

BOARD OF HEALTH MEETING
March 11th, 2008
ADMINISTRATIVE REPORT

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF: February, 2008

Highlights:

- The bi-monthly breakfast all staff meeting took place on the 7th.
- The end of year review by the Department of Health and Family Services took place on The 19th – the health department passing with congratulations by Sandy Poehlman.

Productivity Measures

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

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
2/01	Key Communicator's meeting	RUSD/health collaborations
2/01	Mayor & Representative Mason	Infant mortality
2/05	Connie Kinnee, Jeff Schmidt	STI contract
2/5	Tuesday Optimists	Community outreach
2/05	Violence seminar	Management course
2/06	City Safety Committee	Safety
2/07	All staff meeting	HD issues with all staff
2/07	EPL training	Management course
2/11	MTEAM	HD issues
2/11	Finance & Personnel	Grants
2/12	BOH	Public health issues
2/13	WALHDAB	SE region HD issues
2/14	RCCHP	County issues
2/14	Administrative Managers	City departmental issues
2/15	Data review for community survey-Amy Bittrich	Community survey
2/18	Tri County Consortium meeting	Tri county HD issues
2/18	Meade Street Cop House	Community outreach
2/20	Coming Together Racine audit – library	CTR books audit
2/21	PCA meeting	PHIN
2/22	Safety Net Collaboration meeting	County health issues
2/22	RCCHP	BT objectives
2/25	MTEAM	HD issues
2/25	Rep. Corey Mason town hall meeting	BadgerCare Plus
2/27	Union PHN meeting	PHN issues of concern
2/27	Preparedness pandemic meeting with Ad. Mngrs.	COOP
2/27	Preparedness – pandemic with County Jail	Preparedness
2/28	Multiple interviews	HBO Coordinator
2/28	FOCUS group	HR 2008
2/29	Multiple interviews	HBO Coordinator

Attachments: WWWP and Tobacco