

Communication with the Elected Officials

Effective Date: October 30, 2017

Program area:

This policy applies to all employees, volunteers, interns, students, and contracted employees of the City of Milwaukee Health Department (MHD).

Policy:

Communication (written and oral) between MHD staff and elected officials, including the Mayor's Office, Common Council (CC), the Milwaukee County Executive's Office, County Supervisors or other state and federal elected officials on policy and programmatic matters related to MHD must be authorized by the Commissioner of Health (COH) or Health Operations Administrator (HOA). New ideas or suggestions that arise during approved communications shall be shared with the Commissioner of Health or Health Operations Administrator to ensure appropriate and timely follow-up.

After receiving authorization to communicate with elected officials by the COH or the HOA, all staff members can work through the HOA and/or the Director of Public Health Planning to:

- Contact the Common Council, Mayor's Office, or any county, state or federal legislator or regulator to seek legislative or regulatory change;
- Testify on behalf of MHD at a legislative or regulatory hearing;
- Submit an opinion or comments from MHD on pending legislation or regulation; or
- Host a policymaker, including legislators or senior administration officials. (Note: This does not include site visits by licensing or accrediting bodies.)

During work hours, all staff members are representing the MHD. It is the responsibility of staff in meetings and through correspondence to convey MHD policy rather than individual views and/or opinions. This does not limit an individual's right to advocate their own opinions, which may be done on personal time.

When MHD is scheduled to appear before CC committees, Division Directors are required to be present at the committee hearings if the issue or file is related to a program or service within their division. Division Directors may defer to program managers or other content experts for testimony at committee hearings with the approval of the HOA or Commissioner of Health. However, Division Directors are required to present and must be prepared to testify should the need arise. If a Division Director has a potential conflict with a CC committee, the conflict should be discussed with the HOA immediately so that either the item can be held to a future meeting or a suitable designee can be identified. The responsibility of Directors and Officers to be present at CC committees cannot be delegated to other staff without the express approval of the HOA.

As a matter of routine department operations certain positions within the department necessitate working closely with elected officials. To remove any impendent to standard department business the titles listed in Table 1 below are granted authorization to work directly with the elected officials within the limited scope of the routine interaction specified. Although the titles listed in the table below do not need pre-approval to discuss the pre-approved topics, they must notify the COH and HOA after routine contact or information is submitted.. Other MHD employees in other titles may not contact the elected official on a routine contact issue without first getting authorization from the HOA. Pre-authorized users listed in the table below may not contact the elected official on issues other than those identified in Table 1 without first consulting the Health Operations Administrator.

Table 1: Approved Routine Interactions with Elected Officials

Pre-Authorized User	Scope of Routine Contact
Business Operations Manager	Creates communications files with CC committees
Director of Consumer Environmental Health	Enforcement of environmental regulations (e.g. licensing, sanitation), Environmental complaints related to food or body art, weights and measures complaints, indoor smoking ban violations
Director of Disease Control and Environmental Health	Environmental complaints related to water, hazardous waste, indoor air, beach water quality
Family and Community Health Services Director	Coordination on Infant Mortality & Teen Pregnancy
Health Communications Officer	Coordination of media with the Mayor's Office and the CC Public Information Division
Public Health Planning and Policy Director	Ordinance revisions, MOUs, and legislative requests, responding to legislative reference bureau requests, works with representatives of the council and the legislature on regulatory policy
Office of Violence Prevention Director	Domestic Violence/Sexual Assault and Violence Prevention initiatives

Additional MHD employees may be authorized by the Commissioner or Health Operations Administrator on a case by case basis to work directly with elected officials.

Purpose:

The Mayor's Office and Common Council provide administrative and budgetary oversight for the City of Milwaukee Health Department. The purpose of this policy is to ensure that the department's policies, mission and goals are appropriately represented and communicated to the Mayor's Office and Common Council. By following this policy & procedure, staff members will ensure that MHD's policy issues are properly vetted and communicated.

Procedures:

Procedures provided in this document include the following

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Responding to an Elected Official Request

When an MHD employee is contacted by an elected official regarding MHD's official position on a topic, the elected official shall be referred as follows: First to the Commissioner of Health. If he/she is not available, attempt contacting the HOA. If the HOA is not available, please contact the Public Health Planning and Director of Public Health Planning and Policy or the Health Communications Officer. Employees should not respond to elected official's requests without prior approval or authorization from the Commissioner, HOA, Director of Public Health Planning and Policy, or the Health Communications Officer.

Scheduling a File before a Common Council Committee

The Business Operations Manager (BOM) is responsible for scheduling all files before CC committee. Managers who require a file on a committee agenda should email the following information to the BOM a minimum of 10 business days prior to the scheduled committee date:

- Name of the item to be heard
- The date of the committee you are requesting the item be scheduled.
- Summary of the item and relevant parties that should be present
- Submit resolution or any documents necessary to complete the CC file no later than 24 hours prior to the common council committee hearing.

Grants

Refer to the grant application policy for procedures related to scheduling grant application and renewals before committee. All grants need to go before the Public Safety and Health Committee. If the grant includes personnel or if the grant includes contracts it will also need to be heard before Finance and Personnel.

Appearing before a Common Council committee

Note: The dates and times of all committee meetings for the entire year are determined by the fall of the year prior. To obtain a copy of CC calendar for the year, go to the CC page on the City of Milwaukee website. Division Directors should hold open dates and times when Public Safety and Finance and Personnel committees are meeting. If the topic you are presenting to committee is at all controversial, the Division Director should discuss the potential need to brief members of the committee with the HOA well in advance of the item being placed on the committee agenda.

1. **Obtain a copy of the committee schedule to plan your time of arrival.** To obtain the agenda for a specific CC meeting or to see the content of a file access it through the Legistar at <https://milwaukee.legistar.com/Calendar.aspx> You can search by month, file name or committee name. By law agendas must be published at least 24 hours prior to the committee meeting. Click on the adobe file to bring up the agenda or on meeting details link to get the agenda. Items are generally heard in order, however, the committee chair may take an item out of order.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video
ZONING, NEIGHBORHOODS & DEVELOPMENT COMMITTEE	1/31/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
JUDICIARY & LEGISLATION COMMITTEE	1/30/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
STEERING & RULES COMMITTEE	1/26/2017	1:30 PM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
PUBLIC SAFETY COMMITTEE	1/26/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE	1/25/2017	1:30 PM	Room 301-D, City Hall	Meeting details	Not available	Not available	Not available
PUBLIC WORKS COMMITTEE	1/25/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
LICENSES COMMITTEE	1/24/2017	8:30 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
CITY PLAN COMMISSION	1/23/2017	1:30 PM	809 N Broadway, 1st Floor Boardroom	Meeting details	Not available	Not available	Not available
JOINT COMMITTEE ON DOWNTOWN STREETCAR IMPLEMENTATION	1/20/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
CHARTER SCHOOL REVIEW COMMITTEE	1/19/2017	5:30 PM	City Hall, Room 301-B	Meeting details	Not available	Not available	Not available
CAPITAL IMPROVEMENTS COMMITTEE	1/19/2017	9:00 AM	City Hall, Room 301-B	Meeting details	Not available	Not available	Not available
COMMON COUNCIL	1/18/2017	9:00 AM	Common Council Chambers, 3rd Fl., City Hall	Meeting details	Not available	Not available	Not available
WATER QUALITY TASK FORCE	1/13/2017	9:00 AM	City Hall, Room 301-B	Meeting details	Not available	Not available	Not available
HOUSING TRUST FUND ADVISORY BOARD	1/12/2017	11:00 AM	Room 303, City Hall	Meeting details	Not available	Not available	Not available
BRONZEVILLE ADVISORY COMMITTEE	1/12/2017	9:00 AM	Room 301-B, Third Floor, City Hall	Meeting details	Not available	Not available	Not available
FINANCE & PERSONNEL COMMITTEE	1/11/2017	9:30 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
ZONING, NEIGHBORHOODS & DEVELOPMENT COMMITTEE	1/10/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
HISTORIC PRESERVATION COMMISSION	1/9/2017	3:00 PM	City Hall, Room 301-B	Meeting details	Not available	Not available	Not available
JUDICIARY & LEGISLATION COMMITTEE	1/9/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available	Not available
STEERING & RULES COMMITTEE	1/6/2017	1:30 PM	Room 301-B, City Hall	Meeting details	Agenda	Not available	Not available
PUBLIC SAFETY COMMITTEE	1/6/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Agenda	Not available	Not available
COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE	1/5/2017	1:30 PM	Room 301-B, City Hall	Meeting details	Agenda	Not available	Not available
PUBLIC WORKS COMMITTEE	1/5/2017	9:00 AM	Room 301-B, City Hall <i>Amended 12/28/16 - Items #20 & 21 Removed</i>	Meeting details	Agenda	Not available	Not available
LICENSES COMMITTEE	1/4/2017	9:00 AM	Room 301-B, City Hall	Meeting details	Agenda	Not available	In progress

2. **Review the information submitted with the file to prepare for any questions committee members may have on the documents and gather any background data you may need.** If you intend to present a powerpoint and/or provide handouts to committee members, please have materials approved by either the HOA or Health Communications Officer 48 hours in advance of the meeting. Once a powerpoint is approved by HOA and Communications Officer, send to BOM for the document to be added to the CC file no later than 24 hours

prior to the hearing. To obtain details on what was submitted with the file click on the file number through the pdf or through the meeting details.

161028	1	12.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Jill Radowicz - MHD Substitute resolution relative to the acceptance and funding of the 2017 Medical Assistance (MA) Outreach Forward Health Grant from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0	Action details	Not available
161029	1	13.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Substitute resolution relative to the acceptance and funding of the 2017 Dual Protection Partnership Initiative from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.).	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0	Action details	Not available
161031	1	14.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Julie Katrichis - MHD Sandra Rotar - Health Operations Administrator Substitute resolution relative to the acceptance and funding of the 2017 Sexually Transmitted Diseases Grant - HIV Prevention from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0	Action details	Not available
161032	1	15.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Julie Katrichis - MHD Substitute resolution relative to the acceptance and funding of the 2017 Sexually Transmitted Diseases Grant - STD Infertility Prevention from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0	Action details	Not available
161033	1	16.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Julie Katrichis - MHD Substitute resolution relative to the acceptance and funding of the 2017 Women, Infants and Children's (WIC) Grant from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0	Action details	Not available
161035	1	17.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Jill Radowicz - MHD Substitute resolution relative to acceptance and funding of the 2016-17 Preventive Health Grant from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION	Pass	5:0	Action details	Not available
161036	1	18.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Allie Reed MHD Compliance Coordinator Substitute resolution amending Common Council File #150991 relative to the acceptance and funding of the 2016 Sexually Transmitted Diseases Grant - HIV Prevention from the State of Wisconsin Department of Health Services.	RECOMMENDED FOR ADOPTION	Pass	5:0	Action details	Not available
161037	1	19.	Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Julie Katrichis - MHD Substitute resolution authorizing the City of Milwaukee Health Department to enter into affiliation agreements with various nursing schools to establishing Milwaukee Health Department sites as clinical education sites for the purpose of supervised clinical site experiences for students enrolled in their nursing programs.	SUBSTITUTED	Pass	5:0	Action details	Not available
161037	2		Resolution	Minutes note: Appearing: David Pledt - MHD Business Operation Manager Sandra Rotar - MHD Operations Administrator Substitute resolution authorizing the City of Milwaukee Health Department to enter into affiliation agreements with various nursing schools to establishing Milwaukee Health Department sites as clinical education sites for the purpose of supervised clinical site experiences for students enrolled in their nursing programs.	RECOMMENDED FOR ADOPTION	Pass	5:0	Action details	Not available
161038	1	20.	Resolution	Substitute resolution authorizing the City of Milwaukee Health Department to execute memoranda of understanding with various partner agencies to memorialize the terms under which these partner agencies will distribute filtration devices, at no charge, to eligible households within the City of Milwaukee verified as having a connection to the public water supply via a lead water service line.	RECOMMENDED FOR ADOPTION	Pass	5:0	Action details	Not available

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Immunization Action Plan Grant from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

--- May be referred to the Finance and Personnel Committee.

10. [161026](#) Substitute resolution relative to the acceptance and funding of the 2017 Lead Detection Grant from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

--- May be referred to the Finance and Personnel Committee.

11. [161027](#) Substitute resolution relative to the acceptance and funding of the 2017 Maternal and Child Health Grant from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

--- May be referred to the Finance and Personnel Committee.

12. [161028](#) Substitute resolution relative to acceptance and funding of the 2017 Medical Assistance (MA) Outreach Forward Health Grant from the State of Wisconsin Department of Health Services.

Sponsors: THE CHAIR

--- May be referred to the Finance and Personnel Committee.

13. [161029](#) Substitute resolution relative to the acceptance and funding of the 2017 Dual Protection Partnership Initiative from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.).

Sponsors: THE CHAIR

--- May be referred to the Finance and Personnel Committee.

14. [161031](#) Substitute resolution relative to the acceptance and funding of the 2017

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milwaukee.legistar.com/legislationDetail.aspx?ID=26931328&GUID=9E7051A9-29CD-404C-85D6-5395F6C5D689

File #: 151029 Version: 1

Type: Resolution Status: Passed

File created: 11/22/2016 In control: COMMON COUNCIL

On agenda: Final action: 12/13/2016

Effective date:

Title: Substitute resolution relative to the acceptance and funding of the 2017 Dual Protection Partnership Initiative from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.).

Sponsors: THE CHAIR

Attachments: 1. STD Dual Protection 2017 BUDGET.pdf, 2. STD Dual Protection Grant Analysis 2017.pdf, 3. Hearing Notice List

History (7) Text

Number 161029

Version Substitute 1

Reference

Sponsor The Chair

Title Substitute resolution relative to the acceptance and funding of the 2017 Dual Protection Partnership Initiative from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.).

Analysis This resolution authorizes the Health Department to accept and fund the Dual Protection Partnership Initiative from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.) in the amount of \$80,000. The purpose of the project is to improve access for low-income women to receive dual protection services and supplies, to create a convenient access point for Medicaid Family Planning Waiver enrollment, to increase patient access to on-going reproductive health services, and will establish "dual protection" as a standard of care.

Body Whereas, The City of Milwaukee appears to be eligible for grant funds from the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.) to improve access for low-income women to receive dual protection services and supplies; and

Whereas, The operation of this grant project from 01/01/17 to 12/31/17 would cost \$80,000 provided entirely by the grantor; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that application to the State of Wisconsin Division of Public Health-Family Planning Program (DPH-FP) and the Family Planning Health Services, Inc. (FPHS, Inc.) is authorized and the Health Department shall accept this grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

3. **Plan to arrive at least several agenda items in advance of your item.** Committee meetings are generally held on the 3rd floor of City Hall in Room 301-B. The exact location is published on the agenda. For long agendas, staff located in the Municipal Building may consider monitoring the hearings while they work remotely on the computer by monitoring a broadcast online on the City Channel - <http://city.milwaukee.gov/cityclerk/CityChannel#.WHkEDTYixls>. However, agenda items can vary greatly in length so it is incumbent upon the Director and Manager to arrive at the committee meeting prior to their agenda item being heard.
4. **The designated spokesperson presents the prepared information upon the file being called by the committee chair.** For grant files (both new and renewals), the Business Operations Manager is the designated spokesperson. The content expert (Division Director and/or Program Manager) should always come to the table in case there are questions by committee members. When presenting information to committee remember to:
 - a. Introduce yourself for the record the first time you speak— first and last name, title, and program
 - b. Present the department's position on the issue. Do not editorialize, you are not presenting your personal opinion at the committee; you are representing the department in an official capacity.
 - c. If you do not have the information requested, let the Alderperson know you will have to collect the information and get back to them. Do not guess! If you commit to providing information, follow up in a timely manner and in accordance with this policy.
 - d. If you do not understand the question, please ask the committee member to repeat their question.
 - e. Committee meetings are an opportunity to educate the council and the public. Individual committee member briefings should be considered for any topics in which there are likely to be numerous questions or the topic is considered to be controversial. Such discussions should be had between the Division Director and the HOA well in advance of the item ever being placed on the agenda.
 - f. If at any time you feel that a question is of a nature that is beyond your level of expertise, please defer to the HOA for follow up.

5. **Immediately after the committee meeting, communicate the need for any follow up to the HOA via email.** If the Director or manager has any concern that committee members came away with a negative perception of the department following the hearing, the email notification should also be followed up with a phone call.

Definitions:

Not applicable

Responsibilities:

Employees

- Unless specifically pre-authorized to do so, obtain approval before contacting the CC

Supervisors/Directors

- Assure employees have the required resources/support to respond to CC requests when authorized to do so
- Support employees when they are called to testify before council committees
- Assure employees are properly trained on this policy/procedure and hold employees accountable for adhering to the requirements of this policy

Pre-Authorized Individuals

- Carry out routine interactions with the elected official within their defined departmental role
- Alert the HOA when routine activities are of greater concern, magnitude or consequence
- Keep the HOA updated on all routine interactions involving the elected official

Business Operations Manager

- Schedule files before CC committees
- Serves as the main spokesperson for grants before CC committee regarding fiscal information.

Public Health Planning and Policy Director

- Serve as the policy owner and is responsible for reviewing and updating the policy as required

Health Operations Administrator

- Serve as the department's overall point of contact with CC
- Ensure the department is responsive to CC requests
- Ensure the Commissioner of Health is informed of all relevant departmental activities involving the CC

Commissioner of Health

- Ensure the department is responsive to CC requests

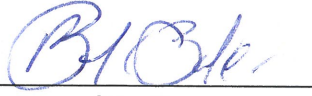

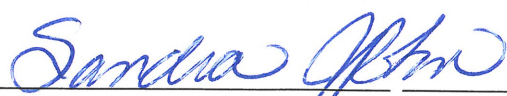

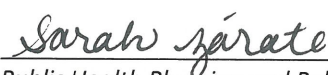
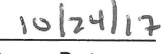
Legal Authority:

Not Applicable

References:

Not Applicable

Approved by:

 Commissioner of Health	 Date	 Health Operations Administrator	 Date
 Public Health Planning and Policy Director		 Date	
Original Effective Date: October 30, 2017		Review Periodicity: 36 months	

Reviewed/Updated:

Date	Changes Made	Reviewed By