

**Local agency Breastfeeding Coordinators Meeting Summary**  
**May 17<sup>th</sup>, 2024**  
**In-person meeting Meriden Public Library (see directions in email)**  
**12:30-3:30pm**

Time	Topic	Actions/Outcome	Lead
12:30 pm-12:35 pm	<b>Welcome</b>	Review agenda, introductions.	ML
12:35 pm-1:15pm	<b>Presentation: Ruth Lucas</b>	Dr. Lucas shared information on her PROMPT Study. See attached presentation in email transmittal of summary.	RL
1:25pm-1:45pm	<b>Activity</b>	Fun? Was had by all?	All
1:45pm-2:30pm	<b>Updates on LAP strategies and planning for FY 2025 LAP</b>	<p>Discussion focused on the importance of observations and several local agencies gave examples of how they are managing to do their observations and quality assurance (QA) for the FY 2024 LAP BF strategies.</p> <p>In most cases scheduling the observations may be helpful as it sets expectations for staff and since it really works out to be 1-2 per month (4 per quarter) this is a realistic approach. Also, for agencies with multiple sites, the Breastfeeding Coordinators will want to make time to observe each other. Since we will continue this QA activity in FY 2025 it is in the best interest of local agencies to establish a process for completing these requirements.</p> <p>Further, to ensure staff are comfortable with being observed, it was suggested that for in person observations, if space allows, observations should include the observer in the same <u>physical space</u> (not outside the room, or in another cubical) as the staff being observed and the participant. Body language and rapport are easier to validate in the same physical space. If it is a phone appointment, the staff should let the participant know that an observer is on the call prior to the appointment proceeding. Finally, it is RARE (or should be) to have participants decline to be observed. If you have many participants declining observations,</p>	All

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		<p>you should revisit how you or staff are explaining the purpose of the observation to participants. (With that said, participants do have the right to decline.)</p> <p>It was clarified that observations are essential to validating the chart audits. Marilyn further clarified the difference between the contractually mandated chart audits that Program Nutritionist are required to complete, the Peer Counseling Chart Audits and Observations, and the LAP QA required i.e., 4 chart audits and observations per quarter for the 2 BF strategies.</p> <p>If local agencies haven't been doing the required QA for the FY 2024 Breastfeeding Strategies, they need to make sure it is completed.</p> <p>The FY 2024 information i.e., results of chart audits and observations in addition to the monitoring of BF-FU visits i.e., number added to schedule per week, number of visits scheduled, number of visits kept is 1.) part of the Evaluation for the FY 2025 LAP AND 2.) going to be needed as a baseline in the Resource Allocation Section for FY 2025. If after this conversation expectations aren't clear, please contact Marilyn or your local agency liaison ASAP.</p> <p>Lastly, it is critically important that we assist participants that have a desire to exclusively breastfeed as additional BFPC funding is contingent upon an increase in our exclusively breastfeeding infant numbers. Fifteen WIC State agencies that show the most improvement in these numbers are eligible for additional funds. The BF-F/U appointments is a key strategy for achieving an increase in these exclusive rates. USDA/FNS uses the following data, to determine improvements. This is reviewed during the meeting. <a href="#">WIC</a></p>	
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2:30pm-3:15pm	<b>Infant Feeding Class</b>	<p><a href="#">Breastfeeding Data Local Agency Report   Food and Nutrition Service (usda.gov)</a>  Current available data is for FY 2022.</p> <p>We briefly walked through how to access the breastfeeding class on the platform, will discuss more at June meeting after everyone reviews the speaker notes and think about how we can creatively offer this group-i.e., local agencies with several sites, could consider offering weekly groups that participants from all sites can come to, but have one site's staff run the group each week. We will get dates from VT (if they are still offering this) for local agencies to observe.</p> <p>We strongly encourage local agencies to order USB drives with the platform directly from WIC Works, see link, <a href="https://wicworks.fns.usda.gov/resources/wic-breastfeeding-curriculum">https://wicworks.fns.usda.gov/resources/wic-breastfeeding-curriculum</a>  These are free to order.</p>	
3:15pm- 3:30pm	<b>Wrap-Up</b>	<p>Final thoughts.</p> <ol style="list-style-type: none"> <li>1. The State agency will be sending out to each local agency 1 box of breastmilk storage bags (each box has 8 smaller boxes of 50 bags). Local agencies can divide these up between the sites. Details to come.</li> <li>2. In June, we will also discuss WBW plans AND how to apply to be recognized as a Breastfeeding Friendly Worksite through CBC.</li> <li>3. In July, we will focus on the Final Food Package rule as well as discuss FY 2025 LAP.</li> </ol>	

**Please plan schedules and budgets accordingly. If we cancel a meeting, please use the scheduled meeting time to work on breastfeeding coordinator related duties. We will have 2 in person meetings in the calendar year 2024.**

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**2024**

Friday, June 14 <sup>th</sup>	12:30-1:30pm	Teams Meeting-moved to accommodate local agency orientation dates.
Friday, July 19 <sup>th</sup>	12:30-1:30pm	Teams Meeting
August	NO meeting d/t	National Breastfeeding Month
Friday, September 20 <sup>th</sup>	12:30-3:30pm	Teams Meeting
<b>Friday, October 18<sup>th</sup></b>	<b>12:30-3:30pm</b>	<b>In-person-Meriden Public Library (note this is a change)</b>
Friday November 15 <sup>th</sup>	12:30-1:30pm	Teams Meeting

**Levels 1 and 2 will be offered in the Fall 2024. Dates to be forwarded shortly.**