

**BOARD OF HEALTH MEETING
SEPTEMBER 11, 2007
ADMINISTRATIVE REPORT**

DEPARTMENT: Public Health Administrator

REPORT FOR THE MONTH OF: August, 2007

Highlights:

- A table top emergency response exercise was conducted with Racine County personnel on 8/9. Persons attending included health department, police, fire, volunteer associations.
- I met with the Cindy Huber of the National Kidney Foundation and Julietta Henry of the Office of Community and Faith Based Partnerships as well as Mayor Becker. We discussed partnering with NKF; passing out information to our clients, and cross training staff.
- The Community Development Committee started in August, with meetings on the 16th and 30th.
- An “all staff” meeting was conducted on the 30. Special speakers were Chuck Dykstra who spoke about the rabid bat we had, and Michele Breheim who spoke of the “Code Yellow” manual as well as flooding.

Productivity Measures

Productivity Measures	Monthly	YTD
Prepare for and attend Board of Health meetings	0	7
Attend Common Council/Committee of the Whole mtgs	0	8
Attend Finance and Personnel meetings	0	10
Attend Community Development Block Grant meetings	2	5
Attend Healthcare Project Team Committee meetings	1	5
Attend Mayor’s Safety Committee meetings	0	1
Attend Mayor/City Administrator meetings	1	11
Conduct Health Department Management Team meetings	1	13
Conduct Bi-monthly Staff Meetings	1	2
Meet with Communication Committee	1	4
Meet with Health Department’s 2008 focus group	0	1
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	2	9
Meet with Safety Net Collaboration	1	6
Meet with Tri-County Bioterrorism Coalition (KRW)	0	8
Meet with southeast regional (WALHDAB)	1	7
Meet with Key Communicator’s RUSD	0	2
Meet with family practice resident	1	7
Prepare for and attend EP/WP Board of Health meetings	0	4

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
8/7	Mayor's Healthcare Project Team meeting	City employee insurance
8/8	WALHDAB	SE Health Officer's meeting
8/9	Pandemic tabletop exercise	Pandemic preparedness
8/10	Communication committee	Employee suggestions
8/13	Kidney Foundation meeting	Collaboration with NKF
8/16	Community Development Grant meeting	City service support
8/17	Meeting with Mayor	Personnel/personal
8/23	Meeting with Connie Kinnee/Jeff Schmidt	STD contractual services
8/29	Mayor's Manager's meeting	Continuity of operations
8/30	All staff meeting	HD issues/information
8/30	Meeting with Sarah Clemons	GAC funding
8/30	Community Development Grant meeting	City social service support