

Public Health—Madison and Dane County  
**PROPOSAL: Policy--Emergency Fund**

**Background:** Emergency funds will be available to Public Health to respond to public health emergencies. While situations may arise involving situations such as TB quarantine and pandemic flu clinics, the fund is initially being envisioned for use with animal seizures and household hygiene.

**Source of Funding:** Funding for the emergency fund will be included in the annual Public Health Operating Budget as a line item entitled “Environmental Health Emergencies.” Funds for the emergency fund will be appropriated through the application of reserves. The target for the fund will be \$50,000. If Public Health does not have sufficient reserves on hand to meet the target, then whatever funds are available will be the only funds that are available for the emergency fund.

**Authority:** With the approval of the annual operating budget by the Dane County Board of Supervisors and the City of Madison Common Council, the authority for the use of these funds resides with the Board of Health according to the IGA that created the merged department. However, since the use of these funds could involve a sensitive situation and may also trigger a special assessment, the County Executive will need to be involved in the decision to use these emergency funds in the County outside the City of Madison. The Mayor will need to be involved in the decision to use these emergency funds in the City of Madison.

**Process:** The emergency fund will only be used when all other alternatives have been explored and exhausted. The City of Madison has a small fund that may be available that may preclude the use of the emergency fund.

When Public Health determines that it has exhausted all other alternatives for animal seizures, household hygiene or other public health emergency, the Public Health Director or designee will contact the County Executive’s or Mayor’s Office, depending on the jurisdiction, for their approval to proceed. The Director or designee will communicate with any other administrative staff that need to be aware of the decision. The Public Health Director or designee will contact the Chair of the Board of Health for Madison and Dane County so that the Board of Health is aware of the use of these funds. The initial authorization may be for up to \$10,000.

If the initial authorization of \$10,000 is not sufficient for a specific event, the Public Health Director or designee will submit a resolution to the Board of Health for Madison and Dane County for their approval to allocate additional funds. Such funds will not be released unless the County Executive or Mayor approve, depending on the jurisdiction involved. This additional authorization may be for up to \$40,000 or whatever sum remains in the emergency fund at that time.

In the event that the Public Health emergency requires more than \$50,000 or whatever funds were in the Emergency Fund, then Public Health may submit a resolution to both the Board of Supervisors and Common Council requesting additional funds. This could include either the application of any additional reserves that may be available or the allocation of new funding.

Any special assessment revenue would help offset expenditures from the Public Health Emergency Fund.

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