

Meeting Minutes - Approved BOARD OF HEALTH FOR MADISON AND DANE COUNTY

Thursday, November 20, 2008

5:30 PM

119 E. Olin Ave.
Water Utility Offices

1. CALL TO ORDER / ROLL CALL

Present: 7 -

Susan J. Zahner; Lori Kay; William C. Sonzogni; Alan I. Schwartzstein;
Lauren Cnare; Linda D. Oakley and Donna Vogel

Excused: 1 -

Judith M. Wilcox

Others Present – Tom Schlenker, David Caes, Janel Heinrich, Patricia Frazak, Jeff Golden, Kirsti Sorsa, Tommye Schneider, Travis Myren, David Gault, Karri Bartlett, Pamela Abel (recorder)

2. APPROVAL OF MINUTES

A motion was made by to Approve the Minutes. The motion passed by voice vote/other. Cnare abstained from vote due to absence at that meeting.

3. PUBLIC COMMENT - 5 minute limit per speaker

4. Chair's Report - 5 minutes

Zahner reports that she attended the joint BOE/County personnel and finance budget meeting on behalf of the Board. She will report on the Executive Committee meeting later.

5. Director Report - 10 minutes

[12761](#)

Director Report for 11-20-08 Board Meeting

Attachments: [Director Report 11 20 08.pdf](#)

This Miscellaneous was Accept

Schlenker introduced five new staff; Mark Mathwig, Emergency Preparedness Coordinator, Zulma Franco, WIC Health Aide, Karri Bartlett, WIC Supervisor, Jeff Lafferty Environmental Epidemiologist, Janel Heinrich, Director of Family and Community Health. The 2009 Public Health budget was approved by both City Common Council and the County Board of Supervisors. They approved the same budget in each legislative body. The first joint meeting of the City Board of Estimates and County Personnel and Finance Committee was held. All programs and staff continue and the proposed cuts were reinstated. The department lost two half time positions, one clerical and the Fit City Coordinator. The Fit City staff person, Kathy Andrusz, will move to a chronic disease role. The two changes in the budget are the Lab is funded jointly and the Dane County Humane Society contract is part of our budget. Agreement between Dane County Administration and AFSCME has been approved by the membership, which means that all represented who want to can transition from City employment to County employment in 2009.

6. Environmental Health Division - Tommye Schneider - 5 minutes

The negotiated lease for space at 2701 International Lane has taken place. The next step is to work on the space plan. Since the lease begins in January, she hopes the move happens early in January. The hire for another Animal Services position will soon take place. Now that the Environmental Epidemiologist has been hired, his primary duty will be the 2009 version of the environmental health report card to cover 2007 and 2008. Schwartzstein commended Schneider regarding a LaCrosse Board member inquiring about the Madison smoking ban effect on bar closings.

7. Population Health Division - Patricia Frazak - 5 minutes

Frazak mentioned another hire in her division, Debbi Chase, Dental Hygienist. She will be filling several other positions including a Bilingual Health Aide and a Dietetic Specialist. There was another successful annual Halloween Sealant Day that took place on October 31.

8. Family and Community Health Division - Janel Heinrich - 5 minutes

Heinrich took the opportunity to introduce herself to the Board. Her sections include WIC, perinatal and family health academic linkages, health promotion, chronic disease and community/neighborhood nursing, community health assessment and maternal child health epidemiology. Frazak supervises intake, communicable disease intake, refugee, oral and child health.

9. Operations Division - David Caes - 5 minutes

Defer to budget discussion

STANDING AND SPECIAL COMMITTEES - 10 minutes

10. Executive - Zahner

10.a. [12774](#) Executive Committee Minutes for November 5, 2008

Attachments: [Executive Committee Minutes 11 5 08.pdf](#)

This Miscellaneous was Accept

- 10.b. Executive Committee Recommendation on Ethics Code

12750 Summary of City Code of Ethics

Attachments: [Summary of City Code of Ethics.pdf](#)

This Miscellaneous was Accept

12752 Dane County Ethics Guidelines for County Employees

Attachments: [County Ethics Guidelines for Employees.pdf](#)

This Miscellaneous was Accept

The Executive Committee met to discuss which ethics code to follow and recommend the Board follow the County code of ethics. MOTION – Kay/Sonzogni moved to accept the recommendation from the Executive Committee that the Board of Health incorporate in their bylaws to follow the County code of ethics. Gault stated there are no significant differences in city versus county code of ethics, maybe just a few more specifics in the city code. When asked which economic interest statement the Board would complete, Gault replied that he would check with City Attorney Mike May and report back. PASSED unanimously.

11. Budget - Wilcox - No Report

12. Bylaws

Zahner would like to reconstitute the bylaws committee in Wilcox's absence and asked for volunteers. Schwartzstein and Cnare will serve, meet in December and report back on the six outstanding issues that were tabled at the March 2008 meeting. Another issue is to look at consecutive absences of Board members. Gault will check on the timing of the 30 days notice of a proposed amendment and check on rules suspension.

13. Administrative Hearing - Schwartzstein - No report

14. Personnel - Oakley - Motion from Personnel Committee

12745 Personnel Committee Proposed Changes to Director Performance Evaluation Policy and Procedure

Attachments: [Personnel Committee memo on performance evaluation.pdf](#)

This Miscellaneous was Accept

Oakley is putting forward the motion from the Personnel Committee as part of the personnel review process for the director performance evaluation. The overall objective is to streamline the process and make it more effective. Rather than have the entire Board meet in closed session with the Director, the Board Chair, the Chair of the Personnel Committee and one member of the Executive Committee would meet in closed session with the director to discuss the performance evaluation summary. After discussion with the Director, the Board will finalize the performance evaluation. The rest of the evaluation process remains the same. MOTION – Oakley/Sonzogni moved to change the procedure of steps 2 and 3 of the director performance evaluation policy and procedure as summarized above. AMENDMENT to MOTION – change step 2 to be the Executive Committee with the additional of the Chair of the Personnel Committee. AYE votes Sonzogni, Kay, Oakley, Cnare and Zahner. NAY vote, Schwartzstein. MOTION passes. The new Board member needs to get the performance review procedure for the upcoming review.

Present: 6 -

Susan J. Zahner; Lori Kay; William C. Sonzogni; Alan I. Schwartzstein;
Lauren Cnare and Linda D. Oakley

Excused: 2 -

Judith M. Wilcox and Donna Vogel

OLD BUSINESS - 5 minutes

15. 2009 Budget

Caes highlighted two items in the adoption of the budget. There was the amount of \$100,000 included for transition costs to move AFSCME staff from city to county employment. The next phase will be the unrepresented staff, which depends on funds left from the AFSCME staff transition. The department realized a surplus of \$263,000, which in previous years reverted to the general fund but this year is applied as revenue to next year. As a result, it depresses the amount of GPR and affects the following years budget. Schlenker reminded the Board of the inefficient budget process the department needs to go through and he has requested the Mayor and County Executive to form a committee of the City and County comptroller, David Caes and one other person. He wants the committee to reform/reorganize the annual budgeting process in time for the next budget. He distributed a list of inefficiencies that the Board requested from the department. The suggestion was made that the Board recognize everyone involved in this budget process for their hard work and doing such a great job.

16. Board of Health Meeting Schedule for 2009 - ACTION

12753

2009 Proposed Board of Health Meeting Dates

Attachments:

[2009 BOH Proposed schedule.pdf](#)

This Miscellaneous was Accept

The 2009 schedule was approved.

NEW BUSINESS - 15 minutes

Referrals from City Common Council and County Board of Supervisors - ACTION Items

17. [12610](#) Authorizing the Dane County Humane Society Contract. BY TITLE ONLY.

City Resolution – withdrawn, no action needed

18. [12758](#) #179, 2008-2009 County Resolution Awarding a Contract to Dane County Humane Society

Attachments: [Res 179 08-09 Humane Society Contract.pdf](#)

A motion was made by Schwartzstein, seconded by Kay, to Forward to the County Board of Supervisors with the Recommendation for Approval. The motion passed by voice vote/other.

Schlenker states this contract has been in place with Dane County for years and will now be part of the department budget to administer. The concern that potential overages in the contract could be charged to the department budget was raised but was resolved as evidenced from the letter the Chair received from the Mayor and County Executive.

19. [12546](#) Release of Licensed Establishment Reserves.

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

Schneider reports that the department had these funds as a result of a surplus in licensing money. The funds were at our disposal to be used on items relating to the licensing program. A few years ago the Comptroller said this money would not remain in the department but in a reserve fund. It seems this is a good solution to use for transitioning the Sanitarians to county employment. This will be used for salary purposes only, not to increase hours.

Cnare/Schwartzstein moved consent agenda for items # 22-27.

20. [12631](#) Authorizing the Board of Health for Madison and Dane County on behalf of Public Health - Madison and Dane County to execute a lease with International Properties LLP for office space located at 2701 International Lane.

A motion was made by Cnare, seconded by Schwartzstein, to Return to Lead with the Recommendation for Approval to the BOARD OF HEALTH FOR MADISON AND DANE COUNTY. The motion passed by voice vote/other.

21. [12767](#) County Resolution Authorizing the Board of Health to Execute Lease at 2701 International Lane

Attachments: [County resolution to execute lease at 2701 International Ln.pdf](#)

A motion was made by Cnare, seconded by Schwartzstein, to Forward to the County Board of Supervisors with the Recommendation for Approval. The motion passed by voice vote/other.

22. [12453](#) 2009 Public Health Grants and Contracts.

Attachments: [attachment 09 PH Grants and Contracts.pdf](#)

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

23. [12757](#) #181, 2008-2009 County Resolution on 2009 Public Health Grants and Contracts

Attachments: [Res 181 08-09 2009 Grants & Contracts.pdf](#)

A motion was made by Cnare, seconded by Schwartzstein, to Forward to the County Board of Supervisors with the Recommendation for Approval. The motion passed by voice vote/other.

24. [12414](#) Amending Sections 7.46(10) and 7.47(13) to increase the respective penalties and amending Sec. 1.08(3) of the Madison General Ordinances to establish a bail deposit for a violation.

A motion was made by Cnare, seconded by Schwartzstein, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

25. [12585](#) Amending Section 7.47(8)(b) of the Madison General Ordinances to increase the application fee and the annual discharge permit fees for the discharge of nonstorm water.

A motion was made by Cnare, seconded by Schwartzstein, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

26. [12794](#) County Resolution Authorizing an Increase in Position Authority by 0.5 FTE

Attachments: [County Res Increase in Position Authority by .5FTE.pdf](#)

A motion was made by Cnare, seconded by Schwartzstein, to Forward to the County Board of Supervisors with the Recommendation for Approval. The motion passed by voice vote/other.

Board of Health Resolution

27. [12756](#) #2008-17 Well and Septic Grants

Attachments: [2008 17 Well Septic Grant BOH 11 20 08.pdf](#)

A motion was made by Cnare, seconded by Schwartzstein, to Grant Final Approval by the Board of Health. The motion passed by voice vote/other.

28. Brainstorming on Issues/Programs for Discussion at Board Meetings

Zahner asked for a list of items for information/discussion at the 2009 Board meetings. This might include bringing in speakers from the community and can include community issues. Suggestions follow:

Well and septic program sampling

Update in Villager Mall and South Madison plans; how health and education are part of those plans

Alcohol policy, education and discussion, initiatives and how public health fits

Childhood obesity and prevention in schools and the community

Infant mortality update

Board of Health looking at its own work, progress on IGA

Can the Board influence and work on the statewide smoking ban

Antibiotics use of compounds; a recent study in the stated showed that resistance of bacteria to antibiotic drugs is greater in Wisconsin, good local experts available

Perhaps in spring, get an update on the use of pesticides on lawns and the effects on children; what is going on around the county and other municipalities

Homelessness, what are statistics, what are the gaps, who serves them

Healthy Wisconsin 2020, someone provide summary and how could we parlay that work into ours

What are the upcoming department priorities and goals and can we work on them together

29. **ADJOURNMENT - The meeting was adjourned at 6:57 p.m.**