

BOARD OF HEALTH MEETING
October 9th, 2007
ADMINISTRATIVE REPORT

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF: September, 2007

Highlights:

- The 2008 budget adjustments required by the Mayor were completed. At this time; although there was a reduction in funds, no personnel was lost.
- Mayor Becker gave his approval to complete negotiations with Family Medicine Center and Wheaton Pharmacy for STD contractual services.
- On the 11th I sat on a panel for citizen preparedness presented by the County Emergency Operations Center. Other members of the panel included fire, police, the Red Cross, and FEMA.
- On the 19th I attended a Medical Reserve Corps meeting, a volunteer based organization.
- On the 26th I attended a “Ready Racine” emergency response tabletop drill. Public Health had a role in evacuation and sheltering.

Productivity Measures

Productivity Measures	Monthly	YTD
Prepare for and attend Board of Health meetings	1	8
Attend Common Council/Committee of the Whole mtgs	0	8
Attend Finance and Personnel meetings	2	12
Attend Community Development Block Grant meetings	4	9
Attend Healthcare Project Team Committee meetings	0	5
Attend Mayor’s Safety Committee meetings	0	1
Attend Mayor/City Administrator meetings	1	11
Conduct Health Department Management Team meetings	2	15
Conduct Bi-monthly Staff Meetings	1	2
Meet with Communication Committee	1	4
Meet with Health Department’s 2008 focus group	1	2
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	1	10
Meet with Safety Net Collaboration	1	7
Meet with Tri-County Bioterrorism Coalition (KRW)	1	9
Meet with southeast regional (WALHDAB)	1	8
Meet with Key Communicator’s RUSD	0	2
Meet with family practice resident	1	8
Prepare for and attend EP/WP Board of Health meetings	0	4

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
9/4	Meeting w/ Jeff Schmidt	STD services
9/5	MTEAM	Health Dept continuity
9/6	STD contractual meeting – Family Medicine	STD services & treatment
9/6	Community Development Block Grant	Community funding
9/10	FOCUS group meeting	Goals & objectives
9/10	Public Safety & Licensing	Equipment purchase
9/10	Finance & Personnel	Equipment purchase
9/11	STD contractual meeting – FM & Wheaton Rx	STD services & treatment
9/11	BOH	Health Dept continuity
9/11	Citizen Preparedness Panel	Emergency Response
9/12	WALHDAB	SE Regional HO meeting
9/12	HR meeting	Personnel issue
9/13	HR meeting	Personnel issue
9/13	Community Development Block Grant	Community funding
9/14	Meeting w/ Mayor Becker	Departmental relocation
9/14	Grants & Contracts – Thelma & Marcia	DHFS grant funding
9/17	Tri County Consortium	Emergency response Tri Co
9/17	Conference call – Claude Gilmore & Thelma	DHFS grants
9/18	Meeting with Mayor	budget
9/19	Meeting w/ architect	Future relocation
9/19	MTEAM	Health Dept continuity
9/19	Medical Reserve Corp	Emergency response
9/20	Meeting w/ architect	Future relocation
9/20	Community Development Block Grant	Community funding
9/24	Finance & Personnel	Funding issues
9/25	Meeting w/ Richard Perry	Safety Net Collaboration
9/25	Meeting w/ Jerry Scott	Supervisory series training
9/25	RCCHP	County health continuity
9/26	“Ready Racine” tabletop	Emergency response
9/27	Meeting w/ Sylvia, Joe & Brian	CDBG
9/27	Community Development Block Grant	Community funding