

New York State WIC Association
Board of Directors Meeting
Date: February 7, 2023
Location: Zoom Meeting

BOD Present: Penny Bashford, Lauren Brand, Andrea (Ondie) Byrne, Ashley Clarke, Elizabeth Crofut, Lisa Fermin-Rivera, Megan Fulton, Misha Marvel, Tommi-Grace Melito, Melissa Sacco, Keri Santos, Tanya Reese, Rudy Sicari, Lauren Sondey, Kristin VanHouten, Cindy Walsh, Sherry Wilson

BOD Absent: Sarah DeFrank, Sara Hettel, Sue Kowaleski, Helene Rosenhouse-Romeo, Loriann-Spatola-Davis

Members/Staff: Mary Maziarz, 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 1:04 p.m. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> • December minutes were reviewed and following corrections should be made: Date of meeting is incorrect, should be December 13, 2023. Misha Marvel was listed as present and should have been listed as absent. Sherry Wilson’s name was spelled incorrectly. • Elizabeth Crofut made a motion to approve minutes from December 2023. Lisa Fermin-Rivera seconded the motion. • Minutes were unanimously approved, with one abstention. 	Minutes approved	None

<p>Chair's Report</p>	<p>Lauren Brand</p> <ul style="list-style-type: none"> • Lauren has been meeting with Chair Elect- Lisa Fermin-Rivera biweekly for Lisa's transition to this role. Tammy will start to join meetings. • The committee investigating the Executive Director search met twice to review job description, discussed meeting with Finance Committee for salary. Currently researching insurance, independent contracts. • A FOIL was emailed to the State asking for the NYS WIC appropriations from 2019-2022. Response sent, showing same amount since 2019. Did not ask what funds were used for. Discussion on reaching out to record access officer for more information. 	<p>Lauren will forward response</p>	<p>Lauren Brand</p>
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	COMMITTEE REPORTS		
Board Development	<p>Elizabeth Crofut</p> <ul style="list-style-type: none"> • Committee will be looking at Strategic Plan and updating accordingly. • Working on finalizing voting procedures. • Tammy is reviewing current position descriptions. • Will continue to discuss Mary's role. • Elizabeth made a motion to accept Monica as a Metro Advocate to replace Natasha's term. Motion was unanimously approved, with no abstentions. 	None	
Consumer/Vendor	This committee has not met.	None	None
Conference	<p>Mary Maziarz</p> <ul style="list-style-type: none"> • Conference agenda is full, continuing to look for sponsors. Currently have 62 attendees registered. Gathering a list of speakers for next year. • Committee will be looking at Strategic Plan and updating accordingly. 	Mary will forward information for registration to consumers/advocates.	Mary Maziarz

Finance	<p>Andrea Byrne</p> <ul style="list-style-type: none"> • No financials yet to report. • Discussed salary range for potential ED- looking as an independent contractor vs. an employee. Will be reaching out to accountant from NYCON for more information. Proposed budget of \$75,000. 	None	None
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Marketing & Membership	<p>Lisa Fermin-Rivera</p> <ul style="list-style-type: none"> • Committee will be looking at Strategic Plan and updating accordingly. • Discussed next Newsletter will be distributed in March. • Meet n’ Greets are ongoing, however the February one was cancelled due to conflicts with Breastfeeding Training across the state. • Tommi-Grace will be taking the role of chair when she returns from maternity leave. Will be looking for a co-chair. 	None	
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Legislative	<p>Misha Marvel</p> <ul style="list-style-type: none"> • Board approved raffle to award registration to NWA Leadership Conference. We had 9 respondents and 2 winners- Emily French (Essex County) & Gina Devito (Yonkers). Also was able to register Misha, Sarah and Tanya. • Last day to comment on USDA proposed food package rule is February 21st. Misha encouraged members to share. Lauren B, Lori and Misha met as a subcommittee to create comments on behalf of NYSWICA. • February 24th is Legislative Education Day- committee is working to schedule meetings the following week. 	None	None
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LA Program Operations	This committee has not met	None	None
Additional Comments	<ul style="list-style-type: none"> • Online Nutrition Education Workgroup: Jill Osbourne asked for representation from our association. They are looking for someone who has been involved in clinic on both nutrition end and intake end. • Cindy asked about an updated term list for when members are up for election. 	<p>Kristin expressed interest, will get back to Lauren B. if able to participate.</p> <p>Lauren will update list and share with Helene for Board Development</p>	<p>Kristin VanHouten</p> <p>Lauren Brand</p>
Regional Reports	<ul style="list-style-type: none"> • Capital: Received requests for Reopening Plan to include in person vs. remote, mailing cards and site travel. Some WIC Offices have been told they need to start seeing appointments in person and sending mixed messages. Discussion on how NYS WIC is still promoting remote services, yet telling certain offices they need to return to in person services. • Metro: NYC Metropolitan Association sent a questionnaire to gage information across the state to identify areas to focus on with the MirRam Group, LLC. Survey closes February 10th. The MirRam Group has a 7-month contract and if anyone would like to be involved can volunteer. • Central: Discussed formula shortage concerns across the region. Discussed decreases in infant caseload. Discussion of drop shipments in some areas but not available in others. Shared working with other LA's to distribute formula if there are a surplus from drop shipments. • Western: Similar concerns with formula shortage, WIC2Go app not properly scanning alternative formulas. Shared they just had Regional Office Site Visits- feedback on substance use talk and documentation with using a participant-centered approach. 	<p>Melissa will forward Lauren B. emails. Lauren B. will send a follow up email asking for clarification.</p> <p>Lauren S. will forward survey to the board.</p>	<p>Melissa Sacco Lauren Brand</p> <p>Lauren Sondey</p>

Adjournment	Motion to adjourn meeting made by Misha Marvel and seconded by Ashley Clarke. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:45 p.m.		
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Minutes prepared by **Megan Fulton**
WIC Association of NYS Secretary, **Date: 3/7/23**

Minutes reviewed by **Lauren Brand**
WIC Association of NYS Chair, **Date: _3/14/2023**