

Public Health—Madison and Dane County Authorization to Sign Contracts and Agreements

The Department uses a variety of contracts and written agreements in conducting its business. Most of the contracts can be divided into these categories:

A. Purchase of Service contracts are used to hire an outside agency as an independent contractor to provide public health services such as emergency dental care or the diagnosis and treatment of sexually transmitted infection. Under the terms of the Final Intergovernmental Agreement (IGA), the Board of Health for Madison and Dane County has the authority to enter into contracts for the purchase of services, provided that the funds for such contracts have been appropriated to the Department. The IGA also states that the Board may delegate that authority to the Director (Section VI, A, 3., i.).

B. Procurement Contracts are those that are needed to procure goods, supplies and services for the internal operations of the department, such as interpreters, custodial services, software maintenance, other professional services, and procurement of goods and supplies. Under the IGA, the Department must follow the City's purchasing policies and will go through the City of Madison Purchasing Agent for most procurement (Sec. VI. C. 3.)

C. Grant Contracts are required for the Department to receive grant funding from the state or federal government or other sources. The funding is used for the provision of Public Health services such as WIC, maternal-child health, and emergency preparedness. The majority of these grants come through the State of Wisconsin. The Department has the authority to apply for and enter into a grant contract that:

- 1) is a continuation of or a supplement to a grant previously approved by the County and City or a new grant for no more than \$50,000 if the grant will not require an additional appropriation by the County or City,
- 2) is not an expenditure from the reserve fund, and
- 3) does not require additional or permanent staff (IGA, section VIII, paragraph F).

If these conditions are *not* met, approval of both the County Board and Common Council is required (grants identified in the annual budget are considered approved). If a new grant brings in revenue that is not included in the budget, a budget amendment will need to be submitted to the Board of Supervisors and Common Council.

D. Affiliation Agreements are used to allow public and private academic institutions to place student interns with the Department as part of the student's training. There are no funds involved with these agreements. The agreements set forth the obligations of each party, focusing on liability, insurance, role of the interns and the supervisors, etc.

E. Intergovernmental Agreements are agreements made with another municipality under Wis. Stats. sec. 66.0301(1). The Board has the authority to approve

intergovernmental agreements for program services. The Board of Supervisors and Common Council must authorize anything beyond this.

F. Miscellaneous Written Agreements for the operation of the department, that fall within the Director's authority to direct and carry out the daily operations and duties of his department, and that involve no exchange of funds or the funding has been allocated in the budget.

G. Provision of Service agreements are agreements where the Department performs a service for another entity, for a fee or some other consideration. Examples are the lead testing agreement with Unity Health Plans Insurance Corporation where the Department provides lead screening for children being seen at WIC who have Unity health coverage, and the Dane County Clean Sweep program. If an agreement brings in new revenue that is not included in the budget, a budget amendment will need to be submitted to the Board of Supervisors and Common Council.

H. Donated Items where there is no exchange of funds, but the donor wishes to set forth terms and conditions of the donation in a written document.

All written contracts, whether in a standard form or specifically negotiated, will be reviewed by the City Attorney, who will consult with the County Risk Manager, and who shall assure the contract is reviewed by and routed to appropriate staff for review and signature.

January 24, 2008