

**MEETING AGENDA**

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

**Meeting Date:** February 6, 2023

**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 / PCCS)
- Samantha Phillips-Brown (Bur. Dir)
- Josh Huggins (QANS)
- Ali Stark (ISMS)
- Amy Simmons (Bur. Dir)
- Andrea Wahrlich (Bur. Dir)
- Tammy Leone-Curtis (FDMVS)
- Joann Tierney-Daniels (FMS)
- Cheryl Nary (FMS)
- David Becker (CDRO)
- Iris Marchante (MARO)
- Ivette Santiago (MARO)
- AmyLyn Clarke (WRO)
- Becky Monahan (WRO)
- Barbara Bowen (WRO)
- Beth Huber (WRO)
- Nancy Mendillo (CNYRO)

**Board Members:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Lauren Brand                | <input checked="" type="checkbox"/> Lori Davis-Spatalo |
| <input type="checkbox"/> Andrea Byrne                           | <input type="checkbox"/> Sara Hettel                   |
| <input type="checkbox"/> Tammy Lana                             | <input checked="" type="checkbox"/> Keri Santos        |
| <input checked="" type="checkbox"/> Lisa Fermin                 | <input checked="" type="checkbox"/> Ashley Clark       |
| <input checked="" type="checkbox"/> Megan Fulton                | <input type="checkbox"/> Tommi-Grace Melito            |
| <input checked="" type="checkbox"/> Lauren Sondey               |  |
| <input checked="" type="checkbox"/> Tanya Reese (Advocate)      |  |
| <input type="checkbox"/> Sue Kowaleski (Advocate)               |  |
| <input checked="" type="checkbox"/> Misha Marvel (SW Advocate)  |  |
| <input type="checkbox"/> Natasha Ashley (Advocate)              |  |
| <input checked="" type="checkbox"/> Melissa Sacco               |  |
| <input checked="" type="checkbox"/> Rudy Sicari                 |  |
| <input checked="" type="checkbox"/> Cindy Walsh (Advocate)      |  |
| <input checked="" type="checkbox"/> Sherry Wilson (SW Advocate) |  |
| <input checked="" type="checkbox"/> Elizabeth Crofut            |  |
| <input checked="" type="checkbox"/> Helene Rosenhouse-Romeo     |  |
| <input type="checkbox"/> Sara DeFrank                           |  |
| <input checked="" type="checkbox"/> Penny Bashford              |  |
| <input type="checkbox"/> Mary Maziarz                           |  |

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

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General DOH Updates	<ul style="list-style-type: none"><li>○ Physical Presence and Remote Benefit Issuance Waivers<ul style="list-style-type: none"><li>○ Last Tuesday, the White House announced the COVID-19 public health emergency declaration will end on May 11, 2023. The current WIC Physical Presence and Remote Benefit Issuance waivers are set to expire 90 days after the end of the COVID-19 Public Health Emergency (PHE), which is on August 9, 2023.</li><li>○ And then last Thursday, USDA announced the opportunity for State agencies to opt into nationwide waivers for Physical Presence and Remote Benefit Issuance using the authority granted to USDA by the American Rescue Plan Act (ARPA) which will be valid through September 2026. New York State plans to opt into these waivers and will be updating policies to reflect these waivers and share additional information as it becomes available.</li></ul></li></ul>	Corie
Program Communication and Collaboration Section	<ul style="list-style-type: none"><li>❖ WIC Watch Request<ul style="list-style-type: none"><li>○ WIC Assoc. Due, Conference Announcement, etc. in lieu of LA Memo - YES</li></ul></li><li>❖ Remote Guidance Procedures<ul style="list-style-type: none"><li>○ Remote Issuance – Should nutrition education be completely removed from COVID-19 notes since it is in policy now? The remote guidance document will be updated to include ‘select Individual-Phone or Household-Phone and then no note would be needed.</li><li>○ Starting all remote appointment notes with “COVID-19” was determined to be unnecessary since staff are already documenting the appointment as remote by selecting the remote options for the R+R and WIC Benefits signatures.</li><li>○ We welcome feedback on this document.</li></ul></li></ul>	Corie

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<p>Quality Assurance and Nutrition Section</p>	<ul style="list-style-type: none"><li>❖ Online Nutrition Education<ul style="list-style-type: none"><li>○ Online nutrition Education folder added to WIC Library within the Nutrition Services Folder, currently includes:<ul style="list-style-type: none"><li>▪ A recording of the Online Nutrition Education Training Sessions</li><li>▪ Online Nutrition Education Guidance Using wichealth</li></ul></li><li>○ Online Nutrition Education Guidance Using wichealth<ul style="list-style-type: none"><li>▪ This guidance document will continue to be a work in progress that will be refined as we actively implement online nutrition education into practice. NYS will continue to update the guidance document and communicate changes. Staff should make sure they are always reviewing the version of Online Nutrition Education Guidance Using wichealth on the WIC Library to ensure they are reviewing the most recent guidance.</li></ul></li><li>○ FAQs should be available this week<ul style="list-style-type: none"><li>▪ January Quarterly Webinar FAQs</li><li>▪ Online Nutrition Education Training Sessions FAQ</li></ul></li><li>○ Clarification on the wichealth staff accounts:<ul style="list-style-type: none"><li>▪ Mid-January, NYS DOH automatically assigned all QNs, CPAs, and WIC Coordinators with wichealth staff accounts. For additional staff requesting wichealth staff accounts please discuss with your WIC Coordinator. To request a wichealth account, the WIC Coordinator must submit a NY.gov Applications Access Request.</li></ul></li><li>○ wichealth workgroup<ul style="list-style-type: none"><li>▪ Met with Lauren and Lisa last week.</li></ul></li></ul></li></ul>	<p>Josh</p>
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- Workgroup is going to look at best practices for QN\CPA and also look into how other staff will fit into the new process
  - We are working on a call for volunteers for the workgroup. The workgroup will have 5 members from local agencies and one from the Board. We will be providing specifics on what we are looking for in group members: people who work in the sites, familiar with nutrition education, and also the program support side of things.
  - Volunteers needed by 24<sup>th</sup>
  - March 2<sup>nd</sup> is the first planned meeting
  - Group will meet every other Thursday for two months
- ❖ WIC Coordinator Toolkit
- One of the deliverables in our new Training Center contract is a WIC Coordinator Toolkit
  - DOH is soliciting volunteers for a workgroup to help with a WIC Coordinator Toolkit
  - Process will be similar to the competencies. It will have members from local agencies, regional offices, central office. Cicutelli will be facilitating
  - Informational Email went out on Thursday 2/2 looking for volunteers by 2/16
  - These are the dates and times for the meetings
    - March 2<sup>nd</sup> 2:00-4:00 PM
    - April 3<sup>rd</sup> 1:00 PM-3:00 PM
    - May 25<sup>th</sup> 2:00-4:00 PM
- ❖ Surveys for Staff Competencies
- Just a reminder that WIC staff will be receiving Competency Assessment surveys from Cicutelli this week. These are an important part of how we determine the training needs for all WIC local agency staff. We encourage all staff to complete them. Surveys will be sent to different job roles

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every one or two days over the next couple of weeks.

❖ New Learning Management System (WIC Resource Hub)

- We are announcing the start of our new Learning Management System. It will be called “WIC Resource Hub”
- It will be available on 3/7 and there will be a kick-off webinar for all staff to attend.
- There will be a more in-depth training for Coordinators and supervisors on 3/14. Topics will include
  - How to update staff information in the hub (supervisor and job roles)
  - How to view reporting data
- The rollout for the Resource Hub will start with some basic functionality and more will be added over time. These are the features that will be available on 3/7:
  - Training registration calendar and links
  - Mandatory 2023 Civil Rights training
  - Possibly mandatory Annual Computer Security training – pending 2023 file
  - Archived webinars
  - Some breastfeeding training content

❖ Metrics

- DOH is still working on the metrics and making sure they align with our other nutrition data reports (Pediatric Nutrition Surveillance System (PedNSS) & Pregnancy Nutrition Surveillance System (PNSS)).
- We hope to have metrics available for local agencies in the Spring

❖ National Nutrition Month

- Just a reminder that March is National Nutrition Month. As usual, DOH will be requesting pictures and other updates from local agencies to

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	showcase the activities that local agencies have planned	
Food Delivery and Vendor Management Section	<ul style="list-style-type: none"><li>❖ Temporary Formula Discontinuation/recent limited availability of Gentlease - FDVMS is preparing for the discontinuation of alternative formulas and will update the temp shop guide after each discontinuation date.<ul style="list-style-type: none"><li>○ Discontinuation dates, based on the 3 stages of USDA waiver expirations:<ul style="list-style-type: none"><li>➤ March 1, 2023: Discontinuation of alternative non-contract and imported standard formulas. (Store brands: Parents choice, Tippy Toes and imported brands like Bubs and Kendamil.)</li><li>➤ May 1, 2023: Alternative sizes of contract brand formulas, Enfamil and Similac</li><li>➤ July 1, 2023: Specialty formulas in FP III: Nutramigen with Probiotic LGG 19.8oz, 27.8oz and Enfamil NeuroPro Enfacare 23oz.</li></ul></li></ul></li></ul> <p>Local agencies to inform participants that these temporary products will not be available and encourage the purchase of the assigned formula, if available. Redemption of substitute products continues to be low suggesting that the assigned products are available. LAs who have received excess drop shipments are asked to consider sharing with other agencies if emergency situations arise.</p> <p>Also of note: on March 1, 2023, NYS WIC must transition back to only allowing Gerber Good Start Soy to be issued to participants for religious reasons. *Addressed further is LA Memo #7, which describes how to assign this formula.</p>	

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	<ul style="list-style-type: none"><li>○ The recent limited availability of Gentlease seems to be resolving. LAs, VMAs, FDVMS and MJ have worked together to address the supply of this product. Multiple drop shipments were issued to LAs in Capital and western regions. LAs should continue to contact their VMA if they can't find a product.</li><li>○ We recently added to the formulary 3 new alt products to help participants who not find this formula. One, Tippy Toes Gentle will be discontinued on March 1, the other two are XL sixes of Enfamil, a contract brand, and will remain on until May 1st.</li></ul> <p>Formula request summary of the last few weeks: 1/30-2/3: 23 (Gentlease 14)- no drop shipments 1/23-1/27: 54 (Gentlease 43) 1/16-1/20: 87 (Gentlease 69)</p> <p>Redemptions of Gentlease: 14,372.00 total units Gentlease Jan 29 - Feb 04 2,242.00 Sub total 0.155998 percent subs 1.56%</p> <ul style="list-style-type: none"><li>○ Drop shipments will still be available for contract formulas and are at the discretion of the distributors.</li></ul> <p>❖ Infant Formula Distribution</p> <ul style="list-style-type: none"><li>○ Formula distribution is not straightforward.</li><li>○ Smaller stores usually contract with a particular formula distributor.</li><li>○ Larger chains have their own distribution centers.</li><li>○ Stock of a particular formula for stores in the same proximity may vary greatly due to the above scenarios.</li><li>○ VMAs gather important details from LAs that help with troubleshooting gaps. This communication of details is important because it helps us to give specific information to manufacturers to help to target shipping to certain DCs, etc.</li></ul>	Tammy
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Fiscal Updates	<ul style="list-style-type: none"><li>❖ Status of agency budgets, budget modifications and FFY 2023 contracts – We are not expecting a delay in the FFY 2023.</li><li>❖ Final vouchers 2022 – We are asking agencies to get their final vouchers for 2022 in as soon as possible so that they can be paid.</li></ul>	Cheryl
Information Systems Updates	<ul style="list-style-type: none"><li>❖ here was confusion with the wichealth vs NYWIC help desk this morning, but everything has been sorted out.</li></ul>	Ali
Other	<ul style="list-style-type: none"><li>❖ Western – None</li><li>❖ Capital – None</li><li>❖ Central – None</li><li>❖ MARO - None</li></ul>	Regional Offices