

**New York State WIC Association  
Board of Directors Meeting**

Date: April 18, 2017

Location: The Century House, Latham NY

**Present: Mary Allison, Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Angel Carter, Lisa Cogswell, Carmelina Cruz, Lisa Fermin, Megan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Agnes Molnar, Cathryn Mizbani, Carolyn Niedzielski, Corie Nadzan, Helene Rosenhause-Romeo, Melissa Sacco, Rudy Sicari, Victoria Prentice, Cindy Walsh, Colleen Vokes, Sherry Wilson**

**Excused: Tenisha Rivers- Hill, Cindy Walton**

**Guests: None**

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	With a quorum established, Chair Lauren Brand called the meeting to order at 1:54 pm.	Establish quorum.	None
Introductions  Minutes Approval	All board members introduced themselves. Minutes from February Board meeting were reviewed and accepted with 2 corrections: A) Penny Bashford participated in the February Board meeting held via conference call. B) Corrected spelling error- Colleen <b>Vokes</b> , not <b>Volkes</b> . Sherry Wilson- motion to approve minutes with corrections, & Colleen Vokes seconded the motion.	Motion to approve minutes with corrections carried unanimously.	None
Chair's Report	<b>Chair-Lauren Brand:</b> There have been a lot of transition activities going on. Office holders- Lauren, Gigi and Cathryn are learning as we move forward. At the start of this meeting, we had Tammy Lana & Victoria take pictures of the full board and all the committees. Our sincere thanks to both of them! Executive committee met yesterday & we have one proposal. In the past, we met before our meeting with the state team to discuss issues and other matters. This helped us go into the meeting as a cohesive group. We recommend that we reduce the time spent at each committee meeting by 15	Discussion of adding an additional meeting prior to our meeting with state team was agreed by all board members. Lauren Brand will prepare a revised schedule for all board and committee meetings.	<b>Lauren Brand</b>

	<p>minutes, and spend an hour discussing items prior to meeting with the state team.</p> <p>Cindy Walsh presented the following 2 motions:</p> <p>a) to elect Helene Rosenhouse-Romeo as Provider from MARO. Helene was voted in unanimously via a voice ballot. &amp; b) to elect Corie Nadzan as Vice Chair, to fill a vacancy for 1 year. Corie was voted in unanimously via paper ballot.</p> <p>Congratulations to both Helene &amp; Corie!!</p> <p>Agnes reported that more than a dozen attended the NWA Leadership Conference held in Washington DC in March. They met with staff at the Governor's and Senator's offices. Also, met with staff members of 22 out of 27 of Congressional members of NYS. Most of them were receptive to WIC. Fear of deportation among immigrants was discussed in these meetings. WIC receives discretionary funding. President has mentioned that he will direct more discretionary funding for Defense. Future of WIC funding is unknown at this point. We will continue with our lobbying efforts to promote the benefits of the WIC program.</p>		
<b>COMMITTEE REPORTS</b>			
<b>Consumer/Vendor</b>	<p><b>Angel Carter:</b></p> <p>Working on revising flyer for Consumer application.</p> <p>Need vendor listed by those who accept exempt formula and those that do not.</p>	Complete and post applications for Consumers on our website & Facebook.	<b>Angel Carter</b>
<b>Conference</b>	<p><b>Melissa Sacco/Corie Nadzan</b></p> <p>Providers-need to register staff who will be attending the conference. Deadline for registration has been extended to next Friday, April 26<sup>th</sup> with the discounted rates.</p> <p>Thus far, we have 194 confirmed attendees including speakers. Last year, by this time we had approximately 264 confirmed.</p> <p>We are concerned about lower numbers registered for this conference, resulting in lower income &amp; fewer vendors for next year. Hopefully numbers will increase after local agencies receive approvals from their Regional offices.</p> <p>Still looking for more Door Prizes.</p> <p>Looking for venues for 2018 conference</p>	Gigi Cruz will contact Iris Merchante and Lauren will contact April Hamilton	<p><b>Melissa Sacco</b></p> <p><b>Corie Nadzan</b></p>

<p><b>Finance</b></p>	<p><b>Cathryn Mizbani/Gigi Cruz:</b>  Gigi Cruz expressed her “Thanks” to everyone, especially those who have answered questions in this learning process as the new Treasurer. She emphasized that the success of this organization depends on everyone. Financial statements from 1<sup>st</sup> quarter, which had been emailed to all board members prior to this meeting were reviewed in detail.  A draft budget for 2017 was presented and line items were discussed. Committee chairs need to submit their budget at the earliest.  No motions to the board today.</p>	<p>Committee Chairs- submit budgets to Finance Committee.</p>	<p><b>Gigi Cruz/Cathryn Mizbani</b></p>
<p><b>Board Development</b></p>	<p><b>Cindy Walsh:</b>  Lauren Brand &amp; Cindy Walsh met and worked on job descriptions for Advocates &amp; Consumers.  Cindy Walsh presented a motion to adopt the Federal Reimbursement rates for Advocates &amp; Consumers. Currently it is: \$ 59/day for Albany &amp; Rochester, and \$69/day for Washington DC.  We will also add a sentence on the Expense Form which will state that breakfast can be included as part of day’s meal expenses if you must leave home before 7 am, and dinner to be included as an expense if reaching home after 7 pm. This motion was seconded by Holly Green. Following a short discussion all board members voted in favor of this motion.</p>	<p>Revise the travel expense form to include a sentence to reflect changes in reimbursement rates as voted.</p>	<p><b>Cindy Walsh  Gigi Cruz  Lauren Brand</b></p>
<p><b>Marketing &amp; Membership</b></p>	<p><b>Colleen Vokes/Victoria Prentice:</b>  There was an extensive discussion about what items need to be displayed at the table during the conference.  We will have copies of newsletter, consumer recruitment materials, and sticky note pads. Due date for next newsletter is June 15<sup>th</sup>. Articles are to be submitted by May 31. All board members are encouraged to submit articles.  We will add a link to WIC Strong on the website.</p>	<p>Tammy will print and give Cindy Walton 50 copies of the newsletter.  Victoria will bring the sticky note pads.</p>	<p>Tammy Lana  Victoria Prentice</p>

<p><b>Legislative/Lobbying</b></p>	<p><b>Agnes Molnar:</b>  There was a detailed discussion of what materials will need to be displayed at the conference.  Agnes will edit final version of the student loan payment offer letter &amp; application We will have 50 copies at the table. An email version of the same will be sent to all local agencies immediately after the conference. Responses will be due by July 15<sup>th</sup>, lottery will take place at our August board meeting, and checks should be mailed in September. Carolyn Niedzielski, our new board members was one of last year’s winner!  Agnes will contact Fred Newdom and invite him (and his wife) to attend the annual conference board dinner. We will recognize him for his many years of service.  Alma, Sue, Mary &amp; Viji have volunteered to work during the conference. Following the NWA conference, we need to set up visits with legislators in the regions. Agnes will contact Cindy Walton regarding contacts’ list developed by Kristine Stull and will send follow up emails.  Communication and lines of authority between regional offices and central DOH continues to be a problem. Messages from regional office to local agencies are inconsistent.  Alma will contact MARO administrators to get clarification about conference attendees and other potential problems related to central office and regional office line of authority.  Helene complained about non-standard expectations or ratings when regional offices conduct evaluations.  Rudy reported that peer group pricing is not functioning well. Vendors are still unhappy &amp; are getting bank charges for bounced checks.</p>	<p>Agnes will send final versions of the student loan payment offer letter &amp; application to Tammy.  Tammy- make copies of newsletter and other materials for distribution at the conference.   Agnes will invite Fred Newdom to recognize at the board dinner during the conference.   Cindy Walsh will design/order plaque for Fred.  Agnes- get list of contacts from Cindy Walton.   Alma- contact MARO administrators &amp; obtain clarifications.</p>	<p><b>Agnes Molnar  Tammy Lana  Cindy Walsh</b></p>
<p><b>Nutrition/Breastfeeding</b></p>	<p><b>Lisa Cogswell:</b>  3 state staff members attended this committee meeting.  There is no plan to revise medical documentation referral form.  Issuance of Food packages with NYWIC will be very similar to current method with more options for tailoring the food packages.  CARE Plans will be more like SOAP notes.  Peer Counselors will have more opportunities to log in &amp; document their notes.  Peer Counselor Coordinators will have to be CPAs.  State staff scheduled to meet with BF Coordinators at conference.</p>		<p><b>None</b></p>
<p><b>Additional Comments</b></p>	<p>None</p>		

<b>Regional Reports</b>	None		
<b>Adjournment</b>	Motion to adjourn meeting – Sue Kowaleski. Moved by Agnes Molnar. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:45 pm.		

Minutes prepared by: *Vijaya Jain*  
Secretary, WIC Association of NYS

Minutes reviewed by: *Lauren Brand*  
Chair, WIC Association of NYS

Date: May 3, 2017

Date: May 10, 2017