



Public Health
Prevent. Promote. Protect.
Schuyler County, NY

Managing Staff Transitions

Deborah Dalmat, Ward Brower, and Emily End
September 19, 2019

TODAY'S PRESENTERS

Deborah Dalmat, MPH, CHES

Program Director

Education

- MPH from Emory University's Rollins School of Public Health
- Certified Health Education Specialist (CHES)
- BA from University of Florida

Experience

- Late 2018 became Program Director
- Served as Project Coordinator from 2014 to 2016 before taking a different role with the fiscal agency
- Worked at the CDC during graduate school

Ward Brower

Project Coordinator

Education

- MS in Education from Elmira College
- BS in Education from SUNY Cortland

Experience

- Became Project Coordinator in November 2018
- Prior work with youth through:
 - Public education
 - Residential and treatment facilities
 - Maximum Secure Detention
 - A children's hospital
 - Schuyler County Youth Bureau

Emily End, BS VISTA Worker

Education

- BS in Community Health Education/
Promotion from Kent State University

Experience

- Became the AmeriCorps VISTA Worker in August 2019
- Served as the fiscal agency's intern during summer 2019

OUR COALITION

Our Coalition

- Schuyler County Coalition on Underage Drinking and Drugs (SCCUDD)
- SCCUDD's mission is to prevent, reduce, and delay the onset of substance use among Schuyler County youth by:
 - Collaborating with our community partners
 - Promoting prevention education and substance-free activities
 - Implementing environmental strategies
- SCCUDD's vision is a connected community where our youth have education, resources, and drug-free options to help their journey to become happy, healthy adults.

Our History

- Formed in April 2006 after:
 - The Community Health Assessment found concerning data including high rates of:
 - Alcohol-related youth probation
 - Youth injured in alcohol-related motor vehicle accidents
 - Youth DWI arrests
 - Photos of an underage drinking party posted to social media caused the football team to have to forfeit an important game
 - A mother was arrested for purchasing a car-trunk full of alcohol for her children and their friends
- DFC Mentoring Grant in 2012 with neighboring county's coalition
- Awarded DFC Support Grant in 2014

The Problem

Staff member
leaves



Slowed progress

Why are we here?

- 4 Project Coordinators (PC) in less than 5 years
 - Time spent with the Coalition spanned from about 3 months to almost 2 years
- 2 Program Directors (PD)

How did we mitigate this?

First PC left

Orientation and guidance provided by prior PC to new PC

Second PC left

A few months with no PC
PD and Coalition filled in at the time

Third PC left

First PC filled in as Interim PC with assistance of a VISTA Worker
Developed documents to orient new staff and provide guidance

What did we do?

- Job Descriptions/
Position Guidelines
 - Project Coordinator
 - VISTA Worker
- Orientation
Checklists
 - Project Coordinator
 - VISTA Worker
- Protocols/guides
for common
activities
 - Meetings
 - New Members
 - Press Releases
 - DisposeRx program
 - Tabling and Events
 - Social media
 - And more!

How did it work?

- Ward and Emily both had the opportunity to use these orientation materials
- Ward: “I had no previous experience with coalition work before taking the job as Project Coordinator...when [they] began putting together my three-ringed binder of protocols it helped me immensely.”
- Emily: “The orientation process helped prepare me for my year of service with SCCUDD. After completing the process I did not feel left in the dark, I was educated on our coalition and ready to start working.”

Final Takeaways

1. Having a constant with good knowledge of the Coalition and the grant, such as the Executive Board, Coalition members, or a staff member, is helpful but not always possible
2. Formalizing the orientation process helps new staff learn what they need to know and guides them to the information and resources they need
3. Step-by-step guides can be helpful, especially for activities that involve technology

Questions?

