

## July 24, 2023, Advisory Group Meeting

### Attendance

**Chair:** Katlyn Hubbard (Becker Co.); **Regional Reps: Northeast:** Jenny Barta (Carlton Co.); **East Central:** Kristen Bricko (Sherburne Co); **Southeast:** Jessica Holst (Fillmore Co.); **South Central:** Arlin Penner (Nicollet); **Southwest: Absent:** Alli Orr (Nobles) **West Central:** Sue Olson (Clay Co.); **Northwest:** Kristy Rott (Polk Co.); **Metro:** Marianne Nelson (Bloomington Co.); **Caseload Group Reps: Group 1: Absent:** Kathy Duffy (Ramsey), **replaced by** Meghan Johnson, (Ramsey) ; **Group 2:** Cindy Jacobson (Dakota Co.); **Group 3:** Wendy O'Leary (Olmsted Co.); **Group 4:** Vacant; **Group 5:** Vacant; **Group 6:** Polly Ahrens (Renville Co.); **Tribal Agency Rep:** Vacant; **CHB Administrators:** Kristine Klopp (Mille Lacs Co.); **LPHA Rep:** Marlee Morrison (Community Health Director, CHI St. Joseph's Health)

**Minnesota Department of Health – WIC Management Team:** Kate Franken - WIC Director; Tami Matti: MIS & Data Unit Supervisor; **Absent:** Tammie Edmundson, Financial Management Analyst; Jessie Zins: Food Delivery Unit Supervisor; Rebecca Gruenes: Nutrition & Clinic Services Unit Supervisor; Tina Breitenbach: Breastfeeding, Training & Communication Unit Supervisor

### ARPA Remote Services Waivers

Three discussion questions asked. How is it going with in-person services, how is your agency planning to implement American Rescue Plan Act (ARPA) waivers going, and what more can the state do for you?

Many agencies have been offering in person services for a while now, from just new appointments, pregnant, and mom/baby. Some agencies are now starting to offer in person midcertifications. A few are waiting to begin in August. Some agencies are implementing waivers as requested or needed for participants on a case-by-case basis. Currently a common concern is that many participants are forgetting scheduled in person appointments. To help, many agencies are sending reminder postcards or reminder calls/texts to emphasize it is in person along with what they need to bring/what will happen at the visit.

Many agencies are trying to allow staff to continue with some flexibility to work from home, in general, for nutrition education visits or other admin tasks. The transition back to in person services is causing some anxiety for staff, especially if hired during the pandemic; this is a new experience for them and in general appointments can take longer. Some agencies are shadowing others to gain skills and knowledge. The majority communicated a high administrative burden to keep track of who needs measurements, when measurements come in, and if they are within the adequate time frame. Some local agencies are having good success with medical providers providing height and weigh measurements, but many hemoglobin measurements if available might not match our schedule. Some agencies are offering drop-in lab appointments for measurements/lab work, and a few are out in the community offering measurements/lab. Ramsey County is working on a bulleted sheet for their staff of the guidance document and will share when complete.

Agencies appreciated the guidance and the frequently asked questions/answers that are available. More funding was a common theme desired due to caseloads rising and staff costs being the largest expense. Additional funds for equipment upgrades such as hemocue machines was also brought up by several agencies. There was a suggestion to send an app notification for returning to in person services. Many agencies are excited about mobile management and DocuSign options. Several mentioned their consultants have been extremely helpful and supportive as well during this time.

## Feedback on WIC Weekly Update

Comments included that this is a better platform than the previous Wednesday Update (WU) communication. It is easier to absorb information without the multiple attachments. A comment was made that it can be challenging to find information that they recall reading in a previous WU. The suggestion was to look for topics within various webpages, using search field at top of webpage, and cross reference section [HuBERT Cross-Reference Topics](#) . A question was asked regarding the use of the local agency calendar link. After feedback, we adjusted the Weekly Update template to include dates on the week ahead calendar & move the local agency calendar link to the bottom.

## National WIC Association (NWA) Local Agency Voting Member Representatives

Reviewed draft of procedure. Questions discussed on how to select members and how often members will turn over.

Decisions and discussion included:

- Representatives will be same term length as the Advisory Group (AG), every three years.
- We will decide in January when we have AG member turnover.
- The first NWA business meeting to attend will be in April/May 2024.
- Annual business meeting virtual and attendance requirement of representatives.
- Must be NWA active member, which is an allowable WIC paid expense.
- Minnesota will add four local agency voting members that consist of our Advisory Chair, a rep from the Tribal Nation, a regional or caseload rep from the Metro and a regional or caseload rep from a smaller agency. They will be contingent on who the advisory chair is to have caseload size diverse representation. Edits will be made to draft procedures and shared with Advisory Group members for final approval.

## Discuss Frequency of Advisory Group Meetings, Local Agency Calls

A discussion was held on frequency of various meetings such as the advisory group meetings and the local agency calls. Majority of members would like to continue with monthly local agency calls. It is a helpful way to get current information. Some local agencies have staff attend the monthly calls. All members like the quarterly advisory group meetings. They feel it is an important way to provide feedback and guidance on upcoming policy or procedural changes. If we don't have a full agenda, we can have a shorter meeting. It is nice to keep a placeholder for date and time for the full meeting.

## Strategic Plan for October Meeting

In October, the group decided it would be beneficial to come up with a strategic plan to identify priorities and activities. In the past, we had assistance in facilitating this activity and regular annual updates were provided. The majority felt it would be beneficial to meet in person to make engagement easier and prefer a facilitator to lead the conversation. A request was made to have an agenda soon so that agencies can receive approval for travel expenses.

## Health Equity Sharing

Bloomington shared about their Mobile Health Hub. Photos shared and information will be shared in upcoming Weekly Update. Reach out for additional details to Marianne as needed.

Nicollet County is launching a nursing newborn which is their version of Baby Café a few times a month.

Ramsey County has a van and will be providing pop up clinics, both at a school for teen parents and areas where there may be pockets of new immigrant families as well as shelters. Providing intercultural development inventory (IDI) training for staff which is an assessment of cultural competence. (Bloomington currently doing) Also, they are offering the Roots of Health Inequity training which offers six free online courses. More information <http://www.rootsofhealthinequity.org/>

Olmsted – offering pop up clinics. It helps to have other services with you and/or tie to an event as well.

## Everyday Hero Timeline Reminders

### **Week 1 August:**

- WIC AG Reps notify Local Agency WIC Coordinators & MDH WIC of Everyday Hero from their region.
- WIC Coordinators share election results with nominees from their agency.

### **End of Week 3:**

- MDH WIC **emails award certificates** to AG Reps (**reach out if need/want sooner**).

### **Week 3 or 4:**

- Plan time/venue to honor award recipients from region.

### **September Weekly Update**

- Announce all Everyday Heroes

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