

## Utah State WIC Staff

**WIC State Office Phone Number: 801-273-2991 option 3**

**WIC Help Desk 801-273-2990, [wichelpdesk@utah.gov](mailto:wichelpdesk@utah.gov)**

**Amber Brown, RD, CD**

**Child Nutrition Specialist**

[amberbrown@utah.gov](mailto:amberbrown@utah.gov)

**Responsible for:** authorized foods list, product guide, food packages, food management in VISION, management evaluations, special formula orders; technical assistance to local agencies, administrators and policy makers with nutrition regulations, assessment, certification.

**Cheryll Coffman**

**Operations Specialist/WIC Help Desk**

[ccoffman@utah.gov](mailto:ccoffman@utah.gov)

**Responsible for:** VISION support; MICR printer, scanner and signature pad support; user credentials and security, clinic operations issues and resolution; VISION testing and training; technical assistance to clinics; review VISION reports and records; assist with management evaluations; assist IT Project Manager; assist with check stock distribution.

**Phyllis Crowley, MS, RD, CD, IBCLC**

**State Nutrition Coordinator**

[pcrowley@utah.gov](mailto:pcrowley@utah.gov)

**Responsible for:** management of the overall nutrition and breastfeeding components of the Utah WIC Program; direct supervision of state Child Nutrition Specialist team; development of goals, standards and policy and procedures; compliance with federal regulations; technical assistance to administrators and policy makers.

**Amanda Douglas**

**Commodity Supplemental Food Program Coordinator**

[amandadouglas@utah.gov](mailto:amandadouglas@utah.gov)

**Responsible for:** coordination of CSFP program; development of CSFP state plan, policies and procedures, and program informational flyers and brochures; CSFP inventory, caseload, and food order oversight, management evaluations, distribution site reviews,

**Chris Furner, MS, CHES**

**WIC/CSFP Program Manager**

[cfurner@utah.gov](mailto:cfurner@utah.gov)

**Responsible for:** overall administration of the Utah WIC and CSFP Programs. Utah State Plan; financial solvency of WIC and CSFP; coordination with local WIC Directors, Health Officers, Utah Dept. of Health administration and USDA; supervise state staff.

**Alisa Hardin-Lapp**  
**Budget Coordinator**

[ahardin-lapp@utah.gov](mailto:ahardin-lapp@utah.gov)

**Responsible for:** local health department grant development, budgets, state agency private contracts and invoice payments, expenditure tracking, USDA federal financial reporting, participant violation payments.

**Alison Jensen**  
**Child Nutrition Specialist**

[alisonjensen@utah.gov](mailto:alisonjensen@utah.gov)

**Responsible for:** breastfeeding promotion activities, educational materials, training programs/seminars; Peer Counselor Program and other breastfeeding training programs; complete breastfeeding evaluation, management evaluations; collection/reporting of breastfeeding data; collaborate with community to provide services; special formula orders.

**Dee Anne McGuire**  
**Office Specialist**

[damcguire@utah.gov](mailto:dmcguire@utah.gov)

**Responsible for:** answering phones, mailings, training registrations, vendor management reports, assist Vendor Management Coordinator; assist nutrition team, miscellaneous duties.

**Jessica Perkins**  
**Office Specialist**

[jessicaperkins@utah.gov](mailto:jessicaperkins@utah.gov)

**Responsible for:** UCI clinic forms and supplies order; breastfeeding supplies, inventory, ordering; assist Breastfeeding Coordinator and Vendor Management Coordinator; vendor management reports, vendor mailings, shipping.

**Christina Perry, RD, CD, IBCLC**  
**Child Nutrition Specialist**

[clperry@utah.gov](mailto:clperry@utah.gov)

**Responsible for:** nutrition surveillance data; coordination and training of interns; WIC Wire editor; management evaluations; special formula orders; technical assistance to local agencies, administrators and policy makers with nutrition regulations, assessment, certification.

**John Radmall**  
**Programmer**

[jradmall@utah.gov](mailto:jradmall@utah.gov)

**Responsible for:** maintenance and testing of VISION system, programming and analysis for reports and special requests, collection and integration of WIC data; SharePoint development; provide HGB data to authorized Head Start agencies; CSFP lookups and legal requests from outside agencies, interfaces with external entities such as USIS and financial institutions.

**Nicole Reames, MBA**  
**Benefit Delivery and Program Integrity Coordinator**

[nreames@utah.gov](mailto:nreames@utah.gov)

**Responsible for:** vendor management policies and procedures, retail agreements, violations, investigations, compliance, high risk; vendor training materials, vendor management forms, vendor training, food delivery system, redemption, check reconciliation, bank coordination; vendor and participant complaints; participant violations; EBT Planning; Program Integrity.

**Karen Smith**  
**Executive Secretary**

[kmsmith@utah.gov](mailto:kmsmith@utah.gov)

**Responsible for:** administrative support for Program Manager and state staff; scheduling meetings; meeting minutes; travel requests and reimbursements; group gatherings; purchase orders; office supplies; reference materials; clinic and vendor stamps.

**Angela Sorrells**  
**IT Project Manager**

[asorrells@utah.gov](mailto:asorrells@utah.gov)

**Responsible for:** IT projects for WIC, coordinate IT functions with DTS, WIC state staff and local clinic & IT personnel, oversee VISION, coordinate with Ciber and MPSC user group, VISION testing and training, EBT Planning.

**Paola Vélez, MBA, RD, CD**  
**Child Nutrition Specialist**

[pvelez@utah.gov](mailto:pvelez@utah.gov)

**Responsible for:** Nutrition education classes and handouts; Nutrition Education Committee chair; review of agency nutrition education submissions; nutrition modules; Spanish translation (state/national – USDA); TV nutrition spots; special formula orders; management evaluations; technical assistance to local agencies, administrators and policy makers with nutrition regulations, assessment, certification; policy and procedures.

**Rick Wardle, BS**  
**Operations Manager**

[rwardle@utah.gov](mailto:rwardle@utah.gov)

**Responsible for:** eligibility policy, clinic operations policy, civil rights, State Plan/P&P development, management evaluations, web site/SharePoint content, check stock distribution, operational forms, assist Vendor Management Coordinator, assist with Spanish translation; supervise Operations Specialists and Office Specialists.

**Lily Zavala**  
**Operations Specialist/WIC Help Desk**

[lilyzavala@utah.gov](mailto:lilyzavala@utah.gov)

**Responsible for:** VISION support; MICR printer, scanner and signature pad support; manage state equipment inventory and replacement; clinic operations issues and resolution; VISION testing and training; technical assistance to clinics; review VISION reports and records; assist with management evaluations; assist IT Project Manager; manage Teletask system; assist with Spanish translation.

**Vacant**

**Benefit Delivery and Program Integrity Specialist**

**Assist coordinator with:** vendor management policies and procedures, retail agreements, violations, investigations, compliance, high risk; vendor training materials, vendor management forms, vendor training, food delivery system, redemption, check reconciliation, bank coordination; vendor and participant complaints; participant violations; fraud investigations; separation of duties exceptions; EBT Planning; Program Integrity.