

Chapter 2

State Agency Organization

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The North Carolina WIC Program operates within the Nutrition Services Branch and under the auspices of the Division of Public Health, North Carolina Department of Health and Human Services (NC-DHHS). This chapter provides an overview of the Nutrition Services Branch and the staff that work with the WIC Program.

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Nutrition Services Branch Overview

The Nutrition Services Branch (NSB) is housed within the Women's and Children's Health Section (WCHS), Division of Public Health, North Carolina Department of Health and Human Services. Activities of the Nutrition Services Branch promote sound nutrition habits among infants and children and women in their childbearing years. Branch staff work with county, state and private agencies to improve health status by reducing the incidence of nutritional risk factors including food insecurity, improving pregnancy outcomes, and by hastening recovery from illness and injury through the provision of technical assistance, education and supplemental foods.

■ Programs Administered by the Branch

- ▶ Child and Adult Care Food Program (CACFP)
- ▶ Farmers Market Nutrition Program (FMNP)
- ▶ NC Nutrition and Epidemiology Surveillance Systems (NC-NESS) containing demographic and geographical characteristics and Nutrition Risk profile of WIC participants.
- ▶ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

■ Units Within the Branch.

- ▶ **Administrative Services Unit.** The Administrative Unit provides overall administration and management of all programs operated through the Nutrition Services Branch.
- ▶ **Information Systems Unit.** The Information Systems Unit administers, develops and operates the WIC, CACFP, and FMNP information systems (Crossroads and NC CARES) and the Customer Service Desk.
- ▶ **Public Health Nutrition Unit.** The Public Health Nutrition Unit is responsible for developing program policy, procedures, and implementation guidance related to participant and clinical services of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); developing program leading efforts to promote, protect and support breastfeeding; supporting quality assurance of nutrition programs through policy, monitoring, evaluation and data analysis; coordinating programmatic and nutrition training for local agency staff, and staff of public and private entities; developing nutrition education tools that promote breastfeeding, healthful eating and physical activity in women, children, youth and families; providing consultation and technical assistance to local health agencies, managing the NC NESS, supporting other surveillance and evaluation efforts, developing and maintaining the WIC computer system, and providing related training.

- ▶ **Special Nutrition Programs Unit.** The Special Nutrition Programs Unit administers the CACFP. As the administering agency, this unit provides training, technical assistance, monitoring, interpretation of federal regulations, audits, and nutrition education. This assistance helps local sponsors of these programs operate effectively.

- ▶ **Vendor Unit.** The Vendor Unit administers all aspects of the Vendor component of the WIC Program including program policy and vendor contracting, education, surveillance, inventory audits, and compliance buys.

State Agency WIC Program Staff

The following tables provide a brief overview of staff within the Nutrition Services Branch with one or more areas of responsibility with the WIC Program. Staff with WIC Program responsibilities but who are housed outside of the Nutrition Services Branch are also listed.

Position	Name of Individual	Primary Area(s) of WIC Program Responsibility
NUTRITION SERVICES BRANCH ADMINISTRATION		
Program Director I	Mary Anne Burghardt, MS, RD, LDN	State WIC Director. Overall responsibility for WIC Program including supervision and recruitment of staff; financial management; administrative aspects & caseload management.
Program Manager II	Kim Lovenduski, MPA	Serves as the Deputy Director. Responsible for IT systems, and all branch operations. Supervises the Financial, Vendor, MIS, Purchasing, and Information Services Units.
Program Supervisor II	VACANT	Coordinates local agency budgets and expenditure reports; contracts; financial reporting; oversees warehouse.
Application Systems Analyst II	Jim Finley, BA, PMP	Provides release management coordination for NC for the WIC Crossroads SAM System.
Purchasing Coordinator	Sarah Lyons	Coordinates purchasing activities for the Branch.
Administrative Officer	VACANT	Fiscal management, federal reporting, rebate reporting.
Inventory Associate	Jeremy Henderson	Branch Warehouse Coordinator responsible for mailing and inventory of administrative and nutrition education materials to stakeholders.
Business Service Coordinator I	VACANT	Contracts, Agreement Addendum, Budget Revision of Local WIC Agencies.
Program Coordinator II	VACANT	Management support.
Business Service Coordinator I	Karen Mason	Accounts Payable and Fixed Assets.

PUBLIC HEALTH NUTRITION UNIT		
Program Manager I	Sherry Ebner, MBA, RD, LDN	State Nutrition Coordinator; leadership and coordination of policy & procedures development related to participant and clinical services; coordination of local agency program reviews; program evaluation; training and development of nutrition education materials and resources.
Administrative Specialist I	Angela Dewar	Management support.
Administrative Specialist II	VACANT	Management support.

Program Manager I	Ashley Pugh, MS, RD, LDN, IBCLC	WIC Policy and Quality Assurance Team Leader; Develop program policy, procedures, and implementation guidance related to participant and clinical services of the WIC Program and to support quality assurance of nutrition programs through program monitoring and evaluation.
Program Manager I	Sara Moss, MPH, RD	Nutrition Education and Training Team Leader. Coordinate programmatic and nutrition training for local health agency staff and staff of public and private entities; to develop nutrition education tools that promote breastfeeding, healthful eating and physical activity in women, children and families; to conduct social marketing and health education campaigns; and to support quality assurance of nutrition programs through program monitoring and evaluation.
Public Health Epidemiologist	Najmul Chowdhury, MBBS, MPH	Pregnancy Nutrition Surveillance (PNSS), Pediatric Nutrition Surveillance System (PedNSS), NC-Nutrition and Physical Activity Surveillance System (NC-NPASS), program evaluation.
Program Manager I	Chiara Phillips, MS, RD, LDN, IBCLC	State Breastfeeding Coordinator, Responsible for supervising the Breastfeeding Promotion and Support Team. This includes leading efforts to promote, protect and support breastfeeding within WIC and DPH and to support quality assurance of nutrition programs through program monitoring and evaluation.
Nutrition Program Consultant	Alina Rivera, MPH, RD, LDN, IBCLC	State Breastfeeding Peer Counselor Program Coordinator; policy, procedures, and program development for peer counselor programs and to support quality assurance of nutrition programs through program monitoring and evaluation.
Nutrition Program Consultants (Policy and Quality Assurance Team)	Bernadette Edge, MSM, RD, LDN Bhuvana Parmar, MS, RD, LDN Geraldine Jenkins, MS, RD, LDN Kimberly Wright, MS, RD, LDN VACANT	Develop program policy, procedures, and implementation guidance related to participant and clinical services and to support quality assurance of nutrition programs through program monitoring and evaluation.

Nutrition Program Consultants (Nutrition Education and Training Team)	Katharine Clarke, MS, RD, LDN Laura Tanase, MS, RD, LDN Ashton Cooper, MS, RD, LDN VACANT	Coordinate programmatic and nutrition training for local health agency staff and staff of public and private entities; to develop nutrition education tools that promote breastfeeding, healthful eating and physical activity in women, children and families; to conduct social marketing and health education campaigns; and to support quality assurance of nutrition programs through program monitoring and evaluation.
Nutrition Program Consultant	Nan Pardington, MS, RD	Translates program policy into the WIC management information system (MIS); develops tools to support data integrity and training of local agency staff on MIS; supports data analysis and reporting of WIC MIS data.
Program Manager I	Kathy Griffin, MS, RD	Supervising the Consultation and Technical Assistance Team. This includes supervising consultation and technical assistance on program policy to local health agencies and to support quality assurance of nutrition programs through program monitoring and evaluation.
Nutrition Program Consultants (Regional)	Cara Perdue, PhD, RD, LDN Donna Clark, MS, RD Leigh Ellen Dudley, MS, RDN, LDN Tonya Nicholson, MS, RD Vivian Hansen, MA, RD	Provides consultation and technical assistance on program policy to local health agencies and to support quality assurance of nutrition programs through program monitoring and evaluation.
INFORMATION SYSTEMS UNIT		
Application Systems Analyst I	Sharon McDougal	Information System Manager, Provides leadership, supervision & management of WIC Information System.
User Support Analysts–NSB Customer Service Desk	Arthur Phillips Michele Mitchell Bradley Wilson Troy Hirt	WIC Information System support activities.
VENDOR UNIT		
Program Manager I	Tysha Grays, MPH	Provides leadership, supervision & direction for food delivery system and vendor surveillance.
Program Coordinator IV	VACANT	Coordinates local agency vendor activities, completes local WIC agency reviews/monitoring analysis, and provides technical assistance to vendor staff locally and vendors statewide. Prepares and analyzes vendor data and coordinates eWIC vendor-related activities.

Program Coordinator IV	Heather Todaro, MPA	Coordinates local agency vendor activities, completes local WIC agency reviews/monitoring analysis and provides technical assistance to vendor staff locally and vendors statewide. Assists with coordination of the WIC Farmers' Market Nutrition Program.
Program Coordinator IV	Jasmine Martin	Coordinates local agency vendor activities, including all training events, completes local WIC agency reviews/monitoring analysis and provides technical assistance to vendor staff locally and vendors statewide.
Program Coordinator IV	Lakia Jones, MS	Coordinates local agency vendor activities, completes local WIC agency reviews/monitoring analysis and provides technical assistance to vendor staff locally and vendors statewide. Prepares and analyzes vendor data including Federally required reports. Submits vendor-related Federal reports annually.
Human Service Planner/Evaluator IV	Wyatt Jordan	Coordinates compliance activities related to WIC vendors. Manages the WIC Farmers' Market Nutrition Program (FMNP).
Program Coordinator IV	Rebecca Barnes	Conducts compliance buy investigations on WIC vendors.
Finance and Business Compliance Analyst II	Sam Cabrera	Conducts inventory audits. Investigates potential fraud cases. Represents the Vendor Unit as needed in litigation.
Administrative Specialist I	Cassandra Rogers	Provides administrative support for the Vendor Unit and the Information Services Unit.
Administrative Specialist I	Adrienna Singletary	Completes compliance-related activities for the Vendor Unit to include claims tracking/resolution, dissemination of vendor correspondence regarding program compliance in addition to recording, organizing, and summarizing compliance data for authorized vendors.

There are staff also who work directly with the WIC Program but who are housed outside of the Nutrition Services Branch.

Position	Name of Individual	Primary Area(s) of WIC Program Responsibility
LEGAL STAFF (Attorney General's Office)		
Attorney II	Lisa Bradley, JD	Legal Consultant to the WIC Program. Represents the program in administrative appeals and court actions.