



# City of Madison

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Madison, WI 53703  
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## Meeting Minutes - Approved BOARD OF HEALTH FOR MADISON AND DANE COUNTY

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Thursday, January 24, 2008

5:30 PM

119 E. Olin Ave.  
Water Utility Offices

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### 1. CALL TO ORDER / ROLL CALL

**Present:** 7 -

Lauren Chare; Jeff Kostelic; Susan J. Zahner; Judith M. Wilcox; Linda D. Oakley; Lori Kay and Alan I. Schwartzstein

**Excused:** 1 -

Bill Sonzogni

Others Present: Thomas Schlenker, Jeff Golden, Tommye Schneider, Patricia Frazak, David Caes, Lara Mainella, Pamela Abel (Recorder)

### 2. APPROVAL OF MINUTES

This was Approve the Minutes

### 3. PUBLIC COMMENT - 5 minute limit per speaker

None

### REPORTS

#### 4. [08900](#) Chair's Report

**Attachments:** [Chairs Report 1 24 08.pdf](#)

This Report was Accept

Open Meetings Law – The intent of the memo is that agenda items should be more specific for discussion at meetings. The Chair spoke with Roger Allen and informed the Board that the chair and director report will now be part of the agenda packet. As to the rest of the meeting, chair assured Attorney Allen that the Board has conducted business in accordance with and will continue to conduct their meetings in accordance with the spirit of openness for the public that the memo addresses.

University of Wisconsin School of Medicine and Public Health and Board of Health Collaboration – As a result of the earlier meeting with Dean Golden and several Board members, the Chair was contacted by Susan Skochelak, Senior Associate Dean. The Board of Health was invited to participate in their effort this year to integrate public health in the curriculum at the School of Medicine. With the approval of the Board, the Chair will call her to determine more specifics and report back. If you have thoughts please get in touch with Schwartzstein by early next week. A suggestion was of the importance of including behavioral health issues in the curriculum.

An action item for next month will be a process on policy initiatives that the department will do annually.

The Chair has become involved in the national arena, having been appointed to the American Academy of Family Physician's Commission on the Health of the Public. He also is one of two representatives from this Commission to participate on the medical advisory panel on the AAFP's initiative to address the issue of obesity and fitness, the Americans in Motion (AIM) program. One of AIM's projects was to develop curriculum with Scholastic for family physicians to participate in teaching elementary students health and wellness.

Schwartzstein will relinquish the Chair in the upcoming Board elections in June of 2008. Zahner, Wilcox, Sonzogni and Kay have terms that expire in April, so if interested in reappointment they were encouraged by the chair to contact the respective executive.

5. [08503](#) Director Report

**Attachments:** [Infant Mortality Investigation January 2008](#)  
[Director Report 1 24 08](#)

**This Report was Accept**

A meeting was held today on private well education and testing. It was well attended by people from the DNR, DHFS, Lakes and Watershed Commission, UW Extension and State Lab of Hygiene. All have a command of this issue and are developing a strategy for people who use private wells to encourage testing and providing education.

Health Commons – This project is moving forward and Schlenker recently attending a Planning and Development presentation given to a community group. The plan for development is in three phases, the first starting late summer or fall. This is a new building on Park Street to house Planned Parenthood, Library and Urban League. The next phase is some renovation of the atrium, part of the current structure, and is more controversial. A facilitated meeting will happen with the tenant groups involved to determine primary goals.

Infant Mortality - Schlenker reports that staff is digging into analysis of birth and death records for last 20 years. As part of discussions with individuals and the community, Schlenker presented to the Dane County Medical Society last week. As previously reported to the Board, it was discovered last summer there was drop in black infant mortality. We have worked with the state health department to obtain original data for infant deaths and all births to determine if numbers are valid; it appears they are. The reasons why is not going to be easy but well worth the effort and a more solid assessment of behavioral, social and family risk factors is needed. Funding sources have yet to be identified for this project.

**DIVISION REPORTS - 15 minutes**

**6. Environmental Health - Tommye Schneider**

Schneider reports that the County Board passed a contract with the Humane Society. The county is preparing an RFP for the work that the Humane Society has been doing to see what else is available. The Humane Officers are in one office and using the same reports and database. They still need to purchase new uniforms and a van has not arrived. They will be hiring another Officer to eliminate the hourly positions. The Sanitarians have yet to find space to co-locate. In order to provide a supervisor since Clark retired and has not been replaced, Doug Voegeli has been splitting his time between locations. Scott Podboy is now a Lead Worker for the well and septic program. We are now working with City IT on the joint licensing system for the City Clerks office. The new fee schedule was passed by County Board. Another Sanitarian will be hired in July. The division will be expanding food and pool testing across the county.

**7. Operations - David Caes**

Caes is working on procedures for operational issues for the newly merged agency such as purchasing, mileage, training and other operations. Some efficiency is being realized for clerical staff and this is freeing up time to support professional staff. The labor negotiations update is that SEIU negotiations are going fairly well and AFSCME has another date now being scheduled with the mediator. There is a proposal for next meeting.

**8. Communicable Disease & Health Promotion - Patricia Frazak**

Frazak is temporarily managing both divisions since Nagle left. The Executive Team is taking the opportunity to decide how to organize the division, which will guide the recruitment. Two policy initiatives the division is involved in are the infant mortality research and the South Madison health commons. A neighborhood community public health nursing team has been formed with focus on at risk segments. Goals include improving neighborhood health, cultural competence and trust. The first community health assessment process has been launched with an advisory group, including Zahner, convened this month. In March or April a preliminary report will be issued. At the Board's suggestion, Frazak will check with staff about presenting at the annual NALBOH conference this year. Legislation to expand childhood immunizations (DTP and a second dose of Varicella) is pending so work is being done with school districts for the 08-09 school year. Additionally, there will be a requirement for pneumococcal conjugate for children in daycare. Free flu vaccine is available at our clinics for ages 6 months and up. Flu activity is expected to increase. There is a program on ABC airing 1-31 to present a case for autism and thimerosal in immunizations. Frazak will forward more information to members if interested. Golden will circulate a New York Times article on the issue. The WIC program implemented lead screening of children eligible for Unity HMO. Any elevated results are immediately reported to the medical director and primary care provider. There will be an upcoming PBS series "Unnatural Causes" airing late March or early April. This will address health disparities and social justice issues. It is hoped that as many people as possible will promote viewing and a follow up discussion to engage the community in planning.

**REPORTS OF STANDING AND SPECIAL COMMITTEES - 5 minutes**

**9. Executive - Schwartzstein - No Report**

9. A. [08902](#) Board of Health for Madison and Dane County Executive Committee Minutes  
December 17, 2007

Attachments: [Decemeber Executive Committee Minutes](#)

**This Miscellaneous was Accept**

**10. Budget - Kostelic - No Report**

**11. Bylaws - No Report**

**12. Administrative Hearing - Zahner - No Report**

**13. Personnel - Oakley - To Be Considered at Conclusion of Meeting**

- 13.A. [08901](#) Board of Health for Madison and Dane County Personnel Committee Minutes  
12-13-07

Attachments: [PersonnelCommMinutes 121307.pdf](#)

This Miscellaneous was Accept

**NEW BUSINESS - 15 minutes**

Items 14, 15 and 16 on consent agenda. Kay/Wilcox moved to recommend adoption, passed unanimously by voice vote.

14. [08764](#) Board of Health for Madison and Dane County #2008-01 WIC Contract Amendment for 2008 - Board Only - ACTION Item

**Attachments:** [2008 01 WIC Amend BOH 1 24 08.pdf](#)

**A motion was made by Kay, seconded by Wilcox, to Return to Lead with the Recommendation for Approval to the Health Department. The motion passed by voice vote/other.**

15. [08782](#) 2008 Public Health Contracts with the Department of Health and Family Services for Tobacco Control and the regional Emergency Preparedness Consortium.

**A motion was made by Kay, seconded by Wilcox, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**

16. [08785](#) 2008 Public Health Contracts with the Department of Health and Family Services for the Wisconsin Well Woman Program and Radon Prevention.

**A motion was made by Kay, seconded by Wilcox, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**

17. [08909](#) Authorization to Sign Contracts and Agreements  
(Discussion only, no action)

**This Discussion Item was Discuss and Finalize**

Caes presented a handout listing the types of contracts and agreements the department uses to conduct business. Categories are; Purchase of Service, Procurement Contracts, Grant Contracts, Affiliation Agreements, Intergovernmental Agreements, Miscellaneous Written Agreements, Provision of Service and Donated Items. Caes summarized these categories for the Board. Lara Mainella, Assistant City Attorney, who is responsible for contracts for the department, was present to answer questions and provide guidance. The consensus was that the Board would like to see purchase of service contracts, grant contracts, intergovernmental agreements, provision of service agreements and donated items (if significant in money or new initiatives). The guideline is to continue to see what they have been used to acting on and the contract could be available to review if needed. As part of the annual budget process, the grants and their amounts are listed. If the Board approves the budget, they would not need to approve those grants again as long as grant amount remains the same. A request was made to see contracts and agreements that involve student intern involvement at the agency so the Board stays informed of the agency's contribution to the education of future public health and other health care workers. Since Dave Gault from County Corp Counsel advises the Board, Mainella will work with him to draft a resolution for Board approval at the next meeting. This procedure, once approved, may be added to the Board bylaws.

**18. Change in Open Meetings Laws - Chair**

See Item 4. above, under Chair's Report

- 18.A. [08765](#) Memo from Assistant City Attorney Regarding Important Change in Open Meetings Laws

Attachments: [CityAttyMemo OpenMtgLaw.pdf](#)

**This Miscellaneous was Accept**

**19. Department Director Performance Evaluation**

Wilcox/Cnare moved to go into closed session at 7:00 p.m., passed 7 ayes; 1 absent.

Closed session held by 7 Board members with Director Schlenker.

Wilcox/Cnare moved to come out of closed session at 7:25 PM. Passed 7 ayes, 1 absent.

Wilcox/Cnare moved acceptance of the Personnel Committee's performance evaluation of the Director to be forwarded by chair to the two executives. Passed 7 ayes, 1 absent.

**20. ADJOURNMENT**

With no further business, meeting adjourned at 7:30 PM