



City of Madison
Meeting Minutes - Final
BOARD OF HEALTH FOR MADISON
AND DANE COUNTY

City of Madison
Madison, WI 53703
www.cityofmadison.com

Thursday, March 2, 2006

5:30 PM

Madison Water Utility
119 East Olin Avenue
Conference Room B

I. Call to Order

Staff and Others: Tom Schlenker, Patricia Frazak, Muriel Nagle, John Hausbeck, Cheryl Robinson, Jennifer Weitzel, Jana Lane, Nina Buske, Kirsti Sorsa, Amanda Kita-Yarbro, Maureen Oostdik-Hurd, Mary Jo Hussey, Janet Piraino, David Caes, Leslie Hamilton, Cheryl Levendoski, Susan Wildrick, Chris Palmer, Travis Myren, Topf Wells

Dr. Schwartzstein, Chair, called the meeting to order at 5:30 p.m.

II. Public Comment - 5 minute limit per speaker

None

III. Approval of the January 19, 2006 Minutes

The minutes from the meeting held 1/19/06 were approved as read.

IV. Director Report - 10 minutes - Dr. Tom Schlenker will report on activities since the last meeting. No action will be taken.

Reorganization of the management team began about ten days ago, and is going well so far. Staff remains calm as a result of ongoing communications. There is a lot to do. Division Directors are doing excellent work and freeing up Director so he can focus on other important responsibilities. In the next few weeks supervisors and staff will be re-aligned by division and by programs. Changes will be implemented on a program-by-program basis.

Several staff will re-locate to the 3rd floor of the City-County Building beginning this month. Included are Dr. Tom Schlenker, Patricia Frazak, Pamela Abel, Kelly Mella, the Public Health Preparedness Consortium #10 Coordinator Mary Proctor, and her staff. Workgroups are or will soon be established to focus on planning for communication (IT/telephone) systems; personnel issues; WIC Program; Communicable Disease Program; and, the Laboratory.

First full PH staff meeting will be held on March 30th at the UW Memorial Union. This is an opportunity for staff to get to know one another and to identify key issues.

Some members of the Personnel Committee will meet informally with Dr. Schlenker on March 3rd at 10:00 AM in Room 507 of the City-County Building to address questions from the Director and the Committee Chair related to possible issues and process.

Janet Piraino mentioned that the Mayor met with Dr. Schlenker for his first quarterly meeting as a Department Head.

V. Chair's Report - 5 minutes - Dr. Alan Schwartzstein will report on activities since the last meeting. No action will be taken.

(1) Creation of Personnel Committee - Chair appoints Susan Zahner (Chairperson), Linda D. Oakley and Bill Sonzogni. Committee will be staffed by Roger Goodwin, Travis Myren, and Larry O'Brien. Dr. Schwartzstein asked that the Chair of the Personnel

Committee attend Executive Committee meetings regularly until organizational structure determined. Status to be resolved once by-laws amendment approved. (2) Note of thanks from Gary Johnson for gift from the Board was distributed. (3) Kathryn Vedder, MD, MPH, will be recognized at the March 16th Board of Health meeting. (4) Judy Wilcox will chair meeting beginning at 5:50 PM as he needs to attend an important business meeting.

VI. Report of Standing and Special Committees - 20 minutes

A. Executive - Dr. Alan Schwartzstein

No report

B. Budget - Supervisor Jeff Kostelic

Kostelic will convene a meeting to discuss two specific points in the final report of the Transition Committee: (1) Identify legal resources for the Joint Board and the unified agency; and, (2) Choose a fiscal management system for the unified agency.

C. Bylaws - Senator Mark Miller - Report on Creation of Personnel Committee - Possible ACTION Item

Wilcox reported that she and chair Miller worked with legal staff from the city and the county to amend the current bylaws. Copies of the 2-16-06 Bylaws Committee report on creating a Standing Personnel Committee were distributed. Schwartzstein received this officially for Board to mark the beginning of the required 30-day notification period of the proposed amendment to the bylaws. Suggestions for change to the amendment should be made to Bylaws committee and copied to rest of Board before April meeting. The proposed bylaws amendment will be placed as an ACTION ITEM on the agenda of a future Board meeting at least 30 days from today.

Schwartzstein left at this time and Wilcox assumed chair.

VII. Unfinished Business - 20 minutes

A. Referral from Common Council - NO TESTIMONY TO BE HEARD OR ACTION TO BE TAKEN AT THIS MEETING

Creating Section 3.57 entitled "Mandatory Minimum Sick Leave" of the Madison General Ordinances to require employers in the City of Madison to provide sick leave benefits to employees.

B. Personnel System Report - Topf Wells

Topf Wells, Travis Myren, and County attorneys Kristy Gullen and Leslie Hamilton reviewed the work. Key findings: (1) there isn't a predominant model to apply to our situation. (2) We are free to fashion our own system. (3) All models researched worked.

The St. Paul-Ramsay County model is interesting as it: (a) involved creation of its own personnel system; (b) has employees represented by three unions; (c) provides an ongoing time frame for some aspects of transition to be completed. One example of a personnel system change which involves transition over time: Employees of the city and county at the time of merger were allowed to remain city or county employees until such time as the individual employees left the organization. When a position held by a city employee becomes vacant, that position becomes a county position. In addition,

newly hired staff is hired as county employees.

Questions raised by various Board members included: Q #1 - Olsen - "Were models of non-Health Department mergers researched?" Answer: "No."; Q #2 - Zahner - "Do we want Topf Wells and Travis Myren to do a search related to non-PH mergers?" Answer: "Yes." In addition, Olson recommended looking into the merger of the regional transit authorities. Q #3 - Sonzogni - "What are the issues and possible costs associated with creating our own personnel system?" Answer: To be determined. Q #4 - Zahner - "Can the Board have a brief written summary?" Answer: "Yes. Travis Myren and Leslie Hamilton (and Kristi Gullen, as needed) will follow up on questions and provide a report to the Board."; Q #5, 6 & 7 - Wilcox - "How long has the merger been in place? How were issues resolved involving different unions? If we consider having a model like the St. Paul - Ramsay County model so that our current city and county employees could continue as such, would it be important to consider an end point for this option (other than 20+ years into the future)?" Answer: To be determined.

Olson mentioned that Roger Goodwin previously provided information to the Board about costs. She recommended that the Personnel Committee identify the budget issues. Oakley recommended that the Board look at (a) risks & benefits; (b) what is the "will" and what would be gained; and, (c) priorities & needs. Then, use an approach that addresses, "If this is where you want to end up, here are the options."

C. Board Retreat

Purpose of retreat discussed. Zahner offered several reasons to have a Retreat: (1) Board development; (2) visioning for the future; (3) using the National PH Performance Standards; and, (4) problem solving. Dr. Tom Schlenker reported that Dr. Schwartzstein and he are meeting with Don Percy on a pro bono basis to identify key issues and make recommendations to the Board. Zahner suggested that members of the Board of Health share their ideas with Dr. Schwartzstein or Dr. Schlenker by email. Leslie Hamilton reminded the Board that the Open Meetings law applies to the Retreat and that the Retreat needs to be held in an easy to access location.

D. Transition Committee Follow-Up/Items for Work

Wilcox distributed copies of a one page document titled, "Proposed Responsibilities for Next Steps In Merger," which represents the page from the Final Report of the Transition Committee that lists recommendations on furthering consideration to full unification (Section VI), plus notations (in capitol letters) made by Chair Schwartzstein. Wilcox asked if a response is to be expected from the Mayor and the County Executive in regard to the Final Report, though none was required. Janet Piraino confirmed that the Mayor received and read the final Transition Committee Report and the accompanying cover letter. Wilcox requested that all of the committees meet before the next full Board of Health meeting and be prepared to give a report at the Board meeting on 3-16-06.

VIII. New Business - 15 minutes

A. Referral from Common Council - Resolution to Carryover Funds (City) - ACTION Item

Amending the 2006 Public Health Operating Budget to allow for the carry forward and expenditure of 2005 Bioterrorism Grant funds.

Olson moved and Sonzogni seconded approval of Resolution 02810 Amending the 2006 PH Operating Budget to allow for the carry forward and expenditure of 2005

Bioterrorism Grant funds. Motion carried 5-0.

B. Referral from Common Council - Resolution to Endorse Joint Management Team (City) - ACTION Item

Endorsing the City of Madison and County of Dane Joint Public Health Management Team.

Olson moved and Jeff Kostelic seconded a motion to approve Resolution 02969. Motion carried 5-0. Judy Wilcox distributed a copy of the identical County Resolution, which was referred to the Board of Health and the Personnel & Finance Committee of the County Board. The County Resolution will be on the agenda for the March 16, 2006 Board of Health meeting.

C. Referral from Common Council - Pest Management Report (City) - ACTION Item

Report summarizing the discussion of the Pest Management Advisory Committee.

John Hausbeck provided a summary of the report and answered question from Board members. Olson moved and Sonzogni seconded approval of Resolution 02954 - Accept the Pest Management Report. Bill the motion. Motion carried 5-0. Oakley returned to meeting during discussion of this agenda item and abstained.

D. Resolution #2006-04 on Children's Dental Health (City) - ACTION Item

Board members questioned the difference in format of this resolution from previous resolutions. Muriel Nagle and David Caes noted that unlike other resolutions, the Common Council has already approved this one and funds are in the approved 2006 MDPH budget. Information is provided tonight to explain how services will be provided and to note that this is a contract that is to be signed by the Director of PH for Madison and Dane County. Following this explanation, Board indicated that the format of this resolution is not only acceptable, but also more informative than the usual resolution format. Olson moved and Sonzogni seconded approval of Resolution #2006-04. Motion carried 6-0.

Schwartzstein returned at this time and reassumed the Chair.

IX. Adjournment

Meeting adjourned at 6:50 p.m.