

**MEMORANDUM**

**ACTION MEMO #16-02**

**TO:** District Nutrition Services Directors

**FROM:** Angela Hammond-Damon, IBCLC   
Deputy Director, Operations and Nutrition Services  
Georgia WIC Program

**DATE:** October 9, 2015

**RE:** Education Materials Task Force

Georgia WIC will move to a state approved list of education materials for use with our participants during fiscal year 2016. Education materials will include outreach, program utilization and nutrition education reinforcement materials. To assure that materials meet the needs of participants across the state, we are selecting a task force with twelve representatives from the local agencies and six representatives from the state office.

As much as possible, current front line provider experience from across the state is imperative to assure representation of service delivery. Attached, you will find the application. Please note that a resume must be included with this application, but this requirement should not hinder a diversity of participation. Please provide appropriate guidance and assistance to staff members who have never developed a resume before. The application should be submitted by November 1, 2015.

All districts who have task force members selected will receive an allocation to cover travel expenses to the meetings and to attend one conference to advance their professional skills. The allocation will range from \$2,300-\$5,500 dollars based on state travel policy reimbursement rates.

We hope you will use this opportunity to develop the skills of staff who have not previously participated on a statewide committee.

If you have any questions, please contact Barbara Stahnke at (404) 656-9869 or via email [Barbara.stahnke@dph.ga.gov](mailto:Barbara.stahnke@dph.ga.gov).

Attachments: Task Force Expectations Summary  
Application for Education Task Force

c: Debra L. Keyes, MA, RD, Director, Georgia WIC Program  
Todd Stormant, RD, LD, Nutrition Operations Manager  
Sonia Jackson - Program Delivery & Review Manager  
District Health Directors  
District Program Managers  
WIC Deputy Directors  
WIC Managers





**Georgia WIC Program  
Nutrition Unit  
Education Materials Task Force 2015-2016 Application**

Name:	Position:
District:	Telephone:
Address:	E-mail address:
	Certificates/Credentialing:

Have you ever been a WIC Participant?                      Yes\_\_\_\_\_                      No\_\_\_\_\_

1.) Briefly state why you would like to serve on the Education Materials Task Force.

2.) How long have you worked for WIC and what positions have you held?

3.) Describe your experience, including time frames, in the following areas:

A. Planning and/or providing group or individual nutrition education:

B. Planning and/or providing breastfeeding promotion, education and support:



C. Reviewing, developing, and/or designing nutrition and breastfeeding education materials (print, and/or audiovisual media):

D. Using social media with participants or personally:

E. Working with diverse populations, including low-literacy populations

4.) What languages other than English do you:

Speak	Read	Write

5.) Describe any additional qualifications that you have that would be especially helpful to the Education Materials Task Force:

Please attach your resume to this application and e-mail to:

Barbara Stahnke, MEd, RD, LD  
[Barbara.stahnke@dph.ga.gov](mailto:Barbara.stahnke@dph.ga.gov)

Applications are due November 1, 2015  
Thank you for your time and interest in the Education Materials Task Force

## Education Materials Task Force Expectations

The Education Materials Task Force is a working group tasked to identify and/or develop reinforcement of education materials for Georgia WIC participants. Twelve (12) members from the local agencies and six (6) members from the state agency will work together to develop a resource list of reinforcement materials that will have prior approval to purchase or to have printed.

The task force will need to assure necessary materials are available for all client types and for the various Georgia WIC services provided:

- Georgia WIC Services: Program utilization, Nutrition education, Breastfeeding education, Breastfeeding promotion and support, Outreach
- Georgia WIC Client Types: Families, Prenatal, Breastfeeding, Postpartum, Children and Infants

The committee will need to consider literacy and diversity. The committee will also need to provide input for the ongoing maintenance of the Task Force's work.

Task force members will be required to:

- Attend all meetings. The deliverable for the funding is attendance at 5/6 meetings.
- Come prepared; review materials and resources in advance.
- Fully participate in discussions; everyone's opinion is valued.
- Attend at least one conference outside of the regular meeting schedule to develop personal skills related to nutrition, breastfeeding, resource development or cultural competence/cultural diversity awareness.
- Provide feedback and pilot test materials when requested.
- Communicate progress within two weeks of meetings to all local agencies.

Meetings will be held over two days in a central location of Georgia.

Tentative months for the meetings: January, March, April, June, August, September.

Agendas and notifications will come at least thirty (30) days prior; agendas will reflect members' input.

Allocations will be awarded to agencies with selected task force members.

