**MEMORANDUM**

TO: Coalition of Local Health Officials

FROM: Kathleen Johnson, Program Manager

DATE: August 12, 2014

RE: New Administrator Mentorship Program

Mentorship Program Goals:

1. Promote the development of newly hired staff in leadership positions in local health departments.
2. Foster a shared understanding of the roles and responsibilities for new administrators in local public health.
3. Support collaborative relationships within the system of local public health.
4. Development of a Self-Assessment and Resource Guide.

Target Audience:

* New public health administrators- mentees
* Experienced public health administrators - mentors

Objectives:

By participating in an orientation process new staff in leadership positions can expect to:

1. Understand the foundations of public health in Oregon, including such concepts as the ten essential services, foundational capabilities, population-based practice, and public health law in Oregon.
2. Explore the knowledge base and skill set needed to effectively direct a public health department (political, business, leadership, and management).
3. Know where to get and how to use information, support, and technical assistance in order to address job challenges.
4. Learn specific techniques for such activities as team building, group decision-making, financing and budget, performance management, and program evaluation.

Program Description:

The mentorship program would help new administrators learn about the local public health system and, current and emerging public health issues in Oregon. For example, topics of discussion and mentorship could include:

* Public health foundations – assessment, planning, and evaluation
* Local public health authority
* Public health policy and procedures
* Legislation and ordinance development
* Statutes/ordinances related to public health
* Program and service delivery
* Community participation, working with groups, coalitions, and community based organizations
* Health system transformation (working with CCOs)
* Billing
* Medicaid administrative claiming
* Finance management, and budgeting
* Electronic health records
* Accreditation
* Human resources, supervision, workforce development
* Leadership skill development
* Marketing public health

Format and Funding:

The program would rely mostly on volunteered time and could be structured in several ways. This type of program could benefit with financial support to help build connections among our administrators by using CLHO savings to reimburse travel costs for our mentors and mentees. Two options for program structure and funding are listed below.

Option 1:

* Every other month webinar with presentation from veteran administrators on different leadership topics
* One in-person visit with paired mentor with 1 hour follow-up phone call (visit and phone dates to be determined by mentor and mentee)

Funding:

1 in person visit with $500 max travel reimbursement per person

**Total**: $5,000

Option 2:

* Once monthly 1 hour phone check-ins with paired mentor
* Two in-person meetings with paired mentor (dates to be determined by mentor and mentee)

Funding:

2 in-person visits with $500 max travel reimbursement per person

**Total**: $10,000

***This program is not included in the current CLHO budget and requires a vote from the board in order to move forward.***