

PHPS Alumni Association Executive Committee call
Monday, June 28, 2004
11:00-12:00 EST

Present:

Maureen Sinclair (President), Kathy Witgert (Treasurer), Mary Kate Weber (Secretary), Julie Wolthuis (Member at Large), Shannon White (PHPS Liaison Committee representative), Gabe O'Meara (PHPS Program representative)

1. Membership – Mary Kate

- a. Membership welcome letter – Mary Kate drafted a brief newsletter and sent it via email for review and feedback. Maureen will continue to work on this and send it out again for review.
- b. Contact list – Mary Kate forwarded the names and emails of the 2004 PHPSAA members to the Executive Committee. Some members did not receive this. Mary Kate will forward these again.

2. PHPS Program Update – Gabe

- a. PHPS and the reorganization – Gabe reported that the PHPS program will be part of the Office of Workforce and Career Development and the division will remain in tact. The Division will include some additional fellowship programs too. Gabe indicated that there will be a 2 day retreat for management this week. If changes do occur, John Lisco will send out a letter updating specialists and alumni of these changes. Maureen asked that if there are interesting issues related to the program or the reorganization to please forward to Maureen and Mary Kate.
- b. New class – the new class consists of 25 specialists. There will be no international specialists (GAP did not have the manpower to manage specialists). General information along with the PHPS survival guide has been sent to new specialists. Gabe indicated that the first move to CDC will not be paid for and a cap will be placed on the return trip home after fellowship (this will be true of all CDC fellowships)
- c. Other – Gabe reported that Interview day for field assignments was June 12th. Forty-two agencies were present. The matching took place last week and agencies will be notified this week. Shanda Dix will be working with the PHPS program in the area of program support. Interviews for the next PHPS supervisor have been completed. John will announce this soon. The program is currently surveying the 2003 class to get their feedback on their experiences with the 6 month or 12 month rotation. They will also be discussing this with the steering committee. Everett will be tallying the results of the survey and is also in charge of the program's full evaluation plan. Maureen asked if there will be an alumni component of the evaluation plan and indicated our willingness to help with this if needed. We may be able to help facilitate alumni responses or provide feedback on evaluation instruments. Maureen also asked Gabe to forward the 2-year field assignments to the Executive Committee once they are notified.

3. PHPS Annual conference – Maureen

- a. Social event – Shannon mention that the social committee for the PHPS conference has requested the alumni association's support for a social event and a gift for 2001 class. They have asked that we provide funds for a cake (\$30) for the social event on Monday evening and a small gift: a CDC pen (\$169 total). This seems like a good option. However, it was proposed that perhaps the Alumni Association could sponsor the pins that graduates receive upon completion of the program. This seems appropriate and could perhaps become the traditional gift from the Alumni Association to the graduating class. Mary Kate will email Gabe regarding the possibility of doing this.
- b. Participation by alumni – Mary Kate will attend the conference and say a few words on behalf of the PHPS AA. In terms of other alumni attending, it would be helpful to have the conference agenda to forward to folks. Shannon said that she would forward this once it was completed.

4. By-Laws - Kathy

Kathy did forward updates to the by-laws in late June via email. Mary Kate will forward these to Kathy's new email account. She requested that any feedback be sent to her at her hotmail account – kwitgert@hotmail.com.

5. LC Update - Shannon

On the last call, Maureen asked Shannon to ask the LC how the alumni association could help them. These are some of the ideas Shannon received: participate in PHPS orientation, contact new members directly, circulate list of Atlanta based alumni members, host a social event – getting to know you in Atlanta, brown bag or lunch with alumni, sponsor happy hours, and have events around open recruitment and orientation. Maureen did indicate that we do participate in orientation and have included an alumni list in the orientation packet. Some of these activities could be addressed through the PHPSAA social committee. Also, perhaps the LC and the Alumni Association could jointly plan something.

6. Other

PHPS Alumni Contact information - PHPS no longer has the staff to maintain this list. We are not sure if this is temporary or not. In an email, Kathy had suggested that perhaps we take this responsibility on. However, it was decided that perhaps we should try to just concentrate on those alumni who are members of the AA. A question was asked about recruitment – we cannot increase the AA numbers without knowing where the rest of the alumni are. It was suggested that we should first build the AA into something worthwhile to participate in and then folks will come. Then perhaps we can focus on the last two graduating classes. Maureen has the most recent contact list for all alumni and will send this to Mary Kate. We will work to finalize a contact list by the end of August.

7. Next Meeting

Monday, July 26, 2004, 11:00-12:00 ET (*please note change in time – one hour earlier*)

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