

**BOARD OF HEALTH MEETING
ADMINISTRATIVE REPORT
Submitted: February 2, 2009**

**DEPARTMENT: Healthy Birth Outcomes Coordinator,
Racine Healthy Births Healthy Families (RHBHF) Program**

REPORT FOR THE MONTH OF: January 2009

Highlights:

- Attended regional meetings at the Infant Death Center of Wisconsin for “Healthy Babies in Wisconsin” and “Southern and Southeastern Regional Councils” to become involved on the regional activities regarding maternal and infant health.
- Coordinated demo meeting with MIS department and staff from Health department to review the case management software – Nightingale Notes.

PRODUCTIVITY MEASURES

Productivity Measures	Monthly	YTD
Attend Health Department meetings	0 (bi-monthly)	0
Meet with Racine Infant Mortality Coalition (RIMC)	1	1
Meet with Racine Infant Mortality Coalition Exec. Board	0 (bi-monthly)	0
Meet with Fetal Infant Mortality Review project of Racine	0 (quarterly)	0
Conduct bi-monthly RHBHF Staff Meetings	0	0
Conduct monthly RHBHF Supervision Meetings	0	0

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
01/08	Phone Conference Call with Dane County/Racine County MERC grant	To continue development of community participatory research project
01/09	Meeting with Daryl Carter and Betty Williams	RIMC Ad-Hoc Committee to plan PBS Series “Unnatural Causes: When the Bough Breaks” February event.
01/09	Meeting with MIS Department	To discuss updated case management data system – Nightingale Notes.
01/12	Meeting with Naison, Vanstone Printing	To discuss developing a program image for the RHBHF program, and evaluate printing needs for the RIMC Feb events.
01/15	Meeting with Ben Hughes, City Administrator	Follow up on RHBHF Program, given direction for next steps
01/16	Meeting with Naison, Vanstone Printing	To discuss developing a program image for the RHBHF program, and evaluate printing needs for the RIMC Feb events.
01/20	Healthy Babies in Wisconsin, Southeastern Team Meeting	Discuss initiatives and conference planning
01/23	Phone Conference with Kimberly Porter, UW Extension – Milwaukee office	Review proposed training schedule and budget

01/23	Meeting with Daryl Carter and Betty Williams	RIMC Ad-Hoc Committee to plan PBS Series “Unnatural Causes: When the Bough Breaks” February event.
01/26	Southern/Southeastern Wisconsin Regional Council, Infant Death Center of Wisconsin	Discuss initiatives and conference planning
01/26	Meeting with Georgia Cameron	Discuss RIMC capacity building and role in the community.
01/28	Meeting with PHNs and supervisors	Update on RHBHF Program
01/28	Demo meeting with Champs Software	Review of case management data program – Nightingale Notes
01/30	Phone Conference with Kimberly Porter, UW Extension – Milwaukee office	Review proposed training schedule and budget
01/30	Meeting with Naison, Vanstone Printing	To discuss developing a program image for the RHBHF program, and evaluate printing needs for the RIMC Feb events.