

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF HEALTH

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IN RE: PA WIC ADVISORY BOARD

PUBLIC HEARING

BEFORE: DEBRA BOGEN, Chair  
Sally Zubairu-Cofield, Member  
Miriam Seidel, Member  
Michael Howells, Member  
Britney Zwergel, Member  
Cathy Moffitt, Member  
Essence Cohen Fields, Member  
Katja Pigur, Member  
Raeni Yock, Member  
Bobbie Johnson, Member  
Lisa Sanchez, Member  
Theodore Deitman, Member  
Dr. Amaka Nnamani, Member

HEARING: Wednesday, August 21, 2024  
1:01 p.m.

LOCATION: Microsoft Teams

WITNESSES: None

Reporter: Karissa Kross

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## A P P E A R A N C E S

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OTHER ATTENDEES: BROOKE KENNEDY, SEAN BURROWS,  
LAUREN DIAZ-CRUZ, KIMBERLY DRAHUSZ, LESLIE COOMBE,  
ERIN FAD, GERRIA COFFEE, TIFFANY HECKARD, CARRIE  
JACKSON, NICHOLAS KIGER (ALSO LEGAL COUNSEL), KIM  
HOLDSWORTH, CHRISTINA LEISE, JOY STOCKBAUER, TOAN  
NGUYEN, MAGGIE LIVELSBERGER, JOSEPH MCLAUGHLIN,  
MARIE MILLER, DANIEL MYERS, PATRICK O'ROURKE, KYLE  
PETRY, ASHLEE REICK, GEORGE RIVERA, RYAN PRATER,  
JESSICA WATTS, SUE MAHOKEY, LUKE SUTLIFF, ALISON  
SWAIM, JAMIE SZITAS, THEODORE DEITMAN, CHRISTOPHER  
VOGEL, BRIAN WATTS, IMOGEN WRIGHT, TRACEY ZEIGLER  
MICHELSEN, CYNTHIA FINDLEY, EDWARD DIENNO (LEGAL  
COUNSEL)

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CHAIR: Welcome. I'm going to officially call this meeting to order. This is the Women, Infants, and Children State Advisory Board meeting, being held at one o'clock on August 21st, 2024. For those of you who don't know me, I'm Doctor Debra Bogen. I'm the Secretary for the Pennsylvania Department of Health, and I'm really excited that I get to chair this Board for the WIC Advisory Board. I wanted to give a couple of preliminary matters.

You'll probably notice this meeting is a little different than in past meetings because now this Advisory Board is very official. It went through the state legislature, and so, it seemed - may seem slightly more formal. I want to just make sure that everybody knows that this meeting is being recorded. I'll say that again, because we have more people coming in.

I just want people to be aware that this meeting will be recorded, and this meeting is being transcribed by a stenographer. So you are, by participating in this, you are consenting to being recorded. Do you have any questions about that?

1           If you do not want to be recorded,  
2 then you can drop from the call. So I'd like to  
3 congratulate everyone on the success of Act 22 being  
4 signed into law and the WIC Advisory Board being  
5 formally created. I know many of you have been  
6 meeting now for about two years. We've been working  
7 towards this goal for a long time. So  
8 congratulations to all of those who put your hard  
9 work into getting this through the finish line.

10           As you all know, this Board was  
11 created with the goal of bringing together a wide  
12 variety of stakeholders, including food and security  
13 advocates, breastfeeding educators and advocates,  
14 obstetricians, pediatricians, WIC participants, and  
15 others. And we believe that through this organized  
16 and ongoing Board, these groups will be able to  
17 collaborate and advance efforts for a healthy  
18 Pennsylvania for all. We got a couple more people  
19 joining.

20           Some of the goals of the WIC program,  
21 or the main goals of the WIC program are to improve  
22 nutrition and food security, promote health and  
23 well-being of its participants through issuing of  
24 food, benefits containing supplemental foods with  
25 essential nutrients found to be deficient or lacking

1 in their diet, and provide health and nutrition  
2 screenings for early identification or treatment of  
3 existing risk factors that contribute to poor growth  
4 rates in infants and children, poor pregnancy  
5 outcomes, and poor health and nutrition status.

6 So I wanted to, as I mentioned at the  
7 beginning, this meeting is going to be a little bit  
8 more procedural than most, not spending a lot of  
9 time talking about WIC content, unfortunately, but  
10 talking about the process for the Advisory Board.  
11 So there's a few procedural matters that we need to  
12 go through in the next couple of moments.

13 So first is my appointing of Board  
14 members. Under the authority of Act 22, I'm  
15 appointing the following 15 individuals as voting  
16 members of the Board. After I read your name and  
17 role, please acknowledge that you are present.  
18 Doctor Kelly Cain, who is a medical professional  
19 pediatrician. Is Doctor Cain on the call?

20 No?

21 Okay.

22 Lisa Sanchez, also a medical  
23 professional.

24 MS. SANCHEZ: Present.

25 CHAIR: Thank you, Lisa. Welcome.

1 Miriam Seidel, who's a food and security advocate.

2 MS. SEIDEL: Present.

3 CHAIR: Thank you. Britney Zwergel  
4 is food and security advocate as well.

5 MS. ZWERGEL: Present.

6 CHAIR: Thank you. Katja Pigur. I  
7 never say that right, sorry. And she is from the  
8 maternal child health advocate.

9 Hi, Katja, nice to have you on the  
10 call.

11 MS. PIGUR: Hi, Debra.

12 CHAIR: Gerria Coffee, maternal child  
13 health advocate.

14 MS. COFFEE: Present. Thank you.

15 CHAIR: Hi, Gerria. Essence Cohen  
16 Fields, who's a current or former WIC participant.

17 MS. FIELDS: Present.

18 CHAIR: Thank you, Essence. Raeni  
19 Yock, current or former WIC participant. Is Raeni  
20 here?

21 MS. SEIDEL: You know what? She is -  
22 has a family emergency and she's at an airport. And  
23 I saw that she was on a few minutes ago, but maybe  
24 she had to leave.

25 CHAIR: Okay.

1 Well, we'll keep an eye out for her.  
2 Bobbie Johnson, current or former WIC participant.  
3 Charlotte Dorsey, WIC local agency rep. Cathy  
4 Moffit, WIC local agency rep?

5 MS. MOFFIT: Present.

6 CHAIR: Thank you, Cathy. Theodore  
7 Deitman, WIC local agency rep?

8 MR. DEITMAN: Present.

9 CHAIR: Thank you. Michael Howells,  
10 WIC authorized vendor or food merchant.

11 MR. HOWELLS: Good afternoon. Here.

12 CHAIR: Thank you. Alex Baloga, WIC  
13 authorized vendor or food merchant. And Doctor  
14 Amaka Nnamani. Doctor on? No? I'm going to go  
15 back. I think - did anyone else join of our list,  
16 Sally that you noticed?

17 MS. SEIDEL: Doctor Bogen and Sally,  
18 I noticed that Raeni is still, looks like she's  
19 still on. Maybe she couldn't unmute.

20 CHAIR: Okay, thank you.

21 MS. ZUBAIRU-COFIELD: And no one's on  
22 since.

23 CHAIR: Okay, thank you, Raeni. I'll  
24 just check you as present. All right, so we are  
25 joined today by Mr. DIlunno, who will confirm or not

1 confirm if we have a quorum for our Board meeting  
2 today.

3 ATTORNEY DIIENNO: Thank you,  
4 Secretary. I have Doctor Cain as not being present,  
5 Bobbie Johnson as not being present, Charlotte  
6 Dorsey as not being present. Alex Baloga and Amaka,  
7 were they both present?

8 CHAIR: They're not present as far as  
9 I have listed.

10 ATTORNEY DIIENNO: Okay, let's see  
11 here.

12 CHAIR: I have ten present on my  
13 list.

14 ATTORNEY DIIENNO: Yeah, that's what  
15 I have too. So ten is a quorum. So we do have a  
16 quorum, Secretary. So you may proceed.

17 CHAIR: Wonderful. Thank you. So we  
18 have a quorum. A quorum for this Board is ten of 15  
19 voting members. So everyone's presence, whether  
20 virtual or in person at each meeting is very  
21 important. There must be a quorum for the Board to  
22 conduct business. So congratulations to all of you  
23 on your appointment. We're happy to have you.

24 I will soon be sending out a welcome  
25 letter. The welcome letter memorializes your

1 appointment and term to the Board and contains  
2 important information about your duties and  
3 responsibilities as a voting Board member, and we'll  
4 go over some of that information today. Act 22  
5 requires staggered terms for Board members. A  
6 staggered term means that one third of the Board has  
7 a one year term, another third has a two year term,  
8 and the remaining third has a three year term.

9           The purpose of the staggered terms is  
10 to ensure continuity and consistency of the Board so  
11 that only a third of the Board membership is  
12 changing at any time. I understand some of you were  
13 asked for what your term preferences are, and I  
14 tried to accommodate your term preference as much as  
15 possible within the staggered term requirements when  
16 setting your term, and I apologize if the term  
17 doesn't meet your requested notice, but when you get  
18 your letter, it will be in the letter that indicates  
19 your term.

20                           Yes, Miriam?

21                           MS. SEIDEL: I just wanted to - for  
22 clarification, this staggered term is only for the  
23 first group. Afterwards, people who come on will  
24 come on for a three year term as stated in the Act,  
25 correct?

1           CHAIR: Yes. Yes, that's absolutely  
2 correct. It's when you start the Board to get the  
3 Board continuity experience.

4           MS. SEIDEL: Thank you.

5           CHAIR: Thanks for clarifying that.  
6 So again, when you get your letters, your term will  
7 be indicated in that letter.

8           Okay.

9           Our second order of business is  
10 introducing our four ex officio Board members.  
11 First, myself or my designee, which is Cindy  
12 Findley, who's the Deputy Secretary for Health  
13 Promotion and Disease Prevention here at the  
14 Department of Health. And I believe Cindy's on the  
15 call. You all probably know Cindy well. Thank you  
16 for being here, Cindy.

17           Second, the Director for the Bureau  
18 of WIC here at the department, Sally Zubairu-Cofield  
19 or her designee. You all know Sally well.

20           MS. ZUBAIRU-COFIELD: Good afternoon.

21           CHAIR: And third and fourth, our two  
22 subject matter experts are determined by myself.  
23 One of these experts is Brian Whorl from the  
24 Pennsylvania Department of Human Services. Brian,  
25 are you on the call today? Well, we'll meet Brian

1 at the next meeting, I hope.

2 And the second expert will be  
3 determined on a meeting by meeting basis, depending  
4 on the agenda topics for discussion.

5 To be clear, ex officio Board members  
6 do not count towards a quorum and do not have voting  
7 rights, but are a valuable resource for the Board  
8 and can provide information on how the department  
9 administers the WIC program, as well as answers -  
10 can answer related questions. So we welcome all of  
11 those Board members as well. Thank you for your  
12 participation, dedication, and commitment to serving  
13 on the WIC Advisory Board.

14 I look forward to outcomes from this  
15 Advisory Board that will benefit the PA WIC  
16 families. And I'm going to turn things over to  
17 Sally, our WIC Director, to walk through the  
18 remaining matters of the agenda. Unless there's  
19 questions for me. Are there any questions for me  
20 before I turn things over to Sally?

21 All right, again, I told you it's a  
22 little bit more of a meeting about process today,  
23 but I promise they won't all be like this. This is  
24 really just to get us kicked off officially. All  
25 right, Sally, it's all yours.

1                   MS. ZUBAIRU-COFIELD: Thank you. And  
2 since within the last couple of seconds there,  
3 Doctor Amaka joined and Charlotte Dorsey also. So  
4 we did note that.

5                   CHAIR: I'm just going to repeat that  
6 again. For those who joined late, this is being  
7 recorded. By participating, you are agreeing to be  
8 recorded. And we do have the stenographer present  
9 as well. Thanks, Sally.

10                   ATTORNEY DIENNO: Secretary, do you  
11 mind just restating the appointments for Amaka and  
12 Alex who joined late? You're on mute, Secretary.

13                   CHAIR: I was trying to be good and  
14 turn myself off, so welcome. Alex Baloga is a WIC  
15 authorized vendor or food merchant. And Amaka  
16 Nnamani is the doctor. Nnamani is a designated  
17 breastfeeding expert for the committee, and she's  
18 also a pediatrician.

19                   MS. ZUBAIRU-COFIELD: All right, I  
20 will continue. Thank you, Secretary Bogen. As the  
21 Secretary mentioned, the WIC staff and the WIC team  
22 here at the state agency and on the call are all  
23 here for resources to the Board, and we appreciate  
24 questions, comments, concerns. Please feel free to  
25 reach out to us if you have any of those three or

1 anything for any matters pertaining to WIC. We are  
2 here to support you and here as a resource.

3 Now, our third order of business is  
4 for the Board members to self-select a Board and  
5 Vice Chair - a Board Vice Chair and a Board  
6 Secretary. Under Act 22, the Vice Chair's role is  
7 to assist in creating the agenda for our meeting and  
8 also assist with meeting organization. The  
9 Secretary is to assist with capturing and  
10 distributing meeting minutes and any other related  
11 items or matters.

12 As the Board matures, these roles  
13 will come into sharper focus and as the Board - as  
14 this Board is self-selection, I'd like to open the  
15 floor for a moment for a Vice Chair and Secretary  
16 nomination. You may nominate yourself, or a fellow  
17 Board member may nominate another Board member.  
18 Only voting members - only voting members are  
19 eligible - only voting members are eligible to serve  
20 as Vice Chair or Secretary. And once the  
21 nominations have been put forth, voting members will  
22 be able to vote on the nominee. So without further  
23 ado, I'm now going to open the floor for  
24 nominations.

25 If you're nominating yourself or if

1 you're nominating someone else, please state your  
2 name, the role that you're interested or the name of  
3 the person you're nominating, the role that they're  
4 interested, and the interest in being Vice Chair or  
5 Secretary and why you're selecting this person for  
6 the position or you think you should be selected or  
7 interested in this position. So now allow maybe  
8 about two minutes so we can get this started. Any  
9 nominations being called to the floor? Anyone  
10 nominating themselves for Vice Chair and Secretary?

11 CHAIR: Don't be shy.

12 MS. ZUBAIRU-COFIELD: And feel free  
13 to use the - oh, sorry.

14 MS. ZWERGEL: I'm happy to self-  
15 nominate myself for the Vice Chair role. I was  
16 trying to wait and see if anyone else was super  
17 interested in this position. Myself and Theo have  
18 been serving in this role semi since the Board  
19 formed, and I'm happy to continue in that role if it  
20 makes sense to everybody. And I'm sorry, I'm  
21 Britney Zwergel. I forgot to say my name.

22 MS. SEIDEL: I want to make clear  
23 that even though I've been in the Secretary role, I  
24 am not self-nominating. So we will need somebody or  
25 somebodies to nominate themselves.

1                   ATTORNEY DIIENNO: You can always  
2 table the Secretary nomination and voting for next  
3 meeting, too, if folks want to take some time to  
4 think about it in the interim.

5                   MS. SEIDEL: Maybe it would also be  
6 good to just review what the time commitment is.  
7 That's probably what people are worried about.

8                   MS. ZUBAIRU-COFIELD: All right.

9                   So we are asking no more than one  
10 hour per month on advisory for the Secretary. And  
11 we all of our meetings are and will be transcribed.  
12 You'll be receiving meeting minutes shortly after  
13 the meeting. We do assist with the assistance of  
14 the Secretary with creating the agenda. So not too  
15 heavy on a commitment, but about an hour.

16                   MS. SEIDEL: I would respectfully  
17 suggest that there's also maybe an extra hour where  
18 you may be talking with the co-chair or co-chairs  
19 about possible issues and topics for the agenda.

20                   MS. ZUBAIRU-COFIELD: So two hours.  
21 And before we move on, any nominations for  
22 Secretary, anyone like to self-nominate? And if  
23 not, we will table that for the next meeting in  
24 September.

25                   MS. DORSEY: I'll self-nominate

1 myself. Charlotte Dorsey, WIC education manager. I  
2 currently am Secretary for our local breastfeeding  
3 coalition, so I do have experience in minute taking.

4 MS. ZUBAIRU-COFIELD: Thank you,  
5 Charlotte. So with that being said, we have one  
6 nomination for Vice Chair and a nomination for  
7 Secretary. Under Act 22, the Board has majority  
8 rule voting for quorum of voting members present at  
9 the meeting. Majority voting means that the vote  
10 that prevails is the vote that has more than half of  
11 the votes.

12 So, for example, if we have 15 Board  
13 members off today, majority would be eight. So I'm  
14 going to give a little bit of time for voting now.  
15 When I call your name - when I call the name of the  
16 nominee, please raise your hand if you're in favor,  
17 for that person to hold the position. So for a Vice  
18 Chair, I am calling Ms. Britney Zwergel. All in  
19 favor? All right, looks like I have ten in favor of  
20 Britney Zwergel for Vice Chair. Thank you. And  
21 I'll give you all time to put your hands down.

22 CHAIR: Does our stenographer need a  
23 list of the names of those who voted in favor,  
24 Sally?

25 MS. ZUBAIRU-COFIELD: Yes, we are

1 preparing that.

2 CHAIR: Okay.

3 COURT REPORTER: Thank you.

4 ATTORNEY DIENNO: And for those who  
5 are able to be on video, it would be helpful just to  
6 see a face and a hand to put names to faces. So  
7 please do turn on your camera if you're able to.  
8 Thank you.

9 MS. ZUBAIRU-COFIELD: And I'll just  
10 run that one more time. Sorry. So all in favor for  
11 Britney Zwergel nominating for Vice Chair? Again,  
12 we have ten.

13 CHAIR: It might be easier to read  
14 down the list, Sally, because I can't - some people  
15 are raising their hands and some people are actually  
16 putting up a yellow -. So perhaps we could just  
17 read down the list and get back to - and you could  
18 ask, you could just ask each Board member who's  
19 present to their vote for each one, and then you  
20 have it for both.

21 MS. ZUBAIRU-COFIELD: Appreciate it.  
22 Charlotte Dorsey? Miriam Seidel? Essence Cohen  
23 Fields? Bobbie Johnson? Bobbie Johnson?

24 MS. JOHNSON: Yes.

25 MS. ZUBAIRU-COFIELD: Katja Pigur?

1                   MS. FIGUR:    Yes.

2                   MS. ZUBAIRU-COFIELD:  Theodore

3    Deitman?

4                   MR. DEITMAN:    In favor.

5                   MS. ZUBAIRU-COFIELD:  Gerria Coffee?

6                   MS. COFFEE:     In favor.

7                   MS. ZUBAIRU-COFIELD:  Michael

8    Howells?

9                   MR. HOWELLS:    Yes.

10                  MS. ZUBAIRU-COFIELD:  Lisa Sanchez?

11                  MS. SANCHEZ:     In favor.

12                  MS. ZUBAIRU-COFIELD:  Cathy Moffit?

13                  MS. MOFFIT:     In favor.

14                  MS. ZUBAIRU-COFIELD:  Amaka Nnamani?

15                  DR. NNAMANI:    In favor.

16                  MS. ZUBAIRU-COFIELD:  Thank you.  All

17    right, I'm going to take a few seconds, a minute

18    maybe.  And those nominating or in favor of the

19    nomination for Charlotte Dorsey for Secretary, if

20    you're in favor, please, I will call down the list.

21    Lisa Sanchez?

22                  MS. SANCHEZ:     In favor.

23                  MS. ZUBAIRU-COFIELD:  Miriam Seidel?

24                  MS. SEIDEL:     In favor?

25                  MS. ZUBAIRU-COFIELD:  Britney

1 Zwergel?

2 MS. ZWERGEL: In favor.

3 MS. ZUBAIRU-COFIELD: Katja Pigur?

4 MS. PIGUR: In favor.

5 MS. ZUBAIRU-COFIELD: Gerria Coffey?

6 MS. COFFEE: In favor.

7 MS. ZUBAIRU-COFIELD: Essence Cohen

8 Fields?

9 MS. FIELDS: In favor.

10 MS. ZUBAIRU-COFIELD: Raeni Yock?

11 CHAIR: Raeni's hands are up in the  
12 chat. Again, having issues with audio.

13 MS. ZUBAIRU-COFIELD: Bobbie Johnson?

14 MS. JOHNSON: Yes, I'm in favor.

15 MS. ZUBAIRU-COFIELD: Cathy Moffit?

16 MS. MOFFIT: In favor.

17 MS. ZUBAIRU-COFIELD: Theodore

18 Deitman?

19 MR. DEITMAN: In favor.

20 MS. ZUBAIRU-COFIELD: Michael

21 Howells?

22 MR. HOWELLS: Yes.

23 MS. ZUBAIRU-COFIELD: Alex Baloga?

24 Amaka Nnamani?

25 DR. NNAMANI: In favor.

1                   MS. ZUBAIRU-COFIELD: Thank you.  
2 Thank you all for voting. I'll now tally the vote.  
3 And for Vice Chair, we have a total of ten votes for  
4 Britney Zwergel. So for Vice Chair, we have a total  
5 of ten votes for Britney Zwergel for Vice Chair.  
6 And Secretary, for Secretary, we have a total of 12  
7 votes for Charlotte Dorsey.

8                   ATTORNEY DIENNO: Sally, hey. So we  
9 have 12 voting Board members and I believe everyone  
10 had voted in favor for both Britney and Charlotte.  
11 So unless someone thinks that's incorrect, I think  
12 we can have the transcript reflect that all 12 Board  
13 voting members present voted in favor of Britney for  
14 Vice Chair and Charlotte for Secretary. So I think  
15 you're good on that front.

16                   MS. SEIDEL: I think there's 13.  
17 There's only two people on the Board who are not  
18 here, and that's Alex and Kelly Cain.

19                   ATTORNEY DIENNO: Thank you.

20                   MS. ZUBAIRU-COFIELD: All right.  
21 Thank you.

22                   ATTORNEY DIENNO: Do we have a  
23 question from Ms. Coffee?

24                   MS. COFFEE: I'm sorry, that was an  
25 accident.

1                   MS. ZUBAIRU-COFIELD: Thank you. So  
2 I will go back over that. So we have 13 votes for  
3 chair - nominating for Britney Zwergel for chair,  
4 and 13 votes nominating Charlotte Dorsey for  
5 Secretary. So Britney Zwergel and Charlotte Dorsey  
6 have the majority of the votes. Therefore, they are  
7 selected as Chair and Secretary of the Board.

8                   ATTORNEY DIIENNO: And we'll just  
9 take a second to correct the transcript that its  
10 Vice Chair for Britney.

11                   MS. ZUBAIRU-COFIELD: Sorry.

12                   ATTORNEY DIIENNO: I'm not sure  
13 everyone knows that. Just want to make that clear.

14                   MS. ZUBAIRU-COFIELD: Thank you.  
15 Appreciate it. Now, the fourth order of business is  
16 to go over some of the information about your  
17 appointment to the Board, including considerations  
18 under the Sunshine Act and under the Right to Know  
19 Law. For that, I'm going to turn it over to our  
20 Board's legal counsel, Mr. Edward Dilenno.

21                   ATTORNEY DIIENNO: Thank you. Good  
22 afternoon, everyone. My name is Ed Dilenno. I'm  
23 the legal counsel for the Bureau of WIC alongside  
24 Nick Kiger, who is also on the call. I'm also Board  
25 counsel for the WIC Advisory Board. I've met some

1 of you, but maybe not all of you, so just call me  
2 Ed. The Secretary mentioned how everyone is  
3 receiving a welcome letter that memorializes their  
4 appointment.

5 So I just wanted to go over some of  
6 that information now because it is new for you with  
7 the advisory now officially being a Board. The  
8 first matter that I'm going to take some time to  
9 discuss is the Pennsylvania Sunshine Act. This is  
10 the state law that generally governs advisory  
11 Boards, committees and similar groups.

12 And the idea behind the Sunshine Act  
13 is that any type of official action or deliberation  
14 that an Advisory Board, like the WIC Advisory Board  
15 does, that it takes place in the sunlight, i.e., at  
16 a meeting open to the public as opposed to a private  
17 meeting. If you recall, the WIC Advisory meetings  
18 before were all open to the public, just as today's  
19 is. And the point of emphasis here is just that the  
20 Sunshine Act is an act that -.

21 MS. ZUBAIRU-COFIELD: Did everyone  
22 lose ED or was it just me?

23 CHAIR: No, we lost Ed. Ed, we lost  
24 you.

25 ATTORNEY DIENNO: Can you guys hear

1 me?

2                    CHAIR: We can hear you now. Yep, we  
3 lost you for a minute.

4                    ATTORNEY DIENNO: I'm not sure what  
5 happened there. I apologize. I was saying that the  
6 Sunshine Act is an Act that strives for transparency  
7 in government bodies. So that's one of the major  
8 reasons why the meeting is open to the public.  
9 There is advance notice that the meeting is  
10 occurring. That is published.

11                    So basically, transparency is kind of  
12 the key theme in the Sunshine Act. What that means  
13 for Board members is that if there is a topic that  
14 the Board wants to deliberate on, if there is a key  
15 recommendation that the Board wants to put forth,  
16 all of that type discussion should occur at a public  
17 meeting as opposed to any type of private meeting  
18 that might occur. In terms of private meetings,  
19 there are a limited number of exceptions that where  
20 the Board can meet privately as opposed to at a  
21 public meeting that's open.

22                    Those exceptions are listed in your  
23 letter. Most of them are, I think, not going to be  
24 applicable. So I'm not going to go over them. But  
25 in the event that the Board, after reading the

1 letter, has a matter that the Board feels falls into  
2 one of the exceptions, I would ask that the Vice  
3 Chair or someone else from the Board reach out to  
4 the department just to kind of confirm that the  
5 Board is okay meeting at what's called an executive  
6 session. Executive session is distinguished from  
7 the open meeting. There is also a second type of -  
8 not meeting. It's referred to as a closed  
9 gathering.

10                   And what a closed gathering allows  
11 Board members to do is if that closed gathering is  
12 strictly for purposes of either collecting  
13 information or educating another Board member or  
14 Board members about a topic, that that type of  
15 information sharing is permitted to occur kind of  
16 offline privately as opposed to a public meeting.

17                   But that closed gathering is not  
18 permissible for any type of Board official action or  
19 deliberation on a topic. As we deal with questions  
20 that come up with the Board, it probably makes sense  
21 just to check in with the department, who will then  
22 check in with me and then I'll provide guidance on,  
23 this probably is okay to have a private meeting  
24 versus actually, we want to get this on the agenda.  
25 We want to have a public meeting about it.

1                   In the letter, there's also a  
2                   hyperlink to frequently asked questions on the  
3                   Office of Open Records website, and that kind of  
4                   gives a good explanation as to what's to occur at a  
5                   public meeting versus a private meeting. Before I  
6                   move on to the next topic, does anyone have any  
7                   questions about the Sunshine Act or what I said?

8                   Hearing no questions, I'll move on to  
9                   the next topic. Some of you may or may not be  
10                  familiar with Pennsylvania's Right to Know Law. The  
11                  Right to Know Law is similar to the Sunshine Act in  
12                  terms of striving for kind of transparency of  
13                  government business. The WIC Advisory Board, now  
14                  that it's officially enacted, any Board members'  
15                  communications about the Board are going to be  
16                  subject to the Right to Know Law.

17                  And what I mean by that is if there  
18                  is a request made to the department saying, I want  
19                  to - I'd like to see the email communications from  
20                  Advisory Board members concerning a particular  
21                  topic, let's say. Board members will be asked to  
22                  produce copies of their communications on that  
23                  topic, and then the department will review those  
24                  communications to see if disclosure is appropriate  
25                  or not.

1           It does not mean that without a  
2 request for communications that your emails or other  
3 correspondence are going to be shared publicly. And  
4 in the time that the WIC advisor was first formed,  
5 up until today, there's been no Right to Know Law  
6 requests.

7           My guidance for that is probably  
8 similar to, I guess, conduct that you might already  
9 have in terms of you want to make sure that you're  
10 kind of emailing appropriately and you wouldn't want  
11 something in an email that your HR office might not  
12 be - might not like to see or that would be shared  
13 publicly or with your mother, things of that nature.  
14 So just know that communications about the Board are  
15 going to be subject to the Right to Know Law. The  
16 welcome letter does also include an FAQ for any  
17 questions about that. Does anyone have any  
18 questions on that topic?

19           Okay, hearing no questions, the next  
20 topic I'm going to discuss is conflict of interest.  
21 Act 22 states that if a Board member has a conflict  
22 of interest into a particular matter, that that  
23 individual recuse themselves from engaging in that  
24 conversation.

25           It's important that Board discussion

1 is not predicated on any type of personal interest  
2 that one may have that would create an appearance of  
3 a conflict of interest. I would say, I guess one,  
4 most people should have an idea if they are  
5 conflicted in a matter where, if you are getting  
6 kind of a funny feeling about maybe I shouldn't be  
7 engaging in this topic because of some personal  
8 interest or stake, I have it separate from the work  
9 that you do because you're of course, going to be  
10 interested in WIC and WIC matters. So we're talking  
11 something that's more -.

12                   You have a large, I don't know,  
13 interest in a particular company and you're saying,  
14 oh, I'd like this company to consult for WIC. That  
15 might be a conflict of interest, because who's to  
16 say that you're not maybe unconsciously in favor of  
17 that company because of your stake in it? So that's  
18 something where, if you are unsure about whether  
19 there's a conflict of interest or not, just reach  
20 out to the department, who will consult with me, and  
21 I'll provide guidance. Does anyone have any  
22 questions about that?

23                   The last topic that I'm going to  
24 discuss is the Board bylaws. I understand that when  
25 the WIC advisory was created, there had been, excuse

1 me, I think, some early drafts or versions of the  
2 bylaws.

3                   The point of the bylaws is to  
4 basically provide for situations that Act 22, that's  
5 the statute, don't provide for in terms of how the  
6 Board wants to kind of govern itself. I guess one  
7 example that I'll have is Act 22 does not specify  
8 Board members have to attend - it doesn't specify an  
9 exact number of meetings attended to remain in good  
10 standing with the Board. And that's something  
11 that's certainly within the scope of the Board's  
12 bylaws.

13                   So, saying, if a member - and this  
14 probably is not the - the best example, because I  
15 hope that everyone is able to attend, but maybe if  
16 we have a Board member who is unable to make half of  
17 the meetings in a given period, then maybe that  
18 person may be - it may better for the Board to  
19 replace that person with someone who is able to make  
20 more meetings.

21                   So it's just kind of an internal  
22 operating procedure on what Board members want to  
23 hold themselves and fellow Board members to. So  
24 it's not something that is required to be created,  
25 but it might give the Board kind of a sense of, this

1 is what we think is the right way to handle the  
2 situation that arises, and kind of we want to hold  
3 ourselves to it.

4 What I'll say is, the department can  
5 distribute what the latest copy of those bylaws were  
6 to see, unless one of the Board members here has  
7 what is the latest version and is able to distribute  
8 for review.

9 Okay.

10 So we'll send an email about that.  
11 Your welcome letter does contain other important  
12 information, so please take time to read it. I just  
13 wanted to highlight some of the more legal matters  
14 that will be new to folks.

15 So I'm going to turn it over to Sally  
16 here, who will cover some more housekeeping type  
17 matters. And Sally, I would say, make sure to wrap  
18 up in the next four or five minutes so we have a  
19 window for public participation.

20 MS. ZUBAIRU-COFIELD: Absolutely.  
21 Thank you, Mr. Dilenno. So, our first order of  
22 business is going to go over the importance of Board  
23 member attendance and Board meetings, and how the  
24 meeting agenda and the meeting minutes will be  
25 distributed. So as a member of the Pennsylvania WIC

1 State Advisory Board, you have been selected by the  
2 Secretary of Health and your peers in serving in  
3 this capacity, and as a member, you volunteer to  
4 represent the interests of your constituents and WIC  
5 participants, as well as advise the WIC state agency  
6 team and the Department on Program Policy, planning,  
7 and procedural manners that impact WIC services at  
8 the state, local, or federal level.

9           The Board acts as an entity and not  
10 as a collection of individuals, so that's why it's  
11 very important that your attendance and  
12 participation are a vital role to the success of  
13 this Board and its actions.

14           If, for any reason that you're unable  
15 to attend a meeting, please inform the Board  
16 Secretary and the Vice Chair of your proposed  
17 absence at least 24 hours prior to the meeting. The  
18 meetings will be open to the public and the public  
19 location is at the Willow Oak Conference Center on  
20 2525 North 7th Street in Harrisburg. This  
21 information will be distributed prior to the meeting  
22 - prior to every meeting, so this information will  
23 be shared.

24           The meetings will also be held via  
25 Teams and the meeting dates from September 2024 to

1 January 26 are as follows. You will also receive a  
2 copy of this via email, but September 10, 2024, 1:00  
3 to 2:00 p.m. October 22, 2024, 1:00 to 2:00 p.m.  
4 November 12, 2024, 1:00 to 2:00 p.m. December 10,  
5 2024, 11:00 a.m. to 12:00 p.m. January 14, 2025,  
6 1:00 to 2:00 p.m.

7 April 22, 2025, 1:00 to 2:00 p.m.  
8 July 22, 2025, 1:00 to 2:00 p.m. October 28, 2025,  
9 1:00 to 2:00 p.m. And January 27, 2026, 1:00 to  
10 2:00 p.m. Again, you'll be receiving those  
11 notifications and you'll be receiving all the dates  
12 via email. If you cannot make any of those dates  
13 that I've just advised, please inform the Secretary,  
14 the Board Secretary, and the Vice Chair. The  
15 agendas will be posted on pawic.com at least 24  
16 hours prior to the meeting. The meeting minutes  
17 will also be posted on the PA WIC website within  
18 seven days of the meeting, and the members will be  
19 expected to approve the minutes from the previous  
20 meeting at each meeting.

21 The meeting minutes will also be sent  
22 out to the Board 24 hours prior to the meeting and  
23 this will give members opportunities to raise any  
24 issues or suggest any amendments before the start of  
25 the meeting. Our final order of business is going

1 to be open to the public. I will now take the time  
2 to provide the public the opportunity to participate  
3 in today's meeting. And I'll now open the floor for  
4 any comments or questions from the public.

5 CHAIR: Quiet bunch today, Sally.

6 MS. ZUBAIRU-COFIELD: Yes, everyone  
7 was listening ears today, determined to listen.  
8 Again, any comments, questions, concerns? All  
9 right, so I'll now open it up to the Board. Any  
10 comments, questions, concerns?

11 MS. ZWERGEL: I'll just say thank  
12 you. And we're looking forward to seeing what this  
13 advisory can do now that we're officially signed by  
14 the governor.

15 MS. ZUBAIRU-COFIELD: Thank you,  
16 Britney. Appreciate that.

17 ATTORNEY DIENNO: Looks like we have  
18 a question in the chat.

19 MS. ZUBAIRU-COFIELD: And there's a  
20 question from Doctor Nnamani. I have a question  
21 about how the agenda will be distributed. So the  
22 agenda will be distributed via email to the Board  
23 members. It will also be in the meeting notice, in  
24 the invite, and we will also post the agenda on  
25 pawic.com.

1                   MS. JOHNSON: Hey, everybody, this is  
2 Bobbie. I just wanted to take a minute. I wanted  
3 to share this the last time I was on here as a new  
4 Board - as a member to this, I'm really honored to  
5 be a part of this and primarily as a grandparent  
6 who's raising grandkids.

7                   And I just want to say that WIC was  
8 the only thing that my grandkids were able to get  
9 aside from assistance. But me as a grandparent in  
10 assisting them in being their caregiver was the only  
11 service that was available to us. And I can't tell  
12 you just how important it is to other grandparents  
13 like us who are raising our grandkids outside of the  
14 child welfare system. So kudos to all of you, and  
15 to be a part of this really means a lot. And I  
16 wanted to say that last time, so I didn't want to  
17 miss my opportunity this time.

18                   CHAIR: Thanks so much for sharing  
19 that. That's great.

20                   MS. ZUBAIRU-COFIELD: Thanks, Ms.  
21 Johnson. Truly appreciate that. Doctor Nnamani  
22 says thank you, Sally and her team, for your hard  
23 work and coordinating all of this. This was truly a  
24 team effort. So thank you all. Each and every one  
25 of you have played a vital role in getting this

1 advisory up and running. Thank you for your  
2 support, and I'm going to thank you in advance for  
3 your continued support. Truly appreciated. Again,  
4 we here at the state agency and at the department  
5 are really here as a resource.

6 We're here to serve, and we do want  
7 to make Pennsylvania be the best WIC. So all  
8 questions, comments, feedback, all your support is  
9 appreciated and welcomed. And does the Board have  
10 any more questions, comments? Anything else from  
11 the Board? And nothing from the public?

12 All right, well, the time is now  
13 1:53, so I will conclude this meeting.

14 Just a reminder that our next meeting  
15 is September 10 at 1:00 p.m. Again, the physical  
16 location will be open. I'm like saying it's here,  
17 like you all can see. But yes, we're on 7th Street  
18 and we will be here. And that parking is free. I  
19 should mention that just so everyone's aware of it.  
20 All right, everyone can have a great rest of the day  
21 and have a great rest of the week and see you all  
22 next month. Thank you.

23 \* \* \* \* \*

24 HEARING CONCLUDED AT 1:53 P.M.

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CERTIFICATE

I hereby certify that the foregoing proceedings, a hearing held before Chair Bogen, was reported by me on August 21, 2024 and that I, Karissa Kross, read this transcript, and that I attest that this transcript is a true and accurate record of the proceeding.

Dated the 11th day of September, 2024

  
Karissa Kross,

Court Reporter