

NORTH Inc./Temple University Transition Planning Agenda  
 July 6, 2021  
 1:00-2:00pm

Meeting Invitees

State Agency Staff

Will Cramer	Bureau Director	X
Mark Shirk	RTC Director, Statewide Transition Coordinator	X
Ellen Fuller	QAPI Director	
George Rivera	Public Health Program Manager, Temple University Transition Coordinator	X
Krista Dressler	Public Health Program Manager, NORTH Inc. Transition Coordinator	X
Luke Sutliff	Public Health Program Administrator, Core Team Member	X
Rose Petruzzi	Public Health Program Administrator, Core Team Member	X
Jay Mast	Compliance Manager	X
Emily Roespch	BIIT	X
Melissa Maust	Nutrition Education and Program Manager	X
Joseph McLaughlin	Finance and Technology Director	X

NORTH Inc. Staff:

Dr. Linda Kilby	WIC Director	X
Judith Khanuja	WIC Nutrition Education Coordinator	X
Nichole Vaughn	HR Director, Outreach Coordinator	X
Sandra Brown	Finance Director	X
Denise Sobolewski	WIC Breastfeeding Coordinator	X
Nolly Gonzalez	WIC Retail Store Coordinator	X

Meeting minutes will be provided after each call within 5 business days.

AGENDA OVERVIEW

**Opening Statement, Will Cramer –**

- RFA award announced April 1, 2021. The first Transition meeting was April 16, 2021 and meetings were continued bi-weekly.
- Next Transition meeting is scheduled for July 13<sup>th</sup> at 10:30am.

**1) Transition Timeline**

- 2) **Goals and Objectives**
- 3) **LA Issues, Concerns or Questions.**
- 4) **Overall Transition Plan Discussion**
- 5) **Next Steps**
- 6) **Open Action Items**

7) **Confirm Next Meeting Date**

1) **TRANSITION TIMELINE**

- Transition discussion and planning started on (April 16, 2021 an initial email was sent to set up a meeting and the first meeting scheduled was May 3, 2021.) We do have the meeting minutes from SA transition meetings and Temple transition meetings that have occurred so far.
- NORTH Inc. transition out of WIC would end no later than December 31, 2021.

2) **GOALS AND OBJECTIVES FOR TRANSITION MEETINGS**

Goal: Coordinate a transition that does not disrupt participant services in Philadelphia County.

Objectives:

1. Develop a communication Plan between incoming agency, outgoing agency, and State agency.
2. Discuss Clinic set-up or closure of space discussion, listing and lease agreement language.
3. Staff recruitment options
4. Develop a Project Timeline that will be understood by incoming agency, outgoing agency, and State agency.
5. Coordinate all outreach efforts between incoming agency, outgoing agency and State agency.

Goal: Coordinate a transition that does not disrupt vendor management services in Philadelphia County.

Objectives:

1. Training and education of WIC vendors in Philadelphia county
2. Coordinate who will complete authorizations, reauthorizations etc. of new and existing vendors in Philadelphia county throughout the transition.
3. Develop a strategy to address participant and vendor appeals and hearings.

Goal: Coordinate BIIT services to prevent limited access to or inoperable technology that could result in disruption to participant services.

1. Provide guidance on inventorying equipment, and ordering, collecting or redistributing machines and other equipment among clinics new and old.
2. Tracking access to sharepoint, cwopa accounts, MIS access and roles, eCIS, etc. for staff that leave employment at WIC.

3. Coordinate eWIC card automatic orders and distribution.
4. Develop/update business processes for online pre-applications and interstate dual participant report.

**Goal: Coordinate ACEND internship**

1. Provide guidance on the intern agreement
2. Provide guidance on options for interns during the transition period

**Goal: Coordinate invoicing, final reports, budget through the end of transition period**

1. Provide guidance and discuss budgets, invoicing and final reports.

**3) LA ISSUES, CONCERNS or QUESTIONS**

NORTH/Linda:

- Concerned about the ACEND internship. Would like it to be resolved by end of week due to upcoming project deadline.
- SA will reach out to Legal to set up meeting for discussion.

Where will Clinics be located?

- SA wants to come together to with NORTH/TEMPLE to figure out those details. Temple expressed interest in retaining North’s infrastructure.
- Linda/NORTH would like guidance on what to do with files that are less than 4 years old.

State Agency:

How does NORTH Plan to handle leases?

- Linda is willing to talk with Leasers ASAP.

Does staff have any interest with continuing with WIC/Temple?

- Linda plans to talk to her staff about transition before Thursday 7/8/2021.

**4) OVERALL TRANSITION PLAN DISCUSSION**

- Location and clinic type(s): Primary sites vs. satellite sites.  
 - NORTH Inc. Clinics: 9 Primary and 7 satellite

Primary Clinic	Date CID & CRIA Submitted	Date Closed	Notes
358-Aramingo			
344-Northeast			

308-NORTH Philadelphia			
399-Olney-Logan			
377-Overbrook			
378-South Philadelphia			
303-St. Christopher			
353-Woodland			Owned by NORTH Inc.
301-Administrative Office			
324-Lehigh Avenue			
<b>Satellite Clinics</b>	<b>Date CID &amp; CRIA Submitted</b>	<b>Date Closed</b>	<b>Notes</b>
325-Stention Family Center/Gaudenzia			
919-Woodstock Family Center			
318-My Sister's Place			
900-Cobb's Creek			
925-Abbottsford Family Practice Center			
926-Ludmir's Women's Health Center-PA Hospital			

- Total # of Temple University clinics: \_\_\_\_\_ # of Primary Clinics \_\_\_\_\_ # of Satellite Clinics \_\_\_\_\_

- Clinic # 1: Clinic Location: \_\_\_\_\_  
 Clinic Type: Primary -or Satellite  
 Date CID Submitted: \_\_\_\_\_  
 Date CRIA Submitted: \_\_\_\_\_  
 Date DER Submitted: \_\_\_\_\_  
 Date TER Submitted: \_\_\_\_\_  
 Clinic # assigned: \_\_\_\_\_

- Clinic # 2: Clinic Location: \_\_\_\_\_  
 Clinic Type: Primary -or Satellite  
 Date CID Submitted: \_\_\_\_\_  
 Date CRIA Submitted: \_\_\_\_\_  
 Date DER Submitted: \_\_\_\_\_  
 Date TER Submitted: \_\_\_\_\_  
 Clinic # assigned: \_\_\_\_\_

- Clinic # 3: Clinic Location: \_\_\_\_\_  
Clinic Type: Primary -or Satellite  
Date CID Submitted: \_\_\_\_\_  
Date CRIA Submitted: \_\_\_\_\_  
Date DER Submitted: \_\_\_\_\_  
Date TER Submitted: \_\_\_\_\_  
Clinic # assigned: \_\_\_\_\_

- **Office Equipment and Computer Inventory**

- Desks, chairs, lights, etc.
- Desktop computer and mouse, keyboards, and towers
- Laptop computer and mouse, knapsack if provided, external CD drive, power cord
- Black boxes and routers
- eWIC card readers and cords, including 10 ft. cords if ordered
- Signature pads and cords, including 10 ft. cords if ordered.

- **Other Clinic Inventory**...items purchased with WIC funds

- Measuring boards and scales
- Hemocue machines and microcuvettes
- Universal precaution equipment including COVID-19 mitigation items....gloves, masks, wipes, face shields, plexiglass barriers, etc.
- Breast Pumps
- eWIC Card Inventory
- Special Formula

- **Administrative and Participant Records**

- Current storage location of participant files
- Per Policy 3.00SPA3, participant files are to be maintained for 4 years following the fiscal year in which they were terminated. A numbered memo has clarified that the number of years for record retention is 4 years. Participant files not meeting these criteria should be disposed of properly. Disposition of equipment should follow guidelines from policy 2.05 Equipment Purchases, Inventory and Disposition.

- **Vendor Management Services:**

- Over 300 active stores

- **Communication and messaging:**

- Ideally, participants would begin to receive approved messages in December 2021 concerning their next appointment in March 2021.
- All messaging should be vetted through the SA before it is sent and/or issued. We need to be sure we are coordinating the same messaging and reassuring our participants as well as community partners.

- The SA will look at options for assisting both LAs with appropriate messaging, i.e. use of mass text messages for communicating with participants.
- SA goal is to keep stress low for participants. Trying to target rumors with media campaign. Messaging to staff is aimed to be considerate and appropriate. It is important to retain seasoned staff.
- State- Wide Media Campaign will be shared with NORTH.
- **Clinic staffing:**
  - Ultimately, staffing needs will depend upon Temple's hiring process and their COOP plan for retaining NORTH Inc. staff.
  - Messaging to staff will have to be discussed between NORTH Inc. and Temple.
  - **Employees that will not be transferring Temple. Deactivate accounts.**
  - **Admin:** \_\_\_\_\_ **CWOPA:** \_\_\_\_\_ **VPN:** \_\_\_\_\_ **PENN:** \_\_\_\_\_ **TRAIN:** \_\_\_\_\_
  - **CPA:** \_\_\_\_\_ **CWOPA:** \_\_\_\_\_ **VPN:** \_\_\_\_\_ **PENN:** \_\_\_\_\_ **TRAIN:** \_\_\_\_\_
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  - SA staff please reference the IT checklist for additional details related to clinic functions, staffing, RSC, communication, LA inventory, technological needs, etc.
- **Staff training:**
  - Missy and Emily will be involved with this area and we would need to wait to see whether there is a transfer of staff between agencies.

PENN scheduling – Specific section in meeting minutes  
 Emily – needs to know more specific clinic information  
 Will continue to meet with Temple to figure out clinic information.

## 5) **NEXT STEPS**

To be added to the Open Action Items list for next meeting:

- SA would like an updated Transition Plan from NORTH.
- The goal is to continue to meet with Temple to figure out clinic information.
- Equipment discussions will follow depends on what happens with Leases.

## 6) **OPEN ACTION ITEMS**

- Updated transition plan from NORTH Inc.

### **NEW ACTION ITEMS:**

#### **7) CONFIRM NEXT MEETING DATE:**

- First meeting together with Temple and North scheduled for July 13, 2021 at 10:30 am.