An aerial photograph of a large lake, likely Oneida Lake, surrounded by a dense forest of trees in vibrant autumn colors (yellows, oranges, and reds). The sky is a clear, bright blue with a few scattered white clouds. The text is overlaid on the upper portion of the image.

# Best Practices of the NYSPHC Local Coordinators in the Finger Lakes Region

Presenters: Kathy Wille, Margarita Sumeguín, & Maggie Steele  
Moderator & Liaison: Sarah Walker & Shelby Smith

Which dog  
are you  
today?



# Map of the Finger Lakes



# The Backbone of the Finger Lakes



**Mission:** To be a leader in improving health outcomes for our rural communities.

**Vision:** Our rural communities will be among the healthiest in the nation.

# How Pivotal Connects Our Counties



**Michele Foster (MPA),  
Executive Director**



Respond at [PollEv.com/maggiesteele337](https://PollEv.com/maggiesteele337)

## What county are you from?



# Today's Agenda

Learning Objectives

Meeting Summary & Work  
Plan Templates

Communication & Strategies

Collaboration Among Counties

Supervisor & Fellow Testimonials

Questions & Answers

# Learning Objectives

**Upon completion, participants will be able to:**

- Describe the best practices of the Local Coordinators (LCs) in the Finger Lakes region.
- Describe how the use of templates helps to drive and guide the conversation.
- Describe Local Coordinator (LC) communication and strategies with Supervisors and Mentors.
- Share how the Local Coordinators work together and collaborate to achieve success.



# The Finger Lakes Local Coordinators: Our Process as a Team



- Each of us have a unique process
- We meet weekly over Zoom and we're in constant communication over Microsoft Teams & Email
- We are always available to one another as a resource and as teammates

# Our Variation in Approach

**Kathy & Maggie:** Use Meeting Summary and Work Plan templates to communicate with Supervisors, Public Health Directors, NYSPHC, and Pivotal

**Margarita:** Close communication with Supervisor and Mentors to provide robust professional development and relationships with Fellows



# Kathy & Maggie's Approach



- In January 2022, Kathy developed Meeting Summary and Work Plan templates to develop structure for the Fellowship program.
- It has evolved overtime, and we are excited to share them with you!





# Meeting Summary & New Hire Templates

## New Hire

- ✓ Overview of Program
- ✓ Ask Introductory Questions
- ✓ Get to Know Fellow & Break the Ice
- ✓ Provide NYSPHC Announcements

## Meeting Summary

- ✓ After onboarding, used for check-ins with LC
- ✓ Consistent Reporting on:
  - Work Progress
  - Local Partnerships
  - Trainings & PD
  - Mentorship
  - Cornell PHE Course



❖ **Introductions:**

❖ **Important Dates and Announcements:**

- NYSPHC Fellow orientation information
- Cornell Public Health Essentials cohort and registration
- NYSPHC LinkedIn page: [NYSPHC Fellowship Program LinkedIn](#)
- NYSPHC Training and Resource website,  
<https://nysphcresources.health.ny.gov/training-rHsource-center>

❖ **NYSPHC Program Overview:** Discuss the main components of the program which will be reviewed at each Fellow/LC check-in.

- **Local Partnerships:** Local Partnership Guidance document was shared; Fellows will deepen learning and strengthen experience with participation in local partnerships.
- **Professional Development and Training Opportunities**
- **Mentorship:** Explain how this works
- **Consortium meetings**

❖ **Work Plan/Meeting Summary/Getting set up for check-ins**

- Meeting summaries- used to keep records of meetings to keep supervisors, PH Directors, NYSPHC, and Pivotal up to date. Meeting summaries will be shared after every Fellow/LC meeting.
- Workplan is an excel document that will be used to keep track of work plan goals and progress; this will be created after the first few visits.
- How often and how would you like to visit?

❖ **Introductory Fellow Questions:**

- *What are your expectations of the Fellowship program?*
- *How does the Fellowship fit in with your career goals?*
- *What are you excited about in the Fellowship program?*

❖ **Additional NYSPHC Information:**

- **Important dates:** Consortia, Educational series, Virtual Lunch and Chat
- **Media/Marketing opportunities:** *Fellow in Action*-and *Shout-Out*-  
<https://nysphcresources.health.ny.gov/form/feedback>
- **FLX Resource Hub**
- **FLX Photo Directory-**
- **FLX/ Western Digest:**
- **NYSPHC Annual Summit**

❖ **Schedule Next Meeting:**



❖ **Project Updates:**

Louise continues to work on the Covid After Action reports adding narrative, references, recommendations, etc. This is an ongoing process addressing the change that needs to happen and updating the plans accordingly. Louise has completed the low-income housing clinics. She sent 50 flyers and questionnaires to DSS for the unhoused clients about interest in vaccination and there has been no information returned to her. Louise did reach out to nursing homes to find out percentage vaccinated and there is no need at this time for clinics. Louise will have the first meeting with the new partnership on March 23 and will work on an agenda, goals, and actions in preparation for the meeting. Louise will be taking minutes for Smart Steuben. She will be writing the narrative for the drill that will be taking place in March.

❖ **Meeting with Supervisor:**

Improvement actions have been added to the plan. Louise will write the narrative and assist in setting up the 3x3 exercise drill in March where the scenario will be avian flu. They will clarify roles and responsibilities, provide countermeasures, dispensing, provide feedback and recommendations, etc. LC provided information on Health Literacy Training (Train the Trainer) that will take place in Wayne County on 2/28. Wayne county will furnish more information about this training to Matthew. No additions to the workplan currently. Matthew mentioned that Louise, now working part-time, is unable to attend some of the local partnership meetings that typically are scheduled on Friday (FLPHA and COAD). Her partnership work will include the new partnership as well as the local PHEP meetings. Louise will attend other partnership meetings if they fall on the days that she is in the office

❖ **Success/Takeaway from Last Meeting:**

- Louise has reached her one-year anniversary as a NYSPHC Fellow, and she adds that she has learned so much. She knows so much more about PH and acronyms which she knew nothing about a year ago!
- Louise likes working on the Covid After-action reports because it is a tangible task and a system refining process.

❖ **Local Partnership information:**

- PHEP (1/25/23) Discussed significant events, windchill, POD training, drill (3x3 deliverable) in March, updated MOU's. Louise updated the group on her projects.

❖ **Training/Webinar: Upcoming and completed**

- Attended NYSPHC Educational series: Policy Engagement, 1/11/23

❖ **Mentor update:**

❖ **Additional NYSPHC information:**

- Next Educational series – 4/12/23; Justice, Equity, Diversity, and Inclusion.
- FLX Photo Directory and FLX/Western Digest have been distributed.
- Next Consortium date- March 1; Topic: Partnership Development
- Next virtual lunch chat March 27 choice of individual or group break-out discussion; optional activity

❖ **Next steps/ schedule next meeting:**



# The Work Plan Template

## What's the purpose?

- To have a visualization of Fellow's progress so far, as it aligns with their approved work plan
- To create streamlined communication between Fellow, Site Supervisor, LC, FPC, Public Health Directors, & Pivotal improving efficiency, clarity of roles, and better relationship-building



# Who uses these templates?



18 Fellows and 20 Site Supervisors & Public Health Directors use Meeting Summary and Work Plan Templates

Used by 4 Host Sites: Wayne Department of Social Services, Wayne Behavioral Health Network (WBHN), Finger Lakes Community Schools, Institute for Human Services (IHS)

Used across 6 different county LHDs & in collaboration with Fellowship Placement Coordinator & Pivotal Public Health

# Flow of Communication



95%

of those surveyed either **agreed or strongly agreed** that the templates are useful to them



## NYSPHC Fellow Feedback Survey

“Meeting bi-weekly with the Local Coordinator talking about projects, trainings, etc., when its fresh is great. Having it compiled in that one overall place, and you look, it makes you sit back on your heels and say, "WOW" I have accomplished a lot in 6 months or however long. The best part of that is, the stuff I consider just part of my everyday work, tracks me learning and growing as an individual and an employee. I probably would not have noticed that learning process otherwise.”

# NYSPHC Feedback Survey

The survey will take approximately 4 minutes to complete.

Please answer a few questions regarding use of the project plans and meeting summary templates used by Local ...

"Handy tool to be able to review status updates of our Fellows"

1. Please rate the following question: "I have found the work/project plan Excel document useful in reviewing the work."

Strongly agree

Agree

Neither agree or disagree

"Extremely helpful as it streamlines discussion and goals"

"Meeting summaries are thorough and give great insight into the great work that is being done by Fellows"

2. How does the work/project plan help you? Check all that apply and choose "Other" if needed.

Organizes all of the work of Fellow completed so far

Keeps track of Fellows' goals and Fellowship outcomes

Serves as a collection of data to easily look back upon

"Thorough way to keep updated"

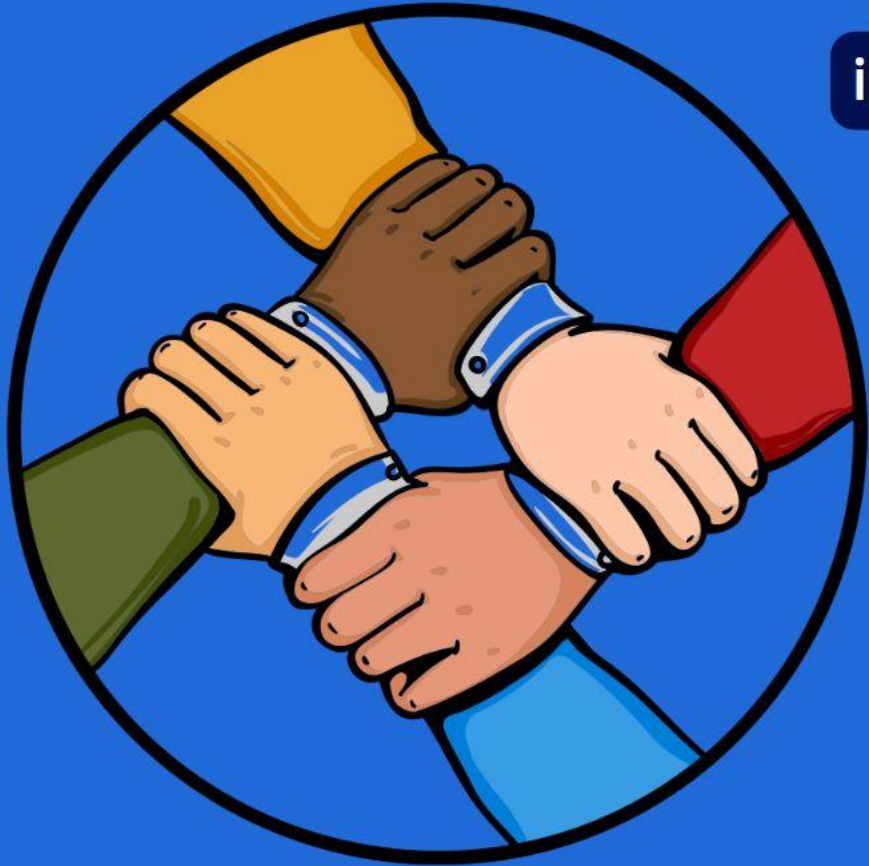
# Margarita's Approach

- Unique process and communication between LC, Fellows, and Supervisor
- She and the Fellows are integrated into the team at the Local Health Department
- Meets with Fellows for 1:1 Career Development



# Supervisor Collaboration

Collaboration among LC and Supervisor is instrumental in partnership development between NYSPHC and LHDs



- Check-in to see how project work is going
- Discussion on suggestions for trainings and professional development
- Facilitates rich conversation and relationship-building that supports Fellow as they progress through program
- Acts as a reoccurring checkpoint

**Supervisor discussion guide in QR Code Folder at end of presentation**



# Creating Community Through Collaboration

We keep the FLX Fellows connected through professional development activities that enhance NYSPHC Core Competencies



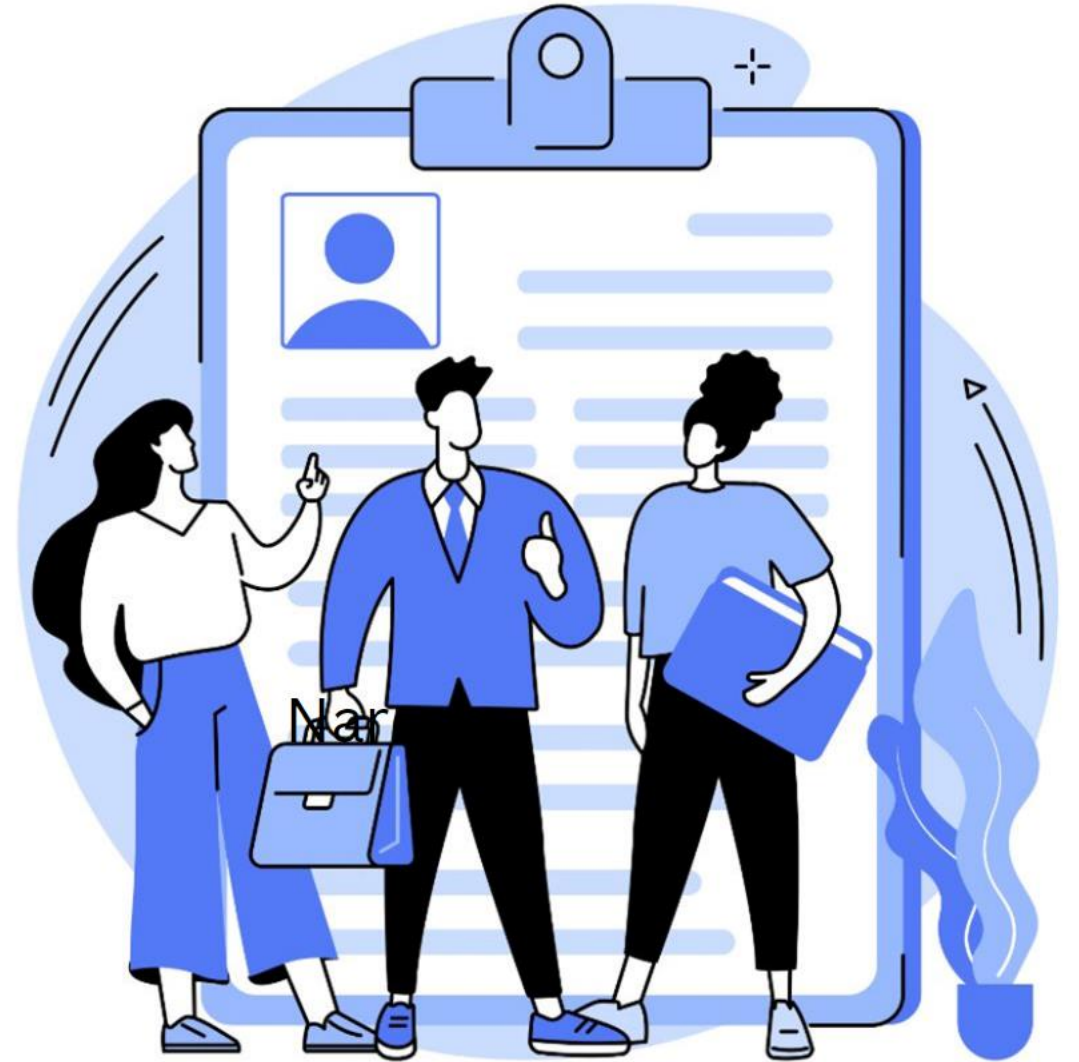
Narcan Training



Communication Between Fellows



Developing Training Resource Hub



# Fellow-in-Action: Video Testimonial

# Fellows Collaborating with Other Fellows

"Overall, collaboration with other Fellows has been a valuable experience that has helped me to develop my public health data career. By working together, we have been able to make meaningful contributions to the field of public health and improve the health outcomes of communities."



- Hasham Tariq, Ontario County Graduate Fellow

## Public Health Training & Resource Hub

Below are training materials, categorized by Public Health field and focus area, sorted in alphabetical order. These training resources are for professional development purposes, and you should ask your supervisor before taking a course. Training should only interfere with your day-to-day work if you are given permission. Reach out to your Local Coordinator with questions!

### Change Management

#### [Change Management: How Leadership Can Support Staff During Crises](#)

- This module explains the utility of the adaptive leadership model and the four dimensions of change readiness to address public health workforce issues, specifically focusing on staff morale.

#### [Adaptation to Stress: Five Practices to Cultivate Resilience and Work-Life Wellbeing](#)

- Participants will learn practices that can be used to adapt to change and stressful situations, promoting resilience and work-life well-being.

#### [Public Health Recruitment Workshops](#)

- This series will cover hiring needs, employer marketing and branding, keeping top candidates engaged in your hiring process, and onboarding and retention.

### CHIP/CHA

#### [Aligning Your CHA \(Community Health Assessment\), CHIP \(Community Health Improvement Plan\), and Strategic Plan for Maximum Health Impact](#)

- Participants will learn a simple accountability framework to align their CHA, CHIP, and Strategic Plan and the critical distinction between population and performance accountability.

#### [An Overview of the Community Health Improvement Planning Process](#)

- This webinar will explore how health departments, hospitals, health centers, community-based organizations, community leaders, and other key stakeholders can effectively identify and respond to pressing public health concerns and build on existing community assets to achieve sustainable population health impact.

**Make sure to Bookmark "Resources By Region" [Resource Hub](#)!**

1. Scroll down and click on "Finger Lakes Region"
2. Select "Public Health Training and Resources Hub"
3. Select the current month for the most up to date information!

**PUBLIC HEALTH  
TRAINING &  
RESOURCE HUB**

# Final Testimonials:

The Fellow Perspective  
& The Supervisor Perspective

# Supervisor Testimonial

My Local Coordinator is Margarita Sumeguín, and I appreciate her immensely. We meet at least once a week to talk about our Fellows' work. Together we review progress and discuss strategies to expose our Fellows to education and experiences that will further their development. We also discuss their challenges and how their skill sets and professional goals will fit into the broader public health community when their time with us ends. These conversations reassure me that we're meeting their needs as employees and they're experiencing job satisfaction. Having an LC to handle program-specifics relieves me of the burden of direct supervision and allows me to mentor and coach. Additionally, it ensures my goals and the goals of the LC, Fellows, and NYSPHC are aligned.

**- Kate Ott, Ontario County Public Health Director of Preventative Services**



**Public Health**  
Prevent. Promote. Protect.

**Wayne County, NY**



Kerry VanAuken, MPH  
Deputy Director  
Wayne County Public Health  
Site Supervisor

“Wayne County Public Health is extremely pleased with the work of our Local Coordinator. The development of the Fellow’s Work Plan and the biweekly summaries of Fellow activities help me to improve the overall work experience for my Fellow. I use the summary reports to identify areas of interest to recommend trainings and other opportunities to help develop public health competencies and leadership.”

“The summary reports sent to us by the Local Coordinator for all of Wayne County’s 5 Fellows allows me to examine their individual experiences and identify opportunities for them to collaborate together on projects or in partnerships that will improve the health of our residents.”





# Will our process be helpful to you?



**1** (no)



**2** (maybe)



**3** (yes!)

# OneDrive Access



# STAY CONNECTED WITH US!

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**Shelby Smith:** [shelby.smith@health.ny.gov](mailto:shelby.smith@health.ny.gov)

An aerial photograph of a large, calm lake surrounded by rolling hills. The trees are in full autumn foliage, displaying a mix of vibrant yellows, oranges, and reds against the green of the grass. The sky is a clear, bright blue with a few scattered white clouds. The overall scene is peaceful and scenic.

Thank you!

Any Questions?