

**BOARD OF HEALTH MEETING
AUGUST 14, 2007
ADMINISTRATIVE REPORT**

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF: July, 2007

Highlights:

- A 24/7 emergency response functional drill was conducted on 7/24. The mock incident facilitated a response to anthrax exposure. Mutual aid was initiated with all three health departments in Racine County. The drill included contact with the Mayor and emergency providers (police, fire, EMS). Staff participants included Janelle Grammer, Michele Breheim, Thelma Jones, Marcia Fernholz, Debbie Williams, and Kathy Banker.
- The final meeting of the Pandemic Influenza Planning Group took place on 7/25. Facilitated by Michele Breheim, the final draft of the City of Racine Pandemic Influenza Continuity of Operations Plan was finalized. Michele will be giving a brief overview of the process and the plan during the 8/14/07 BOH meeting.
- The mid-year review of objectives for grants provided through the Department of Health and Family Services was conducted on 7/30/07 by DHFS representative Sandy Poehlman. The response to the review was that the Health Department is on track for completion of 2007 objectives.

Productivity Measures

Productivity Measures	Monthly	YTD
Prepare for and attend Board of Health meetings	1	7
Attend Common Council/Committee of the Whole mtgs	0	8
Attend Finance and Personnel meetings	2	10
Attend Community Development Block Grant meetings	0	3
Attend Healthcare Project Team Committee meetings	0	4
Attend Mayor's Safety Committee meetings	0	1
Attend Mayor/City Administrator meetings	1	10
Conduct Health Department Management Team meetings	2	12
Conduct Quarterly Staff Meetings	0	1
Meet with Communication Committee	0	3
Meet with Health Department's 2008 focus group	0	1
Meet with Health Department's grants group	0	1
Meet with professional union quarterly/union negotiation	0	0
Meet with PHN union quarterly/union negotiation	0	2
Meet with Racine County Community Health Providers	2	9
Meet with Safety Net Collaboration	1	5
Meet with Tri-County Bioterrorism Coalition (KRW)	2	8
Meet with southeast regional (WALHDAB)	1	6
Meet with Key Communicator's RUSD	0	2
Meet with family practice resident	1	6
Prepare for and attend EP/WP Board of Health meetings	0	4

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
7/03	Management Team meeting	Departmental continuity
7/09	Finance & Personnel	Departmental business
7/10	Meeting with Teresa Johnson	Infant mortality coalition
7/10	BOH meeting	Departmental business
7/11	WALHDAB	SE Health Officer's meeting
7/12	Meeting with Tom Eeg	Capital Improvements
7/13	Meeting with Margaret Malnory	Infant mortality coalition
7/13	Meeting with medical resident	Public Health education
7/13	KRW – Tri County Consortium	Emergency response
7/18	Meeting with Mayor Becker and Scott Letteney	STD services
7/18	Management Team meeting	Departmental continuity
7/19	Meetings with staff	DHFS mid-year review prep
7/23	RCCHP emergency meeting	Preparedness funding 2008
7/23	Administrative Manager's meeting	Budget 2008
7/23	Finance & Personnel	Departmental business
7/23	Meeting with Rosa Salinas Hultman	Human trafficking
7/24	RCCHP 24/7 emergency response drill	Emergency response
7/25	Safety Net Coalition	health services availability
7/25	Meeting - Pandemic Influenza Planning Group	Emergency preparedness
7/27	KRW – Tri County Consortium emergency mtg	Preparedness funding 2008
7/30	Meeting with Sandy Poehlman and staff	DHFS mid-year review