



**Watertown Board of Health  
Meeting Minutes  
Watertown Dept of Public Health  
515 S First Street/ Go To Meeting/phone  
June 4, 2024 – 3:30 PM**

**Members Present:** Carol Quest, Andrea Turke, Ald. Dana Davis, Ald. Fred Smith, Patricia Gedemer (Zoom)

**Absent:** Dr. Donene Rowe

**Others in attendance:** Abigail Kuehn, Mayor Emily McFarland, Dr Grajewski, Kim Hiller

**1. Call to Order**

Andrea Turke called the meeting to order at 3:30pm.

Motion was made by Fred Smith and seconded by Dana Davis to move agenda item number 5 to be the next item on the agenda.

Unanimously passed.

**5. Dr Grajewski Recognition**

The Watertown Department of Public Health recognized and thanked Dr Grajewski for his many years of being the Medical Director for the immunization program. Dr. Grajewski has served as the immunization programs Medical Director since 1995. Carol thanked Dr. Grajewski for his attention, support and dedication to the department. His commitment to the health and wellness of the Watertown community is appreciated and will always be remembered.

**2. Citizens to be heard.**

None.

**3. Review and take action: Board of Health Minutes from March 13, 2024**

Reviewed minutes dated March 13, 2024

Motion made to approve the minutes for March 13, 2024, by Dana Davis seconded by Fred Smith.

Motion carried by unanimous voice vote.

**4. Review & take action: Financial report – April 2024 & Preliminary May 2024**

Financial reports from April 2024 and preliminary May 2024 were reviewed.

The Health Department revenue is higher than budgeted. Many programs that were impacted by COVID are now fully operational leading to increased billing for services.

The mileage account increased because of the rise in program participation.

Other accounts in the Health tax levy budget are on track.

Environmental Health revenue account increased due to the license renewal notices that were sent out in May.

Expenses for Environmental Health are consistent with the budget.

The Water Lab expense account is ahead due to purchases made earlier in the year to get the lab established to be certified.

Motion was made by Fred Smith and seconded by Dana Davis for approval of April 2024 & preliminary May 2024.

Unanimously passed.

#### **6. Review and take action: Community Health Improvement Plan**

Priority areas identified include:

- Access to affordable reliable transportation
- Access to affordable quality mental health care
- Access to affordable quality childcare
- Access to affordable quality housing

There are work groups for mental health and transportation developing plans to reduce barriers

See attached document.

A motion was made by Fred Smith and seconded by Dana Davis to endorse the goals and strategies set for the Community Health Improvement Plan (CHIP) including mental health and reliable transportation.

Motion carried by unanimous voice vote.

#### **7. Review and discuss: Public Health Performance Management – Environmental Health & Public Health Emergency Preparedness**

Environmental Health water lab- Supplies and equipment have been purchased. Policies have been developed.

The lab will be certified by the Department of Agriculture, Trade and Consumer Protection and the Department of Natural Resources in September or October of this year.

Emergency Preparedness – Two exercises with city leadership are planned for September and October of 2024. Exercises will be for Family Assistance Center and Heating/Cooling Shelter plans. The Senior & Community Center will serve as the family assistance center and heating/cooling Shelter for plans.

Community emergency preparedness continues to be a priority. Educational messages on various topics are issued monthly on Facebook.

#### **8. Review and discuss: Early Childhood Equity Strategy Learning Collaborative Presentation**

Abbey Kuehn provided a presentation to the board about the departments Early Childhood Equity Strategy Learning Collaborative journey.

It was explained that the Greater Watertown Community Health Foundation offered an opportunity to be a part of the Early Childhood Equity Strategies Learning Collaborative. There was an application process, and five organizations were chosen including Watertown Regional Medical Center, Watertown Unified School District, Dodgeland School District and Jefferson County Thrive Economic Development.

#### **9. Review and discuss: Vaccines for Children (VFC) site visit**

The board members were given a copy of the VFC site visit report. An audit is done every year which reviews staff training, policies and vaccine storage and handling.

The site visit went well, and no compliance issues were identified.

**10. Review and discuss: Public Health Emergency Preparedness Program updates**

The Department is providing N95 mask fit testing for all city departments. To date the Water/Wastewater and Park & Rec departments have been tested and the Street Department is also being scheduled. The Police Department does fit testing on a regular basis and the Fire Department does their fit testing internally.

Essential Support Functions for the City are being updated with city leadership.

Two leadership tabletop exercises are planned for later in 2024.

**11. Review and discuss: Public Health Environmental Health Program updates**

License renewals for licensed facilities (restaurants, hotels/motels, pools, grocery stores, gas stations, campgrounds) are due June 30th. Approximately 50% of renewals have been returned.

A second notice will be sent out the Monday after July 4th with a late fee.

Seasonal wells are being opened in both Jefferson & Dodge counties for the well water program.

Weekly beach testing has begun for the public beaches. The beaches are in Cambridge, Palmyra and Lake Mills. Beach testing information can be found on the DNR website.

The inspection year ends on June 30<sup>th</sup> and most of the inspections have been completed. There are some temporary rental cottages that have not been done due to contacting the owners that are out of state.

More special event inspections are happening this time of year. The Town Square is keeping the staff extremely busy.

**12. Review and discuss: Public Health Community Health Program updates**

A community baby shower was held at the library with the Family Resource Center. Twenty-four families were registered for the event. Every family gets a basket of items for their baby.

**13. Adjourn**

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, August 20<sup>th</sup> at 3:30 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.