



Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

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MEMORANDUM

ACTION MEMO #17-03

TO: District Nutrition Services Directors

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

DATE: October 26, 2016

RE: Education Materials Task Force

The Georgia WIC program moved to a state approved list of education materials for use with Georgia WIC participants in FFY 2016. Education materials includes outreach, program utilization and nutrition education reinforcement materials. To assure that materials meet the needs of participants across the state, we have selected a Task Force with twelve representatives from local agencies and six representatives from the state office. Currently, we have one local agency Task Force member vacancy. To select the best candidate with the necessary experience from the local level, we will be using an application process and scoring rubric. The deadline to submit applications is November 11, 2016.

As much as possible, current front line provider experience from across the state is imperative to assure representation of service delivery. Please note that a resume must be included with the 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.

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.

In regards to any questions or concerns, please contact Barbara Stahnke at 404-657-2556 or via email at barbara.stahnke@dph.ga.gov.

Attachments: (3)

c: Debra L. Keyes, MA, RD, Director, Georgia WIC Program
District Health Directors
District Program Managers
WIC Deputy Directors
WIC Managers





**Georgia WIC Program
Nutrition Unit
2016-2017 Education Materials Task Force**

Name:	Position:
Local Agency:	Phone #:
Mailing 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):

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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

Applications are due November 11, 2016

Thank you for your time and interest in the Education Materials Task Force

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Georgia Department of Public Health **DPH**

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 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 print.

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 out of 7 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: November, January, March, April, May-June, July, 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.



Educational Materials Task Force 2017 Tentative Schedule

Nov. 3-4, 2016

Jan 25-26, 2017

March 11-2, 2017

April 12-13, 2017

May 31- June 1, 2017

July 18-19, 2017

September 21-22, 2017

2016-2017 Education Materials Task Force Selection Guidelines

1. **Years with WIC (10 pts possible):**
1 point for every year worked, maximum = 10 points
(For example, 7 years = 7 points)
2. **CPA, NA or Clerk (5 pts possible):**
Current or former CPA, NA or Clerk = 5 points
3. **BF Expertise (5 pts possible):**
IBCLC, CLE/CLC, Current or former BF Peer Counselor = 5 points
4. **WIC Participant (5 pts possible)**
Current or former WIC participant = 5 points
5. **Experience Providing Education (10 pts possible):**
Group education only = 5 points
Individual education only = 5 points
Group and individual education = 10 points
6. **Experience Reviewing and Developing Education Materials (20 pts possible):**
Experience reviewing education materials = 10 points
Experience reviewing and developing education materials = 15 points
Experience reviewing and developing education materials for WIC or other low-literacy audiences = 18 points
Experience with graphics/layout design/desktop publishing = 2 bonus points
7. **Experience with Social Media (10 pts possible):**
Experience with social media = 5 -10 points
8. **Cultural Diversity (10 pts possible):**
Has experience with diverse cultures = 5 points
Speaks, reads, and/or writes other language = 10 points
9. **Experience with Education Materials (25 pts possible):**
Experience related to Education Reinforcement Materials for WIC populations = 0-25 points
Things to consider for 2016-2017 term:
 - Currently working directly with participants
 - Regional Representation (South, Middle, North and Metro)

