

MEMORANDUM

INFORMATION MEMO #16-11

TO: District Nutrition Services Director

FROM: Debra L. Keyes, MA, RD 
Director
Georgia WIC Program

DATE: June 3, 2016

RE: 2016 Georgia Department of Public Health WIC Conference
Save the Date and FAQs

The State WIC office staff and district representatives along with the event planning firm, Team Dynamics LLC, are working expeditiously to make the 2016 Georgia Department of Public Health WIC Conference another successful event that is exciting, enlightening and invigorating for all staff across the state.

The conference is being sponsored by the Georgia WIC State office through a USDA Operational Adjustment Grant. Therefore, cost associated with the conference are covered for all WIC employed staff in attendance. This includes conference registration, travel, hotel, meals and mileage, as appropriate.

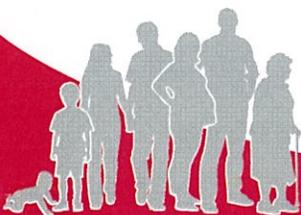
Attached is the Conference "**Save the Date**" and a list of **Frequently Asked Questions (FAQ)**. Please review these items and share or distribute to your WIC employees.

We look forward to seeing many of your WIC employees at the conference this year.

If you have any additional questions or concerns, please contact Hugh Warren, Jr. at 404-657-2916 or via email hugh.warren@dph.ga.gov

Attachment

c: Hugh P. Warren, Jr., MPA, CPA - WIC Finance Manager
District Health Directors
District Program Directors
District Administrators
WIC Deputy Directors
WIC Managers

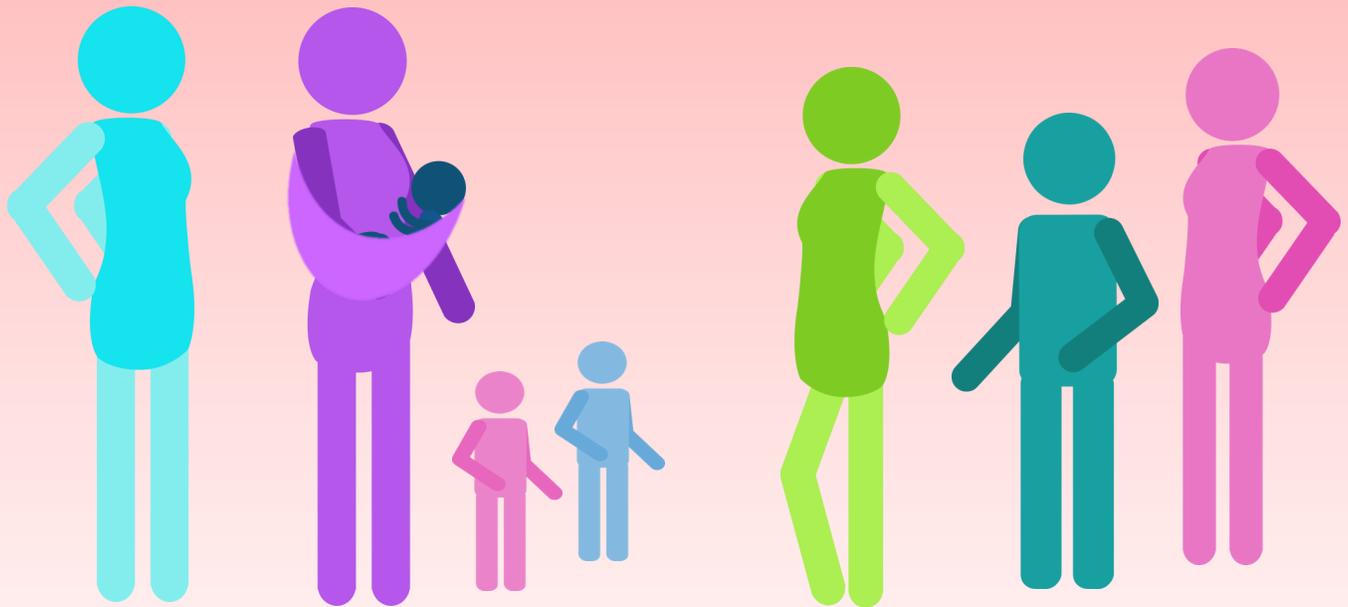


SAVE THE DATE

August 29-30, 2016

Duluth, Georgia

Building Healthy Families and Communities



Georgia WIC Conference



Let's start the conversation: #myGAWICvillage

The Georgia WIC Conference is being coordinated by Team Dynamics LLC.
If you have questions, please send an email to a coordinator at gawic@teamdynamicsweb.com or call the office at 985-624-3514.

2016 Georgia Department of Public Health WIC Conference Frequently Asked Questions (FAQs)
August 29th & 30th 2016

FAQ – Conference Questions

1. Who is covering the travel costs of the conference?

State WIC Office (SWO) will provide a special conference allocation to all Districts for their WIC staff attendees.

2. Will Sunday evening meals be reimbursed with travel?

Yes, Sunday evening meals will be covered in the special conference allocation.

3. Will overnight accommodations and mileage be reimbursed? If so, how will they be reimbursed?

Yes, all travel costs (lodging, meals, mileage, and parking) will be covered or provided.

SWO will pay hotel accommodations at the conference hotel on a direct bill. Staff will not have to pay this cost. Staff should be prepared to provide a credit card at check-in for incidentals.

Staff whose work location or residence (whichever is closer to the meeting location) is more than 25 miles from the meeting location can have overnight travel reimbursed.

All other travel costs will be reimbursed to all attendees through the District. To allow Districts to make this reimbursement, the SWO will provide a special conference allocation to each District based on the number of attendees registered to attend from that District.

4. When will registration open? What is the registration deadline?

SWO anticipates opening registration by June 20, 2016. Nutrition Services Directors will receive a registration site link to share with staff assigned to attend the conference.

To ensure WIC staff the first opportunity to register, WIC staff should register by July 29, 2016.

After registration opens, questions regarding registration should be addressed to the conference planner, Team Dynamics at (985) 624-3514. Speak with either Susan at ext. 1 or Liz at ext. 2 or send an email to Susan@teamdynamicsweb.com.

5. Does staff need to work a full five-day week and Sunday for travel time? Are clinic closings an option so that staff may take the time off to make up for Sunday travel time?

Since WIC funds are being used to compensate attendees of this conference, SWO encourages all Districts to maintain regular clinic hours. Districts should manage staff schedules whenever possible to insure regular clinic hours.

Furthermore, clinics have training days each month. Therefore, if a District deems it appropriate to close a clinic for conference attendance, SWO recommends using those training days to manage that attendance. Ultimately, this is the NSD's/District's decision.

6. Can staff be paid for overtime incurred due to conference attendance? Will SWO provide funding for overtime costs due to conference attendance?

Payment of overtime is at the discretion of the District.

If a District finds it necessary to pay overtime for staff to attend the conference and keep regular clinic hours, Districts should use any surplus funding from its special conference allocation to cover their overtime needs first. Only when all of the special conference allocation is exhausted, may a District request additional funding for overtime. If any additional funding is required to cover overtime, all associated fringes will be included.

Overtime should only be paid in compliance with the Fair Labor Standards Act (FLSA) to non-exempt employees who have exceeded their forty (40) hour work week schedule. Staff working their forty (40) hour work week schedule or less should be compensated at their regular hourly rate. Staff attending the conference and given leave due to their attendance will not receive overtime pay and should get regular pay for their hours they work.

Any questions regarding overtime should be addressed to Hugh Warren at (404) 657-2916 or at hugh.warren@dph.ga.gov.

7. Who can attend the conference? Are the nutritionists and RDs and Managers included this year?

Yes, all WIC employees can attend. CPAs including RDs, nutritionists, and nurses, managers, clerical staff and breastfeeding peer counselors are invited. The special conference allocation will include funding for all WIC staff who attend from each District.

8. Are back-up staff invited as well? For example, are staff who are not on the WIC budget but may fill in as needed invited?

Regular WIC staff are being given the first opportunity to register until July 29, 2016. At that point, if conference slots and hotel accommodations are available, registration will be open to back-up staff. All registration after July 29, 2016 will be on a first come, first serve basis. Monitor the conference registration site to find out if additional conference slots are made available after July 29, 2016. The final registration deadline for all attendees will be August 19, 2016.

9. Will District staff not covered by the special conference allocation need written approval from their local District for hotel reimbursement (if they live within 50 miles) or would written District approval suffice across the board?

Yes, the individual employee will need approval from their District leadership; they would also need a justification as to why the exception is necessary. If such staff attend, they must be reimbursed from the District's regular WIC allocation for all their travel costs including lodging, not the special conference allocation and obtain all appropriate approvals and justifications.

10. If staff does not need a hotel room for any or both nights, do they need to complete the conference registration?

Yes, all attendees regardless of the need for accommodations must register by the required deadlines. This information is needed for planning purposes. The registration site will track registration for both the conference and accommodations. A link to the conference registration site will be sent as soon as it's available.