



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
May 23, 2023 – 4:00 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Fred Smith, Ald. Dana Davis, Patricia Gedemer via GoToMeeting

Others in attendance: Kim Hiller

1. Call to Order

Dr. Rowe called the meeting to order.

2. Nominations

Dr. Rowe called for board nominations.

Motion to nominate Dr. Rowe for Chair is made by Fred Smith & seconded by Andrea Turke.

Motion carried by unanimous voice vote.

Motion to nominate Andrea Turke for Vice Chair made by Fred Smith and seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

3. Member Orientation

Carol reviewed Board of Health statutory responsibilities.

4. Citizens to be heard.

None

5. Review and take action: Board of Health Minutes April 4, 2023

Reviewed minutes dated April 4, 2023

Motion made to approve the minutes of April 4, 2023, by Fred Smith, seconded by Andrea Turke.

Motion carried by unanimous voice vote.

6. Review & take action: Financial reports- Final March 2023, Preliminary April 2023

Reviewed final March 2023 & preliminary April 2023

- a. It was noted that facility license renewals went out approximately two weeks ago.
- b. The Environmental Health budget is non-tax levy. The carryover funding from 2022 is used for expenses in 2023 until license fees are received later in the year.
- c. Inspections and licenses cover inspections for Watertown and Jefferson County.

- d. It was noted that the year is tracking as expected.

A motion was made by Fred Smith and seconded by Dr. Rowe to approve the final March 2023 and preliminary April 2023 financial reports.

Motion carried by unanimous voice vote.

7. Review and take action: 2023-2028 Strategic Plan

Reviewed 2023-2028 Strategic Plan.

The Strategic Plan is updated every five (5) years. This was conducted with a consultant with Catchafire that was funded through the Wisconsin Partnership Program with UW Madison. The consultant assisted in setting goals for the plan.

The three (3) areas identified were:

- Increase our ability to meet and execute our legislated responsibilities.
- Maintain quality standards in the delivery of programs utilizing best practice.
- Expand partnerships and collaboration (very important for programs)

Motion to approve by Dana Davis and seconded by Patricia Gedemer.

Unanimously passed.

8. Review and discuss: Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances

This Ordinance 410.56(a) Smoking in prohibited places went to Council and was tabled and sent back to committee.

The board members reviewed the City of La Crosse Smoking ordinance. The ordinance provides specific criteria for designated areas where smoking is permitted.

Criteria includes:

- The designated area must be clearly designated and marked with smoking permitted signs.
- The area must be at least fifty feet from any picnic areas, sports fields or improvements used for recreational activity, food vendors, lines for recreational activities in the recreational area and heating and air conditioning intakes or vents.
- The area must be completely unenclosed.
- The agreement or special event permit between the City and a private entity permits the designation of a smoking area.
- The Director of Parks and Recreation or their designee may designate locations where smoking is permitted pursuant to this section. No city official is required to designate a smoking area and may consider the uses in the recreation area, fire hazards, proximity to fields, elderly, children and employees and other factors in her/her discretion.

Criteria for designated smoking areas were discussed including using 20 feet away from park areas and prohibited in any structure.

Ordinance development will be reviewed with the City Attorney and brought back for Board review.

9. Review and discuss: Program updates.

- a. Emergency Preparedness. An emergency preparedness training tabletop exercise will be held with the city leadership team in June.
- b. City leadership staff are completing Incident Command System (ICS) training.
- c. The department is also working on increasing volunteer capacity through the state database Wisconsin Emergency Assistance Volunteer Registry (WEAVR).
- d. Review of immunization program performance management. The department is working with the providers in the community to increase immunization access for individuals and families.
- e. License renewals were mailed out approximately two weeks ago. The license year expires on June 30th. If the renewals are not paid by August 15th the facility will be closed.

10. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting is set for Tuesday, September 5th 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.