

**Minutes**  
**Executive Committee**  
**Board of Health for Madison and Dane County**  
January 27, 2009

I. Call to Order/Roll Call

The Chair called the meeting to order at 3:33 PM.

Committee Members Present: Susan Zahner, Alan Schwartzstein

Committee Member Excused: Judy Wilcox

Others Present: David Caes, Tommye Schneider, Pamela Abel  
(recorder)

II. Public Comment—5 minutes per speaker

None

III. Approval of Minutes

The November 5, 2008 minutes were unanimously approved.

IV. Board Resolution on Social Determinants of Health – Health Planning Initiative

V. Board Resolution on Perinatal Education Program – March of Dimes Grant

VI. Board Resolution on Safe Food Advisory Committee Appointments

VII. Board Resolution on Courtier Foundation Grant for Health Promotion

Schwartzstein/Zahner moved consent agenda for items IV – VII, approved unanimously.

VIII. Meeting adjourned at 3:37 PM

Minutes  
Board of Health for Madison and Dane County  
Executive Committee  
February 12, 2009

1. The meeting was called to order at 4:00 pm by Susan Zahner. A roll call was taken with the following results:

Executive Committee members present:	Susan Zahner (Chair and recorder), Alan Schwartzstein, and Judy Wilcox
Personnel Committee members present:	Linda Oakley
Staff present:	Tom Schlenker
Others:	None

2. Public Comment-No public comment.
3. Approval of the minutes from 1/27/09. Motion by Schwartzstein, second by Wilcox. Minutes were approved (Ayes: Zahner, Schwartzstein, Wilcox).
4. Director of Public Health Performance Evaluation

Wilcox moved to go into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of the Director of Public Health. Schwartzstein seconded. Closed session was begun on vote of Executive Committee members (Ayes: Zahner, Schwartzstein, Wilcox).

5. Reviewed next steps in performance evaluation process.

Schwartzstein moved, Wilcox seconded to reconvene in open session to consider the balance of the agenda pursuant to Wisconsin State Statutes Section 19.85(1)(c). Motion to reconvene in open session passed by roll call vote (Ayes: Zahner, Schwartzstein, Wilcox).

Oakley reviewed the next steps in the evaluation process. Oakley will write up a summary of the EC discussion for the full board. The full board will convene in closed session during the next board meeting to conduct a final review. The Chair will then communicate the Board's review to the County Executive and Mayor in a written summary. The Personnel Committee will meet again to review the procedure and make recommendations for future evaluation processes.

6. The Executive Committee adjourned at 5:00 pm.