



**Watertown Board of Health  
Meeting Minutes  
Watertown Dept of Public Health  
515 S First Street/Zoom  
August 20, 2024 – 3:30 PM**

**Members Present:** Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Dana Davis, Ald. Fred Smith,

**Absent:** Patricia Gedemer

**Others in attendance:** Abbigail Kuehn, Kim Hiller

**1. Call to Order**

Dr Rowe called the meeting to order at 3:30pm.

**2. Citizens to be heard**

None.

**3. Review and take action: Board of Health Minutes from June 4, 2024**

Reviewed minutes dated June 4, 2024

Motion made to approve the minutes for June 4, 2024, by Dana Davis, seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

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

Financial report Preliminary July 2024 -

The Health budget is a tax levy budget. The non-taxable revenue account will be over budget.

The mileage account shows an increase due to the rise in program participation. This account will be over budget by approximately \$800. The overage will be covered by the salary account which will have a balance due to the vacancy of the nursing position. This account was reduced during the COVID response due to limited staff travel.

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

Environmental Health is a non-levy budget. The Enviromental revenue account reflects license renewals and will be over budget by the end of the year.

Expenses for Environmental Health are consistent with the budget.

Emergency Preparedness is a non-levy budget. The revenue and supplies accounts will need to be adjusted due to Public Health ARPA funding. A resolution will be drafted to make the adjustments to the revenue and expense accounts.

Seal A Smile budget is a non-levy budget. The accounts are on track.  
The department received notice that it was awarded the grant again for this year.

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

Unanimously passed.

## **5. Review and discuss: 2025 Budget**

The 2025 budget is due back to the Finance Department the third week in September.

Leadership has been instructed to implement a zero percent levy increase for all non-personnel related accounts. The Health budget is the only tax levy budget.

An alternative to the current state employee health insurance plan is being researched.

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

There are two exercises planned with City Leadership in September and October of 2024. The exercises will practice the Family Assistance Center and Warming and Cooling Center/Shelter plans. The Senior & Community Center will serve as the Family Assistance Center and Warming and Cooling Center/Shelter for plans.

Public Health ARPA funding -

Items that were purchased with Public Health ARPA funding include:

- New conference room tables & chairs
- NACCHO conference
- Electronic Medical Record software
- Computers for staff
- Staff wages & benefits
- A Portion of the cost for Senior & Community Center generator
- HIPAA policy review. Last one was in 2015 before the electronic policies were updated
- Vacant lot to put a building on for car seat installation, drive through clinics and storage. A letter has been sent to the owner
- Tornado siren installation & disposal
- IT switch for Health Department
- Stryker stair chair for Fire Department
- Go Bags & supplies for city staff (stop the bleed kits, safety glasses, and CPR masks)
- Sharps cabinets for City Hall
- AED for Fire Department
- Phones for EOC
- PA system for Senior & Community Center

## **7. Review and discuss: Environmental Health Program updates**

The water lab is ready and has received the DNR certification for nitrates. Certification from DATCP is in process. The water lab will be fully operational in January of 2025 and will be used to process water sample of the wells for the DNR Transient Community Well contract. There are approximately 300 wells in Dodge & Jefferson counties. Tests that are positive for coliform will require several follow up samples.

The license renewals have been completed. Second notices with late fees were sent out. If the fees are not paid by August 15<sup>th</sup> the facility is closed and will need to go through the new business process including paying a pre- inspection fee.

Inspection program –

The public pools are inspected monthly for proper pool chemistry.

Temporary events have increased, which has increased staff time.

Standardization - The state requires standardization of Registered Sanitarians completing inspections. Tyler Kubicek completed his standardization today and he will provide standardization training for Kaylie Mason and Holly Hisel.

## 8. Review and discuss: Public Health Community Program updates

The department is in the process of filling the RN position. The position was filled but then was vacated due to resignation. Interviews are being held this week.

The department completed the Costing and Capacity Assessment that was completed by local health departments statewide. The results of the assessment will be used to highlight public health funding needs to maintain all foundational public health programs and services.

There is increasing research that supports increased social connections are important to our mental and physical health. The Departments work to increase social connection in the community has focused on the Maternal Child Health (MCH) population. Two social connection events were planned and held with English and Spanish speaking families in Heath Department programs. The first event was held with Watertown Family Connections and the Watertown Public Library. The second event was with Playgroups in the Park through Watertown Family Connections, the Fire Department, and Sandwiches in the Park.

There is a pre & post survey given to the families to ask about their mental health and the resources they are learning about. Many expressed excitement about the social connection events.

Evening and weekend events are being planned in the future.

The smoking ordinance passed the Park & Recreation commission. The distance from activities was discussed and was kept to 50 feet. This ordinance will be moving on to Council.

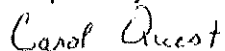
Community Health Assessment (CHA) & Community Health Improvement Plan (CHIP) –2025 will mark the start of the CHA process. Several groups collaborate on the CHA including all three hospitals (Watertown, Fort Atkinson, Beaver Dam), the three health departments (Watertown, Dodge & Jefferson), the Rock River Community Clinic and the Greater Watertown Community Health Foundation.

## 9. Adjourn

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, October 15<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.