**MEMORANDUM**

TO: Coalition of Local Health Officials

FROM: Kathleen Johnson, Program Manager

DATE: September 23, 2014

RE: Administrator Mentorship Program (AMP)

## 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:

* Primary:
  + New public health administrators- mentees
  + Experienced public health administrators – mentors
* Secondary:
  + All local health officials or local public health staff

## Objectives:

By participating in this mentorship program 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 financing and budget, performance management, and program evaluation.

## Program Description:

The mentorship program would help 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
* How to engage with Commissioners
* 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:

The program would rely mostly on volunteered time and will benefit with financial support to help build connections among our administrators by using CLHO savings to reimburse travel costs for our mentors and mentees. CLHO members will identify as either a mentor or mentee and CLHO staff will assist in pairing mentors and mentees. The mentorship program will include:

* Every other month webinars with presentation from veteran administrators on different leadership topics
* Two in-person visits with paired mentor (first meeting is kick-off event, second meeting is date and time to be determined by mentor/mentee)
* In off months, mentor and mentee may schedule check-in phone calls

***This program is not included in the current CLHO budget and requires a vote from the board in order to move forward. A budget will be created when we have a better sense of how many CLHO members will be participating in the program.***

## Timeline:

**October:** Program planning, administrator profile creation, mentor/mentee pair selection

**2014**

**November 19th**: Mentorship Program Kickoff

3 to 5pm in Eugene, Oregon

**December**: Mentor and Mentee check-in phone call

**January**: 1 hour webinar

**February**: Mentor and Mentee check-in phone call or second in-person meeting

**March**: 1 hour webinar

**April:** Mentor and Mentee check-in phone call or second in-person meeting

**May**: 1 hour webinar

**2015**

**June**: Mentor and Mentee check-in phone call or second in-person meeting

**July**: 1 hour webinar

**August**: Mentor and Mentee check-in phone call or second in-person meeting

**September**: 1 hour webinar

**October**: Mentor and Mentee check-in phone call or second in-person meeting