

**BOARD OF HEALTH MEETING
JANUARY 9TH, 2007
DEPARTMENTAL REPORTS**

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF December, 2006

Highlights:

- Virchow Krause presented the findings of the audit to the Board of Health and the Committee of the Whole on December 5th. The Committee “received and filed” the audit.
- Youth Connections provided a networking breakfast on December 12th. All of the organizations and not for profit agencies attended.
- Management attended the annual retreat at Sienna Center on December 15th. A review of the year was conducted, the audit was discussed, and plans for 2007 were discussed.

Productivity Measures

Productivity Measures	Monthly	YTD
Prepare for and attend Board of Health meetings	1	11
Attend Common Council/Committee of the Whole meetings (includes budget hearings)	2	9
Attend Finance and Personnel meetings	1	20
Attend License & Welfare meetings	0	1
Attend Community Development Block Grant meetings	1	9
Attend Mayor/City Administrator meetings	1	21
Conduct Health Department Management Team meetings	0	19
Conduct Quarterly Staff Meetings	0	3
Meet with the Health Department’s communication group	1	6
Meet with Health Department’s 2008 focus group	1	5
Meet with Health Department’s grants group	0	4
Meet with professional union quarterly/union negotiation	0	8
Meet with PHN union quarterly/union negotiation	0	11
Meet with Racine County Community Health Providers (RCCHP)	0	10
Meet with Tri-County Bioterrorism Coalition (KRW)	1	14
Meet with southeast regional (WALHDAB)	1	11
Meet with family practice resident	1	5
Prepare for and attend EP/WP Board of Health meetings	1	8
Attend Tuesday Optimist’s Club meetings	0	21

CONFERENCES/TRAINING

Date	Conference/Training	Place	Purpose
12/04	Wellness Seminar		Employee Wellness
12/05	Committee of the Whole/BOH/Auditors		Audit
12/06	Adm. Mngrs. Pandemic Influenza		Emergency Response
12/07	Meeting with lab personnel		Status of lab in 2007
12/08	Meeting with Steve Nenonen, City Admin.		Audit response
12/08	Communication Committee		Employee satisfaction
12/12	Youth Connections Breakfast Network		Youth health
12/13	WALHDAB		WALHDAB
12/14	Elmwood Park Board Meeting		HO duties
12/15	Managers Retreat		Review of 06 – plans for 07