



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
August 17, 2022– 4:00 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Fred Smith
Others in attendance via Go to Meeting: Ald. Johnathan Lampe, Patricia Gedemer
Others in attendance: Kim Hiller

1. Call to Order

Dr. Rowe called the meeting to order.

2. Citizens to be heard.

None

3. Review & take action – Minutes dated May 19, 2022

Reviewed minutes dated May 19, 2022.

Motion was made by Rowe seconded by Turke to approve the May 19, 2022 minutes.

Motion carried by unanimous voice vote.

4. Review & take action – Financial Reports Preliminary June 2022

Reviewed preliminary financial report for June 2022.

Budgets update - the Environmental Vehicle Maintenance account is over budget due to vehicle repairs that were needed.

Motion was made by Smith and seconded by Gedemer to approve the preliminary financial report for June 2022.

Motion carried by unanimous voice vote.

5. Review and Discuss 2023 Budget

Carol reviewed each of the four COVID funding streams from 2020-2024. Funding timelines and workplans often change throughout the course of the grant

ELC-Enhanced – Contract 10/01/2021 to 10/31/2022 - \$533,000. The scope of work, dollar amount and timeline has changed several times. The scope of work is to support COVID contact tracing and epidemiological work. This funding stream supports the LTE (limited term employees) staff. Two LTE employees continue to work for the department.

This funding had a sunset date of October 31, 2022, but a recent email stated that an extension into 2023 could be requested if all of the funding was not spent out by October 2022.

Public Health Workforce – Contract 7/1/2021 to 6/30/2023 - \$73,100. This funding scope of work is to establish, expand, train, and sustain the LPHA public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives.

COVID Immunization – Contract 7/1/2021 to 6/30/2024 - \$55,000. This funding scope of work is to support staff time and supplies for COVID vaccination.

Public Health ARPA – Contract 3/1/2021 to 12/31/2024 - \$389,000. This scope of work is to provide resources to meet and address emergent public health needs, including measures to counter the spread of COVID-19, provision of care to those impacted by the virus, and programs or services that address disparities in public health that have been exacerbated by the pandemic.

This includes funding to support for:

- Public Health Staff
- Improving the Design and Execution of Public Health Programs
- Addressing Disparities in Public Health Outcomes
- Investments in Infrastructure

Work has begun on the 2023 budget with the following priorities include:

- a. Integrating an electronic medical record. This was paid for with City ARPA money as well as Health Department ARPA money. This will be used for nursing case management, complaints, billing, pulling reports and managing programs better.
- b. Resuming the nursing programs including the home visitation program.
- c. Basement lighting.
- d. Purchasing an Environmental Health vehicle.

6. Community Health Assessment Summit was held last Thursday in Johnson Creek and there were approximately 110 people in attendance including Andrea Turke. Carol works closely with Jefferson & Dodge Health Departments as well as Watertown Regional Medical Center, Fort HealthCare, Marshfield Medical Center - Beaver Dam, and Greater Watertown Community Health Foundation to complete the assessment. There was a consultant here in June that conducted seven focus groups as well as a survey that was available community wide on-line and in paper form for about seven weeks. The information that was gathered from the survey, focus groups and secondary data was used to determine three priorities.
 - a. Access to affordable quality mental health care.
 - b. Access to affordable housing and affordable, reliable transportation
 - c. Access to affordable quality daycare.

With equity significantly impacting access, see graph below:



The next step is to work with community partners across the counties to create a Community Health Improvement Plan and Process (CHIPP), a work plan that will help support improving access to mental health care, improving access to affordable housing and transportation, and improving access to childcare. Work will continue in those areas and regular updates in progress will be given.

7. Review and discuss program updates

- a. 140 Review – The Health Department will be going through a 140 Review which is an Administrative Rule 140 compliance assessment. It is required by the Department of Health Services to complete this review every five years. During the review, staff will be asked to talk about our programs to see if the department is compliant. A board member will need to be at the review for an hour between 9 a.m. and 12 p.m. on November 9, 2022. The people that come from Department of Health Services (DHS) will talk to board member(s) about their appointment to the Board of Health, how we follow City Ordinances, and how often the board meets to determine compliance with State Statutes.
- b. Public Health update – Staff continues to complete COVID-19 follow-up. There are currently seven to eight positive cases a day and the staff are contacting newly diagnosed cases using the new CDC guidance. There are outbreaks in health facilities in the community. The department is working closely with those facilities in their outbreaks. The department also continues to give COVID vaccines.
- c. Monkeypox - The Department is participating in DHS updates to assure local policies are updated to support any individual in the community that has questions, is diagnosed, or needs a vaccine.
- d. Bilingual Communication Specialist – City Council approved a permanent part-time Bilingual Communication Specialist position that transitioned from an LTE (limited termed employee).
- e. Interim Health Officer for Dodge County – Carol has been serving as interim Health Officer since April and the contract expired at the end of July. Dodge County still has not hired anyone for this position and asked to extend the contract through the end of October. The Council approved the contract to be renewed for another three months.
- f. Strategic Plan – The Department will be working with a consultant that is funded by DHS to update the department Strategic Plan.
- g. Talk Read Play home visitation program – This program has resumed with updated accommodations to meet family and individual needs.
- h. Pack N Play program – The department has received a number of Pack & play cribs through a grant. Pack N Plays are provided to eligible families with education and training on proper use.
- i. Car seats – Car seats are still available to eligible families. They are dispensed with education and training on proper installation of a car seat into a vehicle.
- j. Brandt/Quirk Grant – A grant request was submitted to the Brandt/Quirk fund to place sharps containers in all of the bathrooms in the parks.
- k. AmeriCorp – Carol is collaborating with Marshfield Clinic to hire an AmeriCorp member. The member lives in Watertown, has owned a business, and has been involved in wellness in the community. They will be helping the department work on the CHIPP. The member will be here for one year.
- l. Rock River Community Clinic – Progress is being made with the Rock River Community Clinic to become a Federally Qualified Healthcare Center Look-A-Like. Carol is the Chair and Dr.

Rowe is the Vice Chair of the board. The federal site visit will be the first week of September. If successful, the designation will provide increased financial sustainability.

- m. Environmental Health Program – Many codes for restaurants, hotels, and pool operations were updated during COVID. Staff is currently training and updating inspection procedures. DATCP has also updated fees. An updated fee schedule and ordinance will be presented at the next Board of Health meeting for review and consideration. A newsletter was sent to facility owners to make them aware of the state code updates.
- n. Public Health Preparedness - The Public Health Emergency Plan (PHEP) is being updated. The updates are done in coordination with the Fire Chief who is the local emergency manager. Planning is under way to provide training for City staff and community partners.

8. Adjournment

Motion was made by Smith and seconded by Turke to adjourn. Motion carried by unanimous voice vote.

Next Board of Health meeting is set for Tuesday, October 4th at 4 p.m.

Respectfully Submitted,



Carol Quest
Director/Health Officer

Note: The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.