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# New York State Public Health Corps Fellowship Program

Fellow and Program Partners Town Hall

May 22, 2025

# AGENDA

- Welcome and Housekeeping Items
- Special Message
- Remarks from Deputy Commissioner of the Office of Public Health, Michelle Davis
- Program Updates
- Resources
- Q&A



Your training in key health fields helped New York to continue



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# REMARKS FROM THE DEPUTY COMMISSIONER

## OFFICE OF PUBLIC HEALTH



**MICHELLE DAVIS**

# PROGRAM STATUS UPDATE



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# DR. MCDONALD'S LATEST UPDATE

A federal judge has ruled that the federal government cannot move forward with terminating COVID-related grants while the case brought by New York and other states continues—a major legal win that protects these critical public health funds for now.

New York and other jurisdiction have been litigating the COVID related grant terminations in the U.S. District Court in Rhode Island. The case was heard by Judge McElroy. We have learned today that the Court granted our request for a Preliminary Injunction and denied the Defendants' Motions for Reconsideration and Request to Vacate the Temporary Restraining Order and Motion, as well as a Stay Pending Appeal. The current status quo will remain in place while the case proceeds.

This is the outcome we had hoped for, and we are thankful to our legal team, as well as that of the Office of the Attorney General for their strong representation in this matter.



# UPDATE: NYSPHC FELLOWSHIP END DATE

- The Preliminary Injunction bars HHS from taking any action related to these grants while the Preliminary Injunction is in effect, which may continue until the case is decided.
- With the Preliminary Injunction being granted, the layoff of New York State Public Health Corps Fellows on May 30, 2025, has been postponed.
- Fellows can remain employed as such through the Staffing Solutions Organization (SSO) at least through the length of the Preliminary Injunction.
- **A new end date cannot be provided.**

# TRAVEL & CONFERENCE REQUESTS



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# ROUTINE TRAVEL

- Fellows who conduct routine travel as part of their fellowship duties can recommence traveling.
- Fellows should submit vouchers for reimbursement through Emburse.
  - As a reminder, all travel conducted for work duties should be submitted for reimbursement in a timely fashion.
  - Questions about routine travel reimbursement should be directed to PCG.

# NON-ROUTINE TRAVEL & CONFERENCES

- Participation in national conferences remains on-hold for the time being.
- Other non-routine travel (travel requiring meals and hotel per diem, rental cars, train travel, etc.) can recommence; however, approvals must be received from NYSPHC prior to traveling.
- Previously approved travel (approvals received before April 3<sup>rd</sup>) are no longer valid. Fellows must resubmit travel paperwork for approval.
- Please refer to the NYSPHC Fellow Travel Center on the Training & Resources website for travel-related policies and procedures.
  - Travel requests must be sent to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov) with all supporting documents at least 6 weeks in advance of the trip.
  - If there is an associated registration cost to be paid by NYSPHC/HRI, travel request must be submitted at least 8 weeks in advance.



# **EQUIPMENT & SERVICES PURCHASED BY NYSPHC**



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# EQUIPMENT & SERVICES PURCHASED BY NYSPHC

- NYSPHC is recommencing the purchase requests process.
- Supervisors should refer to the “**Supervisor Resources**” section on the Training & Resources website for purchase-related policies and procedures.

# OVERTIME POLICY



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# OVERTIME & EXTENDED HOURS POLICY

- The existing overtime and extended hours policy remains in effect.
- Fellows are not allowed to work overtime, which is defined as working over 40 hours in a workweek (Monday-Sunday).
- There are no exceptions for this policy.

# PROFESSIONAL DEVELOPMENT



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# 2025 NYSPHC SUMMIT

- Summit 2025 remains cancelled.
- Fellows with accepted 2025 Summit Abstracts are encouraged to cite this achievement on their resumes.
- The NYSPHC staff is investigating the feasibility of a 2026 Summit.

# PROFESSIONAL CERTIFICATES REMINDER

- Fellows who are currently enrolled in a professional certificate program are encouraged to complete the course to earn their certificate.
- Cohort end dates:
  - Building Expertise in Administration & Management (BEAM) ends May 26th
  - Public Health Leadership Essentials (PHLE) ends May 27th
  - Public Health Essentials (PHE) ends June 17<sup>th</sup>
- Information about other programmatic requirements will be forthcoming.

# EDUCATIONAL SERIES UPDATE

- The Educational Series will resume; however, it will no longer be required.
- New sessions dates will be shared at a later date as well as the updated medium in which to access them.

# MENTORING

- Fellows are strongly encouraged to continue their relationship and actively participate in the scheduled sessions and recommended activities.
- The NYSPHC staff will continue to share a monthly Mentor Digest.

# FELLOW MONTHLY MEETING WITH FELLOWSHIP PLACEMENT SPECIALIST (FPS)



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# MONTHLY MEETINGS WITH FPS

- A monthly virtual meeting with the Fellowship Placement Specialist (FPS) is a program requirement and should resume.
- This will be scheduled by the Regional FPS.
- This forum provides essential program updates and is an opportunity for Fellows to ask questions and provide feedback.

# FELLOWSHIP RESIGNATION POLICY



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# LETTER OF RESIGNATION

- If a Fellow decides to resign despite the injunction, it is required that the Fellow e-mail a letter of resignation to SSO HR with their last day of employment at [ssohr@pcgus.com](mailto:ssohr@pcgus.com).
  - Cc: Regional PCG contact, FPC and FPS
  - There is no paperwork needed to be completed on the part of Fellows or Supervisors with PCG/SSO.
  - All benefits-related questions should be directed to SSO at [ssohr@pcgus.com](mailto:ssohr@pcgus.com)

# RETURNING EQUIPMENT, SUPPLIES & BADGES

- Fellows should follow host organization's policy for returning badges and equipment that is issued directly by the host site or has been paid for by NYSPHC.
  - These should be returned to Supervisor no later than their last day.
  - For Fellows based at State Health Department placements, Supervisors should follow internal policies for returning issued property.

# OFFBOARDING CHECKLIST

- New section on the T&R website with resources for offboarding, including:
  - Fellow Directory
  - Resume template with an examples relevant to your fellowship
  - Newsletters
  - And more!

# FELLOW CERTIFICATE OF COMPLETION

- The NYSPHC Fellowship Program will issue a certificate which documents the Fellows successful completion of the program.
- This is issued to all Fellows who leave the program in good standing meaning no termination action.
- Fellows will receive this certificate via **e-mail** to print after their end date.
  - This will go to their personal e-mail on record at NYSPHC
    - If Fellows are unsure if they have provided their current personal e-mail address, they should reach out to their FPC and FPS.
- For questions about the status of their certificates, Fellows should e-mail [NYSPublicHealthCorps@health.ny.gov](mailto:NYSPublicHealthCorps@health.ny.gov)

# RESOURCES

# EMPLOYEE ASSISTANCE PROGRAM

- Fellows have access to the Employee Assistance Program through PCG and SSO



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## Help for what matters most

### Your employee assistance program

Our Employee Assistance Program offers services to help promote well-being and enhance the quality of life for you and your family.

Support and guidance is available for assistance with family and personal issues online at [worklife.uprisehealth.com](http://worklife.uprisehealth.com) and by phone at 1-800-386-7055.

Help with health	Help with family	Help with legal and financial
<ul style="list-style-type: none"><li>• Healthy living</li><li>• Stress management</li><li>• Mental health</li><li>• Diet and fitness</li><li>• Overall wellness</li></ul>	<ul style="list-style-type: none"><li>• Parenting support</li><li>• Child and elder care</li><li>• Learning programs</li><li>• Special needs help</li></ul>	<ul style="list-style-type: none"><li>• Legal issues</li><li>• Will preparation</li><li>• Taxes and debt</li><li>• ID theft services</li><li>• Financial tools and assistance</li><li>• Medical bill negotiation tools</li></ul>

**Connect to a counselor for complimentary support services:**

**Email:** [eapcounselor@uprisehealth.com](mailto:eapcounselor@uprisehealth.com)

**Phone:** 1-800-386-7055  
Available 24 hours a day, 7 days a week\*

**Web:** [worklife.uprisehealth.com](http://worklife.uprisehealth.com)  
(Access code: [worklife](#))

**When calling for assistance please use the following information**

**Employer - Staffing Solutions Organization**

**Group Number - G-540112**

\*Office hours: Monday-Friday 8am-5pm PST. Live answer exchange available after hours. The Employee Assistance Program services are provided by Uprise Health, and its contractors. Guardian does not provide any part of the Employee Assistance Program. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and Uprise Health reserve the right to discontinue the Employee Assistance Program program at any time without notice. Legal services provided through the Employee Assistance Program will not be provided to someone with or prepared for any action against Guardian, Uprise Health or your employer. The Employee Assistance Program is not an insurance benefit and may not be available in all states. (Future written communications may be in English only.) The Guardian Life Insurance Company of America, New York, NY; Uprise Health, Laguna Hills, CA. Guardian® is a registered trademark of The Guardian Life Insurance Company of America and is used with express written permission. © Copyright 2023 The Guardian Life Insurance Company of America. PH2163 2023-11-07 (Exp. 10/24)



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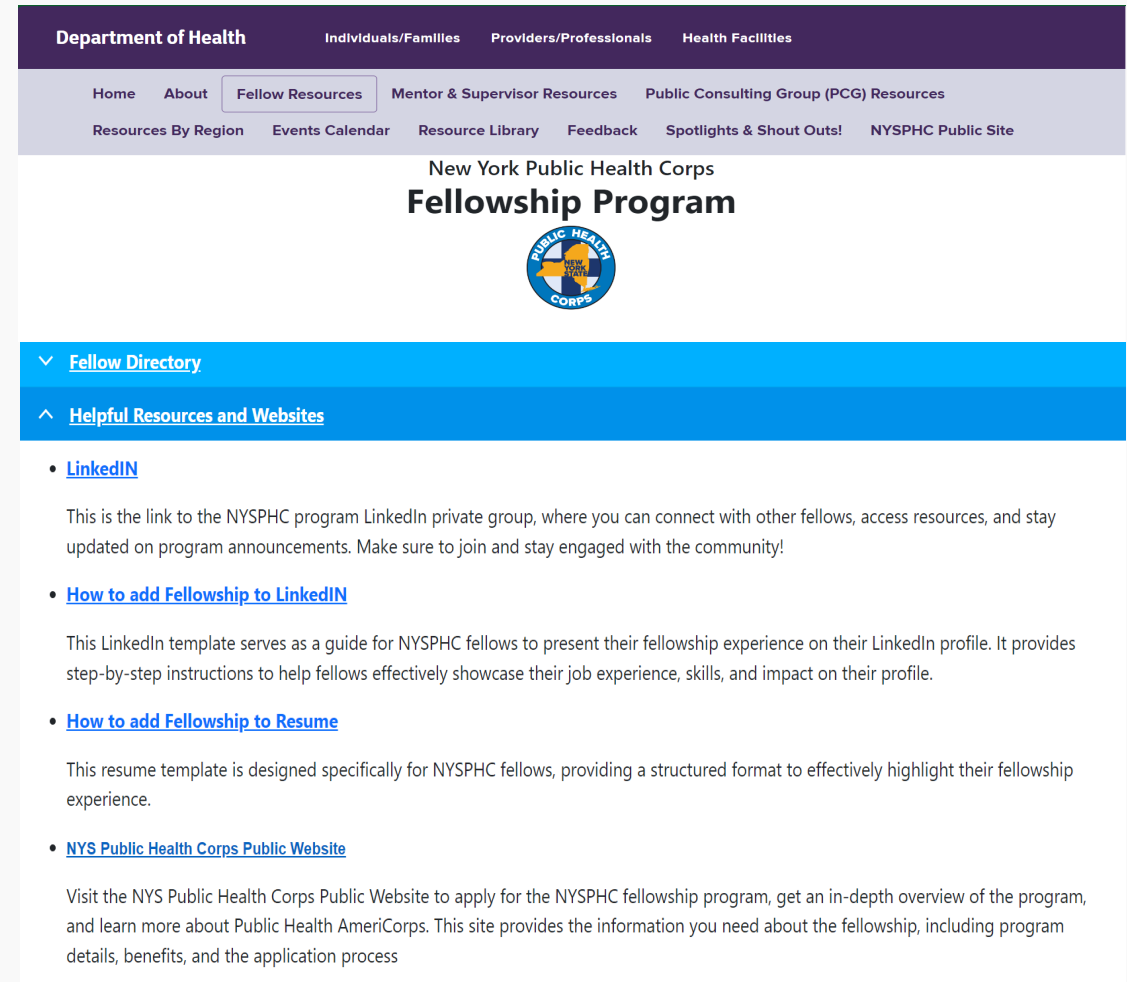
# RESOURCES ON T&R WEBSITE!

## Resume Template

- Tailored specifically for NYSPHC Fellows
- Provides a structured format to effectively showcase fellowship experience

## LinkedIn Template

- Step-by-step guide for presenting fellowship experience on LinkedIn
- Helps fellows highlight job experience, skills, and impact on their profiles



The screenshot shows the website for the New York Public Health Corps Fellowship Program. The navigation bar includes 'Department of Health' and categories like 'Individuals/Families', 'Providers/Professionals', and 'Health Facilities'. A secondary menu lists 'Home', 'About', 'Fellow Resources', 'Mentor & Supervisor Resources', and 'Public Consulting Group (PCG) Resources'. Below the navigation, the page title is 'New York Public Health Corps Fellowship Program' with the NYSPHC logo. A blue bar contains two expandable sections: 'Fellow Directory' and 'Helpful Resources and Websites'. The 'Helpful Resources and Websites' section lists four items: 'LinkedIn', 'How to add Fellowship to LinkedIn', 'How to add Fellowship to Resume', and 'NYS Public Health Corps Public Website'. Each item has a brief description of its purpose.

# NEW RESOURCES ON THE T&R WEBSITE

## Mental Health Resources

- This section provides information for NYSPHC Fellows looking for health and wellness resources.

## Public Health Careers

- This section provides information for NYSPHC Fellows looking for resources on next steps in their Public Health journey post Fellowship.



## New York Public Health Corps Fellowship Program



# ADDITIONAL REMINDER



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# NYSPHC PROGRAM IMPACT SURVEY

- The NYSPHC Fellowship Program is collecting impact statements from Fellows, Supervisors, Mentors, host organizations, and program partners to detail the program's impact on public health programming across New York State.
- We are compiling these statements to demonstrate the value of hosting Fellows, the increase in organizational capacity at the host organization level, and the impact this program has on communities served.
- Interested in participating? Visit: <https://www.surveymonkey.com/r/ZRZMHYH>

# Q&A



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# THANK YOU FOR SUPPORTING THE PROGRAM!

- An enormous **THANK YOU** to all Fellows, Host Organization Points of Contacts, Supervisors, Mentors, Program Partners and beyond for all your ongoing support of the NYSPHC program!
- Many of your roles were additional duties or voluntary in nature and this is recognized.
- Your collaboration, feedback and commitment has made this program possible and the model it is today!

# Thank you for joining us!

Contact us: [NYSPublicHealthCorps@health.ny.gov](mailto:NYSPublicHealthCorps@health.ny.gov)

**NYSPHC Training and Resources Website:**



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