

PHPS Alumni Association  
Executive Committee Meeting Minutes  
February 27, 2006  
11am-12pm EST

Phone number: 888-808-9832

Passcode: 78086

Leader: Mary Kate Weber

**Participants:**

Cindi Melanson, Mary Kate Weber, Gary Lowry, Jeanne Alongi, Dianna Frick

**I. Updates**

- a. **Budget update** (Garry) - none
- b. **PHPS Program update** (forwarded via email from Michelle)

Applications for the Public Health Prevention Service 2006 Class closed February 15, 2006. The final count has not yet been determined however preliminary estimates are around 200 applications. Applications for the 2006 Class of the Public Health Prevention Service will be assigned for review the week of February 27, 2006. Refresher training will be conducted by Tuesday, February 28, 2006 on candidate application reviews for the 2006 Class.

PHPS program staff will meet today to make matches for the 2<sup>nd</sup> CIO assignments. The Public Health Prevention Service will discuss LOI reviews and identify which local public health agencies to invite to participate in the full application phase of the 2 year Field Assignment process on Tuesday, February 28, 2006.

Planning has begun for the Public Health Prevention Service Leadership and Management Training, scheduled for May 15-19, 2006. This training, for the outgoing 2003 PHPS Class, includes a post-PHPS employment workshop and focuses on skill building in leadership, coaching and mentoring, negotiation, conflict resolution, and organizational cultural competency.

Mark Berry has been selected to participate in a 3-month TDY in Malawi

- c. **Newsletter distribution**

Congratulations to all on the work done to get the newsletter completed and sent out! The newsletter was emailed to all PHPS alumni who were listed in the alumni directory (with an email address). The newsletter and directory were also posted on the PHPSAA website. In terms of updates to the directory, the group decided that a quarterly update would probably be best.

- d. **Membership**

In order to enhance membership, the executive committee decided to follow-up with individual classes. The assignments below were made:

97 - Jeanne 98 - Mary Kate

99 - Lisa 00 - Cindi

01 - Cindi 02 - Dianna

Cindi will draft a letter that can be sent via email to those alumni who were members but are no longer.

**e. Mentorship Program**

The mentorship project has 7 mentees and 3 alumni who are interested in participating. More alumni mentors are needed. The deadline for applications has been extended to March 10th.

Marnie Boardman has agreed to be the alumni liaison to the mentorship program replacing Lisa Roth-Edwards.

The PHPS Liaison committee is interested in alumni feedback to better market the mentorship program.

**f. Career Development Services**

Cindi has a meeting scheduled with John Lisco to brainstorm possible career development ideas. She will follow up with the committee on this at the next meeting.

**II. Next Steps**

The group will work to contact individuals from their respective classes regarding alumni association membership renewal and to obtain feedback on why they are not currently members.

At the next meeting, the committee will spend time discussing the draft strategic planning tracking document.

*Submitted by Mary Kate Weber 3/22/06*