



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### BOARD OF HEALTH

*CAROLINE GOMEZ-TOM, CHAIR*

*Ruthie Burich-Weatherly, VICE-CHAIR*

*Dr. Ian Martin, Ericka Sinclair, Dr. Wujie Zhang, Penelope  
Stewart, Tahira Malik and Ald. JoCasta Zamarripa*

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Thursday, May 2, 2024

5:30 PM

City Hall, 200 E Wells St, Rm 303

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#### 1. Call to Order

Chair Caroline Gomez-Tom called the meeting to order at 5:32 p.m.

#### 2. Roll Call

**Present** 8 - Gomez-Tom, Burich-Weatherly, Sinclair, Zhang, Zamarripa, Martin, Malik and Stewart

#### 3. Approval of Meeting Minutes from April 11, 2024

Chair Caroline Gomez-Tom motioned to approve, Board Member Dr. Ian Martin seconded, and the motion passed with all in favor and none opposed

#### 4. Board Member and Staff Introductions

All eight board members introduced themselves and their backgrounds. Staff members Shadonna Vickers (Administrative Assistant), Bethany Kasprzyk (Research & Policy Coordinator), and Commissioner Mike Totoraitis also introduced themselves. Commissioner Mike Totoraitis said candidates were being evaluated for the last remaining board seat, which is reserved for a public health nurse.

#### 5. Presentation on Wisconsin Administrative Code DHS 140 by Matthew Collie, Wisconsin Department of Health Services Southeastern Region Director

Collie's presentation included an overview of the public health system (what public health is, history, structure), Wisconsin Public Health Authorities (the three levels of local health departments, DHS 140, and functions of the public health officer), and Board of Health elements (functions, responsibilities, and resources for support).

During the presentation, Chair Gomez-Tom highlighted the Board's role as connectors to the community. Chair Gomez-Tom also spoke to the Board's role in communication to the community and her desire to work in tandem with the Milwaukee Health Department to facilitate information-sharing with the community on critical issues. Board Member Ericka Sinclair said she agreed with Chair Gomez-Tom's comments on communication.

#### **6. Presentation on Ethics and Open Meetings by Assistant City Attorney Peter Block**

Assistant City Attorney Peter Block said he would cover the topic of open meetings during this session and reserved the presentation of public records law/ethics for the next meeting. Regarding open meetings law, Assistant City Attorney Peter Block presented on the fundamentals of open meeting law (including the key elements of meeting, government body, notice, and reasonable accessibility), exceptions to quorum rules (including agenda-setting and social events), what constitutes a meeting, and open/closed sessions.

Board Member Ericka Sinclair asked about when it is necessary to obtain signed affidavits to affirm no business was discussed during a non-work event. Assistant City Attorney Peter Block said affidavits are only necessary in response to a complaint and advised that a notice of quorum announcement can be released to let the public know members will be at a social event.

#### **7. Branch Collaborations Discussion & Assignment**

Discussion of Branch Collaboration Assignments was held to the next meeting

#### **8. Future agenda items [Next board meeting: Thursday, September 5, 2024 @ 5:30pm]**

- Upcoming Board leadership election in September
- Chair Caroline Gomez-Tom said the Board may find virtual time to meet before the September meeting in order to complete the remaining agenda items.

#### **Adjournment**

Chair Gomez-Tom motioned to adjourn. The meeting was adjourned at 7:36 pm.

[231422](#)

Communication relating to those documents submitted to the Board of Health for its meetings in 2024.

