



City of Madison Proceedings - Final

City of Madison
Madison, WI 53703
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BOARD OF HEALTH FOR MADISON AND DANE COUNTY

Thursday, August 18, 2005

7:00 AM

SMHFC-Harambee, 2202 S. Park St.
Room 310

1. Call to Order

The Chair, Dr. Alan Schwartzstein, called the meeting to order at 7:04 a.m.

Present: Ald. Judy K. Olson, County Supervisor Jeff Kostelic, Susan J. Zahner, Judith M. Wilcox, Linda D. Oakley, Mark Miller, Bill Sonzogni and Alan I. Schwartzstein

Also Present: Dr. Kathryn Vedder, Gary Johnson, Topf Wells, Janet Piraino, Leslie Hamilton, Mike May, Jaime Staffaroni, Tommye Schneider, Jim Clark, Muriel Nagle, Julie Halvorsen, David Caes, Mary Young, Roger Goodwin, Pamela Abel

2. Approval of the July 21, 2005 Minutes (2 minutes)

Minutes were approved

3. Public Comment (5 minute limit per speaker)

No registrants

4. Reports and Possible Action of Standing and Special Committees (60 minutes)

New Business - Item Taken Out of Order

B. Discussion of Length of Early Morning Board Meetings - Miller/Sonzogni moved that for morning Board meetings the Board will complete action on item being considered at 8:30 a.m. and then end the meeting, unless the Board unanimously agrees to continue, at which time they will finish no later than 9:00 a.m. Passed unanimously.

A. Budget - Jeff Kostelic

Chair reports that both City and County 2006 proposed budgets contain no new initiatives and contain no extra money. The City provided supplemental items which will be funded if resources allow, which are not a part of the official department budget request. They discussed merging minor functions of board for 2006, which is a small amount. The decision was to do this later in the budget process. Staff was asked to provide the committee with segregated budget information about the Women, Infants and Children program, even though terminology differs in each agency. Due to budget deadlines in the County, any action taken, or recommendations made by the Board, will need to be done at the next meeting on September 15. Chair will recommend further discussion at the Budget Committee meeting about merging the Board budget.

B. Transition - Susan Zahner

Chair reports that the Committee reviewed the IGA to look at the most immediate purpose of the committee, and what consolidation means. Indicators, barriers and the meaning of successful consolidation by staff and customers were discussed. Barriers identified included the personnel system, current lack of director, and lack of clarity in organizational structure. The committee decided in the next two meetings to bring in key staff in the program areas identified by the IGA and identify what performance indicators and barriers there are to achieving consolidation. The committee agreed that the entire Board should examine who will address long range transition issues. In a handout to the Board, Schwartzstein included the long term unification issues and suggested that the most logical group to work on these be either the Transition or Executive Committee. The Board was asked to respond electronically on this handout and this will be discussed further at the September meeting. Let chair know if you want to add to or disagree with her concept of consolidation, and she will bring to the next discussion.

C. Bylaws - Mark Miller

Articles I, II, III, IV
Approved as presented

Article V - Officers

- A.1. Motion to approve, Miller/ Wilcox, passed unanimously.
- A.2. Change to read "The terms of the officers of the Board shall be for one (1) year, terminating on April 30, or until a new election is called by a two-thirds vote of the entire Board".
- A.3. Change to read, "If the election of officers does not occur by April 30 in any year, the officers will continue to serve until the next meeting of the Board, at which time the election will be held."
- A.4, A.5. Miller/Olson motion to approve, passed unanimously.
- B. Miller/Olson moved to add under duties of Chair, appoint interim members to standing committees, passed unanimously.
- C.3. Schwartzstein/Oakley motion to change to the Vice Chair will serve as a member of budget committee, passed unanimously.
- The Board moved to Article VII to continue the discussion.

Article VII - Committees of the Board

2.a. Wilcox/Schwartzstein moved to add, "The Board shall establish a Budget Committee with a minimum of three (3) members." It is important to have the Alder and Board Supervisor serve on this Committee to take feedback to the various legislative bodies.

4. Administrative Hearings Committee

The type of issues brought before this body would be restaurant appeals, a waiver for septic inspection or animal control cases. Staff expressed interest in having the environmental health representative on the Board be involved as much as possible. Discussion included whether to have more continuous representation, including having the Second Vice Chair be Chair of the Committee, in part due to many procedural rules. Due to the fact that these hearings are time sensitive, the committee composition might need to be flexible . If continuity is important, perhaps appoint the same 3 people over course of a year, with a provision for substitution. The question of legal staff assistance to this committee was raised. In assisting the Public Health Commission hearings, Michael May explained since the City Attorney's office prosecutes, they could not be in the position of advising the Commission subcommittee. They did attempt intensive training. In the case of this Board, maybe Corporation Counsel could prosecute and the City Attorney's office could advise the hearing committee, or vice versa. The Board could choose to hire their own attorney to advise them, as does the Police and Fire Commission. Leslie Hamilton suggested it could be handled similarly to the method used by Corporation Counsel office when hearing cases, one attorney advises and another prosecutes and they have an ethical obligation not to talk about the case. Miller asked for feedback from the Board to get a sense of whether they want a more permanent structure to the Administrative Hearings Committee. A suggestion of amending the bylaws so the Second Vice Chair is a member of this committee, not Chair, and would be responsible for getting members to serve for the hearing. Discussion on this item will be continued.

Article VII

4. C. Miller/ Wilcox moved that this section be adopted as a separate resolution not in the bylaws for the Board to vote on. Include a provision that in the absence of a chair of any committee, the committee may select a Chair. Request

that this be an agenda item at the next meeting with changes. Motion withdrawn . A request was made to date the bylaws as they are updated.

Miller/Wilcox moved to allow committees that serve the Madison Dept. of Public Health and Dave County Public Health to continue to operate. These committees are/were the Safe Food Advisory Committee, Community Health Division and Environmental Health and Labs, subcommittees of the Madison Public Health Commission. The Dane County Board of Health had no existing committees. The composition of these committees was discussed; community members served on the Safe Food Advisory Committee and the other subcommittee members were Public Health Commissioners. Until this Board has a chance to address their function through additional committees, it was recommended that the Safe Food Advisory Committee be allowed to continue and the other committees be dissolved. In the future, the Board will decide if the Safe Food Advisory Committee should exist. The motion was amended by Olson to allow the Safe Food Advisory Committee to continue and to dissolve the subcommittees of the Public Health Commission, passed unanimously.

5. Unfinished Business

A. Update on Joint Director Hire

Janet Piraino explained that ten individuals reviewed the questionnaires from applicants, and eight candidates were selected for telephone interview today and tomorrow. The questions recommended for the interviews were proposed by the joint city and county managers. Three to five finalists will be selected for visits on August 31 with the Mayor and County Executive and representatives from both City and County staff. After conferring with staff and the interview panel, an offer will be made. Time will be needed to finalize the contract, as Common Council and County Board approval is needed. By the next Board meeting on September 15 it is hoped to have an offer made.

A. Update on Joint Director Hire (3 minutes)

Janet Piraino explained that ten individuals reviewed the questionnaires from applicants, and eight candidates were selected for telephone interview today and tomorrow. The questions recommended for the interviews were proposed by the joint city and county managers. Three to five finalists will be selected for visits on August 31 with the Mayor and County Executive and representatives from both City and County staff. After conferring with staff and the interview panel, an offer will be made. Time will be needed to finalize the contract, as Common Council and County Board approval is needed. By the next Board meeting on September 15 it is hoped to have an offer made.

B. Update on Position Classification and Collective Bargaining Task Force (5 minutes)

Roger Goodwin, Interim Human Resource Director, announced that staff would be meet today to discuss the task forces. The importance of this to unification process was reiterated.

6. New Business

- A. Presentation of Level III Certificate - Mary Young, WI. Div. of Public Health, Southern Regional Office Director (5 minutes)

Mary Young presented Level III Certificates to the Chair, who accepted them with Mr. Johnson and Dr. Vedder. Dane County and the City of Madison are exemplary public health departments. Both City and County documented well beyond the requirements for Level III status. Miller/Kostelic moved congratulations to both agencies for their excellent work on Level III achievement. Passed unanimously.

Miller/ Olson moved to extend the meeting beyond 8:30 a.m. for the purposes of finishing items C, D and E under New Business, PASSED.

- B. Discussion of Length of Early Morning Board Meetings (5 minutes)

This agenda item was moved up to follow Public Comment.

- C. To authorize the Mayor and City Clerk to enter into a contract on behalf of the City, with the University of Wisconsin System Board of Regents/School of Nursing to allow the use of the Madison Department of Public Health as a clinical education site for nursing students.

This matter was RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER for September 6, 2005 Olson/Kostelic moved to recommend adoption, PASSED with Zahner and Oakley abstaining, due to conflict of interest (vote 6-2).

. The motion passed.

Enactment No: RES-05-00701

- D. Action on Resolution to Accept Funds from the Wisconsin WIC Association for the Women, Infants and Children Nutrition Program (3 minutes)

Wilcox/Kostelic moved adoption, PASSED.

Present: Ald. Judy K. Olson, County Supervisor Jeff Kostelic, Susan J. Zahner, Judith M . Wilcox, Linda D. Oakley, Mark Miller, Bill Sonzogni and Alan I. Schwartzstein

- E. Liability Insurance Coverage from Wisconsin Municipal Mutual Insurance Company (2 minutes)

Attorney Michael May confirmed that the new agency and Board are covered by WMMIC.

7. Adjournment

Adjournment by motion of Wilcox/ Miller at 8:43 a.m.