



# Lincoln Trail District Health Department Central Office Administrative Team



**Sara Jo Best**  
Public Health Director  
Ext. 1003



**Dave Johnson**  
IT Manager  
Ext. 1016

- IT (function/inventory)
- Phone (land/cell)
- Website Support
- Facebook Backup
- HIPAA Security Officer
- ID Badges



**Ellen Blakeman**  
Secretary  
Ext. 1001

- Phone
- Schedule of Admin Mtgs.
- Minutes of Admin Mtgs/Accreditation
- BOH Scheduling/Minutes
- Program Support



**Christina Turner**  
Technical Consultant  
Ext. 1037

- Contracts, Grants
- Marketing
- Program Development
- Program Consult
- Administrative Support for Clinic, Dental, HV



**Shelly Greenwell**  
Director Of Outreach Services  
Ext. 1009

- First Steps
- HANDS
- CHW Investigation
- CCHC

**Vacant**  
Environmental Director  
Ext. 1014

- Env. Health Services
- OSHA
- Safety Comm.
- Backup PIO
- Backup Epi



**Wendy Keown**  
Director Of School Health/Comm. Dis.  
Ext. 1013

- School Health
- EPI, TB, PIO
- Infection Control
- Backup DON
- Report Card/Annual Report
- WIC Coordinator



**Jordan Davis**  
Personnel Manager  
Ext. 1004

- Employee Benefits
- Personnel
- Worksite Wellness Committee
- Internship
- Apps/Placement



**Lisa Pollock**  
Director of Admin. Services  
Ext. 1025

- Finance; payroll,AR/AP,travel, inventory (generic)
- Maintenance
- Janitorial
- Vehicle Management



**Glenda Bastin**  
Director Of Nursing  
Ext. 1005

- Clinic
- HIPAA Privacy Officer/FERPA
- Medical Records
- Nursing Compliance
- Risk Management
- Passport Lost to Care



**Stefanie Goff**  
Director Of Comm. Planning and Ed.  
Ext. 1039

- MCH, Diabetes, Dental
- HE(Assessment/Coord Sch.Health, FB)
- Humana Vitality
- Accreditation
- Strategic Planning
- Quality Improvement

\*All program directors are responsible for maintaining an inventory system for program specific supplies posted on LTDHD intranet site as well as purchasing approvals prior to submission to Finance for purchase