

**2025-26 Texas Public Health Fellowship Host Site Application**  
**Local Health Departments**

**Host Site Contact Information**

**1. What is the name of the local health department that will host the fellow?**

Fort Bend County Health and Human Services

**2. What is the name of the program or office that will host the fellow?**

Community Health & Wellness

**3. What is the address of the local health department that will host the Fellow?**

Address: 4520 Reading Road

Address 2: Suite A-100

City/Town: Rosenberg

ZIP/Postal Code: 77471

**4. Host Site Supervisor and Primary Contact Information**

During the Fellowship, the Host Site must provide a supervisor to guide, manage, and support the Fellow for the duration of the Fellowship. The DSHS Office of Practice and Learning will communicate with the supervisor during and after the application and hiring process and throughout the fellowship year.

Please enter the contact information of the person planning to supervise the fellow.

Supervisor First Name: Gwendolyn

Supervisor Last Name: Sims

Supervisor Title: Division Manager, Community Health & Wellness

Supervisor Degree(s): BS in Human Nutrition and Foods; Master's in Education

Supervisor Years of Public Health Experience: 28

Supervisor Email Address: [Gwendolyn.Sims@fortbendcountytexas.gov](mailto:Gwendolyn.Sims@fortbendcountytexas.gov)

Supervisor Phone Number: (281) 725-7334

**5. Please share contact information for a SECONDARY CONTACT at your health department. This individual will receive the same communication as the supervisor.**

Secondary Contact First Name: Barbara

Secondary Contact Last Name: Edwards

Secondary Contact Title: Manager, Mental Health Program

Email Address: [Barbara.Edwards@fortbendcountytexas.gov](mailto:Barbara.Edwards@fortbendcountytexas.gov)

Phone Number: (832) 490-6128

**6. List any other staff and their email addresses that would like to receive communication about the Fellowship.**

Dr. Letosha Gale-Lowe, MD – Health Director and Local Health Authority  
[letosha.gale-lowel@fortbendcountytexas.gov](mailto:letosha.gale-lowel@fortbendcountytexas.gov)

Dr. Nichole Brathwaite-Dingle, MD, MPH – Deputy Medical Director  
[nichole.brathwaite-dingle@fortbendcountytexas.gov](mailto:nichole.brathwaite-dingle@fortbendcountytexas.gov)

Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs  
[ketan.inamdar@fortbendcountytexas.gov](mailto:ketan.inamdar@fortbendcountytexas.gov)

Karri Halcomb, MPH – Special Projects coordinator  
[karri.halcomb@fortbendcountytexas.gov](mailto:karri.halcomb@fortbendcountytexas.gov)

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**Host Site Offerings**

The 2025-26 Texas Public Health Fellowship will likely have funding for **up to 10 fellowship positions at local health departments**. Consequently, the process for selecting host sites is expected to be highly competitive. To help us determine which local health departments are most prepared and best suited to host a fellow, please respond thoughtfully to the following questions.

**Your answers will be strongly considered during host site selection.**

- 7. WORKPLACE CULTURE.** Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment? How would you integrate your fellow into this culture?

*Limit your responses to 100 words.*

In addition to our onsite Administrative Assistants/Coordinators, Fort Bend County's Risk Management department provides an onsite workout area at each of our facilities and shares a monthly wellness activity calendar (including physical activities, mindfulness, etc.). Our department holds quarterly townhall meetings coordinated by our employee-led PHORCE (Public-Health-Opportunity-Research-Collaborative-Engagement) Group. Our fellows are integrated into these efforts, and weekly check-ins allow supervisors to discuss with the fellows their ideas for improvement in this area and to determine whether their needs are being met.

- 8. FELLOW SUPPORT PART I.** The Fellowship program is designed for early career professionals. Considering this, please provide, in detail, the ways in which you will continually provide support, mentorship, and supervision to your fellow.

*Limit your response to 100 words.*

Early career professionals would benefit greatly from this fellowship opportunity in Community Health & Wellness. While we are a smaller and newer department, my years of experience has taught me to leave 'no stone unturned' when it comes to allowing public health professionals, whether they are fellows, interns, etc., to 'fly the plane while building it'. This allows the fellow to attend training in Fort Bend County as well as our neighboring Harris County which consists of two health departments. This would occur simultaneously while gaining experience working alongside staff with and in the community.

- 9. FELLOW SUPPORT PART II.** If your program or office uses a hybrid work environment (staff telework part or all of the time), please describe how you will ensure their support while working remotely?

*Limit your response to 100 words.*

**If you expect your fellow to be in the office 100% of the time, please enter n/a.**

**N/A**

- 10. FELLOW SUPPORT PART III.** Describe a past experience supervising a fellow or early career professional. What strategies were successful in helping them achieve success?

*Limit your response to 100 words.*

I have supervised at least three Public Health Fellows from the Centers for Disease Control and Prevention (CDC) and other interns from colleges and universities. Strategies that have been successful in helping early career professionals include:

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determining soon after onboarding what they hope to gain from the experience; Weekly 1:1 meeting; Encouraging fellows to provide honest feedback regarding areas of their experience to improve; Inclusion in our teams' meetings/work; Notetaking for team meetings and planning/coordinating the meetings; and encouraging them to work closely with others at the department and to explore areas outside of Community Health & Wellness.

**11. PROFESSIONAL DEVELOPMENT SUPPORT.** What professional development resources does your program, office, or health department plan to offer the fellow?

*Limit your response to 100 words.*

As an academic health department, training opportunities are available with TEPHI, UT Health, and University of Houston. County-sponsored training includes Behavioral Health Services, Human Resources, Risk Management, and other community-serving organizations in and near Fort Bend County. Other trainings: HIPAA Privacy Training for Contractors and Volunteers, Data and Security, FEMA Course ICS 100/200, Human Trafficking, Recognizing, Reporting and Preventing Child Abuse, Introduction to Public Health 101, Application of the Public Health Science, Introduction to Quality Improvement in Public Health, Introduction to Public Health Surveillance, Addressing Health Equity, 3 Things to Know: Cultural Humility and Health Literacy for Public Health Professionals.

**12. RETENTION OPPORTUNITIES.** If the fellow is a great fit for your team, what is the likelihood your local health department would be able to hire the fellow after the one-year fellowship?

*Limit your response to 100 words.*

While retention of the fellow will be dependent on the County-approved budget, grant funding opportunities and/or philanthropic donations, there is a strong possibility that the fellow can find employment in the Greater Houston area. Given my experience and vast number of connections to partners amongst different sectors, I can make significant recommendations as well as assist the fellow with local job opportunities if they are interested upon completion of the fellowship.

### Fellowship Description – Projects and Responsibilities

We will use your responses to the following questions to generate a fellowship description. Fellow applicants will use your description to understand what the fellowship with your team will be like, and what they might be doing.

**Please use plain language in your responses.**

**13. Please provide a short name for your fellowship that fellow applicants can use to identify your specific fellowship position.**

Community Health & Wellness Specialist

**14. Please describe the mission or primary goals of your local health department and the specific program or office that will host the fellow.**

*Limit to 50 words.*

The mission of FBC HHS is to promote and protect the health and well-being of the residents of Fort Bend County. Helping to fulfill our department's mission, our Community Health & Wellness Division works on these departmental priorities Mental Health, Obesity, Heart Disease and Maternal Health.

**15. Please describe the project or projects the fellow will work on during a fellowship with your team.**

*Please limit to 100 words.*

- A. Conduct landscape analysis for Chronic Disease and Mental Health Services (Prevention/Management/Treatment) of the Community Health & Wellness Division**
- B. Create partnership/referral and resource checklist to enhance access to the division's services.**
  - **List by sector**
  - **Identify potential new partners.**
- C. Evaluate effectiveness of programming and education materials**
  - Documentation: Policies/Standard Operating Procedures for **Community Health & Wellness Division** programming/services.
  - Evaluate processes for **Community Health & Wellness Division** programs/services.
  - Review and provide feedback on current **Community Health & Wellness Division** collateral and recommend new materials.
- D. Research, analyze and make data driven recommendations for Maternal Health programming.**

**16. Please list planned project deliverables for your fellow. Limit to 50 words**

- A. Official Report: Community Health & Wellness Divisional Landscape
- B. Partnership Checklist for Community Health and Wellness (CHW) Chronic Disease and Mental Health Programs (Excel on a Shared Drive – *to be updated in real time*).
- C. Assessment/Recommendations for CHW programming, services, and collateral.
- D. Research Report/White Paper: Maternal Health

**17. Please describe responsibilities your fellow will have and tasks or skills they will learn to do during a fellowship with your team. Limit to 200 words.**

- **Participate in departmental meetings including, but not limited to the following: Chronic Disease Team, Mental Health Team, 1:1 with supervisor, planning, etc.**
  - **Learn:** plan, prioritize, implement, and evaluate community health programs/services.
- **Identify gaps (chronic disease prevention & management and mental health services provided vs. community need) per accessible data.**
  - **Learn:** Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), including its process and importance to improve community health.
- **Assist with provision of health education programming in selected communities.**
  - Assist staff in Community Health & Wellness with preparation for community events including but not limited to:
    - Printing flyers, setup, intake, process flow, and breakdown.
  - **Learn:** how to do community engagement and education.
- **Participate in Community Health Screening (Chronic Disease) – Learn:** to facilitate flow, how to take and interpret blood pressure and Hemoglobin A1C
- **Assist with clinical counseling at Mental Health Services' Office –Learn:** the importance of counseling to overall health, our local procedures and importance of mental health resources.
- **Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.**

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- **Learn:** how public health is integral in planning, preparing, and responding to disasters.

#### 18. What are the sub-disciplines or subject matter areas that best describe your fellowship?

Please select **up to two**.

The Office of Practice and Learning will use this information to identify fellow candidates with interest that align with your program.

- ☐ Infectious Diseases
- ☐ Disease Surveillance
- ☐ Zoonosis Control
- ☐ Maternal Child Health
- ☐ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☒ Health Promotion
- ☐ Policy Development
- ☐ Financial Management
- ☐ Program Management
- ☒ Health Communication
- ☐ Others (please specify) [Click or tap here to enter text.](#)

#### 19. Please select the 1 or 2 public health core disciplines that **BEST** describe your fellowship.

Fellow applicants may use these categories to identify fellowships that best align with their training goals and career interests. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☐ Biostatistics
- ☐ Environmental Health Services
- ☐ Epidemiology
- ☒ Health Policy and Management
- ☒ Social and Behavioral Sciences

#### 20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team?

Please select **up to 3 skill areas** that **BEST** for your Fellowship position.

We recognize that there are certain skills you'd like your fellow to have to effectively perform activities and complete deliverables. Keep in mind that all fellows will be early in their careers with limited professional experience and eager to apply knowledge and skills in a real-world setting. *When answering this question, please consider the skills you'd like the Fellow to be interested in growing as opposed to their years of experience.*

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These eight skill areas come from the Core Competencies for Public Health Professionals. If you'd like to learn more, please see this website: [https://www.phf.org/programs/corecompetencies/Pages/Core\\_Competencies\\_Domains.aspx](https://www.phf.org/programs/corecompetencies/Pages/Core_Competencies_Domains.aspx)

- ☒ Data Analytics and Assessment Skills
- ☐ Policy Development and Program Planning Skills
- ☒ Communication Skills
- ☐ Cultural Competency Skills
- ☒ Community Partnership Skills
- ☐ Management and Finance Skills
- ☒ Leadership and Systems Thinking Skills
- ☒ Public Health Sciences

**21. Please rank the core disciplines you selected in the previous question with rank 1 being the discipline that BEST fits your fellowship position.**

**Rank 1:** Health Policy and Management

**Rank 2:** Social and Behavioral Sciences

**Rank 3:** Choose an item.

**Rank 4:** Choose an item.

**Rank 5:** Choose an item.

**22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.**

**Rank 1:** Community Partnership Skills

**Rank 2:** Public Health Sciences

**Rank 3:** Leadership and Systems Thinking Skills

**Rank 4:** Communication Skills

**Rank 5:** Data Analytics and Assessment Skills

**Rank 6:** Choose an item.

**Rank 7:** Choose an item.

**Rank 8:** Choose an item.

### Fellowship Description – Host Site Budget

If selected as a Texas Public Health Fellowship Host Site, **DSHS will establish a contract with your health department.** Your local health department is eligible to be rewarded \$80,000 per fellow for one year to cover salary, fringe, travel, equipment, and supplies. \$2,500 should be earmarked to cover travel expenses for Fellowship Programming provided by the Office of Practice and Learning (see table below). This programming includes a two-day workshop in Austin, a fellowship showcase and graduation ceremony in Austin, and attending the Texas Public Health Association Education Conference. If you need to exceed \$80,000, please provide justification.

**Please describe how you plan to allocate funds awarded by DSHS for the fellow using the spaces below. Please provide the amount for each line item, a brief description of the expense, and a brief justification for each item.**

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Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	N/A
Fellowship Program Travel	\$2,500
<b>TOTAL</b>	<b>\$80,000</b>

#### 23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: \$46,800.00

Salary Description: Annual Salary at \$22.50 / hour

Salary Justification: Compensation for work effort provided to the program.

#### 24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: \$27,839.40

Fringe Description: Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year

Fringe Justification: Payroll Taxes and Benefits applicable to a full-time employee.

#### 25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This amount SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: \$1,340.00

Travel Description: Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles

Travel Justification: Reimbursement for travel between program sites to accomplish tasks.

#### 26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: \$1,520.60

Equipment and Supplies Description: Laptop, cell phone, etc.

Equipment and Supplies Justification: Provide fellow with essential equipment for daily operations/tasks.

#### 27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: \$0

Indirect Description: N/A

Indirect Justification: N/A

**Fellowship Description – Workplace Setting and % Travel**

**28. What will the workplace setting be for the fellow?** Please consider the physical space needed to accommodate the fellow at your office that will be available during the Fellowship year (June 1, 2025 – May 31, 2026).

- ☐ 100% Remote/ Telework
- ☒ 100% Onsite/ In-person
- ☐ A combination of Onsite and Remote/ Telework

**29. Please describe the telework/remote work practices for your office or program.** This information is for the benefit of the fellow applicant, so they can decide which Fellowship position are the best fit for them.  
N/A

**30. What percent travel will your Fellow have?**

Please write a number between 0 – 100%  
10%

**31. Please describe the travel.** What will the Fellow be doing while traveling? What are the general destinations for travel? Will the travel be local, regional? Enter n/a if there is no travel expected for your fellow.

Travel is related mostly to local within Fort Bend County but occasionally in Harris County to attend trainings. The 10% is average for weeks in which our team is in the community providing education, engagement, outreach, and some health services, including but not limited to community health screenings (Hemoglobin A1C screening and Blood pressure checks as well as counseling, health/nutrition education).

**32. Does your fellowship position ABSOLUTELY require a license or certification?** For example, the Fellow MUST be a Registered Nurse to do the Fellowship, no exceptions?

- ☐ Yes
- ☒ No

**33. What license or certification is necessary?**

- ☐ Registered Nurse (RN)
- ☐ Licensed Master Social Worker (LMSW)
- ☐ Licensed Clinical Social Worker (LCSW)
- ☐ Community Health Worker (CHW)
- ☐ Community Health Education Specialist (CHES)
- ☐ Registered Sanitarian (RS)
- ☒ Other (please specify) no license nor certification required



**Fellowship Description – Preferred Skills**

**34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?**

- ☐ Highschool diploma or GED
- ☐ Associates degree
- ☐ Bachelors degree
- ☒ Masters degree
- ☐ Doctorate – PhD, DrPH
- ☐ Doctorate – MD, DO

**35. Please list any training, education, or interest you prefer the fellow have.** For example, for a fellowship with an epidemiology group, it may be important that the fellow have completed at least an introductory epidemiology court or be interested in pursuing a career as an epidemiologists. Leave blank if you do not have any preferred training, education, or interests.

Training/Coursework 1: [Click or tap here to enter text.](#)

Training/Coursework 2: [Click or tap here to enter text.](#)

Training/Coursework 3: [Click or tap here to enter text.](#)

Training/Coursework 4: [Click or tap here to enter text.](#)

**36. Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in learning.** Leave blank if you have not preferred software familiarity.

Software 1: Microsoft Office

Software 2: [Click or tap here to enter text.](#)

Software 3: [Click or tap here to enter text.](#)

**Preferred Skills – Language Ability**

**37. Does your fellowship position require that the fellow be able to communicate in a language other than English?** Please select the appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in Spanish.
- ☒ No, the fellow does not need to be able to communicate in a language other than English.
- ☐ Yes, the fellow needs to be able to communicate in the following language:

Please specify the language: [Click or tap here to enter text.](#)

### Fellowship Description – Language Proficiency

38. What level of proficiency in **SPEAKING** in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☐ **Advanced:** Fellow can speak very accurately and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☒ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in the Fellow's speech or understanding.
- ☐ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

39. What level of proficiency in **WRITING** in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☒ **Advance:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☐ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

### Fellowship Description – Data Analysis

40. Does your fellowship position require that the Fellow be able to do data analysis?

- ☐ Yes
- ☒ No

### Fellowship Description – Data Analysis Proficiency

41. To what level of proficiency would you prefer your fellow be able to analyze data?

- ☒ **Basic Skills:** Fellow has some awareness or knowledge of data analysis
- ☒ **Somewhat Skilled:** Has done data analysis in coursework, but has not applied data analysis skills in the real world
- ☐ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis skills to others.

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**42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.**

- ☒ No  
☐ Yes. Please name the software(s). [Click or tap here to enter text.](#)

**43. What degree of proficiency would you prefer the fellow to be able to use this statistical software at the start of the Fellowship?**

- ☒ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software  
☐ **Somewhat proficient:** Has some experience using the software, but needs guidance or more training  
☐ **Proficient:** Has ability to use software effectively with some support  
☐ **Very Proficient:** Has broad skills in using the software and can use it independently

### Host Site Agreement

**44. As a Texas Public Health Fellowship Host Site, I understand that I have a responsibility to...**

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

**Do you agree to complete the above list of items?**

- ☒ Yes. I will be able to complete all items on the list.  
☐ No. I will not be able to complete all of the items mentioned above.

**45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.**

- ☒ Yes. I will be able to complete all items on the list.