



Department  
of Health



# New York State Public Health Corps (NYSPHC) Fellowship Program

Supervisor Orientation  
July 18 & July 26, 2024

# Today's Agenda

- Welcome from NYSPHC Leadership Team
- NYSPHC Program Overview
- Roles and Expectations
- Fellow Requirements & Expectations
- PHC 2.0 Fellow Requirements
- Overview by the Public Consulting Group
- Host Organization Supervisor Next Steps
- Upcoming Events and Professional Development Schedule
- Fellow Travel, Equipment & Purchasing Overview
- NYSPHC Programmatic Updates
- Questions



# NYSPHC Leadership Team Welcome



**Erin Knoerl, MPH (she/her/hers)**  
NYSPHC Director



**Ashley Tate, MPH (she/her/hers)**  
NYSPHC Assistant Director



**Eleanor Fausold Lopez, MPH  
(she/her/hers)**  
Senior Program Coordinator



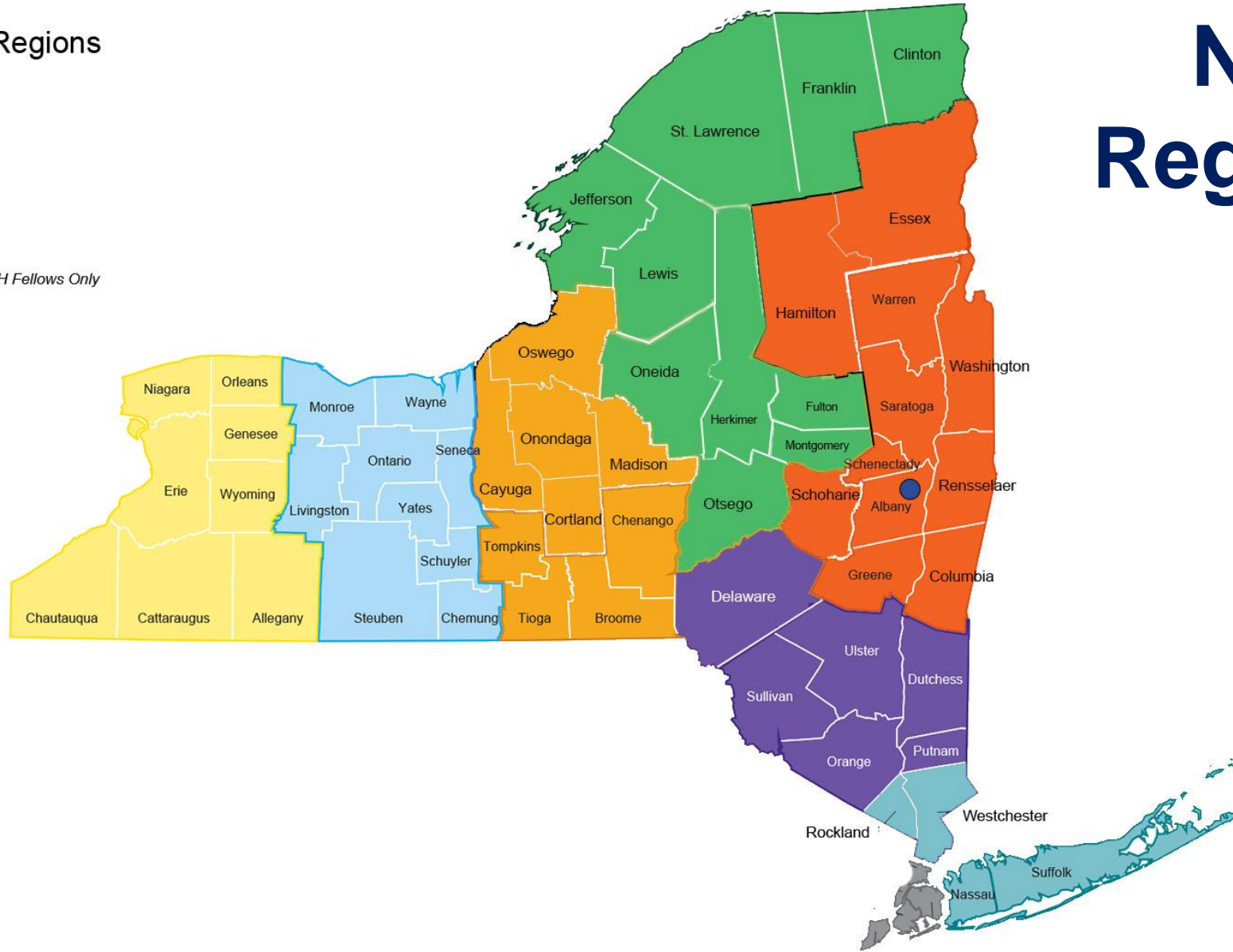
**Gabrielle Mayfield, MS  
(she/her/hers)**  
Senior Program Coordinator

# NYSPHC Program Overview



### NYSPHC 2.0 Regions

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8 *\*NYSDOH Fellows Only*



# NYSPHC Regional Map

# NYSPHC Mission and Vision

## Mission:

The New York State Public Health Corps Fellowship Program provides professional development opportunities to enhance and apply public health knowledge through training, education, and mentorship, which expands Fellows' public health networks throughout their communities, resulting in a robust New York State public health workforce.

## Vision:

Build a robust, diverse, equipped, and dedicated public health workforce that represents the various communities that comprise the State of New York.

Shape a workforce that is aware of the intricacies of systems thinking and the necessity of community collaboration and uses the strengths of the community to achieve health equity.

# Roles & Expectations



# Roles at a Glance

- **Fellowship Placement Coordinator**
  - Provides support for Fellows, Supervisors, and Mentors
- **Fellowship Program Specialist**
  - Provides support to the Fellowship Placement Coordinator
- **Host Organization Supervisor**
  - Provides day-to-day field supervision of NYSPHC Fellows in well-defined assignments
- **Public Consulting Group (PCG)**
  - Handles payroll, benefits and routine travel for Fellows. Works with host organization supervisors if there are performance management concerns.
- **Mentors**
  - Professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning, and navigational support to Fellows.





# Role of NYSPHC Program Staff



# Role of Fellowship Placement Coordinator

- Oversees the Fellowship Program for the region
- Meets with the Host Organization's designated contact and Fellows' supervisors
- Meets with Fellows in person and virtually in coordination with Fellowship Program Specialist
- Works with PCG and host organization supervisors to support Fellows in successfully completing professional development components
- Monitors Fellow completion of NYSPHC program requirements
- Monitors completion of reporting requirements

# Role of Fellowship Program Specialist

- Supports Fellowship Placement Coordinator (FPC) in coordinating regional activities and resources
- Meets with Fellows in person and virtually in coordination with the FPC, including regular monthly calls to:
  - Check in on Fellowship experience and assigned Fellowship work
  - Discuss Mentorship experience
  - Review professional development progress

# Role of Host Organization Supervisor



# Role of Host Organization Supervisor

- Acts as initial point of contact for the Fellow at their host organization
- Supports Fellow at host organization
  - Oversees and supports the Fellow's day-to-day activities
  - Ensures compliance with host organization policies
- Supports the integration of NYSPHC program requirements into the Fellow's work schedule
- Completes Fellows' performance appraisals and quarterly surveys
- Meets monthly with FPC to review Fellow's placement and progress towards meeting professional development requirements of program.
- Meets with PCG as needed for concerns with a Fellow's placement and certifies time and effort.

# Supervisor Reporting

- Quarterly surveys
  - Link to the first survey will be sent to you on October 1, 2024, and every four months thereafter
- Questions will touch on the following areas: Fellow progress and skill development, resources to support Fellows' success, and supervisor satisfaction with the NYSPHC program.
- Each survey is estimated to take 10 minutes.
- Supervisors will complete a quarterly survey for **each Fellow** that they supervise.

# Role of the Public Consulting Group (PCG)



# Role of Public Consulting Group (PCG)

- Hiring entity for all Fellows
- Leads the recruitment, hiring, and ongoing staff management in partnership with the host organizations for all Fellows participating in NYSPHC.
- Retains Fellows under their payroll and provides all applicable benefits to staff under the NYSPHC Program.
- Handles routine travel for Fellows.
- Works with host organization supervisors if there are performance management concerns and implements performance improvement plans.



# Where Fellows Should Direct Questions

Host Organization Supervisor	Fellowship Placement Coordinator/ Fellowship Program Specialist	Public Consulting Group
<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> <li>• Task instructions and operational guidance about the responsibilities in job description.</li> <li>• Workplace and supply questions and needs</li> <li>• Policies, standards, rules and other requirements at host organization</li> <li>• Integration of program requirements in work schedule</li> <li>• Time off requests/approvals</li> <li>• Performance appraisals</li> </ul>	<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> <li>• General program inquiries</li> <li>• NYSPHC Professional Development Components               <ul style="list-style-type: none"> <li>✓ Cornell's PHE/Leadership Certificate Program</li> <li>✓ BEAM Certificate Program</li> <li>✓ Educational Series</li> <li>✓ Annual Summit</li> <li>✓ Consortia</li> <li>✓ Mentoring</li> </ul> </li> <li>• Reporting requirements</li> </ul>	<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Benefits</li> <li>• Routine travel</li> <li>• Time certification</li> <li>• Performance management</li> </ul>

# Role of the Mentor



# Role of the Mentor

NYSPHC Mentors are volunteers who serve as professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning, and navigational support to Fellows, enhancing their experience within the local and statewide public health landscape and the NYSPHC Fellowship Program.

## Mentor Role:

- Lead or co-lead a cohort of 4-8 Fellows for up to two years
- Lead one meeting with assigned cohort on a quarterly basis, at minimum
- Meet with Fellows in assigned cohort individually, if requested
- Collaborate with other Mentor cohorts, as requested

# General Fellow Expectations



# NYSPHC Fellow Expectations

- Commit to a two-year Fellowship term
- Complete day-to-day activities outlined in Fellowship Plan created by host organization
- Adhere to policies and procedures of NYSPHC, PCG, and host organization.
- Adhere to professional conduct expectations of host organization
  - Examples:
    - Professional attire
    - Email etiquette
    - Treating others with respect
- Participate in NYSPHC professional development activities

# Fellow Requirements vs. Activities that are Strongly Encouraged

## Required Fellow Activities:

Activities required for Fellows to complete to advance to Year 2 of program and to receive a certification of completion at the end of their Fellowship term.

## Activities that are Strongly Encouraged:

Activities strongly encouraged for Fellows to participate in to have a robust Fellowship experience but are not required in order to advance to Year 2 or receive a certificate of completion.

# NYSPHC 2.0 Fellow Requirements



# NYSPHC 2.0 Required Components

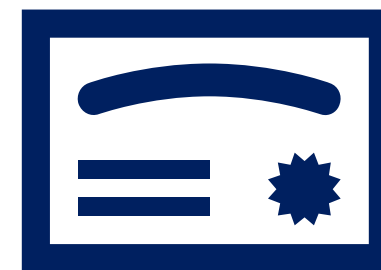


Year  
1

- Satisfactorily complete eCornell's Public Health Essentials Certificate Program or Public Health Leadership Essentials Certificate Program
- Satisfactorily complete University of Miami's BEAM Certificate Program
- Complete Educational Series
- Reporting Requirements

Year  
2

- Complete Educational Series
- Complete Training Programs
- Reporting Requirements



**Earn NYSPHC Certificate  
of Completion**



# NYSPHC Fellow Requirements

- **Training Programs**
  - **Cornell University's Public Health Essentials (PHE) Certificate Program**
    - Fellows who have reapplied to the NYSPHC program and previously have not taken PHE will be required to take PHE even if they previously had this requirement waived.
    - Fellows who have previously taken PHE will complete the Public Health Leadership Essentials Certificate Program.
  - **University of Miami's Building Expertise in Administration and Management (BEAM) Certificate Program**
    - This course is a 15- to 20-hour self-paced interactive certificate program in budget and financial management to strengthen foundational business skills across the public health profession.
  - **Educational Training Series**
    - This series will occur monthly throughout the Fellowship. These sessions are approximately one hour each and will cover public health core competencies.

# Fellow Reporting Requirements

The following reporting requirements are a mandatory expectation for each Fellow:

Introduction Survey

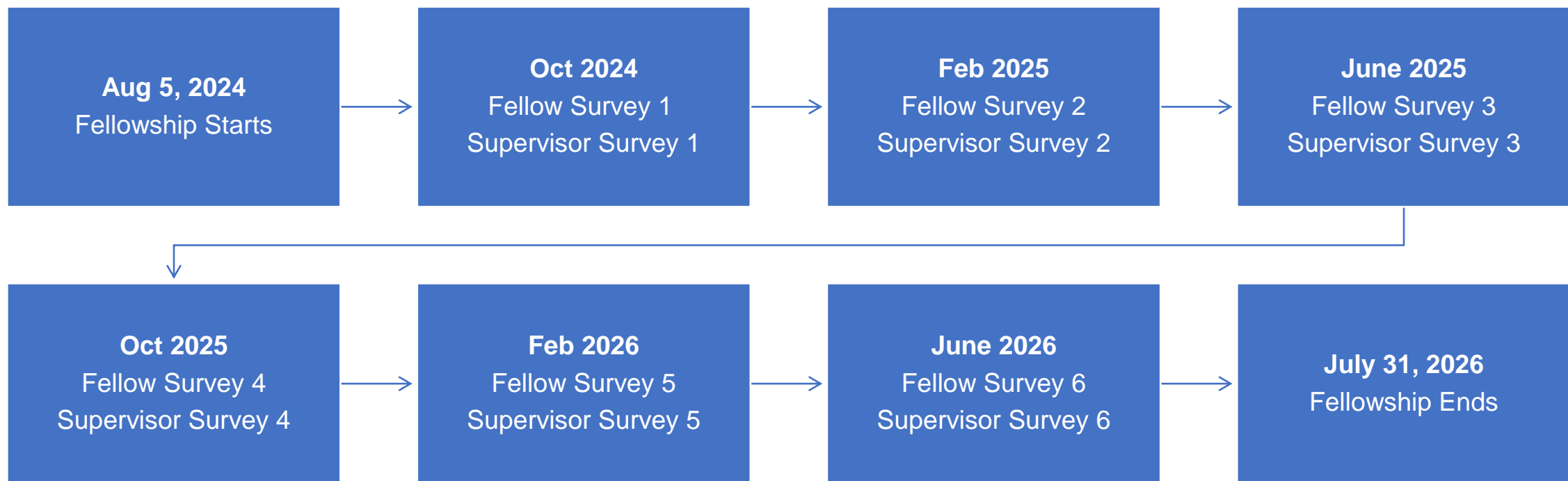
PCG Weekly Summary Report  
Survey

Quarterly Survey

Post-Fellowship Survey



# Fellowship Reporting Requirement Timeline



# Mechanisms to Support Fellow Success

NYSPHC has established the following mechanisms to support Fellows' success in meeting program requirements:

1. Initial review of job duties with their supervisor
2. Monthly review of activities with the Fellowship Program Specialist
3. Regular surveys to collect feedback on the program and Fellowship experience
4. Regular Fellow-supervisor meetings and established performance evaluation timeframes
5. Regular check-ins between NYSPHC Staff and host organization supervisors to discuss Fellow progress.

**Activities that are  
Strongly Encouraged**



# Activities that are Strongly Encouraged

## Summit

- The summit will be an in-person event during the spring of each year.
- There will be a virtual option, but in person is highly recommended.

## Consortia

- Fellows statewide will be strongly encouraged to attend three two-hour NYSPHC Consortium meetings per year.
- Meetings will focus on networking and skill building.
- Meetings may include a professional presenter, breakout room activities and/or Fellow Spotlights.

## Mentorship

- To assist with Fellows' ongoing professional development, Fellows will be placed with a professional Mentor in a cohort of 3-7 other NYSPHC Fellows.
- Cohorts will be expected to meet on a quarterly basis. Fellows may also request to meet with their Mentors individually.

# Overview by Public Consulting Group (PCG)

# PCG Public Health Corps 2.0 Supervisor Orientation



# Agenda

- Welcome
- Time Off and Travel
- Benefits
- Performance Management
- Contact Information



# **Introduction to PCG & Project Team**

# Welcome from the PCG project team

Public Consulting Group (PCG) is excited to continue to partner with the New York State Department of Health (NYSDOH) with support services for the next iteration of the New York State Public Health Corps (PHC) Fellowship Program

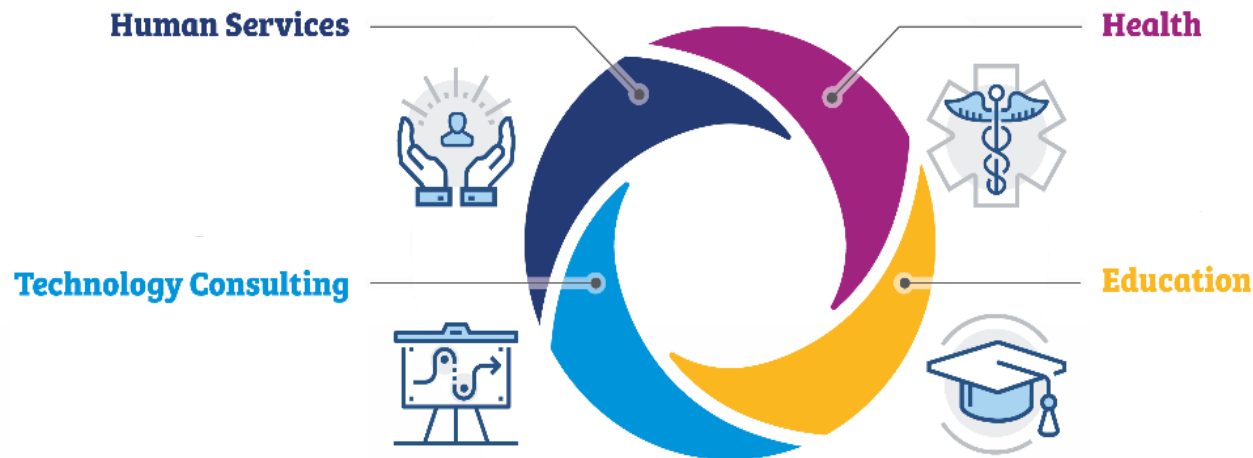
PCG has been working closely with NYSDOH and has assisted 20 counties in supporting over 200 fellows during the inaugural cohort of the Public Health Corps program.



# Get to Know Public Consulting Group (PCG)

We're a national management consulting and evaluation firm that delivers solutions that matter and **has served the public sector for more than 30 years.**

- Founded in **1986** & Headquartered in **Boston**
- Operates from **35 offices across the United States, Canada, and the European Union**
- **1,900+** employees across **4** practice areas



# PCG Project Staff



Tina Allen, MBA, BSN, RN



Marissa Kawyn, MS



Keaton Prashaw



Tania Islam, MPH



Sydney Roth, MHA



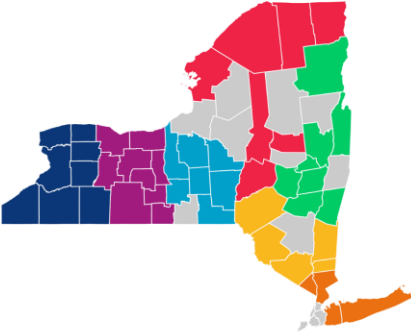
Hope Wilding, MSHA

# Communication Routes

- **HR related issues – HR Team** ([SSOHR@pcgus.com](mailto:ssohr@pcgus.com))
- **Day-to-Day County Operations** – Your immediate Host organization contact
- **Program Inquiries/Client Relations-** Regional operations liaison (as of 7/1, subject to change)
  - Region 1 Tania
  - Region 2 Hope
  - Region 3 Sydney
  - Region 4 Sydney
  - Region 5 Hope
  - Region 6 Tania
  - Region 7 Tania
  - Region 8 Marissa

## PCG NYSPublic Health Corps Contact Information Key

Updated 7/12/2024

<b>Tina Allen</b> Project Advisor		
<b>Marissa Kawyn</b> mkawyn@pcgus.com Project Director		
<b>HR Related Topics</b>	<b>Programmatic Topics</b>	<b>Day-to-Day Operations</b>
<b>Person of Contact</b> <b>HR Team</b> ssohr@pcgus.com	<b>Person of Contact</b> <b>PCG Project Team</b>	<b>Person of Contact</b> <b>Your Immediate Supervisor</b> <i>Supervisor at primary host organization</i>
<b>Topic Examples</b> <ul style="list-style-type: none"> <li>• Employee Relations Concerns</li> <li>• Benefits</li> <li>• 401k Information</li> <li>• Leave of Absence</li> <li>• Dayforce Inquiries</li> </ul>	<b>Topic Examples</b> <ul style="list-style-type: none"> <li>• Technology Access</li> <li>• Administrative Issues</li> <li>• Concerns Escalations</li> <li>• General PCG Operations</li> </ul>	<b>Topic Examples</b> <ul style="list-style-type: none"> <li>• Workflow related questions</li> <li>• Daily Activities</li> <li>• Scheduling/Time Off Approval</li> <li>• Work Assignments</li> <li>• Progress Reporting</li> </ul>
		
<p><b>Region 1 &amp; Region 6 &amp; Region 7</b> Tania Islam, tislam@pcgus.com</p> <p><b>Region 2 &amp; Region 5</b> Hope Wilding, hwilding@pcgus.com</p> <p><b>Region 3 &amp; Region 4</b> Sydney Roth, sroth@pcgus.com</p> <p><b>Region 8 - DOH</b> Marissa Kawyn, mkawyn@pcgus.com</p>		
<b>NYSPHC Programmatic Items</b> → <b>Your region-specific Fellowship Placement Coordinator (FPC)</b>		



# Timesheets & Travel

# Scheduling and In-person requirements

## Setting the Schedule & Expectations

- All schedules, hours, and location of work are pre-determined by the Host Organization according to the fellowship plan.
- Supervisors should have 1:1 conversations with the fellows to set expectations about the following:
  - Time expected to report to work
  - Weekly hours at host organization – 35, 37.5, 40, etc.
  - Lunch duration
  - Notification about time off requests
  - Timesheet accountability (for PCG approval process)



**All modifications to the fellowship plans & hours must be approved by NYSPHC and PCG prior to execution**



# Entering Time

## System

- All fellows are required on a daily basis to enter their time worked on the timekeeping system **Ceridian Dayforce.**
- Fellows will receive access and training on day 1 of orientation

## Work Week

- Typical work week for this project will vary due to occasional weekend requirements
- For payroll purposes, the work week runs from **Monday – Sunday.**
- A pay period runs every 2 weeks; fellows paid biweekly
- SSO policy requires every employee who works more than a 6-hour shift to take a 30-minute unpaid lunch each day



# Time Off Requests

## Fellow's Responsibilities

- Fellows are required to inform their supervisor of any pre-scheduled time off needed during the course of the work week according to the supervisor's policy (verbal, written, etc)
- After approval, Fellows will input their time off request into Dayforce with a note signifying supervisor approval
- The PCG project team will then approve these requests
- **Time off options available without HR intervention:** unpaid time off, paid time off, personal day of choice
  - Note on paid time off (PTO)
    - Fellows will accrue ~3.08 hours in PTO each pay period for use.
    - Fellows are able to borrow up to 40 hours of PTO to use, and then will work to recuperate their balance.



# Additional Time Off Options (HR Intervention)

## NY State COVID Leave

- Only applies to NYS residents
- Employees testing positive for COVID who are experiencing symptoms and unable to work remotely are to initiate a leave request with GTM ([leave@gtm.com](mailto:leave@gtm.com))

## Leaves of Absence & Medical Accommodations

- GTM, SSO's leave administrator, manages medical leaves of absence (including those to care for qualifying family members) and medical accommodation requests



# Overtime

- For this project overtime is extremely limited and subject to approval by PCG, NYSPHC, Grants Adm.
- Fellows can work up to 40 hours without getting paid for overtime (x1.5)
- PCG recommends abiding by the hours set forth in the fellowship plan for the host organization
- Fellows are able to flex hours during a single week Monday – Sunday to not incur overtime (determined by approval of supervisor)
- Please reach out to the PCG team with any hour related inquires; we will work with NYSPHC to ensure host organization directives are being met



**Supervisors must give fellows advanced written approval for overtime including estimated hours, dates, and reasoning. PCG should be made aware for payroll purposes.**

# Certify (Mileage Reimbursement)

For fellows who have fellowship plans detailing routine travel, **Certify** system access will be granted for travel reimbursement.

## Process

- Fellows will submit their mileage origin and destination through certify to automatically calculate reimbursement
- Weekly submission are best practice; however expense reports need to be placed within 30 days per policy
- Multiple trips can be placed on submission
- Fellows include basic reasons for travel (i.e. meetings, site visit, inspection)
- **What Fellows can't do:** log non-routine travel (personal travel for conferences, etc) or their commute from home to their placement site.



# Supervisor's Approval Responsibilities

## Timesheet and Travel Approvals

- Supervisors will approve their direct fellow's timesheets (+ travel) on a monthly basis (2 pay periods) as a grants admin contract requirement **via email**.
- **To note:** Travel is send over on a monthly basis for the previous month; i.e. August travel will be sent in September.
- Supervisors will NOT have access to the Dayforce system

## Process

- 1-2 week after the pay period ends, supervisors will receive via email a list of timesheet entries and travel costs associated with their fellow(s)
- Supervisors will review and approve, or review and approve with changes needing to be made
  - The PCG and SSO team will work with the fellow to confirm changes and pay adjustments with supervisor approval
- Timesheet approvals are logged and stored for grants admin



**Benefits**

# Holidays

- All Fellows will receive 1 floating holiday, and 11 paid holidays.
- SSO recognizes the following paid holidays:
  - New Years Day
  - MLK Birthday
  - Presidents' Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veterans Day
  - Thanksgiving Day
  - Christmas Day
- These days are automatically populated in Dayforce as paid days, no time entry required.
- **If fellows are required to work on a holiday per the host org, as an hourly employee fellows will receive holiday pay AND pay for hours worked at the regular rate.**





# Benefits

## Medical

- All regular full-time employees who work at least 30 hours or more per week on a regularly scheduled basis are eligible for the health and welfare benefits after enrollment. Employees are eligible for coverage on the day of hire.
- Covering Family Members: You may also enroll your legal spouse, domestic partner, as well as eligible dependent children up to age 26.
- Medical through MVP Healthcare. This plan offers comprehensive coverage for medical and prescription needs, including Preventative Care covered at 100%. High deductible and low deductible plans are available.
- **Also included are:** Wellness Programs, employer paid life insurance, Employer paid long-term disability.

**Other Voluntary Benefits:** Life, Vision, Dental, Pet, Dependent Care Assistance, Parking Plan, Transit Plan Flexible Spending accounts.



# Additional Benefits

## Tuition Reimbursement

- To be eligible for tuition assistance, employees must have been employed by SSO on a full- or part time regular basis for at least one consecutive year, i.e., without any break in assignment.
- Employees interested in SSO's support for a degree program (either undergraduate or graduate) must first discuss their interest with SSO HR.

## 401K

- Eligible to contribute date of hire
- SSO has a discretionary match that is applied up to the first 6% of pay contributed in the plan year. In order to receive the match, you must have worked at least 1,000 hours at SSO in the plan year and be employed by SSO on the last day of the plan year - June 30th.



# Performance Management

# PCG Fellow Weekly Requirements

- **Weekly Summary Report** – Due every Friday at 5pm via Microsoft Forms
  - The purpose of this weekly report is to reflect on current work week with the fellow's designated host organization and provide insight into key focal areas, challenges, and successes of the work you are performing.
  - **This a requirement of project**
- **Timesheets** – Timesheets for the previous week are due EOD Sunday for Payroll Processing



# Corrective Action Process

We work to ensure that all employees are satisfactorily performing job duties and responsibilities. If any issues or concerns do arise, we encourage host organizations personnel to reach out to the PCG team for resolution as soon as possible.

We wanted to provide a summary of the corrective action process that SSO Human Resources follows:

- 1. Verbal warning** – clarify expectations of acceptable performance, develop an action plan for improvement, and advise of consequences if the performance problem is not corrected.
- 2. Written Warning** – state that performance or conduct is unacceptable, develop an action plan for improvement, and document a written warning of termination that states that continuation of any unacceptable performance for the same or different reason may result in termination.
- 3. Final Warning** – state that performance or conduct is unacceptable, and further continuation of such performance will result in disciplinary action up to and including termination of employment.
- 4. Discharge** – termination of employment with or without notice.

**\*\*Please note that each step needs to have thorough documentation.**

*Note: Corrective action is not always a continuous process and can be imposed at any step. The PCG leadership team and/or SSO human resources may use one or more corrective actions at their discretion. There may be situations where termination is necessary, regardless of the steps above.*



Shelley Kelley  
*Employee Relations Specialist*

# Performance check with site supervisor

During the monthly timesheet send PCG will provide a link for supervisors to click on form to provide an updates

- Scaled questions on fellow performance
- Successes/challenges of fellow
- Feedback on fellow

However, we encourage supervisors to reach out directly if any issues arise, so we can work together on a swift resolution.

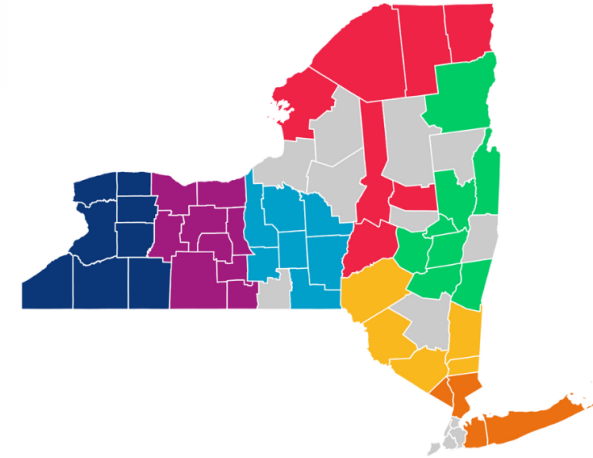
# Contact Information



Tina Allen, MBA, BSN, RN  
Project Advisor  
[tiallen@pcgus.com](mailto:tiallen@pcgus.com)



Marissa Kawyn, MS  
Project Director  
[mkawyn@pcgus.com](mailto:mkawyn@pcgus.com)



## Region 1 & Region 6 & Region 7

Tania Islam, [tislam@pcgus.com](mailto:tislam@pcgus.com)

## Region 2 & Region 5

Hope Wilding, [hwilding@pcgus.com](mailto:hwilding@pcgus.com)

## Region 3 & Region 4

Sydney Roth, [sroth@pcgus.com](mailto:sroth@pcgus.com)

## Region 8 - DOH

Marissa Kawyn, [mkawyn@pcgus.com](mailto:mkawyn@pcgus.com)

Questions?





# Host Organization Supervisor Next Steps

# Workspace and Email Address

- In advance of Fellow(s) starting, have the following designated:
  - Workspace (desk, chair etc.)
  - Work phone
  - Supplies
  - Computer with internet access
  - Email address
- Computer set up, work email and internet is essential for Fellow Orientation on August 6, 7, 8 and 9, 2024
- Ensure building access on first day

# Work Schedule

- Establish work schedule with Fellow(s) including:
  - Time/location/point of contacts to report on first day
  - Start and end time of business day
  - Lunch
  - Breaks
  - Remote days, if applicable
- Discuss notification protocol/point of contact for changes in schedule
  - Sick time, family emergencies etc.

# Job Duty Form

- This form lays out job duties and expectations for Fellow(s)
- Can be used as a tool to assist in the Fellow(s)' performance appraisal.
- Form should be completed by Supervisor and reviewed with Fellow(s) within the first 30 days of their Fellowship cohort and quarterly thereafter.
  - This should not be completed by Fellow(s)
  - Form applies to new Fellows and carryovers
- Job duty template will be forwarded to Supervisor by Fellowship Placement Coordinator by August 1, 2024.
- Duties can be pulled from the "position description" section of host organization's approved Fellowship Plan.
- Directions for completion and submission to NYSPHC will accompany the job duty form.
- **Both** the Supervisor and Fellow must sign form to attest duties were reviewed.

# Fellows' Performance Appraisal

6 Months



12 Months

# Upcoming Events & Professional Development Schedule



# Fellow Orientation Dates

- **PCG Orientation:** August 6, 2024 (9:00 a.m.-12:00 p.m.)
- **NYSPHC Fellow Orientation (4 Days)**
  - Day 1: NYSPHC Program Overview
    - Tuesday, August 6, 2024 (1:00-3:00 p.m.)
  - Day 2: Roles and Expectations
    - Wednesday, August 7, 2024 (1:00-3:00 p.m.)
  - Day 3: Professional Development
    - Thursday, August 8, 2024 (1:00-3:00 pm.)
  - Day 4: Mentorship & Networking
    - Friday, August 9, 2024 (1:00-3:00 p.m.)



# Year 1

## Fellow Training Schedule

Year	Month	Training	Date	Time
2024	September	Consortium	9/11	
		PHE Certificate Program*	9/25 (through 1/22/25)	
		BEAM Certificate Program*	9/25 (through 12/23)	
	October	Educational Series	10/9	12-1pm
	November	Educational Series	11/13	12-1pm
	December	Consortium	12/11	
2025	January	Educational Series	1/8	12-1pm
		PHE Leadership Certificate Program*	1/29 (through 5/14)	
	February	Educational Series	2/12	12-1pm
		PHE Certificate Program*	2/26 (through 6/11)	
		BEAM Certificate Program*	2/26 (through 5/26)	
	March	Consortium	3/12	
	April	Educational Series	4/9	12-1pm
	May	Educational Series	5/14	12-1pm
	June	Summit	6/10 – 6/11	
	July	Consortium	7/9	12-1pm

\*Each Fellow will only be enrolled in one certificate program at a time



# Year 2

## Fellow Training Schedule

Year	Month	Training	Date	Time
2025	September	Consortia	9/10	
		Certificate Program*	Fall 2025	
	October	Educational Series	10/8	12-1pm
	November	Educational Series	11/12	12-1pm
	December	Consortium	12/10	
2026	January	Educational Series	1/14	12-1pm
	February	Educational Series	2/11	12-1pm
	March	Consortium	3/11	
	April	Educational Series	4/8	12-1pm
	May	Educational Series	5/13	12-1pm
	June	Summit	TBD	
	July	Consortium	7/8	

\*Each Fellow will only be enrolled in one certificate program at a time

# Fellow Travel, Equipment & Purchasing Overview



# Travel Policy (Routine)

- Routine travel is defined as travel which is required for Fellows to perform the essential duties of their job and covers:
  - Mileage
  - Tolls
  - Parking
- Travel and registration for conferences or trainings are **non-routine**
- Mileage, tolls, parking should be recorded in PCG's Certify system and reimbursement will be issued to Fellow in payroll.
  - This process will be reviewed by PCG at Fellows' orientation.
  - Host supervisor must approve routine travel reimbursement requests monthly with timesheet approvals.

# Travel Policy (Non-Routine)

- Examples of non-routine travel include:
  - Conferences (both in-state and out-of-state)
  - In-person trainings with a registration or held out-of-state
  - NYSPHC Summit
- Examples of non-routine travel costs include:
  - Transportation (mileage, train, airfare, car rental etc.)
  - Hotel
  - Meals
  - Conference registration
- **Non-routine travel requests must be submitted to NYSPHC for prior approval; approval is not guaranteed.**
- Once travel is complete, Fellows will submit a reimbursement request to NYSPHC and reimbursement will be paid by Health Research, Inc.

# Purchase Requests

- Host organizations are expected to provide Fellows with all standard supplies and/or equipment necessary to conduct approved job duties.
- If your host organization is requesting to have NYSPHC purchase an item for your Fellow(s), you must use the **NYSPHC Purchase Request form** to document your request, including:
  - Description of requested item
  - Quantity
  - Host organization name
  - Fellow(s) names/title(s)
  - Fellow work address
  - Requester name/title
  - Justification for requested item
  - Justification for purchase
- Submit one form per request

# Purchase Requests

- NYSPHC Purchase Request Form must be signed, dated, and submitted by the host organization supervisor
  - Requests submitted directly by Fellows will not be accepted
- Forms must be emailed to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov), with the Fellowship Placement Coordinator cc'ed
- NYSPHC staff will review and notify you once your request has been approved by NYSPHC and NYSDOH Grants Administration (within four weeks of receipt of request)
- Please allow approximately four to six weeks for approval and processing, and allow additional time for any shipping needs

# NYSPHC Programmatic Updates



# Backfilling

- If there is a circumstance where the onboarded Fellow does not work out in the **initial 90 days of the Fellowship**, NYSPHC and PCG will work with your organization to bring on an alternative candidate.
- The latest a Fellow can start is the first week of January 2025.
- This helps ensure that all Fellows receive the full benefits of the program in terms of field experience and professional development.
- NYSPHC is testing out a two-year Fellowship model to help make the case for funding post July 2026.



# Fellowship Plan Changes

- Changes are strongly discouraged
- If a change must be made, the revised Fellowship Plan must be submitted to your FPC and PCG contact for review and approval
- Fellow cannot begin work on revised scope until approval has been received from NYSPHC and PCG in writing
- Change approval may take up to four weeks and approval is not guaranteed
- Reminder: all projects must relate to COVID-19 response and recovery in some capacity
- Clinical care, direct patient services, and animal/human research is not allowed

# Additional Professional Development Opportunities

- NYSPHC Annual Summit Abstract Submission
- Additional LMS Trainings
- Steering Committee Meetings
- Workgroups

# Fellowship Placement Coordinators



**Bridget Kasaoka (she/her/hers)**

[Bridget.Kasaoka@health.ny.gov](mailto:Bridget.Kasaoka@health.ny.gov)

Region 1



**Sarah Walker (she/her/hers)**

[Sarah.Walker@health.ny.gov](mailto:Sarah.Walker@health.ny.gov)

Region 2



**TBD**

Email TBD

Region 3



**Aletha Sprague (she/her/hers)**

[Aletha.Sprague@health.ny.gov](mailto:Aletha.Sprague@health.ny.gov)

Region 4



**Alberto Guzman (he/him/his)**

[Alberto.Guzman@health.ny.gov](mailto:Alberto.Guzman@health.ny.gov)

Region 5



**Molly Ridley (she/her/hers)**

[Molly.Ridley@health.ny.gov](mailto:Molly.Ridley@health.ny.gov)

Region 6



**Gianna Woodard (she/her/hers/ella)**

[Gianna.Woodard2@health.ny.gov](mailto:Gianna.Woodard2@health.ny.gov)

Region 7



**Hillary Faas (she/her/hers)**

[Hillary.Faas@health.ny.gov](mailto:Hillary.Faas@health.ny.gov)

Region 8

# Fellowship Program Specialists



**Amber Whiteside (she/her/hers)**

[Amber.WhiteSIDE@health.ny.gov](mailto:Amber.WhiteSIDE@health.ny.gov)

Region 1



**Nathan Castilloux (he/him/his)**

[Nathan.Castilloux@health.ny.gov](mailto:Nathan.Castilloux@health.ny.gov)

Region 2



**Shirley Wild (she/her/hers)**

[Shirley.Wild@health.ny.gov](mailto:Shirley.Wild@health.ny.gov)

Region 3



**Benjamin Przepiora (he/him/his)**

[Benjamin.Przepiora@health.ny.gov](mailto:Benjamin.Przepiora@health.ny.gov)

Region 4



**TBD**

Email TBD

Region 5



**TBD**

Email TBD

Region 6



**TBD**

Email TBD

Region 7



**TBD**

Email TBD

Region 8

# Administrative and Monitoring/Evaluation Team



**Shannon Ferriss (she/her/hers)**

Executive Assistant

Shannon.Ferriss@health.ny.gov



**Rebecca Ono Vasquez (she/her/hers)**

Administrative Aide

Rebecca.OnoVasquez@health.ny.gov



**Devon Hannan (she/her/hers)**

Evaluation Specialist

Devon.Hannan@health.ny.gov



**Anh Le (she/her/hers)**

Senior Health Program  
Coordinator—Program Evaluation

Anh.Le2@health.ny.gov

Questions?



# Contact Us



**Program Email:**  
[NYSPublicHealthCorps@health.ny.gov](mailto:NYSPublicHealthCorps@health.ny.gov)

**PCG Email:**  
[PCGPHC@pcgus.com](mailto:PCGPHC@pcgus.com)



New York State Public Health Corps  
**Fellowship Program**



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