

UC FSNEP STATE OFFICE

Who Does What

Region Distribution:

Corinne Gould/Susan Padgett: **Central Valley Region**

Gladis Lopez/Jennifer Delia-Benke: **North Coast and Mountain Region**

Susan Padgett/Corinne Gould: **Central Coast and Southern Region**

Jennifer Delia-Benke: jabenke@ucdavis.edu, 925-324-4734

Corinne Gould: cgould@ucdavis.edu, 530-754-4934

Gladis Lopez: gylopez@ucdavis.edu, 530-754-7796

Susan Padgett, sdpadgett@ucdavis.edu, 530-754-4137

Task	Primary	Alternate	Alternate
Reception	Ginny	Susan	Analyst I
General Phone calls	Ginny	Susan	Analyst I
Conference Details	Ginny	Susan	Analyst I
Conference Follow up	Ginny	Gladis	
Travel Processing	Ginny	Susan	Analyst I
Purchase Orders	Ginny	Susan	Analyst I
Business Agreements	Ginny	Gladis	
Supply Orders	Ginny	Susan	Analyst I
Budget Management	Susan/Analyst	Gladis	Jennifer
Letters of Agreement	Susan/Analyst	Gladis	Jennifer
Equipment Follow-up	Susan/Analyst	Gladis	Analyst I
CAMs	Susan/Analyst	Gladis	Analyst I
School MOU	Susan/Analyst	Gladis	Jennifer
Approve DaFIS	Susan/Analyst	Gladis	Jennifer
Annual Effort Reporting	Susan/Analyst	Gladis	Jennifer
Cost Sharing	Susan/Analyst	Gladis	Jennifer
Monthly Program Invoicing	Susan/Analyst	Gladis	Jennifer
Budget Revisions	Susan/Analyst	Gladis	Jennifer
Targeting Plans	Susan/Analyst	Gladis	Jennifer
Policy Interpretation	Susan/Analyst	Gladis	Jennifer
Monthly Ledger Reconciliation	Susan/Analyst	Gladis	Jennifer
Primary County Contact	Susan/Analyst	Gladis	Jennifer
Yearly Plan Preparation	Susan/Analyst	Gladis	Jennifer
Follow up Curriculum Inventory	Susan/Analyst	Gladis	Jennifer
Final Report Documentation	Susan/Analyst	Gladis	Jennifer
Programmatic Quarterly Reports	Jennifer	Gladis	Susan/Analyst
Coordinate Final Report	Jennifer	Gladis	Susan/Analyst
EARS Training Officer	Jennifer	Gladis	Susan/Analyst
County Administrative Training	Jennifer	Gladis	Susan/Analyst
County/Program Demographic Tables	Jennifer	Gladis	Susan/Analyst
Programmatic Liaison with USDA/	Jennifer	Gladis	Susan/Analyst

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Who Does What

Network/CDSS			
Programmatic Liaison with Youth/Adult Curriculum	Jennifer	Gladis	Susan/Analyst
Program Manager for all administrative, financial, personnel, research/instructional support	Gladis	Jennifer	Susan/Analyst
Program Budget management	Gladis	Jennifer	Susan/Analyst
Strategic Planning	Gladis	Jennifer	Susan/Analyst
Research and Data collection for operational plans	Gladis	Jennifer	Susan/Analyst
Task	Primary	Alternate	Susan/Analyst
Primary Administrative Liaison with CDSS, EFNEP, Network	Gladis	Jennifer	Susan/Analyst
Represents Director at state/ANR meetings	Gladis	Jennifer	Susan/Analyst
Develop and Coordinate administrative management of FSNEP	Gladis	Jennifer	Susan/Analyst
Primary coordination of annual NEP Plan	Gladis	Jennifer	Susan/Analyst
Primary development of Fiscal Systems	Gladis	Jennifer	Susan/Analyst
Primary Development of Web/Technical Systems	Gladis	Jennifer	Susan/Analyst
Primary Contract and Grant administration	Gladis	Jennifer	Susan/Analyst
Presentations to Outside agencies	Gladis	Jennifer	Susan/Analyst
Assist Director in contracts and grants negotiation	Gladis	Jennifer	Susan/Analyst
Establish internal controls	Gladis	Jennifer	Susan/Analyst
Supervise day to day staff and administrative business	Gladis	Jennifer	Susan/Analyst
Primary contact for Supplementary Projects	Gladis	Jennifer	Susan/Analyst
Compliance for all HR actions	Gladis	Jennifer	Susan/Analyst
Policy Interpretation and Guidance	Gladis	Jennifer	Susan/Analyst
Sate Office ledger review	Gladis	Carlene	Jennifer
Development of interactive web systems	Gladis	Jennifer	Susan/Analyst
Coordination of Advisory Committee meetings	Gladis	Jennifer	Ginny