

**BOARD OF HEALTH MEETING
JANUARY 12, 2010
Administrative Report**

**DEPARTMENT: Public Health Administrator reported by Marcia Fernholz
REPORT FOR THE MONTH OF DECEMBER 2009**

- Racine Health Department celebrated 100 years of Public Health Nursing with a cake and punch reception at the Board of Health meeting on December 8, 2009. The Board of Health of the City of Racine hired its first nurse in December of 1909. A poster presentation created by Thelma Jones (former health department employee) of photographs documenting nursing through the years was available for viewing and Mayor Dickert read a proclamation at the City Council meeting December 15th.
- Throughout December, the Racine Health Department nursing staff continued to provide H1N1 vaccinations through nurse of the day as well as during immunization clinics. We are in the process of planning future clinics to serve the public at various sites in the City of Racine. Our vaccine supply is adequate for the needs of the community at this time. Staff continues to work to serve the public and provided high quality service.
- December 3, conducted interviews with Human Resources for select applicants for the Public Health Administrator position. Candidates were narrowed down to 5 finalists that were interviewed by a panel of 7 people which included the city administrator, a representative from a local non profit organization, interim public health administrator, director of community health programs, local health officer from West Allis, and two Board of Health members. Three candidates were selected to be forwarded to the Board of Health for a final interview. The Board of Health met in closed session on December 16th with one finalist, the other two dropped out of the process. An offer was extended to the finalist and we are awaiting a response.

Productivity Measures	Monthly	YTD
Prepare for and attend Board of Health meetings	1	11
Attend Common Council/Committee of the Whole mtgs	0	7
Attend Finance and Personnel meetings	1	13
Attend Mayor/City Administrator meetings	1	16
Conduct Health Department Management Team meetings	3	41
Conduct Bi-monthly Staff Meetings	0	4
Meet with professional union quarterly/union negotiation	0	3
Meet with PHN union quarterly/union negotiation	0	4
Meet with Racine County Community Health Providers	1	23
Meet with Tri-County Bioterrorism Coalition (KRW)	0	7
Meet with Southeast Regional (WALHDAB)	1	9
Meet with Key Communicator's RUSD	0	1
Prepare for and attend EP/WP Board of Health meetings	2	7

CONFERENCES/MEETINGS/TRAINING

Date	Conferences/Meetings/Training	Purpose
12/2	WI DHS Novel Influenza A H1N1 webcast	Discuss issues regarding H1N1 including updated recommendations from the WI DHS
12/2 12/9	Human Resources/NOVO Group	Meetings/Discussion/Conference calls for the vacant positions in the health department
12/3	Human Resources	The interview panel met with 5 candidates for the public health administrator position at Festival Hall
12/4	Murphy Consulting	Meeting to plan and discuss the Community Health Improvement Plan for Racine and finalize the agenda for the focus group meeting on 12/14/09
12/7	Administrative managers meeting	Meeting to discuss 2010 budget and planning for 2011 budget
12/8	Board of Health	Monthly BOH meeting
12/9	Wisconsin Association of Local Health Departments and Boards	Monthly meeting of southeast regional health officers and DHS SE regional office staff
12/10	Wind Point Board of Health	Quarterly Board of Health meeting
12/10	Elmwood Park Board of Health	Quarterly Board of Health meeting
12/10	Racine County Community Health Providers	Discuss public health issues as they relate to all three Racine County Health Departments
12/14	Community Health Improvement Plan	Plan development meeting at Gateway Technical College for the community health improvement plan for Racine with focus area experts and key community members
12/17	Johnson Foundation – Racine Community Action Agency	Meeting to discuss and revise Racine's strategic plan for Infant Mortality elimination. Discussion and planning for funding from the Wisconsin Partnership Program – 10 million dollars over the next 5 years will be available

12/1 12/7 12/14	Management Team	Discussion of Health Department operations discussion of H1N1 influenza public health response 2010 budget 140 Review
12/21	Finance and Personnel meeting	Attend meeting for approval of requested grant funding