

Academic Health Department Partners' Work Plan

Goal: Strengthen the public health workforce and improve the health of the residents of Leon County.

April 1, 2016-June 30, 2017

Goal: Support the development and capacity of the Southside and Frenchtown Community Advisory Council (SFCAC).				
Objective: By June 30, 2017, the SFCAC will increase its capacity to represent its constituents on health concerns to other policy making bodies in Tallahassee and Leon Co as evidenced by two examples.				
Activities:	Responsible partner	On track Y/N 11/15/16	On track Y/N 7/15/17	Comments
By June 30, 2017, the SFCAC will have met (virtually or in person) at least 10 times to conduct business.	DOH-Leon			
Provide a venue for meetings including AV/IT and telephone support	DOH-Leon			
Draft agenda based on feedback from members	DOH-Leon			
Meet with Chair/Vice Chair prior to meeting to finalize agenda	DOH-Leon (organize)/ FAMU/FSU			
Share agenda and minutes with members one week before scheduled meeting	DOH-Leon			
Remind members of meeting (day of)	DOH-Leon			
Provide food for meetings (need budget) Panera/have to know two weeks in advance – work with Ms. Young/work with Amelia (reimbursement vs. ordering in advance)	FAMU/FSU			
Provide agendas and all materials for meetings	DOH-Leon			
Evaluate meetings and share results with members as part of minutes	DOH-Leon			
Record minutes, send to members within one week	FSU/FAMU/ DOH-Leon			
Schedule speakers for meeting (Housing, Promise Zone, Community Schools, etc.)	DOH-Leon/All find speakers			
Secure resources as directed by Chair (organizational psychologist; strategic planning; facilitation training)	DOH-Leon/All			
Schedule, organize and provide administrative support for founding partner meetings at least bi-annually	DOH-Leon			
Attend Founding Partner meetings	All			
Assist SFCAC with grant applications for development of external resources	FAMU/FSU/ DOH-Leon			Invest Health - Les
Goal: Increase the capacity of DOH-Leon to provide STD/HIV investigation services by hiring a DIS to work at DOH-Leon.				
Objective: By July 4, 2016, a FAMU COPS Fellow will be working as a DIS at DOH-Leon.				
Activities:	Responsible partner	On track Y/N	On track Y/N	Comments

		11/15/16	7/15/17	
By April 15, 2016, FAMU COPS will hire a Fellow to work as a full-time DIS at DOH-Leon.	Dr. Thompson			
By May 1, 2016, FAMU Fellow will be on-board at DOH-Leon.	Blackburn/Harrison			
By July 4, 2016, FAMU Fellow will be functioning as a DIS at DOH-Leon.	Harrison			
By August 1, 2016, metrics to measure productivity of the Fellow will be added to the AHD work plan.	Harrison/Blackburn			
Goal: Support the national Academic Health Department research agenda.				
Objective: Participate actively in the Public Health Foundation’s Council on Linkages Academic Health Department Learning Community.				
Activities:	Responsible partner	On track Y/N 11/15/16	On track Y/N 7/15/17	Comments
Participate in AHD webinars as available	Blackburn/Academic partners			Forward with note
Review the proposed AHD research agenda and submit feedback to the authors by April 29, 2016. http://www.phf.org/phfpulse/Pages/Draft_AHD_Research_Agenda_Now_Available_for_Public_Comment.aspx	Blackburn/Beitsch/Thompson			
Participate in doctoral candidate Kovach’s focus group about collaboration between local health departments and schools or programs of public health as requested. (request is pending)	Blackburn/Beitsch/Thompson?/Alan Rowan/Cynthia Harris/Rose Ann Scheck			
Goal: Increase formal involvement of FAMU and FSU health sciences, medical, public health and other programs in the AHD partnership.				
Objective: Address each partner’s objectives as it relates to educating students and the provision of public health services to the residents of Leon county.				
Activities:	Responsible partner	On track Y/N 11/15/16	On track Y/N 7/15/17	Comments
Formalize the relationship of the DOH-Leon health officer within FAMU and FSU through appointments at the Institute of Public Health and the College of Nursing (respectively).	Thompson/Beitsch (initiate) Blackburn (respond)			Courtesy appointment at FSU CON – Les will check Dr. T will send application to CB for completion; app with CV through Provost office

*Quantify student hours spent at DOH-Leon	Scheck			
*List of projects students are involved in	Scheck			
*Quantify staff time devoted to hosting students at DOH-Leon	Scheck			
*Quantify DOH-Leon staff taking courses at FSU/FAMU	Scheck/ Blackburn			

*tentative