

**2010 CA WIC Program
Best Practices Awards
Nomination Form**

**WIC Nutrition Assistant
Rookie of the Year 2009
(Individual Award)**

Directions:	
<p>The best practices awards are for activities during the federal fiscal year 2009 (October 1, 2008-September 30, 2009). Complete all sections of the form. "Agency" awards recognize the best practices of the organization, and "individual" awards recognize the unique contributions of an individual staff member. The information provided in the nomination form may be included in the Best Practices Awards program. Remember to include your name and contact information as we may contact you for additional information. This form is designed for you to enter information within expandable fields after every question.</p>	
Nomination:	
<p>Local Agency Rookie of the Year Nominee: Magdalia "Magdy" Hurtado Agency Name: La Clínica de La Raza, Inc.</p>	
Has the nominee worked for the WIC agency less than 18 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, how long has the nominee worked for the WIC agency? 11 months	
Describe duties the nominee performs that are significantly above the level of performance expected of a new employee. Within her first year, Magdy has shown strong leadership and a work ethic. She has filled in as the clerk when needed, received her WNA certificate, teaches classes, assists the Program Director with scheduling and more. As an Administrative Assistant, she has coordinated all logistics for travel, taken staff minutes, monitors the time studies, facilitates the wellness curriculum and the organization's internal Wellness Program, and tracks the breastpumps as well as attends the breastfeeding coalition meetings.	
Describe the nominee's leadership skills. In less than a year, Magdy has displayed great leadership skills within her role. She has also become a role model for coworkers and has set a high bar of excellence for her coworkers to aspire to. Please provide specific examples. Magdy stepped up to the role of a super trainer during the new WIC foods rollout in helping to train staff. Another example is her commitment to representing La Clínica's WIC department in a highly professional manner.	
What makes this nominee's customer service skills exceptional? She represents the WIC department in both an internal capacity (is the point person in communicating with support departments) and externally. She has managed to meet with all her assigned vendors and developed strong working relationships.	
Is the nominee a team player? Yes If yes, please describe. Magdy is committed to the La Clínica WIC department. She is willing to assist the team in whatever role is needed. This includes filling in as the clerk or WNA as needed when that position is on vacation or out ill, she assists in the training of staff and helps with scheduling and logistic needs. Commendations from co-workers are encouraged and may be submitted with the nomination.	
Contact Person:	

Please submit completed form by **December 11, 2009** to
Theresa Searles, Local Agency Support Branch
Theresa.Searles@cdph.ca.gov
Phone: (916) 928-8766 Fax: (916) 263-3314

2010 CA WIC Program - Best Practices Awards

Directions:

Contact Name: Ninoska (Nina) Ayala
Phone Number: (510) 535-5309
Fax Number: (510) 535-5310
Email Address: nayala@laclinc.org

Jan 11, 2008

Annmarie Biedel
Bay Area Regional Advisor
Women, Infants and Children Program
Local Agency Support Section I
3901 Lennane Drive
West Sacramento, CA 95834

Dear Annmarie,

I am writing to nominate and commend Magdalia Hurtado as WIC Rookie of the Year. Since she started Magdy has been a great person to work with. The following are a summary of her many attributes:

SUMMARY OF ATTRIBUTES

- ❑ Magdy's official title is administrative assistant & LVL which keeps her very busy.
- ❑ In this her first year she has blazed her path for leadership.
- ❑ she has enthusiasm coupled with a high work ethic.
 - She has stepped up to fill in as clerk, has gotten her WNA certificate and steps in when needed, she is teaching classes, she helps me with the schedule & so much more.
- ❑ Specifically as an Admin Asst she has taken on many tasks some of them include:
 - Coordinate the logistics (Making hotel reservations, air fare, per diem, check requests) of all my staff (15) to go to CWA and other trainings
 - She has been in charge of staff minutes
 - She monitors our time studies
 - She puts in work orders for 2 sites
 - She became our wellness facilitator for both WIC related wellness curriculum as well as La Clinica Wellness program.
 - She is helping with the tracking of breastpumps, attends the breastfeeding coalition meetings.
- ❑ As an LVL:
 - ❑ She has worked to meet with all her assigned venders and developed working relationships; she was involved with the mock surveys.
 - ❑ In the rollout of the new WIC foods she became one of my super trainers in helping to train staff

These are only the highlights, but it gives you an idea of the kind of excellent worker she is. Magdy has become a very important role model for her coworkers and has set the bar of excellence high. I whole heartedly nominate her for Rookie of the Year.

Thank you for your assistance. If you have any questions please do not hesitate to contact me at (510) 535-5309.

Ninoska Ayala
WIC Director

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Nomination:	
<p>Local Agency Rookie of the Year Nominee: Margarita Pleitez Agency Name: Planned Parenthood WIC</p>	
Has the nominee worked for the WIC agency less than 18 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, how long has the nominee worked for the WIC agency? 9 months	
Describe duties the nominee performs that are significantly above the level of performance expected of a new employee. Margarita has demonstrated excellence in the areas of customer service and team leadership.	
Describe the nominee's leadership skills. Margarita is instrumental in taking the initiative on projects. She does not hesitate to volunteer her assistance and does it with a high level of commitment and enthusiasm. Please provide specific examples. During the planning of our breastfeeding celebration Margarita was a strong team member in developing the theme, decorations and client activities. Margarita took the initiative in supplying the décor for the event. The event was big success due to her significant involvement and enthusiasm.	
What makes this nominee's customer service skills exceptional? Margarita started her front desk duties with a high level of excitement and enthusiasm. She has demonstrated her skill in processing participants in a timely, organized and efficient fashion. She treats every client with the highest level of respect. She always maintains her composure and pleasant demeanor towards internal and external customers. Margarita came on board with a hands on attitude and this behavior has continued to spread and influence other team members to follow her example. She continually seeks ways to improve client flow and raise participant satisfaction.	
Is the nominee a team player? Most definitely	
If yes, please describe. From the first day Margarita joined our team she has shown her passion for breastfeeding by voluntarily joining the breastfeeding committee. She was instrumental in assisting and orchestrating the breastfeeding celebration. She does not hesitate to participant in office activites such as Healthy Habits for Life and team building events. She is always looking for ways to offer her assistance to co-workers and management. Margarita is always willing to take on new responsibility's and can be counted on to complete the task at hand. Her assistance is aways welcomed and appreciated from all.	

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2010 CA WIC Program - Best Practices Awards

Directions:

Commendations from co-workers are encouraged and may be submitted with the nomination.

Contact Person:

Contact Name: Irene Salazar
Phone Number: 714 922-4108
Fax Number: 714 532-2522
Email Address: isalazar@pposbc.org



Planned Parenthood[®]

Orange and San Bernardino Counties

December 11, 2009

To whom it may concern:

I will like to express my full support in nominating Zenaida Yglesias for the WIC Nutrition Outstanding Local Agency Employee 2009. Since Zenaida has been part of the team she has contributed to the Nutrition Education creativity tremendously. She is clever and imaginative when confronted with obstacles. She came to us with a wealth of knowledge and has been able to revamp many of our nutrition education classes. Her strong dedication to the mission and servicing clients never goes without notice. She is always willing to help a team mate or a manager with whatever deadline is due. Zenaida is an asset to our organization and the back bone of WIC.

I will like to express my full support in nominating Margarita Pleitez for the WIC Nutrition Assistant Rookie of the Year 2009. Margarita started with us as an intern and was always enthusiastic to learn more. When she finally became part of our team she sky rocketed into her position. She brought much excitement and energy to her team with much professionalism. Margarita is always willing to learn and take on more. She displays a strong personal commitment to successfully completing all projects and is committed to achieving excellence.

Sincerely,

Irene Salazar

Vice President of Community Education and Outreach
700 S. Tustin
Orange CA, 92866

Support Letter for Margarita Pleitez

Margarita had been an intern for the Nutrition Education Training Department for over 2 years before applying for the Nutrition Assistant position.

Following were Margarita accomplishments as an intern:

- ✚ Assisted in the visual production of many materials for our participant classes and co-facilitated the training of our staff on Drink Low fat Milk which will be the June/July 2008 class of the month
- ✚ Proof read and translated our class lessons and training materials into Spanish- her command of the language is outstanding.
- ✚ Researched and produced “How much sugar is in your drink ?” poster board for the clinic
- ✚ Recognized unique solutions to problems and assisted the Nutrition Education & training department in finding many quicker ways to make visuals for the class bulletin boards.
- ✚ Organized & labeled our Nutrition Education Inventory

Since her hire date as an Nutrition Assistant:

- ✚ Margarita facilitated 17 “ Get Healthy Now” classes reaching 30 participants in her 2nd month of employment and continued to become teacher of the month for four months running:

Teacher of the month:	<u>Month</u>	<u>Group classes (FGD)</u>	<u>Ppt.#</u>
	May'09	51	113
	July'09	74	267
	Aug'09	21	88
	Sept'09	22	133

In June'09 she wasn't the teacher of the month; however it was the month she taught the most classes-86 classes to 306 Ppts

Margarita's personal characteristics are as follows

- ✚ Sets high standards for herself; her quality of work is always perfection, and her organizational skills are a model for other staff.
- ✚ Learns quickly, performs many tasks assigned plus always volunteers to assist wherever she can in the clinic. She has excelled in completing all her training for WNA, before other new trainees.
- ✚ Very dependable, always on time and very responsible. She sets a good professional standard in appearance and demeanor
- ✚ Inspires others as she takes initiative to make sure all her clinic tasks are performed correctly. She is creative in her approach with clinics tasks and gives suggestions to management how certain operational duties could be performed more efficiently.

Margarita is a top notch employee in her professional approach and over all attitude to every duty she is assigned. I proudly support her for “Rookie of the Year”

Sherry L Norwood RD, WIC Nutrition Education & Training Manager
Planned Parenthood of Orange and San Bernardino Counties
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