMS)
- Pietro Multari (CDRO)
- Iris Marchante (MARO)
- Ivette Santiago (MARO)
- AmyLyn Clarke (WRO)
- Becky Monahan (WRO)
- Beth Huber (WRO)
- Nancy Mendillo (CNYRO)
- Kimberly Sopchak (CNYRO)
- Kevin Wood (ISMS)

Board Members:

- Lisa Fermin
- Andrea Byrne
- Tammy Lana
- Lauren Brand
- Megan Fulton
- Lauren Sondey
- Rudy Sicari
- Melissa Sacco
- Misha Marvel (SW Advocate)
- Natasha Ashley (Advocate)
- Sue Kowaleski (Advocate)
- Tanya Reese (Advocate)
- Cindy Walsh (Advocate)
- Sherry Wilson (SW Advocate)
- Elizabeth Crofut
- Helene Rosenhouse-Romeo
- Sara DeFrank
- Penny Bashford
- Mary Maziarz
- Latoya Thompson
- Monica Gopaul
- Deliza Cosme
- Lori Davis-Spatalo
- Victoria Steen-Huners
- Keri Santos
- Ashley Clark
- Tommi-Grace Melito
- Liz Crofut
- Kristen VanHouten
- Amber Munch
- Sara Hettel
- Ondie Bryne

AGENDA SECTION	TOPICS	WHO
Welcome & Agenda	<ul style="list-style-type: none"> ❖ Outline of today's meeting ❖ Project Sunlight Forms ❖ Introductions 	Lisa

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General DOH Updates	<ul style="list-style-type: none">❖ Staff Updates<ul style="list-style-type: none">○ Introduced Cheryl Nary, Fiscal Management Section Leader, Pete Multari from the Capital District Regional Office team, and guest Kevin Wood from the Information Management System Section.❖ Meeting Goals<ul style="list-style-type: none">○ redefined the purpose of these meetings –goal is to discuss statewide issues, collaborate with BOD in areas such as procedures, planning, and modernization efforts.○ feedback is welcome to improve meeting efficiency and meaningfulness.○ regional issues will be referred back to the regions for support but may still be brought to BOD/State meetings when warranted.○ consider agenda options – ensuring topics are statewide issues, delineating FYI vs action items, parking lot for unresolved issues that don't need immediate discussion but warrant attention.	Corie
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Program Communication and Collaboration Section	<ul style="list-style-type: none">❖ Hunger Solutions<ul style="list-style-type: none">○ We acknowledge the request to share more information about Hunger Solutions New York’s media efforts. We currently share Hunger Solutions New York’s outreach work in the WIC Watch and during Outreach Coordinator calls and can use these existing venues to share more on media strategies, specifically. Local agencies are encouraged to subscribe to Hunger Solutions New York’s newsletters, https://hungersolutionsny.org/subscribe/❖ Mandatory HNU reminder letter<ul style="list-style-type: none">○ The suggestion to make the HNU appointment reminder letter optional is under review.❖ Wanda Referral Issues<ul style="list-style-type: none">○ Wanda referrals were disrupted for a ten day period at the end of January. The issue has been resolved and agencies were encouraged to contact the referrals received in a timely manner. Local agencies are also encouraged to report any significant changes to their usual Wanda referrals to their Regional Office representative.	Renee
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<p>Quality Assurance and Nutrition Section</p>	<ul style="list-style-type: none">❖ WICHealth<ul style="list-style-type: none">○ In December, 22% of participants offered the online NE option accepted.○ In December, 91% of wichealth lessons completed were in English and 9% in Spanish. The figures were 86% English and 14% Spanish in January.○ Most popular lessons were: Solving Picky Eating, Feeding Your Infant Solid Foods, Feeding Your 1-Year-Old○ Added to chat: The figures cited earlier in terms of online nutrition education (NE) acceptance includes all participants that have a row added to the online NE offered grid and the accepted checkbox is checked. So, 22% of participants offered NE in NYWIC were documented as having accepted per the checkbox.❖ WIC Library<ul style="list-style-type: none">○ The plan was to move the library to the Resource Hub. Testing ran 2 weeks with 17 LA and DOH staff.○ Thanks to testers. Feedback was generally positive.○ Testing turned up an issue in which documents download to one's computer instead of opening in a new browser window.○ NYSTEC seeking a fix for this issue.○ Library migration is on hold at present.❖ Training Suggestions<ul style="list-style-type: none">○ Training Center team is seeking input for upcoming trainings, like new topics and prioritization. What is the best way to obtain the Board's input?❖ Capital SharePoint<ul style="list-style-type: none">○ Launched in December to support posting/sharing documents to all Capital LAs as a pilot.	<p>Lucinda</p>
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Food Delivery and Vendor Management Section	❖ None	Tammy
Fiscal Updates	<ul style="list-style-type: none"> ❖ FFY 2025 Budget Development Timeline <ul style="list-style-type: none"> ○ Budget preparation and submission – Monday, 4/15/24 to Friday, 5/24/24 ○ Regional Office review and approval – Monday, 5/27/24 to Friday, 6/21/24 ○ Central Office review and approval – Monday, 6/24/24 to Wednesday, 7/17/24 ○ Contract entry in SFS – Thursday, 7/18/24 to Friday, 8/2/24 ○ Grantee signature – Monday, 8/5/24 to Monday, 8/12/24 ○ Approvals and contract execution – Tuesday, 8/13/24 to Tuesday, 10/1/24 ❖ Reminder for LAs to assign roles to agency staff in SFS to sign and execute WIC contracts. 	Cheryl
Information Systems Updates	<ul style="list-style-type: none"> ❖ RemedyForce Multi-Factor Authentication <ul style="list-style-type: none"> ○ Salesforce is the company that owns the platform RemedyForce is built on and Salesforce is mandating Multifactor Authentication (MFA) on all software using the platform. At this time, we are working on the final solution for Multifactor Authentication for RemedyForce. We are hoping to use Okta, which is the same authenticator utilized for NYWIC, though we may not be able to. At this time, we continue to follow the guidance to use the link “Log in without setting up the MFA.” If someone has set up a multifactor authentication through the RemedyForce software and gets locked out, submit a ticket through the NYWIC Help Desk by calling or having another staff submit the ticket. Additional guidance will be provided when we have details. 	Ali

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Other	<ul style="list-style-type: none">❖ Supporting Services at Temp Agencies<ul style="list-style-type: none">○ The central office is monitoring, and discussions continue occurring at the regional level through individual and region-wide discussions. The regions and central office will review local agency data in April.❖ Staffing<ul style="list-style-type: none">○ Remains a challenge at the local agency level. USDA is aware of related funding constraints. Local agencies should continue to work with regional offices to discuss agency-specific staffing issues and their ability to support other agencies- local agencies can strategize at regional coordinator meetings the best ways to support each other while ensuring that participants have a choice in where they receive services. The state continues to monitor compliance with the 10/20 day rule and will continue to work with the regional offices in monitoring staffing and caseload levels.	Regional Offices
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