

**SA Transition Team Agenda**  
**Date: 5/18/2021 at 10:30am**

**Transition Team:**

Team Member Name	Title	
Krista Dressler	PHPM, Lead Transition Coordinator	
George Rivera	PHPM, Secondary Transition Coordinator	
Mark Shirk	RTC Director, Statewide Transition Lead	
Kathleen Hiltwine	PHNC, Transition Core Team Member	
Rose Petruzzi	Acting PHPA, Transition Core Team Member	
Luke Sutliff	PHPA, Transition Core Team Member	
Melissa Maust	Nutrition Education & Program Manager	
Jay Mast	Compliance Manager	
Sean Burrows	Technology	
Toan Nguyen	Technology	
Heather LaTour	PHPM, Technology	
Matt Hribal	BIIT	
Emily Roespch	BIIT	
William Cramer	Bureau Director	

1. Debrief on the NORTH meeting:
  - North did not attend May 3<sup>rd</sup> transition meeting.
  - State Agency is moving forward with transition plan as scheduled.
  - Sharing meeting minutes with North and Temple.
  - Temple is eager to get messages out to North staff and participants for transparent sharing of information
  - Exploring different avenues for sharing of info.
  
2. Review each team members role on the transition team/responsibilities
  - a. Please fill out the Transition Team contact list SA found [here](#).
    - George Rivera: Secondary Lead to make sure transition stays on track.
    - Mark Shirk: Statewide Transition Lead
    - Kathleen Hiltwine : Nutritionist assisting with questions related to nutritionist duties, clinic questions etc.
    - Rose Petruzzi: Keeping meeting minutes, assisting with preparing documents, vendor management items.
    - Luke Sutliff: Working with grant agreements, contracts, and budgeting.
    - Missy Maust: Items related to PENN training.
    - Jay Mast: Compliance Manager. Can assist with questions related to quality assurance and compliance.

- Sean Burrows, Toan Nyguen, Matt Hribal: Assisting with Equipment and technology items/questions.
  - Emily Roespch: Assisting with questions about PENN, Tracking Spreadsheet.
3. Overview of Temple 's Transition Plan - George Ri vera:
    - North has not met with the State Agency yet to discuss the transition plan.
    - Temple would like to sub-contract.
    - Temple would like to work with partners to create mobile/pop-up sites to bridge gaps in access to services.
    - Pop-up clinics will assess need of WIC services in specific neighborhoods. Pop-up clinics will become satellite clinics.
    - Temple will collaborate with WIC BIIT for smooth transition.
    - Temple will adopt telehealth modality(s).
    - North employees will have the option to apply for positions within the University.
    - Vendor Management/Food Trust
    - Temple University's public service announcement explaining the transition process.
  4. Overview of Transition Planning Share Point site
    - a. Who needs access?
      - No one needs access at this point.
      - All transition documents are housed on this site
      - Time- line being created in Microsoft project.
      - Folder for messaging related items, equipment inventory, agenda, meeting minutes, contact list, North's CWOPA accounts. LISTSERV emails, outreach efforts, staffing, vendor management services and IT checklist.
      - Transition plan check list converted to MS project .
  5. Tracking Spreadsheet created by BIIT
    - The IT checklist will be geared toward' s North's transition.
  6. Creating timelines in Microsoft Project
    - a. Who still needs Microsoft project?
      - Sean will follow up with staff who may need still need access
  7. Clinic Locations and clinic listing
    - Folder in SharePoint containing clinic listings and important lease language.
  8. Participant Services Mitigation
    - a. Date we think participants would start with a new provider .
      - Possibly October 1, 2021 participants will start with new provider. Depends on North's cooperation.

- What contingency plan/s could be put in place if needed? i.e.: use of mobile servers and where they should be stored.

9. BIIT Discussion

a. Equipment Inventory list

- Does NORTH's equipment inventory match BIIT's?
- Guidance on inventorying equipment and plan for collecting.
- Guidance on what is considered WIC equipment

- Matt is 2/3 way of looking through inventory list and will provide an updated during next meeting.

10. Vendor Management Discussion

- a. What should the first steps be in this process? -

- Rose Petruzzi is starting to outline the transition process.

11. Outreach/Participant notification -Team of 2 or 3 people?

- a. Will would like to start a Statewide Campaign around August; he will start working with Candance soon.

b. Messaging to WIC Staff in Philadelphia County

- Sent out every 2 weeks
- Include the following:
  - Who is affected?
  - Timeline for Change
  - What is going to happen to their work sites and jobs
  - Information about applying for jobs with new providers, pay scales and benefit packages
  - Expect in future distributions (announcements of developments, job availability, etc.)

- Exploring possible formats for communication i.e. (newsletter, LISTSERV)
- Email went out to all WIC staff giving an option to subscribe to LISTSERV for transition information.
- Temple might create own document
- Plan on first information go by next week.
- Temple would like the opportunity to communicate with existing staff about retaining infrastructure.

Action Items:

1. **Guidance on WIC equipment:**

- BIIT is working on the tracking spreadsheet.
- Emily started modifying Buck's spreadsheet, the checklist will drive questions.

- Follow-up discussion about the tracking spreadsheet next meeting.
- Utilize timelines for transition if questions or comments come up.
- Sean following up with staff who need project site access.

**Other Action items:**

- Transition team will follow up with North to research lease amounts, property interest and going rate for lease space.
- Matt/ Missy will check to see if an emergency happens what will equipment needs look like.
- Krista, George, and Mark will reach out to Temple for discussion.
- Rose is beginning to outline the vendor management transition.

**Next Meeting Date: June 1, 2021 at 10:30am**

## SA Transition Meeting Minutes

Date: 6/1/2021 at 10:30am

### Transition Team:

Team Member Name	Title	
Krista Dressler	PHPM, Lead Transition Coordinator	
George Rivera	PHPM, Secondary Transition Coordinator	
Mark Shirk	RTC Director, Statewide Transition Lead	
Kathleen Hiltwine	PHNC, Transition Core Team Member	
Rose Petruzzi	Acting PHPA, Transition Core Team Member	
Luke Sutliff	PHPA, Transition Core Team Member	
Melissa Maust	Nutrition Education & Program Manager	
Jay Mast	Compliance Manager	
Sean Burrows	Technology	
Toan Nguyen	Technology	
Heather LaTour	PHPM, Technology	
Matt Hribal	BIIT	
Emily Roepsch	BIIT	
William Cramer	Bureau Director	
Ellen Fuller	Director Division of Quality Assurance and Program Integrity.	

- Microsoft Project Timeline Review:
  - a. Next meeting with Temple is on June 9, 2021 @ 12:00pm
    - **Action Items for next meeting:**
      1. Copy of current NORTH organizational chart
      2. Listing of positions by clinic site.
    - Krista is looking at North's organizational chart and positions by clinic site.
      1. Layout of each clinic:
        - Temple is requesting information on clinic layout and condition.
        - Luke: Will research Northeast Clinic, Olney Logan, and Overbrook
        - Missy: Will research and follow up with Malvena to get information about the Woodland Clinic from Malvena.
        - Kathleen: Will research Aramingo and St. Chris.
        - Krista: Will review Germantown and Admin if needed.
        - Need update on the layout and description of the South Philly clinic.
      2. Notice of Award for Temple so they can start the HR process
        - Office of Legal counsel is reviewing this process.
        - Jay and/or Luke will provide a grant agreement update.
      3. Temple is setting up a meeting with their HR (Sharon Boyle)

- Temple is talking with their HR department to discuss the hiring process.
  - Intention is for North's infrastructure to remain in place for the first year of the transition.
  - Budget submittal timeline discussion and follow-up.
- BIIT Discussion
    - a. Equipment Inventory list
      - Does NORTH's equipment inventory match BIIT's?
        1. Matt Hribal sent a Hardware summary on 5/24/2021.
      - Guidance on what is considered WIC equipment
    - Sean will work on providing guidance on what is considered WIC equipment.
    - Matt will meet with Krista to discuss inventory discrepancies and plan.
- Vendor Management Discussion
  - a. What should the first steps be in this process? - Rose Petruzzi is starting to outline the transition process. Luke can you work on this with Rose?
    - Luke and Rose will be working together to develop a timeline for the vendor management transition over the next 4 weeks.
    - George, Rose, Luke will schedule a meeting to discuss Food Trust involvement and other vendor management items.
- Outreach/Participant notification
  - a. ListServ Announcement
    - Temple is talking to their marketing staff so they can create a Temple WIC logo to use during the transition period.
    - The SA made revisions/ edits to the ListServ
    - Office of Legal counsel in reviewing the ListServ/ text message process.
    - ListServ is planned to go out today or tomorrow.
    - ListServ will be on SP site when completed.

**Additional items:**

- MS project Transition spreadsheet is available on SP to review and update as needed.
- Action items will be added to the spreadsheet on SP after every Temple meeting to outline priority.
- Priority items will be color coded.
- Every item has a note of what is needed, who is assigned and deadline.

Next Meeting Date: June 15, 2021 at 10:30am

## SA Transition Team Agenda and Meeting Minutes

Date: 6/15/2021 at 10:30am

### Transition Team:

Team Member Name	Title	
Krista Dressler	PHPM, Lead Transition Coordinator	X
George Rivera	PHPM, Secondary Transition Coordinator	
Mark Shirk	RTC Director, Statewide Transition Lead	X
Ellen Fuller		X
Kathleen Hiltwine	PHNC, Transition Core Team Member	
Rose Petruzzi	Acting PHPA, Transition Core Team Member	X
Luke Sutliff	PHPA, Transition Core Team Member	X
Melissa Maust	Nutrition Education & Program Manager	X
Jay Mast	Compliance Manager	X
Sean Burrows	Technology	X
Toan Nguyen	Technology	X
Heather LaTour	PHPM, Technology	X
Matt Hribal		X
Emily Roespch		X
William Cramer	Bureau Director	X

### 1. Microsoft Project Timeline Review

a. Next meeting with Temple is on June 23, 2021@ 12:00pm.

#### i. Action Items for next meeting:

1. Copy of current NORTH organizational chart - Will be sent to Temple.
2. Listing of positions by clinic site - Halfway done, still working to complete this.
3. Layout of each clinic - Added information about the populations of people served at each clinic. Will be sent to Temple.
4. Notice of Award for Temple so they can start the HR process.
  - No movement.
5. Temple is setting up a meeting with their HR (Sharon Boyle).
  - No additional information yet.

### 2. BIIT Discussion

a. Equipment Inventory list

1. Matt was able to break down the inventory list by clinic. Matt is starting to pull together spreadsheets containing what North has listed and what BIIT don't have listed so he can take it to the desktop team.
  - Krista met with Matt about equipment inventory. Discussion was had about equipment discrepancies.
  - A spreadsheet is being put together to track equipment inventory.
  - Matt will take questions back to desktop team for assistance.



- Krista will talk with North regarding locating and tracking equipment.
  - Matt will coordinate with Mark regarding ordering of equipment.
  - Matt will follow-up to find out information regarding SA surplus of equipment on Herr Street.
  - Will can reach out to USDA if needed to find out about Federal surplus of equipment.
- i. Guidance on what is considered WIC equipment - Is there an update on this document?
    - Krista's section will take on this task.
  - b. IT Checklist - Currently working through this checklist and determining what to put on the timeline and what would make sense to keep separate and only on this checklist.

### 3. Vendor Management Discussion

- a. What should the first steps be in this process? - Rose Petruzzi is starting to outline the transition process. Luke and Rose met on 6/11/2021 to start discussion around this transition. Any updates or questions for the group?
  - Discussion started about what vendor management items can be tracked prior to transition such as reauthorizations and annual trainings due in FFY 2022.
  - Luke began running the reports.
  - Incoming vendor application will be tracked to get an idea of how many are coming in for North each month.
  - Will start looking into Food Trust's role in vendor management activities since they will be subcontracting with Temple.

### 4. Outreach/Participant notification

- a. ListServ Announcement
  - i. Temple is talking to their marketing staff so they can create a Temple WIC logo to use during the transition period.
  - ii. Second announcement to go out 6/15/2021. Still waiting to hear back from Temple on what they plan to submit.
    - Krista will reach out to Phill/Temple to see if they would like anything to go out.
- b. Temple text messages - Have not gone out yet, waiting on the green light from legal.
  - Text messaging can go out any time after June 24.
  - Target date is June 28-29. This information will be put on Temple's meeting agenda.
  - 15-minute meeting will be scheduled prior to the next Temple meeting to discuss text messaging.

### 5. Subcontracting Agreements to The Food Trust, Access Matters and Maternity Care Coalition, North during transition year.

- a. SA needs to start thinking about what we would expect to see in this agreement
  - i. Equipment:

1. If Temple subcontracts to someone else to complete RSC work, does that effect their ability to use those laptops if they are designated for the contracted LA/Entity
  2. How is the equipment tracked knowing it will not be in the possession of the LA?
- ii. Funding
  - iii. Process to have the agreements approved
- Krista will talk to Chris and Jeff about the subcontracting process and funding.
  - Mike will provide Krista a subcontracting agreement to review.

**Next Meeting Date: June 29, 2021 at 10:30am**

**SA Transition Team Agenda**  
**Date: 6/29/2021 at 10:30am**

**Transition Team:**

Team Member Name	Title	
Krista Dressler	PHPM, Lead Transition Coordinator	X
George Rivera	PHPM, Secondary Transition Coordinator	X
Mark Shirk	RTC Director, Statewide Transition Lead	X
Ellen Fuller		
Kathleen Hiltwine	PHNC, Transition Core Team Member	
Rose Petruzzi	Acting PHPA, Transition Core Team Member	X
Luke Sutliff	PHPA, Transition Core Team Member	X
Melissa Maust	Nutrition Education & Program Manager	X
Jay Mast	Compliance Manager	X
Sean Burrows	Technology	X
Toan Nguyen	Technology	X
Heather LaTour	PHPM, Technology	X
Matt Hribal	BI11	X
Emily Roespch	BI11	X
William Cramer	Bureau Director	X

**1. Microsoft Project Timeline Review**

a. Next meeting with Temple is on July 12, 2021 @ 10:00am

**i. Action Items for next meeting:**

1. Temple is setting up a meeting with their HR (Sharon Boyle)

Krista will reach out to Alison, to see what Temple's hiring process is. (standing action item).

**2. BIIT Discussion**

a. [Equipment Inventory list](#)

1. Matt was able to break down the inventory list by clinic. Matt is starting to pull together spreadsheets containing what North has listed and what BIIT don't have listed so he can take it to the desktop team.
2. Matt is following up to find out information regarding SA surplus of equipment on Herr Street.
3. Krista is following up with North to discuss some discrepancies with equipment.

Updates:

- May not have luck finding surplus equipment.
- By the time equipment reaches surplus, hard drives are destroyed.
- Krista will discuss equipment discrepancies with North.
- Larger equipment orders will not ship out until September.

- Matt Hribal will circle back and research how much equipment will be needed in case of a "state of emergency."

### 3. Vendor Management Discussion

- a. What should the first steps be in this process? - Rose Petruzzi is starting to outline the transition process.

#### Updates:

- Would like to begin discussions with Food Trust.

### 4. Outreach/Participant notification

- a. ListServ Announcement
  - i. Temple is talking to their marketing staff so they can create a Temple WIC logo to use during the transition period.
  - ii. Second announcement to go out 6/29/2021. Still waiting to hear back from Temple on what they plan to submit.
- b. Temple text messages -
- c. The first message will go out on July 6, 2021.
  - i. "Philadelphia County WIC program will transition to Temple University, Maternity Care Coalition, Food Trust & Access Matters. Services will not be disrupted"
  - ii. "The Philadelphia County WIC program transition will begin October 2021. Services will not be disrupted - they will expand."

#### Updates:

- ListServ is set to go out today 6.29.21.
- Temple does not want to be overpromising with their message.
- First text message will go out to Participants on July 6, 2021. The 2<sup>nd</sup> text message will go out the week after.
- Krista will send text messages over to Missy today 6/29/21.

### 5. Subcontracting Agreements to The Food Trust, Access Matters and Maternity Care Coalition, North during transition year.

- a. SA needs to start thinking about what we would expect to see in this agreement
  - i. Equipment:
    1. If Temple subcontracts to someone else to complete RSC work, does that effect their ability to use those laptops if they are designated for the contracted LA/Entity
    2. How is the equipment tracked knowing it will not be in the possession of the LA?
  - ii. Funding
  - iii. Process to have the agreements approved

- No updates. Waiting on grant agreement.

Action Items:

1. WIC Equipment Guidance
2. Vendor Management Transition outline
3. North Equipment Inventory
4. Temple grant agreement- Start 10/1/2021 with Administrative funds to be used from 10/1/2021-12/31/2021.

**Next Meeting Date: July 21, 2021 at 10:30am**