

Monthly Report of
Health Department and Health Officer Activities.

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Month: January Year: 2018

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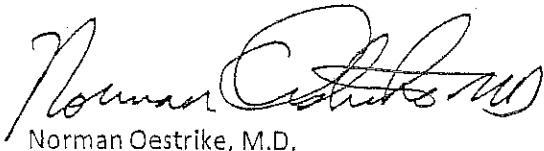
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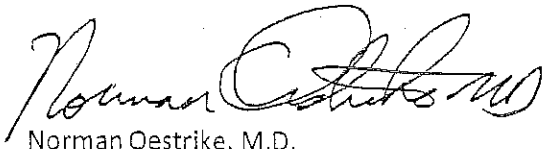
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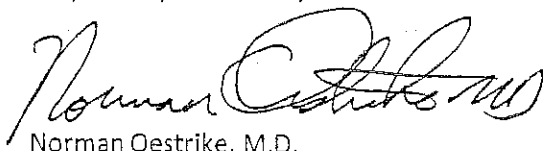
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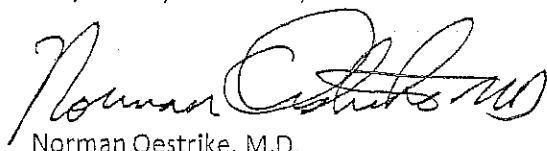
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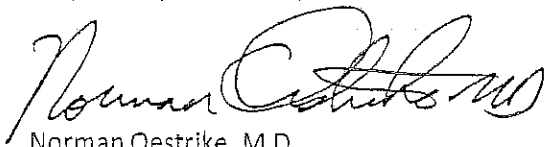
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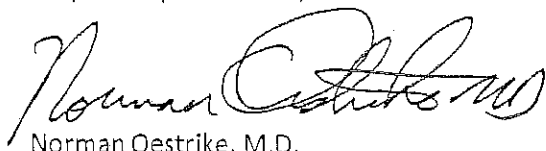
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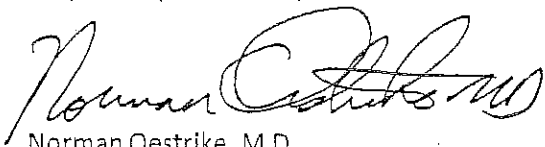
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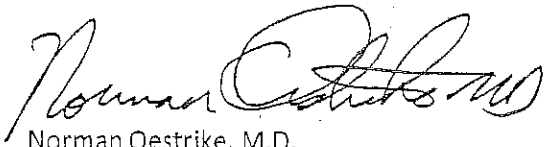
PHN participate in community events and health fairs.

Communicable disease surveillance.

All Health Department Staff attends many required meetings, conferences, classes as necessary throughout the year.

This is a general activity report and is not inclusive of all duties performed by the Health Officer or Staff of the Health Department. The board will be notified of any unusual changes with the department.

Respectfully Submitted,

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Norman Oestrike, M.D.

Health Officer

Monthly Report of
Health Department and Health Officer Activities.

Persuant to IC 16-20-1-11, the following information is provided to the Brown County Board of Health for approval. This is a general activities report and does not necessarily include everything done by the Health Department Staff and Health Officer. After approval, this will become a permanent record.

Month: September Year: 2018

Dr. Norman Oestrike, Health Officer, meets with the staff at least weekly and more often as necessary. Dr. Oestrike is a member of the Indiana Public Health Physician's Association. He attends workshops, meetings with ISDH when called, is becoming NIM's trained. He will serve as the primary Public Information Officer for any Public Health Preparedness or Public Health Emergency. He is the Medical Director of the Health Department.

The Office Manager/Administrator keeps personnel records updated monthly. Time sheet and time off approvals in conjunction with the Health Officer. Deals with the any complaints regarding the staff and forwards to Health Officer, and other appropriate personnel. Is consulted with hiring and termination of appropriate personnel. Works closely with the Health Officer to resolve any problems.

Budget and grant preparation and necessary reports to ISDH as required annually. Prepares all monthly claims for payment.

Serves as Liaison for Health Department to Commissioner's and Council for Health Department regarding budgetary issues and other issues deemed necessary.

Meets with staff as necessary regarding personnel issues, updates, and budgetary status.

Organizes staff meetings. Prepares the minutes and agendas for the Health Board Meetings.

Attends meeting with Indiana Public Health Physician's Association, State Health Officer meetings for Managers and Health Officers. Attends Human Resource conferences, vital records conferences and other meetings as deemed necessary to the job.

Vital Records and front office duties: Vital records, (home birth and deaths in the county) are logged on to the Genesis system, recorded in death and birth books and public record file. Issuance of septic permits, food licenses, pool and beach licenses. These are recorded on to the data base. Daily deposits are made. Daily register of monies taken in and a monthly collection report is made and check written to the Auditor's office to be placed in the Health Fund. Bookkeeping duties, data collection and reports. Correspondence regarding vital records is also done as necessary. Follow all requirements regarding birth and death certificates

Environmental Health Duties:

Food Service Food service operations (restaurants, convenience stores, food trucks, tattoo parlors etc) Inspections are done routinely for sanitary operations under FDA/Indiana Code. Food recalls are sent out to those affected.

Septic, water, air, and complaints. Environmental duties include: Specification Reports for soil analysis, site evaluations, septic inspections, approvals for septic installations and final inspections. Water samples are taken if complaints are received with a possible contamination etc. Air inspections are done in conjunction with ISDH when necessary or requested. Complaints of sewage, trash, illegal dumping etc are investigated or turned over to the appropriate agency to continue investigation.

Emergency Preparedness activities are done throughout the Health Department as well. Since 9/11, preparedness activities have to be met through this office. State and Federal requirements apply to these activities and funding. Exercises involving the Health Department staff and other county government occur as required.

Public Health Nursing. Nursing activities include scheduled clinics with senior center for screenings and other community agencies to provide screening clinics. Screenings include: BMI, height, weight, TST, blood pressure, pulse, O2 saturation, temperature, blood sugar, hemoglobin, urinalysis, lice checks, lead, colorectal, child development, pregnancy. Education significant to results of the screening. Referrals to medical provider for follow-ups.

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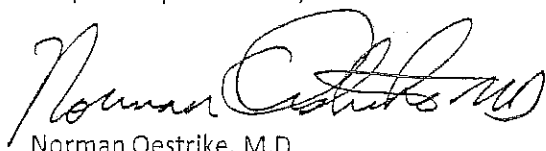
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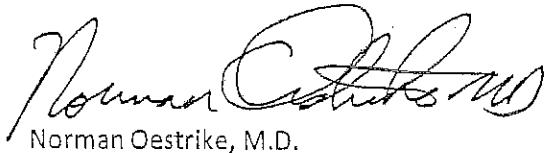
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Health Officer