



**NEW LHO ORIENTATION SESSION
DAY 1: Tuesday, July 21, 2015**

Time	Content / Objectives	Presenters
10:00-10:30	Welcome, Introductions and Overview	Angela Nimsgern, Department of Public Health
10:30-12:00	Operationalizing Your Budget: Funding and Billing <ul style="list-style-type: none"> • Describe basic budget processes – planning, approval, monitoring, funding cycles, etc. • Describe the BOH role in budgeting. • Describe the county budgeting process (i.e., the reality of county budgets, competing issues, etc.). • Describe potential solutions to budget cuts. • Describe the leadership role of the health officer in managing budget cuts. • Identify similarities and differences between DHHS and DPH budgeting (at local level). • Special topics of interest: <ul style="list-style-type: none"> ○ Identify at least one approach to budget forecasting. ○ Identify opportunities for establishing contingency funds. ○ Identify at least 4 billing sources and how to optimize those sources. ○ Describe DPH contract and program fund processes (e.g., CARS, GAC, etc.). 	Matt Marcum, Division of Public Health
12:00-2:00	Lunch and Communication Presentation <ul style="list-style-type: none"> • Articulate reasons for communicating about your work through the media. • Apply strategies for preparing for an effective media interview. • Describe some examples of good public health communication. • Develop and deliver an effective message about your issue/work. • Special topic of interest: Identify at least 3 distance communication resources 	Marion Ceraso, Healthy Wisconsin Leadership Institute, Wisconsin Population Health Service Fellowship Co Presenter: Stephanie Richards
2:00-3:00	Supervision <ul style="list-style-type: none"> • Describe characteristics of effective supervisors, including any collaborative leadership approaches. • Describe three personal strengths that can be a supervisory strength. • Describe effective supervisor approaches to significant changes and challenges in the organization (e.g., sharing good news and bad news, staff reductions, discipline, etc.). • Describe the pros and cons of varying solutions to needing more staff (e.g., hiring vs contracting; expanding an FTE position). • Describe how professional development is handled (learning culture). • Describe how COLORS can be used in effective supervision. • Special topics of interest: Describe similarities and differences in supervising management staff and line staff and describe how to conduct an effective performance evaluation (formally or informally). 	Janis Ellefsen, Walworth Department of Health & Human Services
3:00-3:15	Break	
3:15-4:45	Change Management <ul style="list-style-type: none"> • Identify components and tools necessary to lead change in their agencies. • Describe organizational culture variables that might inhibit or help manage change. • Describe how to ensure organizational practices are in concert with change in the public health system and the larger social, political and economic environment. 	Cynthia Johnson, Kenosha County Division of Health

- Identify how to ensure the management of organizational change.
- Special topics of interest:
 - Identify linkages between change management and accreditation, the 140 Review, workforce development and systems change.
 - Identify change management resources and approaches for staff training.

Sarah Grosshuesch, Adams County Health & Human Services

5:00 **Dinner/Event (optional)**

DAY 2: Wednesday, July 22, 2015

Time	Content / Objectives	Presenters
8:15-8:30	Check-in, follow ups	Angela Nimsgern, Department of Public Health
8:30-9:00	Colors Follow-up <ul style="list-style-type: none"> • Description of which COLORS are in this group. • How have you used this information as you have gone back into your workplace? Use with teams? • Have you used it with your staff? 	
9:00-10:30	Human Health Hazards <ul style="list-style-type: none"> • Describe the difference between a hazard and a nuisance. • Describe the differences between no ordinances, ordinances and statutes. • Describe documentation of hazards and nuisances. • Describe potential responses to human health hazards and nuisances given existing staffing (e.g., with or without a sanitarian) and other county resources. • Describe effective collaboration with Corp Counsel for remediation. • Identify key communication strategies and messaging points for the public and the media. • Special topics of interest: Describe strategies to address mold. Describe hoarding as a nuisance and as a hazard. Describe considerations needed with vulnerable populations (e.g., children or the older adults). Describe effective collaboration and coordination with governmental and non-governmental agencies, particularly when jurisdictional boundaries intersect 	Henry Nehls-Lowe, Department of Health Services Jeff Kindrai, Grant County Health Department
10:30- 10:45	Break	
10:45-12:00	BOH relationships <ul style="list-style-type: none"> • Describe communication quantity and quality between LHO and BOH members and chair. • Within Departments of Health and Human Services, and within Departments of Health, describe roles and responsibilities of BOH members, Public Health (or Health and Human Services) Committee Chair, and the LHO. • Describe qualities of effective Board of Health members. • Describe BOH member dynamics. • Special topics of interest: Describe the differences and similarities between formal authority and advisory capacity, and how to maximize each. Describe at least 3 ways to support strong engagement of local board of health members. 	Barbara Theis, Juneau County Health Department Jody Langfeldt, Dodge County Human Services & Health Department
12:00-12:30	LUNCH	
12:30-3:30	Information Exchange: On flip chart paper divided into 4 quadrants, each participant lists: general information about their agency (e.g., stand alone, staff, location); big questions on their mind; personal strengths; agency strengths.	
3:30-3:45	Closing, Meeting Evaluation and Future Topics	