

BOARD OF HEALTH MEETING
April 8th, 2008
ADMINISTRATIVE REPORT

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF: March, 2008

Highlights:

- Kathy Banker and I attended CVMIC supervisory courses: risk management and employee coaching.
- The Health Department passed the Strategic National Stockpile (SNS) program review conducted by the State.
- The Community Health Improvement Plan (CHIP) statistics were reviewed for the May 8th listening group.
- The Healthy Birth Outcomes (HBO) Coordinator was hired and will start on 4/14 with the infant mortality program.
- The 2007 Annual Report is attached.

Productivity Measures

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

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
3/03	HBO interviews	Infant mortality
3/04	Health Advisory meeting	Employee health
3/05	CVMIC supervisory training	Risk management
3/06	CVMIC supervisory training	Employee coaching
3/07	Lead meeting	Lead remediation
3/10	PCA webinar – phone conference	Emergency response
3/10	MTEAM	HD issues
3/10	Union meeting	PHN union issues
3/11	BOH	Public health issues
3/12	WALHDAB	SE region issues
3/13	SNS State review	Emergency response
3/13	RCCHP	County health issues
3/13	Elmwood Park BOH	Elmwood Park-HD issues
3/14	CHIP survey preparation	Community health
3/17	HBO second interviews	Infant mortality
3/17	Tri-County Consortium (KRW) meeting	Tri-county HD issues
3/18	CVMIC supervisory training	Employee coaching
3/19	CVMIC supervisory training	Employee coaching
3/20	RCCHP	Tri-county heat plan
3/24	PCA webinar – phone conference	Emergency response
3/28	FOCUS group meeting	CHIP
3/31	Community centers outreach meeting	HD outreach

Attachments: WWWP and Tobacco