

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?

Office of Communications, Education, and Engagement (OCEE)

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

Address: 12550 Emily Ct.

Address 2:

City/Town: Sugar Land, Texas

ZIP/Postal Code: 77478

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: Kaila

Supervisor Last Name: Williams

Supervisor Title: Director – Office of Communication, Education, and Engagement

Supervisor Degree(s): Masters in Public Health

Supervisor Years of Public Health Experience: 17

Supervisor Email Address: Kaila.Williams2@fortbendcountytexas.gov

Supervisor Phone Number: 832-901-9863

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: Nimra

Secondary Contact Last Name: Zubair

Secondary Contact Title: Public Information Officer

Email Address: Nimra.Zubair2@fortbendcountytexas.gov

Phone Number: 832-520-7454

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-lowelowe@fortbendcountytexas.gov

Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs -

ketan.inamdar@fortbendcountytexas.gov

Karri Halcomb, MPH – Special Projects Coordinator

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?

Fort Bend County Health and Human Services (FBC HHS) has many initiatives supporting our team members. Our team holds weekly meetings and one-on-ones with supervisors to check in with team members and review tasks. Additionally, our department recently created PHORCE – for employees, by employees. The PHORCE initiative is designed to ensure all employees have a voice in the mission of FBCHHS. As an organization, we host quarterly meetings, distribute internal newsletters with upcoming events and resources to support our team. The county also provides many opportunities for employees to take advantage of.

- 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.

The supervisor will ensure that the Fellow is thoroughly oriented to the Health Communications, Equity and Engagement program and in general to the Health & Human Services as a whole. During the tenure of the Fellow, he/she will be invited to attend all pertinent department meetings and will be able to participate in trainings that become available during this time. The fellow will be educated on health equity, outreach, and communications in the Local Health Department setting and will be working 100% on site/in-person with the staff of this division.

- 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?

Fellows have the opportunity to work remotely 1 day of the week and are supported through telework training and with technology equipment and weekly 1:1s.

- 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?

OCEE has had a wonderful experience supervising DSHS Fellows. We work collaboratively as a health department and ensure professional and workforce development opportunities and learning opportunities for our fellows that underscore pipeline to public health.

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

Fort Bend County offers many training opportunities of a general employment nature, and the Fellow will be able to take advantage of those to enhance their professional development. When trainings, webinars, or reports are offered by the local health department, state, or national organizations, the Fellow will be encouraged to take advantage of them. Specific training in the areas of communications and health literacy will be available. We also mentor fellows on abstract writing and conference presentations as a speaker for a more in-depth experience.

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?

Fort Bend County Health and Human Services has previously used grant funding to hire fellows through the Texas Public Health Fellowship Program.

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.

Public Health Outreach 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.

Fort Bend County Health & Human Services is the principal agency for protecting the health of county residents and providing essential human services, especially for those who are least able to help themselves.

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

The fellow will work closely with the communication team to develop informational print and digital materials on health communications regarding health equity, program initiatives, community services, and resource awareness for diverse audiences. They will also plan, coordinate, and attend community engagement events where they will engage with Fort Bend residents directly, communicating the office's goals and missions.

16. Please list planned project deliverables for your fellow.

- Reviewing and updating materials regarding vaccine preventable diseases, Flu, Covid, Mpox, etc. that reflect CDC and TXDSHS Guidelines
- Collaborating with HHS Divisions to create awareness campaigns and marketing materials.
- Coordinating new initiatives to promote community engagement and resource awareness for Fort Bend residents with health literacy in mind.
- Create and contribute to outreach and community engagement planning.

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

- Supports outreach activities of the Office of Communications, Education, and Engagement and demonstrates an understanding of diverse cultures, languages, and perspectives (e.g., rural, urban, adolescents, individuals who are hearing impaired).
- Collaborates with the team to design, develop, and distribute the monthly newsletter, while monitoring community engagement and reach by analyzing collected data and through feedback mechanisms, adjusting content/messaging accordingly.
- Participates in community outreach program development and staff trainings to ensure that staff are aware of the appropriate health literacy level and cultural competence are demonstrated, and engage with community leaders, trusted messengers, and partner organizations.
- Provides timely and accurate messaging information and health education on illnesses affecting the identified communities.
- Creates compelling print and digital materials, informational campaigns, and educational content aimed at raising awareness of health disparities, vaccine hesitancy, and health priorities/program initiatives. Collaborates with the Health Equity Specialist to ensure messaging is equitable and health literate.
- Develops and reviews informational and culturally competent graphic designs for digital, social media, providing diverse perspectives into health literacy activities, policies, programs, and resources with the goal of improving health disparities in a community.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles, and physical abilities.

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

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- ☐ 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.*

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

- ☐ 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

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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: Environmental Health Sciences

Rank 4: Epidemiology

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: Communication Skills

Rank 2: Community Partnership Skills

Rank 3: Cultural Competency Skills

Rank 4: Policy Development and Program Planning Skills

Rank 5: Public Health Sciences

Rank 6: Leadership and Systems Thinking Skills

Rank 7: Data Analytics and Assessment Skills

Rank 8: Management and Finance Skills

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
TOTAL	\$80,000

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 among 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

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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.

As of October 1st, 2024, team members will be eligible to work remotely one day a week with the approval their supervisor(s).

30. What percent travel will your Fellow have?

Please write a number between 0 – 100%
5%

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.

Outreach Events throughout Fort Bend County

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

Fellowship Description – Required Certifications or Licenses

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

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: public health 101

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: Canva

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.