

Vendor Advisory Committee (VAC) Call – May 2016

Conf Call #877-820-7831 Participant Code #936050

Agenda/Minutes

Location: PTC 9B Conference Room

Date: 5-3-16

Time: 10:30am MT

Participants

Lily Bell	Jen Rogers - Albertson's	Peggy Mahosky - URM	Kelly Lee - Albertson's
Jayne White	Pauline Lasister - Walmart	Anne Hubele - Damon	Guy Salazar - Walmart
Emily Waddoups	Todd Winer - Albertson's	Sandra Wilken – NW Grocer's Assoc.	
	Debbie Matthews – Phil's	Shawn Walters – Archie's IGA	

Agenda Item	Discussion (Key Points, Decisions, etc)	Action Required	Due Date	Responsible Person
Welcome and Introductions – (LB)	<p>Thank you for participating in today's call, offering your input, and helping us build the vendor advisory committee.</p> <p>Introductions: SO Vendor Staff Retailer Representatives on the call</p>			
Purpose and Goals (LB)	<p>VAC will serve as open forum for dialogue and collaboration between the program staff and authorized vendors.</p> <ul style="list-style-type: none"> - Gather retailer input and share perspective - Create more opportunities for communication - Share news regarding program changes - Gain better understanding of both sides of the partnership <p>Hope to have representation of all store sizes in all regions. We'll be working to grow participation as we establish the committee.</p> <p>Welcome vendor perspective on what works/doesn't in your experience with other VAC calls – share now or email. Help us shape Idaho's VAC and make it valuable to everyone participating.</p>			

Agenda Item	Discussion (Key Points, Decisions, etc)	Action Required	Due Date	Responsible Person
<p>State Updates</p>	<p>eWIC Progress - Emily</p> <p>Where we're at What comes next</p> <p>We are currently in the planning phase of eWIC. We are writing our Implementation Advanced Planning Document (IAPD) which is required by USDA FNS. Once this is completed and approved, we can move to next phase of the project. Our current plan is to pilot sometime in 2018 but that could change as we get further into planning and implementation activities. During the pilot and roll-out transition, we will not accept new vendors for 12 months. We will share specifics for the vendor moratorium when we have solid transition dates in place.</p> <p>Question from URM – Which processor are we going with? We don't have a processor in place at this time. We will communicate this to vendors as early as possible; hopefully on the next call.</p> <p>Question from Pauline – Will there be exceptions to moratorium? We don't have details yet. We will share details as soon as possible.</p> <p>3 Ways eWIC will be better than checks - Lily</p> <p>Faster check-out Faster payment (cash flow) No worry about valid check dates</p> <p>VAC Input - Lily</p> <p>Shared some results from the planning contractor's vendor survey (31 vendors).</p> <p>Top lessons learned from vendors with previous eWIC experience: 1) early, frequent communication is key 2) leverage and borrow processes from current eWIC states</p>			

Agenda Item	Discussion (Key Points, Decisions, etc)	Action Required	Due Date	Responsible Person
	<p>Top concerns: 1) learning curve 2) cost 3) UPC list</p> <p>The program will keep these in mind as we work toward implementing eWIC.</p> <p>For VAC members with Oregon stores, what are some things Oregon WIC did well that made the change to eWIC easier.</p> <p>Anne – Oregon began collecting UPCs early, possibly two years ahead of time, and used their website to build APL. They posted it early on and allowed different stakeholders to go in and check it and kept updating it. The earlier you have it out, the better.</p> <p>Peggy – Don’t go scanning at stores. Ask stores for help.</p> <p>Jayne – We’re working with Oregon’s APL and adjusting it for Idaho to get started. We will be doing something similar to Oregon’s method, contacting suppliers and corporates for their UPC lists and doing very little in-store scanning. We’re working on a form for submitting UPCs to add to the list and will post both the website ahead of time.</p> <p>Pauline – Gene did most of the work onboarding Oregon stores and it went very smoothly, but he’s no longer working in that area of operations.</p> <p>For VAC members who don’t have experience with eWIC, what are your top questions or concerns?</p> <p>Shawn – Getting the information from the program in a timely manner will be important so they can get it to their POS provider with enough time to make the changes. POS changes can take a lot of time on their part depending on what projects they have. Suggest up to 6 weeks’ notice.</p> <p>Question from Todd – Have you made any decisions yet regarding produce mapping, using PLU 4469 for miscellaneous? We are planning to map PLUs. We’ll use 3001-4999, 9+# for organic. Instructions will be provided.</p>			

Agenda Item	Discussion (Key Points, Decisions, etc)	Action Required	Due Date	Responsible Person
	<p>Anne – Recommended using retail end UPC for produce, map UPC’s in the system to PLU’s. Example - Kroger does map to PLU’s too big of a task to keep up with.</p> <p>Lily – Have seen states that did collect PLUs initially now going to mapping instead.</p> <p>What’s Coming Next - Jayne</p> <p>Annual Training – August, September</p> <p>We’ll be doing a webinar this year. We’ll offer two dates/times the last week or so of August (TBD). We’ll provide the webinar login information and vendors can download the software to a computer or smart phone (compatible with android & iphone). We’ll also post a recording of the webinar to the webpage.</p> <p>At least one representative from each store should plan to attend one of the webinars and then train the rest of the store staff by September 30th.</p> <p>Guy – How will the state office track completion? The webinar program will track who signed in. We’ll also track store staff sign in sheets taken at store trainings.</p> <p>Lily – If you haven’t visited the vendor page of the website recently, we encourage you to do that. Training materials and vendor bulletins are already posted there and we’ll continue to develop and encourage the use of the materials available to you on-line.</p> <p>Jayne – Stores will have all of September to complete their in store training of staff.</p>			
Next Call Topics	TBD			
Next Meeting Agenda	August 2, 2016 10:30 am MT	Email invite and agenda		Lily