



## Director’s Advisory Council (DAC) on Local Public Health Meeting

**August 19, 2015  
MINUTES**

### ATTENDEES

**MEMBERS**

Nicholas Hughey (in person)  
 Becky Hunt (in person)  
 Hope Woodson (in person)  
 Andrew Warlen (in person)  
 Debra Hoehn (in person)  
 Dan Pekarek (phone)  
 Kristi Campbell (in person)  
 Stacy Cox (in person)

Jodi Waltman (in person)  
 Elizabeth Gibson (phone)  
 Olivia “Jean” McBride (absent)  
 Robert Niezgoda (phone)  
 Rhonda Suter (phone)  
 Doug Dodson (phone)  
 Ruth Walters (phone)

**PRESENTERS**

Aaron Winslow  
 Jo Anderson  
 Harold Kirbey  
 Susan White

Bert Malone (phone), Mahree Skala, Jackie McCoy (Recorder), and 12 additional guests were also in attendance.

TOPIC	DISCUSSION	ACTION
<p><b>Welcome and Introductions</b>  <i>Becky Hunt, DAC Chair, Administrator, Madison County Health Department</i></p>	<p>The meeting was called to order by Becky Hunt, Chair, followed by a welcome and introductions. The election for Director’s Advisory Council (DAC) Chair and Vice-Chair was held. The voting was closed at 10:13 a.m. Becky Hunt and Andrew Warlen were elected unanimously as chair and vice-chair.</p>	
<p><b>DHSS Updates</b>  <i>Harold Kirbey, Director, Division of Community and Public Health</i></p>	<p>Harold reported for Director Vasterling as she was involved with issues related to the Planned Parenthood Sanctity of Life House of Representatives Hearing Committee. The department has begun preparation of its 2017 budget request. State agencies have been directed to request additional general revenue only related to mandatory items. For DHSS, this relates to Medicaid funding for Home and Community-based Services, Children with Special Health Care Needs, and AIDS Waiver Program. No public hearings have been set for the budget at this time. New legislative request items are due Thursday, August 20 for presentation to the Director’s Office. Harold discussed the support of the tobacco tax</p>	

	<p>by convenience store owners and their support was related to the taxes collected being directed to fund highways. No tobacco tax proposals are directed toward tobacco prevention.</p>	
<p><b>DCPH Update</b>  <i>Harold Kirbey,  Director, Division of  Community and  Public Health</i></p>	<p>A request for PHHS funding will be included for next year’s DHSS Public Health Conference.  MICH has presented a proposal to DCPH to look at the support for revamping the state accreditation standards. The board has discussed the desire to assure Missouri’s standards are in alignment with the PHAB standards and incorporate new information regarding the foundation of public health services and capabilities. The board has analyzed the cost required for accreditation and are asking the state for partial support of MICH’s infrastructure to better be able to support LPHAs.</p>	
<p><b>Proposed Environmental Health Training Program</b>  <i>Aaron Winslow,  Environmental Supervisor, Bureau of Environmental Health Services</i></p>	<p>The Bureau of Environmental Health Services (BEHS) has developed a training module for the department’s new environmental public health specialist (EPHS). The intent of this module is to provide new EPHS staff with consistent approaches, protocol, and procedures for lodging, environmental childcare, manufactured food, retail food, and on-site wastewater program inspections. The bureau recognizes frequent turnover in the inspection staff and a standardized training program will provide more consistent enforcement statewide and provide the opportunity for sharing of staff among local agencies and the state during vacancy situations. Aaron stated that this tool will be made available electronically for review and asks for feedback from the LPHAs. The BEHS desire to work with LPHAs to develop a standardized training program for the new state and local EPHS staff. This tool consists of sections: Administrative, Drinking Water and General Environmental Health, Epidemiology and Emergency Response, Retail Food, Manufactured Food, Environmental Child Care, Lodging, and On-Site Waste Water. There is also a Certificate section to formalize if/when this training is completed. The vision is to see</p>	

	<p>the training module develop formalize training across the state, and maybe making the FDA training more accessible in the state. A suggestion for adding a resource page was discussed with a point of contact. This toolkit will be updated every two years. The DAC decided when the toolkit is ready for review, it will be posted on the LPHA intranet site and an e-mail will go out to the LPHAs for review, comments, and feedback. The workgroup will be formed after this is completed.</p>	
<p><b>11<sup>th</sup> Month Infant Food Package Issuance &amp; WIC Policy Revisions</b>  <i>Susan White, Chief, Bureau of WIC and Nutrition Services</i></p>	<p>Previous to MOWINS, the local WIC provider (LWPS) were allowed to issue a child’s food package to the 11<sup>th</sup> month infant at the Competent Professional Authority (CPA) or caregiver’s discretion if the infant was developmentally ready for additional solids. The American Academy of Pediatrics (AAP) guidance is that a child will consume breast milk or formula until their first birthday. The Food and Nutrition Service (FNS) has come into compliance with AAP guidelines and are now requiring that we not allow the discretion in the 11<sup>th</sup> month. Up until the child’s first birthday, we must issue the infant food package. WICNS expressed concerns to USDA because issuing an infant food package when an infant has transitioned to milk can encourage food waste and fraud. Concerns were also expressed that it will be perceived as preventing the local WIC provider staff from tailoring the infant food package when the infant is developmentally ready for a child’s food package in the 11<sup>th</sup> month. FNS did hear of concerns and made some changes, to give infant food package all the way up to the child’s 1<sup>st</sup> birthday. WICNS is currently developing a workaround in MOWINS so that the LWP does not have to make the change in each infant MOWINS chart. The workaround will automatically delete all 11<sup>th</sup> month child food packages and issue the infant food package. This will be done on a nightly basis beginning November 1.</p> <p>Proof of Identity – In January 2014, participants had to have three proofs of identity with them: proof of residency, identity, and income before</p>	

	<p>they could be served. The reason this was taken away was because MOWINS was not stopping benefit issuance within 30 days. It was discovered that more than 30 days of benefits were being issued. This put the state and LPHAs at a liability to repay that money back to food funds. An enhancement was added to MOWINS and beginning November 1 we are bringing back pending proof and participants can bring in two proofs and receive benefits.</p> <p>Local WIC Provider Personnel: WIC Certifier – There were changes that brought this in line with program integrity separation of duties. It is also allowing the certifier to issue yogurt as well as cheese.</p> <p>Guidelines for Annual Certifications and Mid-Certification Assessment (MCA) Data Collection and Risk Factor Assignment – There was a change in guidance in FNS. Previously if any applicant refuses to have a blood test done for any reason other than religious or medical exceptions, WIC benefits could not be issued. Now, if the applicant refuses bloodwork, the participant shall be placed on a monthly cycle until the data has been collected. The reason for refused bloodwork must be documented in MOWINS.</p> <p>Guidelines for Issuance of Food Package I &amp; II to Infants and Cash Value Benefits/Voucher – This change is allowing the 9 to 11<sup>th</sup> month can issue cash value voucher for fresh fruits and vegetables if the child is developmentally ready at that stage so parents can make their own baby food. Also, this increases the cash voucher for women from \$10 to \$11.</p> <p>Social Media Communications and Outreach – This policy is giving guidance if an agency chooses to use social media to promote WIC services and benefits. Susan shared comments that she received regarding the social media policy. Keep in mind that the confidentially requirements are nondiscrimination and to ensure that there is a separation between the professional WIC social media site vs. the personal media site.</p> <p>On October 1, the new 2 year food list will be released. Whole wheat pasta and more choices</p>	<p>Attached are the three Administrative Policies: Proof of Identity, Residence Requirement for Participants, and Income Assessment and Documentation.</p> <p>Attachment Local WIC Provider Personnel: WIC Certifier</p> <p>Attachment - Guidelines for Annual Certifications and Mid-Certification Assessment (MCA) Data Collection and Risk Factor Assignment</p> <p>Attachment - Guidelines for Issuance of Food Package I &amp; II to Infants and Cash Value Benefits/Voucher</p> <p>Attachment - Social Media Communications and Outreach</p>
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	<p>for baby food have been added. This is not a full release, so it should not affect the LPHAs. November 1 will be the big MOWINS release. This release will have a patch in it for a defect that was found after the release, where it offers whole milk for 2 year olds without WIC 27. WIC is notifying staff not to issue whole milk to 2 year olds without authorization until that gets fixed. In trying to prevent what happened to the system in August, it was suggested to have a staggered release. The DAC discussed options and it was decided the best way to release these updates is come up with an assignment sheet for the LPHAs.</p> <p>Part of the 2015 state plan was to look at how to increase communication with the WIC agencies when developing policies and to be more proactive. Attached is copy of the draft Advisory Board Charter; Susan requested feedback from the DAC on the WIC Advisory Board. The map is divided into districts where agencies are currently meeting. Before this can happen there will be a face-to-face meeting (with call in option) in each of the districts. Susan is working with the Missouri WIC Association to find hosts for these district meeting. Once that has been established, one representative from each district, looking at two WIC agency representatives and one Administrator representative from each district to meet quarterly. Susan hopes to get feedback from each group on policies that are being developed and to make sure all regions are being looked at and to also give any guidance on what is happening in those areas of the state. E-mail Susan any recommendations you have for the WIC Advisory Board and the available dates for the quarterly meetings. A concern was raised regarding feedback from the Eastern District with big agencies so, Susan will take another look at that the representation from those areas. It was discussed that recommendations by the WIC Advisory Board for policy changes would then come before DAC as they currently do.</p>	<p>Attached – Missouri WIC Advisory Board Charter and map.</p> <p>E-mail <a href="mailto:Susan.White@health.mo.gov">Susan.White@health.mo.gov</a> for any feedback regarding the WIC Advisory Board and available dates for quarterly meetings.</p>
<p><b>Update with Notification of DHSS</b></p>	<p>Jo Anderson addressed the DAC regarding the updates on Notification of DHSS Activities</p>	

<p><b>Activities within LPHA Jurisdiction Reference</b>  <i>Jo Anderson,  Director, Center for Local Public Health Services</i></p>	<p>within LPHA Jurisdiction Reference. This is the third month in which DHSS staff have been providing dates to the counties of which they will be conducting a visit. Jo stated that this will be evaluated further at the November DAC meeting, but wanted to touch based to see if there were any concerns at this point. Andrew Warlen wondered if there was an automated way for DHSS staff email LPHAs of visits to their jurisdiction. Harold indicated that this would require this being identified as priority for ITSD time and resources.</p>	
<p><b>Closing Remarks/Discussion</b></p>	<p>Dan Pekarek thanked Susan White for addressing the WIC comments from Region D. Nick Hughey mentioned that DHSS and DAC have collaborated to form the Public Health Workgroup, and subsequent sub-committees as needed, to develop a consensus of priorities for the delivery of public health in Missouri that is focused on the role of government public health agencies. The first meeting will be September 4. Harold hopes to see this as laying a foundation for how to work together in the future and to get better support from legislatures for local public health. Jo stated that the University of Missouri Extension has been contracted to facilitate the process. Jodi Waltman mentioned that MoALPHA is doing a strategic plan and reorganization with an eye toward helping with the generational change workforce and complicated world we are dealing with more every day. She praised the department’s environmental staff for the new training manual tool that Aaron presented. Jodi believes communicable disease staff in the large metropolitan areas that have numerous cases of TB can build a better expertise and network systems within the community, but now we are experiencing more complicated cases showing up in the rural areas. She feels they need the same standardization, planning, and training for communicable disease. Jo shared that the workgroup for the Implementation of Operational Guidelines for the LPHA Mutual Aid Agreement met for the first time July 22. This group is using the expertise of Cheryl Gladney who serves as the</p>	

	State Fire Mutual Aid Coordinator. September 22-24 is the Missouri Public Health Conference in Columbia.	
<b>Next Meeting:</b>	November 18, 2015	