

Office of County Auditor

Date: December 29, 2009

To: Commissioners' Court
From: Jeff May
Re: FY10 WIC Budget Amendment

This is notification only to Commissioners' Court of a budget amendment for the FY 10 WIC grant in the amount of \$18,000.00. This amendment is for the addition of a new position approved on AI-31228. The budget is for the period October 1, 2009 through September 30, 2010. The state is reimbursing 100% of all costs of this program. The WIC contract was accepted on court agenda number AI-30795.

JM/jmc

**WIC
FY2010 Budget
10/1/09-9/30/10**

Revenue:

From:			
108-6060-334.20-72	NON-CAPITAL GRANT CONTRIB / HEALTH AND WELFARE	\$	18,000
To:			
108-0000-251.00-00	EQUITIES / UNDESIGNATED	\$	18,000

Expenditures:

From:			
108-0000-251.00-00	EQUITIES / UNDESIGNATED	\$	18,000

To:			Project Code:
108-6060-720.40-10	SALARIES & WAGES / REGULAR FULL TIME	\$	10,372 GT101A
108-6060-720.42-20	NON-TAXABLE FRINGE BENEFIT / FICA/MEDICARE	\$	1,000 GT101B
108-6060-720.42-30	NON-TAXABLE FRINGE BENEFIT / EMPLOYEE HEALTH INSURAN	\$	5,000 GT101B
108-6060-720.42-35	NON-TAXABLE FRINGE BENEFIT / LONG-TERM DISABILITY	\$	25 GT101B
108-6060-720.42-36	NON-TAXABLE FRINGE BENEFIT / SHORT-TERM DISABILITY	\$	23 GT101B
108-6060-720.42-40	NON-TAXABLE FRINGE BENEFIT / RETIREMENT	\$	1,500 GT101B
108-6060-720.42-45	NON-TAXABLE FRINGE BENEFIT / SUPPLEMENTAL DEATH BENE	\$	30 GT101B
108-6060-720.42-60	NON-TAXABLE FRINGE BENEFIT / UNEMPLOYMENT INSURANCE	\$	50 GT101B

AI-31228

Item #: 2. b.

Health Care Foundation

Date: 01/04/2010

Request to Add One Full-time Nutritionist Position for WIC

Submitted For: Candy Blair
Department: Health Care

Submitted By: Patsy Morris, Health Care

Information

Department Action

Request approval to add one full-time WIC Nutritionist position. This position will be 100% funded by grant funds. This position will focus on counseling pregnant women on the benefits of breastfeeding and assist new WIC mothers with breastfeeding problems that are beyond the expertise of the WIC staff. The funding period is October 1, 2009 through September 30, 2010. The total amount of the funding is \$42,287.08 (includes salary and fringes).

Purchasing Department Action

No action by Purchasing.

Finance Department Action

Fiscal Impact shows proper benefits calculation. Budget adjustment to follow at later court by the Auditor's Office. WIC is fully reimbursed by the state.

Auditor's Office Action

Salary and fringe 100% grant funded by the state. Budget agenda to follow at a later date after position is approved.

Commissioners Court

Creation of a full-time WIC Nutritionist position (100% funded by grant funds), Health Care.

Budget Information

Information about available funds

Budgeted:

Funds Available:

Adjustment:

Amount Available: \$52,686

Unbudgeted:

Funds NOT Available:

Amendment:

Account Code(s) for Available Funds

1: 108-6060-720.xx-xx

Fund Transfers

Fiscal Impact

Trans Amt:

From:

To:

Acct:

Remarks:

Trans Amt:

From:

To:

Acct:

Remarks:

Attachments

HEALTH CARE FOUNDATION

HCF RESOLUTION NO. 2010- -01-04

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Creation, Full-Time WIC Nutritionist Position – Health Care

On **January 4, 2010** the Health Care Foundation Board of Trustees of Collin County, Texas, met in **regular session** with the following members present and participating to wit:

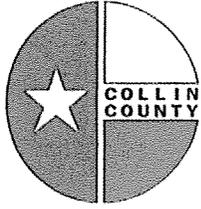
Keith Self	President
Matt Shaheen	Trustee/
Jerry Hoagland	Trustee
Joe Jaynes	Trustee/ Secretary
Kathy Ward	Trustee

During such session the Health Care Foundation Board of Trustees considered a request for approval of the creation of a full-time WIC Nutritionist position.

Thereupon, a motion was made, seconded and carried with a majority vote of the Board for approval to create a full-time WIC Nutritionist position to be funded 100% by grant funds. Same is hereby approved in accordance with the attached documentation.

Keith Self, President

Joe Jaynes, Trustee/Secretary



COLLIN COUNTY

Collin County Health Care Services WIC
825 N. McDonald St. Suite 120
McKinney, Texas 75069
www.collincountytx.gov

Date: December 8, 2009

Subject: Additional WIC Breastfeeding Funding for Full-Time Position

To: Collin County Health Care Foundation Board of Trustees

From: Candy Blair
Health Care Administrator

The Collin County WIC program received notification of additional FY 2010 Breastfeeding Funding (Lactation Consultant Funding) of \$18,000.00 and spend-down breastfeeding funding of \$42,287.08. The additional funding is for the period October 1, 2009 – September 30, 2010. **The WIC program is requesting permission to add one full-time Nutritionist position** (\$35,535 salary plus benefits) to enhance the provision of breastfeeding assistance to WIC participants. **This position will be 100% funded by grant funds.** This position will focus on counseling pregnant women on the benefits of breastfeeding and assist new WIC mothers with breastfeeding problems that are beyond the expertise of the WIC staff. This position will provide training to WIC staff; conduct special breastfeeding classes and support groups for WIC participants; work with hospitals on promoting breastfeeding; and work towards certification as an IBLCE (International Board of Lactation Consultant Examiners).

If you have any questions regarding this request, please feel free to contact Michelle Patrick of my staff.



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

December 3, 2009

Michelle Patrick, WIC Director
LA #071, Collin County Health Care Services
825 North McDonald, Suite 120
McKinney, TX 75069

Dear Ms. Patrick:

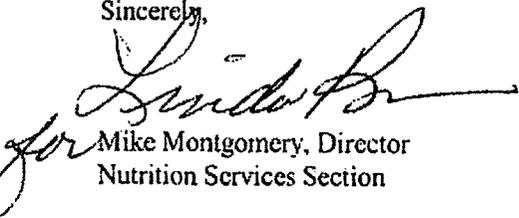
For FY10, Texas was allocated \$6,587,795 as the State's breastfeeding promotion quota. Of this amount, a total of \$4,037,951 is being allocated to the local agencies as the minimum to spend toward breastfeeding promotion. Your local agency's minimum prorated share of this amount is \$42,287.08. Your share was calculated by taking the average number of breastfeeding and pregnant women served by your agency during the months of July, August, and September of 2009 and dividing it by the State's average. The percentage derived was multiplied against \$4,037,951 to determine your local agency's assigned quota.

Changes in the breastfeeding allocation methodology are being implemented by the State Agency this year. However, **you** will continue to report all of your breastfeeding costs AS ALWAYS and separate your breastfeeding, nutrition education, and administration costs on the face of your *State of Texas Purchase Voucher* (Form B-13).

Your total reported monthly breastfeeding expenditures will be applied to meet your local agency breastfeeding quota. Once your agency's quota has been met, the overage will automatically be applied to nutrition education to assist you in meeting the 19% nutrition education requirement. In addition, your peer counseling, lactation consultant, and lactation practicum costs covered by any funding other than regular administrative dollars will be applied toward your breastfeeding quota. For FY10, your registered dietician and new food rules temporary staff voucher should list the allocation of costs among breastfeeding, nutrition education, and administration on the face of your *State of Texas Purchase Voucher* (Form B-13). Any breastfeeding cost listed on these vouchers will be applied towards your breastfeeding quota as well.

If you have any questions concerning this matter, please contact Alisin Genfan at (512) 458-7444, extension 3156, or Alisin.Genfan@dshs.state.tx.us.

Sincerely,


for Mike Montgomery, Director
Nutrition Services Section

AG



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

1100 West 49th Street • Austin, Texas 78756
P.O. Box 149347 • Austin, Texas 78714-9347
1-888-963-7111 • www.dshs.state.tx.us
TDD: 1-800-735-2989

October 23, 2009

Michelle Patrick, WIC Director
LA #071, Collin County Health Care Services
825 North McDonald, Suite 120
McKinney, TX 75069

Dear Ms. Patrick:

We have received your WIC special projects request for fiscal year 2010 (FY 2010) LA #071, Collin County Health Care Services has been approved for funding in the following amounts:

Project	Project Contact	Approved Amount	Type of Allocation		
			Admin	NE	BF
Peer Counselor	Jewell Stremler (512) 341-4593 jewell.stremler@dshs.state.tx.us	0			
Registered Dietician	Ponna Sambasivan (512) 341-4517 ponna.sambasivan@dshs.state.tx.us	0			
Lactation Services	Tracy Erickson (512) 341-4521 tracy.erickson@dshs.state.tx.us	\$18,000.00			X
Lactation Practicum	Cristina Garcia (512) 341-4583 cristina.garcia@dshs.state.tx.us	0			X
Obesity	Ponna Sambasivan, (512) 341-4517 ponna.sambasivan@dshs.state.tx.us	0			
Other		0			
Total		\$18,000.00			

October 23, 2009

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This funding is for expenditures incurred in each project during the period of October 1, 2009 to September 30, 2010. Enclosed you will find the individual requirements and allowable costs for each special project.

In order for the State Agency to track these expenditures, please bill for each of these projects on separate *State of Texas Purchase Vouchers (B-13)*. In order to capture all special project expenditures, continue to bill on a separate voucher once you exceed the allocation amount listed above. Any amount over your allocation will be charged appropriately to your regular funding.

Remember to label each voucher with the specific project name you are billing for as well as listing allocations to Administrative, Nutrition Education (NE) and Breastfeeding (BF) costs. Vouchers without allocations listed will not be applied toward your NE or BF expenditures. Grants that may only be allocated to one category will be applied to that category.

This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy.

Please note that award letters for Vendor Liaison and the Dietetic Internship will be sent out separately at a later date. If you have any questions or require additional information regarding your special projects, please use the project contact information listed above. Questions concerning accounting or contracts should be directed to Alisin Genfan, Contract Development and Support Branch, at (512) 458-7111, extension 3156 or alisin.genfan@dshs.state.tx.us.

Sincerely,



Mike Montgomery, Section Director
Nutrition Services Section

DP

Enclosure

cc: Alisin Genfan

cc: Benny Jasso

Special Projects

Peer Counselor - This funding can be used for training and salaries of peer counselors who assist pregnant and breastfeeding WIC participants. It can also be used for communication equipment you may have requested and travel expenses peer counselors may incur in the course of performing their job duties or attending training and/or conferences.

Allocations were made based upon the following criteria: number of pregnant and breastfeeding women served, retaining counselors established with previous discretionary funding, prevalence of serving rural and remote locations, and breastfeeding rates.

Registered Dietician (RD) - Use this special funding for reimbursement of RD duties such as:

- Assisting with the Quality Assurance Program (i.e., ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.).
- Assisting with the implementation of Value Enhanced Nutrition Assessment (VENA).
- Providing staff training on nutrition-related topics and nutrition assessment procedures.
- Assisting with your local agency's WIC Certification Specialist Program.
- Developing and implementing a quality assurance program.
- Assisting with completion and application of the *Nutrition Education, Breastfeeding and Training Plan*.
- Providing high-risk individual counseling.
- Conducting facilitated discussion nutrition education classes.
- Consultation regarding the appropriate issuance of special formulas.

Please note the following:

- All local agencies are required to have an RD on staff or on contract (*WIC Policy GA:14.0*).
- You must follow *Policy AC: 16.0 – Allowable Costs – Professional Contract Services*, when securing the services of an RD consultant via contract.
- Use a separate *State of Texas Purchase Voucher (form B-13)* to bill the state for RD services funded by this special allocation. Specify on the face of the voucher that this is reimbursement for an RD consultant or to defray the cost of a staff RD.
- Prior to contracting with the RD, the RD should provide you with a copy of his/her registration card from the Commission on Dietetic Registration. This is proof that the consultant is an RD.

The State Agency plans to reallocate any unused RD funds later this fiscal year. At that time, funds will be shifted from local agencies that have not used their funds to local agencies that need additional funding.

Obesity - Obesity Prevention Project funding may be used to pay for staff time and expenses related to the project as detailed in your accepted project budget and to cover travel expenses related to the *Obesity Prevention Project Workshop* in Austin, Texas on September 16-17, 2009. Please be advised that acceptance of your project does not relieve you of the responsibility to seek State Agency approval for a specific dollar threshold related to particular items if State Policy requires it.

Lactation Services - funds are being provided to help your agency provide breastfeeding assistance to WIC participants and WIC staff. This funding can be used for contract or regular WIC employees. You will be reimbursed for the following expenses:

1. To reimburse local agencies for fees paid to:
 - Counsel WIC moms with breastfeeding problems that are beyond the expertise of WIC staff.
 - Provide training to WIC staff, conduct special breastfeeding classes or support group sessions, or assist with WIC-sponsored workshops for health-care professionals.
2. To reimburse local agency staff for fees paid to prepare for (i.e., study materials) or take the International Board of Lactation Consultant Examiners (IBLCE) exam. See www.iblce.org for more information.
3. To pay for equipment that would complement lactation consults such as nipple shields and shells, nursing bras, large and extra large breast pump flanges, and supplemental nursing systems.
4. To pay for staff reference books and teaching aids such as breastfeeding dolls, stuffed breasts, belly balls, flip charts and other teaching tools.
5. To pay for equipment to establish and supply a nursing room to be used for lactation consultations and a private place for WIC moms to nurse and pump. Examples include chairs, pillows, stools, side table, lamps, peer counselor desk and chair, and dividers for privacy.

Clinical Lactation Practicum – These funds are provided to offer scholarship recipients an opportunity for direct observation, instruction, and demonstration of breastfeeding support and counseling. Students examine examples of lactation consultation performed by an experienced board-certified lactation consultant, one-to-one in a dynamic clinic setting. All allowable travel costs will be reimbursed.