



STATE AND LOCAL CONTACTS

Street address for the state WIC office is:

**Department of Human Services, Public Health Division
Nutrition and Health Screening Program - WIC
Portland State Office Building
800 NE Oregon Street, Suite 865
Portland, OR 97232**

Phone and FAX numbers for the state WIC office are:

Main phone: 1-971-673-0040

FAX: 1-971-673-0071

Oregon WIC Web site:

www.oregon.gov/dhs/ph/wic

State NHS Program Staff and General Responsibilities

State NHS Program Staff	General Responsibility
<i>Management</i>	
<p>Sue Woodbury Program Manager (971) 673-0036 susan.woodbury@state.or.us</p> <p>Sarah Rosenberg Operations Manager (971) 673-0055 sarah.r.rosenberg@state.or.us</p> <p>Susan Greathouse Local Services Manager (971) 673-0042 susan.p.greathouse@state.or.us</p>	<ul style="list-style-type: none"> ▶ Management of Program Areas ▶ Liaison with National Organizations and Other Organizations ▶ Overall WIC Program Policy ▶ Local Agency Biennial Reviews ▶ Audits ▶ Civil Rights ▶ Caseload Management ▶ Contract Oversight and RFP Development ▶ Local Agency Contracts ▶ Emergency preparedness
<i>Business and Administrative Services Team (BAST) – managed by Sue Woodbury</i>	
<p>Karen Shi (Team Lead) Fiscal & Program Services Coordinator (971) 673-0037 karen.d.shi@state.or.us</p> <p>Jan Daigle Fiscal & Program Services Admin. Specialist (971) 673-0039 janice.m.daigle@state.or.us</p> <p>Mike Conkey Management Admin. Specialist (971) 673-0080 michael.a.conkey@state.or.us</p> <p>Robin Moulton WIC Receptionist (971) 673-0040 robin.l.moulton@state.or.us</p> <p>-----</p> <p>Julie Reeder* Research Analyst (971) 673-0051 julie.a.reeder@state.or.us</p> <p>Kristin Sasseen* Breastfeeding Promotion Program (971) 673-0070 kristin.sasseen@state.or.us</p> <p><i>* Provide service to overall WIC program</i></p>	<ul style="list-style-type: none"> ▶ General Overall Support to Program and Staff ▶ Local Agency Grants ▶ State/Local Agency Expenditures ▶ Process Travel Reimbursements/Payables ▶ Maintain Central File ▶ Distribution of Mail <ul style="list-style-type: none"> • Distribution of WIC Policy and Procedure Manual (PPM) updates ▶ Process Print Requests for Clinic Forms and Education Materials ▶ Receptionist/Telephone ▶ Ordering Breast Pumps ▶ Contract Formula Rebate Billing ▶ Storage of Archival Documents ▶ Special Research Grants ▶ Requests for Data ▶ Community Breastfeeding Promotion

State NHS Program Staff	General Responsibility
<i>Data Systems Team (DST) – managed by Sarah Rosenberg</i>	
<p>Kim Meyers (Team Lead) TWIST Business Manager (971) 673-0069 kimberly.meyers@state.or.us</p> <p>Dan Thao Data Systems Business Specialist (971) 673-1349 dan.thao@state.or.us</p> <p>Pri Keomany Application Support (971) 673-0066 pri.keomany@state.or.us</p> <p>Lisa Miles Application Support (971) 673-0065 lisa.r.miles@state.or.us</p> <p>Linh Diep Application Support (971) 673-0067 linh.diep@state.or.us</p> <p>Michelle Faust Data Systems Representative (971) 673-0068 michelle.faust@state.or.us</p> <p>Karl Petith Data Systems Representative (971) 673-0080 karl.petith@state.or.us</p>	<ul style="list-style-type: none"> ▶ Data Systems Planning and Coordination ▶ Maintenance of the TWIST Data System including: <ul style="list-style-type: none"> • Data collection • Computer generated reports • Production of food instruments • Testing new releases • Recommending changes and enhancements to the TWIST data system ▶ Production Support (Application Support) for Local Programs ▶ Maintain Food Code Description Table, Price Table and Risk Code/Priority Table ▶ Production Issues Related to Reports and Online Data System ▶ Electronic Downloading of Data to Local Programs ▶ Data Retrieval ▶ 2-Month Unmatched Redemption Follow-up ▶ Possible Dual Participation Follow-up ▶ Lost/Stolen FIs - Originals and Replacements Redeemed Follow-up ▶ WIC Transfer Cards ▶ Data Retrieval from WIC Data Warehouse

State NHS Program Staff	General Responsibility
<i>Vendor Management Services Team (VMST) – managed by Sarah Rosenberg</i>	
<p>Maria Menor (Team Lead) Vendor Management Services Team Coordinator (971) 971-0056 maria.i.menor@state.or.us</p> <p>Tamara Olsen Compliance Coordinator (971) 673-0064 tamara.l.olsen@state.or.us</p> <p>Greg Lavallee Investigator (971) 673-0062 gregory.s.lavallee@state.or.us</p> <p>Jazette Johnson Vendor Program Analyst (971) 673-0061 jazette.johnson@state.or.us</p> <p>Michelle Aarhus Vendor Trainer (971) 673-0052 michelle.a.aarhus@state.or.us</p> <p>Gina Carter Vendor Contract Specialist (971) 673-0058 gina.j.carter@state.or.us</p> <p>Colette LaDue Vendor Administrative Specialist (971) 673-0060 collette.ladue@state.or.us</p>	<p>▶ Vendor Management to include:</p> <ul style="list-style-type: none"> • Vendor authorization • Vendor compliance • Vendor questions • Vendor stock • Database maintenance • Vendor training • Maintain Vendor Advisory Council (VAC) <p>▶ Farm Direct Nutrition Program</p> <ul style="list-style-type: none"> • Work with ODA to authorize farmers • Design, print and deliver FDNP coupons • Provide grant leadership to USDA • Local agency communication • Training and monitoring <p>▶ Oregon’s Authorized Food List</p> <p>▶ Program Integrity</p> <ul style="list-style-type: none"> • Vendor abuse • Investigations (participants, vendors, staff) • Complaint follow-up (participants, vendors, staff) • Dual WIC participation follow-up (participants) • Monitor dual participation between Commodity Supplemental Food Program (CSFP) and WIC

STATE OFFICE: ADDRESS AND STAFF, *cont.*

State NHS Program Staff	General Responsibility
<i>Nutrition and Local Services Team (NLST) – managed by Susan Greathouse</i>	
<p>Sara Sloan (Team Lead) Nutrition Consultant (971) 673-0043 sara.e.sloan@state.or.us</p> <p>Karen Bettin Nutrition Consultant (971) 673-0044 karen.bettin@state.or.us</p> <p>Vernita Reyna Nutrition Consultant (971) 673-0047 vernita.d.reyna@state.or.us</p> <p>Mary Rhode Nutrition Consultant (971) 673-0045 mary.rhode@state.or.us</p> <p>Cheryl Alto Nutrition Consultant (971) 673-0057 cheryl.l.alto@state.or.us</p> <p>Beth Lanham Nutrition Consultant (971) 673-0041 elizabeth.l.lanham@state.or.us</p> <p>Kelly Sibley / Bonnie Ranno Nutrition Consultant (<i>Job share</i>) (971) 673-0046 kelly.e.sibley@state.or.us bonnie.ranno@state.or.us</p> <p>Kim McGee Health Educator (971) 673-0049 kimberly.o.mcgee@state.or.us</p> <p>Adrienne Mullock Health Educator (971) 673-0054 adrienne.p.mullock@state.or.us</p>	<ul style="list-style-type: none"> ▶ Certification Criteria ▶ Nutrition Policy ▶ Nutrition Education ▶ Nutrition Risk and Certification ▶ Technical Assistance and Consultation ▶ Liaison between State Office and Local Programs <i>(See end of this section for Nutrition Consultants assigned to each local WIC Program)</i> ▶ Biennial Reviews of Local Programs ▶ Training Module Development ▶ Caseload Management ▶ Breast Pump Project ▶ Medical Formula Issues ▶ General Nutrition Questions ▶ Breastfeeding Promotion ▶ Breastfeeding Peer Counselor Programs ▶ Outreach ▶ Statewide Conference and Training ▶ Development of WIC Publications ▶ Coordination of updates to the WIC Policy and Procedure Manual ▶ Motor Voter ▶ Integration with Other Programs ▶ Development & Purchase of Nutrition Ed Materials ▶ WIC/Immunization Integration Activities ▶ Special Research Grants ▶ Civil Rights Complaints ▶ Annual Nutrition Education Plans

STATE OFFICE: ADDRESS AND STAFF, *cont.*

State NHS Program Staff	General Responsibility
<i>Nutrition and Local Services Team (NLST) cont.</i>	
<p>Nhu To-Haynes / Jolene McGee Health Educator (<i>Job share</i>) (971) 673-0050 nhu.h.to-haynes@state.or.us jolene.mcgee@state.or.us</p> <p>Alissa Bateman-Robbins Research Analyst (971) 673-0539 alissa.bateman-robbins@state.or.us</p> <p>Holly Wilkalis Policy/Publications/Civil Rights Coordinator (971) 673-0037 holly.s.wilkalis@state.or.us</p> <p>Kathryn Forester NLST Program Assistant (971) 673-0053 kathryn.forester@state.or.us</p> <p>Diane Arnold NLST Program Assistant (971) 673-0081 diane.arnold@state.or.us</p>	<p>(see previous page)</p>

Assigned State Nutrition Consultants (July 2008)	
Karen Bettin	Baker, Confederated Tribes of Umatilla, Confederated Tribes of Warm Springs, Deschutes, Josephine, Wallowa
Cheryl Alto	Malheur, Tillamook, Washington
Beth Lanham	Clackamas, Grant, Jackson, Multnomah, Umatilla/Morrow Head Start
Sara Sloan	Clatsop, Columbia, Klamath, Lake, Salud, Union
Mary Rhode	Benton, Coos, Crook, Douglas, Hood River, Jefferson, Harney
Vernita Reyna	Curry, Lane, Lincoln, Linn, Marion, Polk, Wasco-Sherman

<u>State WIC Program Staff</u>	<u>General Responsibility</u>
<i>TWIST Data System Management</i>	
<p>Susan Strohm Applications Support Manager</p> <p>Samir Mustafic TWIST System Analyst (971) 673-1016 samir.mustafic@state.or.us</p> <p>Dan Hastings TWIST System Analyst (971) 673-0113 daniel.hastings@state.or.us</p>	<ul style="list-style-type: none"> ▶ TWIST Data System Planning, Coordination, and Development ▶ Technical Lead for FamilyNet

**If you need this in large print or an alternate format,
please call (971) 673-0040.
WIC is an equal opportunity program and employer.**