

**WIC Association of NYS
Board of Directors Meeting**

Date: April 21st, 2020

Location: Zoom Remote Meeting

Present: Penny Bashford, Lauren Brand, Andrea Byrne, Lisa Cogswell, Brian Coleman, Judette Dahleiden, Michelle Downer, Lisa Fermin, Meghan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Mary Krypel, Misha Marvel, Agnes Molnar, Helene Rosenhouse-Romeo, Melissa Sacco, Loriann Spatola-Davis, Cindy Walsh, Sherry Wilson

Absent: Melissa Goldstein, Yamilex Sanchez, Rudy Sicari

Guests: Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	<ul style="list-style-type: none"> With a quorum established, Chair Lauren Brand called meeting to order at 1:09 pm. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> Minutes from February 4th Board meeting were reviewed Judette Dahleiden made motion to approve minutes, Mary Krypel seconded the motion. 	Minutes approved	None
Chair's Report	<p>Lauren Brand</p> <ul style="list-style-type: none"> Lauren participated in a quarterly conference call with state WIC associations from across the country. NWA may plan a webinar for WIC local agencies on how to prepare to return to transition from remote to standard clinic operations. Brian Dittmeier from NWA contacted Lauren to help with advocacy to increase the cash value benefit (CVB) in the WIC food package to \$35/month. A letter addressed to Elise Stefanik was signed on behalf of the WIC Association Board of NYS. In addition, two board advocates (Sue Kowaleski and Cindy Walsh) sent communication to Elise Stefanik's office to reiterate the need for the increase in the CVB. As part of Association's strategic plan to expand communication with statewide organizations/stakeholders Lauren wants to form a committee to work on messaging during this crisis. Those interested email Lauren. 	<p>Updates from NWA</p> <p>Form working communications committee</p>	<p>None</p> <p>Ad hoc Communications Committee to meet</p>

COMMITTEE REPORTS			
Consumer/Vendor	Meghan Fulton <ul style="list-style-type: none"> • Committee did not meet in March. • Discussion about if there are any pervasive or broad issues/barriers with obtaining WIC foods. 	Questions about food package issues/barriers during Covid-19	Committee to explore whether this is an issue
Conference	Melissa Sacco <ul style="list-style-type: none"> • Hotel reservations were canceled, and refunds provided. • DJ and speakers all returned paid deposits back. • Conference registrations by credit card were refunded. Those paid by checks, Treasurer Rudy Sicari is in the process of sending all checks back. • Vendors/sponsors were provided with opportunity to donate to the Association instead of getting full refunds. • Site Solutions is still getting monthly fee and they have been working on all cancelation details. However, since there is no conference a renegotiation on fees should be had. 	Discuss modifying contract and forthcoming payments with Site Solutions	Lauren Brand & Melissa Sacco
Finance	Andrea Byrne <ul style="list-style-type: none"> • NWA stated refunds were issued for Leadership Conference that was canceled. • Financial statements for Association were not available at time of this meeting. • Mention that Association may be eligible for some loans being offered by federal government. 	Possible access to government COVID-19 emergency loans	Rudy Sicari
Board Development	Cindy Walsh <ul style="list-style-type: none"> • No meeting held in March. • Helene Rosenhouse-Romeo submitted a draft of revisions to Article V of the bylaws that will be sent out to committee members for review. 	Submitted draft of Article V bylaw section will be sent out for committee review.	Cindy Walsh

Marketing & Membership	Holly Green <ul style="list-style-type: none"> Committee did not meet in March. Judette Dahleiden has the first-aid kits intended for the annual conference that she will hold for next meeting. 	None	
Legislative / Lobbying	Vijaya Jain <ul style="list-style-type: none"> Committee did not meet in March but will regroup. Tammy Lana, Administrative Assistant, posted the advocacy toolkit on the Association's web page. The visit to Albany was successful, with 24 visits held. A document with the benefits of WIC used at this meeting will be uploaded to Association's web page. 	Link "benefits of WIC" document to web page	Tammy Lana
Nutrition/ Breastfeeding	Lisa Cogswell <ul style="list-style-type: none"> Committee did not meet in March. NYSDOH Division of Nutrition staff credited the committee with providing the idea of addition redemption information tab to NYWIC. 	None	
Additional Comments	<p>*Tammy Lana will reach out to Century Hotel regarding August meeting possibly being remote. June meeting will be remote and agenda to come.</p> <p>* A list of topics to be discussed with the state was created and included recommendations from the Association (see below).</p>	Discuss possibility of remote meeting in August with Century Hotel.	Tammy Lana
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Agnes Molnar and seconded by Lisa Cogswell; no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:52 p.m.		

Minutes prepared by: **Helene Rosenhouse-Romeo**
Secretary, WIC Association of NYS
Date: 04/30/2020

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS
Date: 05/05/2020

Questions and Recommendations for State WIC Program From 4/21/20 WIC Association of NYS Board Meeting

- **Audit**

- Record review
 - How will auditing from the COVID-19 time period be handled
 - When is the next quarterly record review due

- **Communication**

- Initial guidance on how to get started with staff working remotely was lacking
- On-going and specific feedback has been limited during COVID-19 crisis
 - Does state staff have the ability to submit help desk ticket to provide valuable feedback to local agencies (i.e. show rate report)
- Prioritize updating emergency preparedness WIC Program Policy to align with NYWIC/eWIC
 - Remote working criteria/policies
 - IT Guidance
 - eWIC cards
 - Telehealth parameters
 - Include technical specifications for autodialer capabilities and communication guidance

- **Budget**

- FFY 2021 budgeting process - when can LA's expect to get the call letter
- Can unspent funds be carried over from 2020 to 2021 budgets
- What is being done with the 500 million from the CARE ACT in NYS
- Hazard Pay – is this available to WIC programs in NYS
- Will DOH reimburse voucher for staff on Admin Time (not working) during pandemic
- MWBE reporting requirement for FFY 2021/22 - this needs to be communicated to local agencies

- **Process for reopening** - Agencies should be provided with guidance on how to manage reopening WIC sites

- Social distancing staff
- Continuation of remote issuance
- Supplies/cleaning needed for the workplace (will additional funding be allotted)
 - Masks, gloves, cleaning supplies
- Will there be an extension of the physical presence waiver

- **Advertising, Communication** – There is a need to communicate that WIC is OPEN and serving previous, current and new participants
 - Broadcast a unified message that WIC is open
 - NYSDOH should utilize social media on behalf of all WIC agencies (Facebook ads)
 - NWA campaign is available to NYS
 - Utilize WIC2GO APP - Provide push notifications to WIC participants
 - Radio, TV, Newspaper, Transportation Ads through the NSYDOH (in targeted languages)
- **WIC Foods**
 - Availability in grocery stores
 - Ability to purchase WIC foods remotely, online, delivery service (need to consider this option)
- **Farmers Market**
 - Will the stand-beside scanner be available to Farmers' Markets in the future

Recommendations:

- Extend the Physical Presence Waiver through 9/30/2020
- Request NYS staff participation on NWA calls and committees (workgroups and state director calls with the NWA board)
 - May help to consider implementation of additional waivers if needed
 - Utilize survey tools and NYWIC reports to assess need for additional waivers (i.e. participation vs. redemption)
- Extend and put into policy the ability to conduct remote nutrition education appointments in NYS
- Broadcast a unified message that WIC is open and serving participants remotely from the NYSDOH