

LHJ MAC Workgroup:			
<input checked="" type="checkbox"/> Jon Brogger (HCA)	<input type="checkbox"/> Jennifer Inman (HCA)	<input checked="" type="checkbox"/> Katherine Hudson (HCA)	
<input type="checkbox"/> Hansine Fisher (HFA)	<input checked="" type="checkbox"/> Carrie Riemann (HFA)	<input checked="" type="checkbox"/> Leslie Hopkins (PHSKC)	
<input type="checkbox"/> Annie Goodwin (Benton-Franklin)	<input checked="" type="checkbox"/> April Fisk (Kitsap)	<input checked="" type="checkbox"/> Cathy Mortell (Tacoma-Pierce)	
<input checked="" type="checkbox"/> John Abplanalp (Thurston)	<input type="checkbox"/> Patty Proctor (Whatcom)	<input checked="" type="checkbox"/> Theresa Adkinson (Grant)	
Consortium 1 & 2:			
<input checked="" type="checkbox"/> Public Health of Seattle/King County			
Consortium 5:			
<input checked="" type="checkbox"/> Tacoma-Pierce County Health Dept	<input checked="" type="checkbox"/> Spokane Regional Health District		
Consortium 6:			
<input type="checkbox"/> Asotin County Health District	<input checked="" type="checkbox"/> Kitsap Public Health District	<input checked="" type="checkbox"/> Snohomish Health District	
<input type="checkbox"/> Whatcom County Health Dept			
Consortium 9:			
<input checked="" type="checkbox"/> Chelan-Douglas Health District	<input type="checkbox"/> Lewis County Public Health	<input type="checkbox"/> Okanogan County Public Health	
<input type="checkbox"/> Pacific County Public Health	<input checked="" type="checkbox"/> Thurston County Public Health	<input checked="" type="checkbox"/> San Juan County Public Health	
Consortium 10:			
<input type="checkbox"/> Adams County Health Department	<input type="checkbox"/> Benton-Franklin Health District	<input checked="" type="checkbox"/> Jefferson County Public Health	
<input checked="" type="checkbox"/> Kittitas County Public Health	<input checked="" type="checkbox"/> NE Tri-County Health District		
Consortium 11:			
<input checked="" type="checkbox"/> Clark County Public Health	<input checked="" type="checkbox"/> Grant County Health District	<input checked="" type="checkbox"/> Island County Health Dept	
<input checked="" type="checkbox"/> Mason County Public Health	<input checked="" type="checkbox"/> Yakima Health District		
Consortium 12:			
<input checked="" type="checkbox"/> Clallam County Health and Human Svcs	<input type="checkbox"/> Columbia County	<input type="checkbox"/> Garfield County	
<input type="checkbox"/> Klickitat County Public Health	<input checked="" type="checkbox"/> Skagit County	<input type="checkbox"/> Skamania County	
<input type="checkbox"/> Walla Walla County Health Dept	<input type="checkbox"/> Whitman County		
Please Register for the webinar:	https://attendee.gotowebinar.com/register/4145439606328336897 Call-in: 1-888-407-5039/Participant PIN: 95523097		
Desired Outcome:	<input checked="" type="checkbox"/> Program updates, question and answers.		

Agenda Items	Lead	Comments	Summary Meeting Notes
Welcome	Jon	Attendance is tracked via webinar registration.	If you are attending via phone only, please send Jon an email so that your attendance can be recorded.
Quarterly Invoice Review Status	Katherine	HCA is reviewing Q218 and Q318 invoices.	HCA is currently reviewing Q218 and Q318 invoices. If you need assistance with your invoice or would like to request status, please contact HCA.

			LHJs who have not certified 2017/2018 invoices should do so as possible.
Q317 MAC Invoices	Jon	Q317 MAC invoices must be certified by May 6 th 2019.	Q317 MAC invoices must be certified by May 6 th 2019 in order to ensure sufficient review time ahead of the two year federal filing deadline. Reminder: LHJs are required to submit invoices within 120 days from the end of the quarter. If LHJs have questions about their 2017 invoice status, please contact HCA.
Reminder: Invoice Back-up	Jon	Reminder to make sure all required back-up documentation has been uploaded to your invoice prior to certification.	Please ensure that all relevant back-up documentation is uploaded to URMTS before certifying your MAC invoice. HCA cannot review invoices without appropriate back-up documentation.
Reminder: Generating A19s in URMTS	Jon	Reminder: do not generate an A19 in URMTS until HCA has approved your certified invoice.	LHJs should not generate their a19 in URMTs until after HCA has completed their review and approved the invoice to move to the a19 process. Reminder that a19s should be signed, scanned and sent via email to HCA rather than mailed.
High Risk WIC Activities	Annie	How to write activity descriptions and how to code.	Topic postponed until next coordinator call.
Staff performing WA IIS Look-up	Leslie/Carrie	Reminder to include staff as RMTS participants.	Reminder that coordinators may consider adding staff who perform IIS look-up to their RMTS. Question: What detail should be included in an RMTS narrative for this activity? Response: RMTS narrative should describe purpose of activity and include whether look-up was for an adult or child.
Q219 New Participant Training Deadline	Carrie	Q219 new participant training is due by 3/19/19.	Q219 new participant training is due by 3/19/19.
2019 Annual Training Deadline	Carrie	2019 annual training must be certified by 3/19/19.	2019 annual training must be certified by 3/19/19.
Q219 Participant List Certification	Carrie	Q219 participant list must be certified by 3/21/19.	Q219 participant list must be certified by COB 3/21/19.

			Carrie will send email reminders to coordinators who still need to certify their 2019 participant list.
Comments/Questions	All	Open for any comments/questions.	
Next Meeting: 4/15/2019 3:30pm-4:00pm			