****

APHN Education and Professional Development Committee

October 28, 2019

12PM PT/ 1PM MT/ 3PM CT/ 3 ET

**Attending: Amy Popovich City of Richmond HD, Stephani Toney, City of Richmond HD, Rebekah Chance-Revels, Georgia HD, Judy Martin, Ernestine Small, Memphis Shelby County HD**

**Agenda**

* Introductions
* Updates
  + Wisconsin D&I grant – Deb provided quick update and overview of residency
* New topics – not covered
* Ongoing
  + update PHN Residency Toolkit -
    - brainstorm suggestions to incorporate Organizational Administrative Competencies into the residency program: see notes below
  + “homework” – Julianna will send out toolkit 1.5 when it is complete
    - On October Meeting additions page
      * review all added components of toolkit that are colored in red
      * all Wisconsin specific details are highlighted in yellow. Please review and decide if they need to be changed, kept or reworded
    - add in all other willing residency program components into the toolkit (i.e MN case studies link…others????)
    - proofread final toolkit for grammar, broken links, and edit footnotes to be in superscript
    - Julianna/ Deb: update table of contents, finish as a PDF and put into Google Drive
* Future workgroups – please add your name
  + APHN conference session planning team
  + CPH exam team – Amy is interested
  + Mentorship toolkit team