

In Attendance:

Beaver	X
Box Elder	✓
Cache	✓
Carbon	✓
Davis	✓
Duchesne/Uintah	✓
Emery	X
Garfield	✓
Iron	✓
Juab	X
Kane	✓
Millard	✓
Rich	X
Salt Lake	✓
Sanpete	✓
Sevier	✓
Summit	X
Tooele	X
Utah	✓
Wasatch	✓
Washington	X
Wayne/Piute	X
Weber	✓

Counties shared:
Cache

Counties sharing next:
Carbon, Davis, Duchesne

Rachel- Financial Reporting

As we approach the end of the fiscal year, please remember to keep your travel and timecards up-to-date. It is stated in the new hire training that if employees do not keep their timecards up-to-date, we may not be able to compensate employees if they do not turn in time cards on time. Please make sure that the entire purchasing process from beginning to end takes less than 30 days. If you have any questions, please contact Rachel Hansen at rachel.hansen@usu.edu, or by phone at (435) 797-7406.

Jocelin- Food \$ense SNAP-Ed Cards

A stack of SNAP-Ed cards were sent to each county a couple months ago. These small 2" x 4" cards are for you to deliver and set out at your local DWS offices. We hope returning to the DWS office every couple months to replenish their stack of cards will help develop a relationship between DWS and Food \$ense. If you have run out of these cards, or when you do, please contact Jocelin and she will order you more. Mary Anna Henke's example of delivering those cards to her DWS office was exactly what we hope to see happening. Thank you Mary Anna.

Jocelin- Utahns Against Hunger Cards

Utahns Against Hunger is a non-profit organization who serves and helps low-income families in Utah. They recently sent marketing cards to each county. Will you please distribute these cards at your classes and make them available to your participants. Thank you!

Kim- PEARS Supervisors

Please remember to enter your class info right after you teach. You do not need to submit data at the end of the month anymore. Supervisors should check reports on PEARS regularly. Supervisors can find county and individual reports by visiting the home page on PEARS and selecting Reports. Choose the option you would like and use the filter to find county and NEA information.

Casey- Thumbs Up Program Progress

If you have any questions about the Thumbs Up program, please contact Casey at casey.coombs@usu.edu or call at 435.797.3725.

Heidi- Role Review

- **Heidi LeBlanc- State Food \$ense Director**
Heidi is the director of the Food \$ense program. She is the PI and oversees the Utah SNAP-Ed plan and contract with the Department of Workforce Services (DWS) and USDA's Food and Nutrition Service Program.
Heidi can be contacted at heidi.leblanc@usu.edu.
- **Kim Garrity- Evaluations Coordinator**
Kim is the Food \$ense Evaluations Coordinator, and provides student intern support. She started working for Food \$ense in November 2014. She is primarily responsible for the PEARS data, evaluations, iPads, and for maintaining and updating the Food \$ense reporting data.
Kim can be contacted at kim.garrity@usu.edu
- **Gayla Johnson- Program Coordinator, Human Resources, and Travel**
Gayla is responsible for coordinating Food \$ense business that involves travel, P-cards, and requisitions. She is in charge of initiating all the Travel Authorizations and Travel Reimbursements for Nutrition Education Assistants as well as State Office staff. She initiates requisitions for processing and payment of purchase orders and invoices by the University's Accounts Payable department. Gayla is also in charge of sending job descriptions and requests for new positions to the College of Agriculture and Applied Sciences HR Representative.
Gayla can be contacted at gayla.johnson@usu.edu
- **Rachel Hansen- Business Manager**
As the Business Manager, Rachel oversees the spending on the Food \$ense grant as well as other associated indexes. This includes verifying funds available for travel, EZBuy, and p-card purchases. When there are requests for new p-cards, she ensures the information is accurate. If there are charges misplaced or erroneously charged, she does Journal Entries to make sure they are on the appropriate index.
Rachel can be contacted at rachel.hansen@usu.edu
- **Jocelin Gibson- Resource and Technology Coordinator**
Jocelin joined the Food \$ense state office in 2013. She currently oversees internal and interagency communications for the program. She is the content manager for the Food \$ense public and staff websites, and she oversees the online identity of the program. She works closely with USU Extension Marketing to assist in marketing and advertising initiatives. Contact her with any marketing needs you have.
Jocelin can be contacted at jocelin.gibson@usu.edu
- **Casey Coombs- Policy, Systems, and Environments Coordinator**
Casey is responsible for working with agents and NEAs to initiate, coordinate, and evaluate PSE efforts throughout the state.
Casey can be reached at casey.coombs@usu.edu, or at (435) 797-3725
- **LaCee Jimenez- Communications & Eligibility Coordinator**
LaCee oversees Eligibility and Communication for Utah SNAP-Ed. This includes ensuring counties make reasonable effort to work with SNAP-eligible audiences.
LaCee can be reached at lancee.jimenez@usu.edu
- **Mateja Savoie**
Mateja is a co-PI on the Food \$ense Grant and Needs Assessment
Mateja can be reached at mateja.savoie@usu.edu

County Sharing

Cache

Cache has recently created a recruiting flier to share with participants attending Food Sense Classes. They pass out the flier while teaching all of their classes to advertise the other classes they teach groups they can teach to. A participant in the “Mommy and Me” class noticed the flier and invited NEAs to come teach at a local church activity.

Social Media Sharing

Raven

Brie has put together 6 recipes with under six ingredients in the month of June. Please promote this campaign in your normal classes. The interns are working on having one year’s worth of content for the blog ready by the end of the summer.

Tayla

The blog will be publishing Farmers’ Market recipes so that people who participate in the course can have a source to find the recipes online. Another focus of the blog will be on how to create ingredients out of ingredients that you may already have.