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# *Brittan Williams, MPH, CHES*

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## Education

### **Master of Public Health (MPH) | August 2003 – May 2005**

Community Health Education | University of North Carolina at Greensboro | GPA 3.88

### **Bachelor of Science (BS) | August 1999 – May 2003**

Community Health Education | University of North Carolina at Greensboro | GPA 3.50 Cum Laude

## Contact Information

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## Professional Experience

### **Assistant Director of Accreditation & Recognition | November 2022 – present**

#### *Public Health Accreditation Board (PHAB)*

In addition to the Senior Accreditation Specialist roles and responsibilities described below:

- Collaborates with the Director of Accreditation and Recognition and team members to develop, implement, and monitor quarterly and annual workplans for the Accreditation and Recognition team, sharing management responsibility for meeting or exceeding team time- and quality-related performance measures;
- Provides individual supervision to assigned members of the Accreditation and Recognition team addressing all aspects of their work, quality of their work products, and individual and team behavioral performance;
- Collaborates with and communicates regularly with supervisors of staff on the Accreditation and Recognition team or other PHAB units or teams who are not direct reports;
- Provides interpretation of requirements for Accreditation and Recognition program implementation per existing PHAB policies and procedures, grant(s) and/or contract agreements;
- Oversees and manages the selection, training, and assigning of PHAB volunteers and contractors to fulfill Accreditation and Recognition program activities;
- Develops and/or approves Accreditation and Recognition program guidance documents as appropriate;
- Collaborates with the Accreditation and Recognition program team to develop and implement improvements and efficiencies in work processes;
- Tracks special issues concerning health departments and PHAB partners, volunteers, and contractors and informs the Director or other members of the management team as appropriate;
- Staffs working groups, learning communities, other committees as assigned.
- Builds and sustains internal and external relationships
- Acts as primary contact and relationship manager for relationships with organizations and external individuals working with the Accreditation and Recognition program team as assigned;
- Engages with PHAB's national partners in support of Accreditation and Recognition team priorities and objectives;
- Actively engages in learning with PHAB staff and external partners from across PHAB's organization and work to inform the work of the Accreditation and Recognition program team and vice versa.
- Participates in and supports leadership, administrative and programmatic activities of the organization
- Active participant in the leadership/management team of PHAB
- Participates in the organization's strategic planning and takes lead responsibility for implementation work related to strategic priority objectives;
- Provides Accreditation and Recognition program and activity reports, presentations, trainings, and webinars to the PHAB stakeholders;
- Provides direction to and support of various PHAB think tanks, expert panels, work groups, learning communities, and committees including the Quality Improvement committee (lead role in developing the committee and drafting the QI plan for the organization; co-chaired committee for inaugural year);
- Contributes to PHAB's brand and communications strategies via trainings, making professional presentations, authoring opinion and peer-reviewed research articles, blog posts, and articles for the PHAB e-newsletter;
- Provide direct program services by facilitating accreditation and recognition processes for assigned health departments;
- Manage assigned aspects of PHAB accreditation and recognition process;
- Coordinate with members of the team to ensure consistent, accurate, and timely reviews; and
- Ensure technical and program procedures are followed.

### **Senior Accreditation Specialist | February 2021 – November 2022**

#### *Public Health Accreditation Board (PHAB)*

Take the lead on developing guidance documents and internal processes to support the implementation of program improvements and new products; Manage and coordinate contracts as needed to expand capacity of staff; Coordinate the selection, training, and assigning of site visitors to site visit teams; Coordinate the maintenance of site visitor pool for recruitment and retention; Coordinate with the education team and program team on identifying and addressing health department and site visitor learning needs; (In addition to the Accreditation Specialist roles and responsibilities described below).

### **Accreditation Specialist | October 2012 - February 2021**

#### *Public Health Accreditation Board (PHAB)*

Work extensively with employees from Tribal, local, state, and territorial public health departments throughout the United States and PHAB trained site visitors throughout the PHAB accreditation process. Manage the progress of assigned health department applicants through the accreditation process, which includes reviewing materials online, assisting with training, serving as a technical resource, assisting site visit teams, assisting with site visit logistics, observing and traveling to site visits, and communicating between key stakeholders.

### **Accreditation Administrator - Research Associate | August 2011 – October 2012**

#### *The University of North Carolina at Chapel Hill – Gillings School of Global Public Health*

#### *North Carolina Institute for Public Health (NCIPH)*

Oversaw all aspects of the accreditation program; Provided supervision to Accreditation Coordinator; Conducted up to half of site visits annually; Developed and monitored program budget and contract with the NC Division of Public Health; Developed and facilitated annual training for local health department staff, consultants and site visitors; Prepared updates, communications, publications, oral presentations, and reports; Provided technical assistance to health department staff, site visitors, consultants, Accreditation Board members, and other stakeholders; Reviewed program and training evaluation results to facilitate continuous quality improvement; Served as liaison to the Accreditation Board and provided orientation and ongoing training to Board members; Served as liaison to other NCIPH programs, projects, and grants as requested, particularly those that had a focus or relation to accreditation and/or needed a liaison to local health department staff and/or health directors.

### **State Accreditation Coordinator - Research Associate | April 2007 - August 2011**

#### *The University of North Carolina at Chapel Hill – Gillings School of Global Public Health*

#### *North Carolina Institute for Public Health (NCIPH)*

Involved in and responsible for all aspects of the NC Local Health Department Accreditation program, including coordinating the day-to-day functions of the program, which includes, training site visitors and health department staff, developing and distributing marketing materials, maintaining communication with all stakeholders, providing technical assistance to local health departments, and conducting all accreditation site visits.

### **Part-Time Instructor – Temporary position | May 2007 – January 2008**

#### *The University of North Carolina at Greensboro – Department of Public Health Education*

Assisted in the development of the Introduction to Public Health course outline, assignments, curriculum, and taught course for junior year public health education students.

### **Health Education Program Manager – Public Health Educator II | August 2005 – April 2007**

#### *Rockingham County Department of Public Health - Wentworth, NC*

Supervised the Health Education Section of the Health Department; Responsible for Community Health Assessment, program planning, implementation, and evaluation; Managed various grants to sustain programs and positions; Instrumental in Local Health Department Accreditation process (policy development, documentation of evidence, etc.); Oversaw local State Wide Health Promotion Program (active in community with policy and environmental changes); Supervised 3 positions and interns; Served on Healthy Carolinians Steering Committee and other workgroups; Served as agency Public Information Officer responsible for maintaining agency website, new releases, news articles, served as spokesperson with local media, developed communications materials for marketing programs provided by the agency, etc. Active on the agency Epi Team and assisted with and participated in local emergency preparedness tabletop exercises.

## Certifications and Trainings

- Salesforce (Customer Relationship Manager) Training
- IDEA Training (PHAB & Management Center)
- Managing to Change the World Training (Management Center)
- Effective Delegation Training (Management Center)
- Continuous Quality Improvement: The Fundamentals
- Emerging Leaders Program graduate (NC Public Health Association & NC Medical Society)
- Fundamentals of Supervision (UNC Chapel Hill)
- Certified Health Education Specialist (CHES) #10601 (National Commission for Health Education Credentialing)
- Basic Public Information Officer (G-290) training (NC Division of Emergency Management/Dept. of Crime Control & Public Safety)
- Grant Writing/Proposal Development Training (NC TraCS)
- Qualitative Data Analysis Training (NC TraCS)
- Incident Command System (ICS) Training – ICS 100, 200, and 700
- Homeland Security Exercise and Evaluation Program (HSEEP) Training – IS-120.A and 130

## Professional Organizations

### **American Public Health Association (APHA) | Member since 2020**

Affiliate Representative to the Governing Council – 2020 – present (serving 2<sup>nd</sup> term)

### **North Carolina Public Health Association (NCPHA) | Member since 2005**

APHA Affiliate Representative, 2019 – Present; Past President 2019-2020; President 2018-2019; President-Elect 2016-2017; Vice President 2015-2016; Membership & Outreach Committee Chair 2009-2015; Member-at-Large 2009-2015

### **North Carolina Society for Public Health Education (NC SOPHE) | Member since 2002**

Served three terms as Chapter Delegate 2012-2021; President 2010-2011; Finance Committee Chair 2006-2009

### **Society for Public Health Education (SOPHE) | Member since 2008**

Past Speaker of the House of Delegates 2017; Speaker of the House 2016; Delegate Trustee/Speaker Elect 2015

## Awards

- All-Star Award, North Carolina Society for Public Health Education, 2017
- Traveling Spirit Award, Society for Public Health Education, 2016
- Project of the Year, Greensboro Jaycees, 2014
- Rookie of the Year, Greensboro Jaycees, 2013
- Pacesetter Award, UNC Greensboro Health & Human Sciences Alumni Association, 2013
- Public Health All-Star Award, NC Public Health Association, 2011
- Special Award, NC Public Health Association, 2011
- Charles G. Jordan Award (Emerging Leader Award) South Health Association, 2011
- Above and Beyond Award, NC Institute for Public Health, 2010
- Star Heel Employee Award, University of NC at Chapel Hill, 2009
- Outstanding Senior Award, University of NC at Greensboro, Public Health Education, 2003

## References

Available upon request