

2. Approval of Revised Notice of Award from the Texas Department of Health and Human Services for Fiscal Year 2024 Women, Infants and Children Local Agency Funding for Employee Retention Stipend



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/20/2024

SUBJECT: APPROVAL OF REVISED NOTICE OF AWARD FROM THE TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR FISCAL YEAR 2024 WOMEN, INFANTS AND CHILDREN LOCAL AGENCY FUNDING FOR EMPLOYEE RETENTION STIPEND

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a revised Notice of Award (NOA) from the Texas Department of Health and Human Services (DSHS) for FY 2024 Women, Infants, and Children (WIC) Local Agency Funding, Contract, #HHS000806700001, for an Employee Retention Stipend.

BACKGROUND

Historically, Tarrant County Public Health (TCPH) has received annual funding from DSHS through various grant agreements to perform essential Public Health services in support of the Public Health WIC Program.

The WIC Program is to provide nutrition education, supplemental healthy foods, breastfeeding support and education, referrals to healthcare and other social services to low-income pregnant, breastfeeding, postpartum women, infants, and children up to age five who are at nutritional risk.

Over the last two (2) years Texas WIC staff have managed multiple crises. Despite all the crises, staff has remained steadfast in providing exceptional services to the participants in our communities. Staff retention is crucial to the WIC program as WIC is a highly complex program, and it takes a new staff member approximately six (6) months to become proficient providing WIC services. Texas WIC staff have continued to provide exceptional services exemplified in customer services scores. Staff of this caliber are hard to find in the workforce and they are the heart of the WIC program. It is imperative that there is retention of the very skilled workforce that makes up Texas WIC.

Texas WIC is providing additional funding to Local Agencies for a one (1) time retention stipend to each eligible WIC employee. Employee stipend funding is reflected on the revised FY 2024 NOA funding letter.

On July 18, 2023, the Commissioners Court, through Court Order #141285, approved FY 2024 WIC Local Agency Grant NOA in the amount of \$7,584,093.00 for the term of October 1, 2023 through September 31, 2024.

On June 18, 2024, the Commissioners Court, through Court Order #143318, approved FY 2024 WIC Local Agency Grant Revised NOA in the amount of \$7,899,531.00 for the term of October 1, 2023 through September 31, 2024.

SUBMITTED BY:	Public Health	PREPARED BY: APPROVED BY:	Michelle Cummings Dr. J'Vonnah Maryman
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COMMISSIONERS COURT COMMUNICATION

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With approval, funding will increase by \$453,894.00 for a total contract amount of \$8,353,425.00 for the period of October 1, 2023 through September 30, 2024. In addition, the \$403,894.00 in increased funding will be allocated for eligible WIC employees to be awarded the stipend through a one (1) time bonus as outlined by Texas WIC.

FISCAL IMPACT

The award for this stipend from the grant is not to exceed \$403,894.00.

NOA includes \$50,000 allocated towards Admin funding.

This grant does not require a grant match.

Indirect cost is allowed.

There is no operating subsidy for this grant.

All associated costs will be paid from grant fund allocation in F0060-2024.

July 16, 2024

Tim O'Hare, Tarrant County Judge
County of Tarrant dba Tarrant County, LA# 54

**RE: Retention Stipend for WIC staff
Employee Retention****Purpose**

The WIC program needs your support to help ensure WIC staff receive a one-time retention stipend to keep the exceptional staff that provide services in your community. This is a one-time retention stipend that is only available this program year that must be utilized and invoiced in September of 2024.

Background

Over the last 2 years Texas WIC staff have managed multiple crises. These have included a national formula shortage which required a great amount of extra work and dedication. Staff went above and beyond in an incredibly stressful situation, providing assistance to families in crisis unable to locate formulas for their infants. Staff assisted and reissued formula benefits multiple times as well as helped clients in locating alternative formulas. In addition, there have been multiple occasions where staff have had to reschedule client visits and reissue cash value benefits for fruits and vegetables, doubling the staff workload. There have been regional floods, power outages and tornados. Despite all of the crises, staff have remained steadfast in providing exceptional services to the participants in our communities.

Staff retention is crucial to the WIC program. WIC is a highly complex program, and it takes a new staff member approximately six months to become proficient providing WIC services. Over recent years the complexity of providing services to our WIC population has risen. Serving our participants has required our staff to improve their knowledge of nutrition topics, effective counseling, and developmental milestones. Throughout the last two years they have integrated multiple changes in technology brought on by a continuously modernized management information system. They have incorporated those changes into their everyday business practices and educated clients on the client facing improved functionality. Despite the ongoing changes, Texas WIC staff have continued to provide exceptional services exemplified in our customer service scores that are sent to participants after each clinic visit. In the last two years Texas WIC staff have an average customer service score of 6.62 out of a possible 7. Equally impressive is the average Net Promoter score of 89 (net promoter scores range from -100 to +100). A score in this range falls into the "World Class" category. Staff of

July 16, 2024

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this caliber are hard to find in the workforce and they are the heart of our program. It is imperative that we retain the very skilled workforce that makes up Texas WIC.

Funding

Texas WIC is providing additional funding to Local Agencies for a one-time retention stipend to each WIC employee. WIC will cover costs associated with a one-time retention stipend of \$4,000 to each WIC employee. Only one retention stipend can be given per person. That value can be prorated for staff that work less than 100% on WIC. These funds are only available for this purpose.

Eligible Employees

The retention stipend should be applied to all staff that contribute to the WIC customer experience.

Allowability

The State Agency strongly encourages you to provide this stipend to all WIC staff. Retention stipend pay is an allowable cost and is an effective tool to retain our very skilled workforce and continue to ensure quality services to all the participants in your communities.

Time Limited

In order to take advantage of this benefit to the Texas WIC workforce, the one-time stipend must be awarded to staff in September 2024 and invoiced in fiscal year 2024, ending on September 30, 2024. No additional funding is available after that period.

Funding and Reimbursement

Employee stipend funding will be reflected on the fourth quarter funding letter.

Thank you for your support as a Parent Agency and Local Agency that provides World Class WIC services to your community. You should be very proud of the services and the individuals you have that provide services at your agency.

Sincerely,

Edgar Curtis

Edgar Curtis
Texas WIC Director
Health and Human Services Commission

Cc: Michelle Cummings
Amanda Hovis, NECS Director
Tammye Farmer-Holloman, WIC Financial Liaison



August 1, 2024

Cecile Erwin Young
Executive Commissioner

Michelle Cummings, WIC Director
County of Tarrant dba Tarrant County, LA#54

RE: Revised Notice of Award

Health and Human Services Commission (HHSC) Women, Infants and Children (WIC) Local Agency Contract #HHS000806700001.

This is a notification of your organization's FY 2024 (October 1, 2023 to September 30, 2024) revised WIC Local Agency funding.

Your organization will be receiving the funding listed below:

Project	Project Contact	Current Funding (\$)	4th Quarter Reallocation Amount (\$)	FY2024 Revised Project Total (\$)
Estimated General Admin Funding*	Elsa Rodriguez elsa.rodriquez2@hhs.texas.gov	\$6,253,922	\$50,000	\$6,303,922
Peer Counselor	Asia Sartor asia.sartor@hhs.texas.gov	\$882,029	\$0	\$882,029
Registered Dietitian	Stephanie Holland stephanie.holland1@hhs.texas.gov	\$100,000	\$0	\$100,000
Lactation Services	Zoe Adams zoe.adams@hhs.texas.gov	\$203,398	\$0	\$203,398
Lactation Support Center	Betzabel Botello betzabel.botello@hhs.texas.gov	\$0	\$0	\$0
Innovation Center	Debbie Lehman debbie.lehman@hhs.texas.gov	\$0	\$0	\$0
Dietetic Internship	Melissa Mouton melissa.mouton@hhs.texas.gov	\$0	\$0	\$0
SNAP-Ed Nutrition on the Go	Christine Least christine.least@hhs.texas.gov	\$0	\$0	\$0
SNAP-Ed Health Care Providers	Anna Garcia anna.garcia@hhs.texas.gov	\$0	\$0	\$0
SNAP-Ed Peer Text	Anna Garcia anna.garcia@hhs.texas.gov	\$0	\$0	\$0
SNAP-Ed Obesity Prevention-NE	Christine Least christine.least@hhs.texas.gov	\$0	\$0	\$0

Project	Project Contact	Current Funding (\$)	4 th Quarter Reallocation Amount (\$)	FY2024 Revised Project Total (\$)
SNAP-Ed Breastfeeding	Anna Garcia anna.garcia@hhs.texas.gov	\$24,948	\$0	\$24,948
Extra Funding 2% LAGA	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	\$0	\$0	\$0
Extra Funding Summer Food Program	Marissa Gregurek marissa.gregurek@hhs.texas.gov	\$0	\$0	\$0
Extra Funding TXIN Internet	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	\$12,000	\$0	\$12,000
Extra Funding Improving Participant Experience	Amber Oltmann amber.oltmann@hhs.texas.gov	\$0	\$0	\$0
Extra Funding Other	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	\$236,000	\$0	\$236,000
Extra Funding Cash Value Benefits/ Disaster Overtime (CVB/Disaster-OT)	Elsa Rodriguez elsa.rodriguez2@hhs.texas.gov	\$0	\$0	\$0
Extra Funding Nutrition Education	Akata Sanghani akata.sanghani@hhs.texas.gov	\$20,438	\$0	\$20,438
Employee Retention Stipend	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	\$0	\$403,894	\$403,894
Miscellaneous Projects	Tammye Farmer-Holloman tammye.farmerholloman@hhs.texas.gov	\$166,796	\$0	\$166,796
Total		\$7,899,531	\$453,894	\$8,353,425

*Actual General Administrative funding amount is accrued monthly based on Funding Formula Rate (FFR): \$12.70 per participant plus any earned incentives.

This notice does not relieve the agency from seeking additional approvals as required by WIC Policy.

For HHSC to track Local Agency expenditures, please submit a separate WIC invoice for reimbursement of actual allowable costs associated with each project. If the allocation amounts on special projects are exceeded, the invoice will be returned to the Local Agency for correction and resubmission.

For questions regarding purchase requests, please contact WICLARRequests@hhs.texas.gov.

August 1, 2024

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For questions or additional information regarding funding, please contact the assigned Project Contact listed in the table above or email the WIC Clinic Services Financial Liaison, Tammye Farmer-Holloman, at tammye.farmerholloman@hhs.texas.gov.

Sincerely,

A handwritten signature in black ink that reads "Edgar Curtis". The signature is written in a cursive style with a large, stylized "E" and a clear "Curtis" at the end.

Edgar Curtis, Texas WIC Director
Health and Human Services Commission

cc: Tim O'Hare, Tarrant County Judge