



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
January 31, 2023 – 4:00 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Fred Smith, Ald. Jonathan Lampe, Patricia Gedemer

Others in attendance via Go to Meeting: Patricia Gedemer (for part of meeting and then joined in person)

Others in attendance: Joe Larson - Southern Region Director from the Office of Policy and Practice Alignment with the Division of Public Health in the Wisconsin Department of Health Services (DHS), Abbey Kuehn, Kim Hiller

1. Call to Order

Dr. Rowe called the meeting to order.

2. Citizens to be heard.

None

3. Review and discuss Department of Health Services 140 results.

Agenda item number 6 was moved to the beginning of the meeting for presentation of 140 Review Certificate.

Wisconsin Department of Health Services directs a process to formally review the operations of all local health departments at least every 5 years.

Mr. Larson, with DHS, was in attendance to present the department with 140 Review certificate of designation for a Level II health department. Mr. Larson was part of the DHS review team that conducted the department's Rule 140 review on November 9, 2022. He noted that there were many strengths that were identified during the review.

The following strengths were shared with the State Health Officer, Paula Tran, for consideration in the approval process.

- a. The DHS review team was impressed with the engagement participation of the Board of Health.
- b. The work and commitments the department has done to consider vulnerable populations in all areas was noted. Including hiring of a Bilingual Communications Specialist to provide linguistic and culturally appropriate programs to the Spanish speaking community.
- c. The department incorporating health equity into programming, taking action to strengthen collaborative partnerships.
- d. Extensive emergency preparedness planning and community education on personal preparedness through a variety of community connections.
- e. The comprehensive Community Health Assessment highlighting the Social Determinants of Health
<https://dhs.wisconsin.gov/resilient/social-determinants.htm>

- f. The department engages in continual quality improvement to ensure evidence based high quality programs and services.
- g. The department has a comprehensive Workforce Development Plan that supports staff to further develop and maintain high level competencies.

Mr. Larson congratulated the department for their hard work and to the board for their support. He presented Carol and the Board of Health Members with a Certificate of Designation for a Level II Health Department.



Pictured L to R: Ald. Fred Smith, Patricia Gedemer - Chief Nursing Officer at Watertown Regional Medical Center, Carol Quest – Health Officer/Director at Watertown Department of Public Health, Dr. Donene Rowe - Board of Health Chair, Joe Larson - DHS, Andrea Turke, Ald. Jonathan Lampe, and Abigail Kuehn - Assistant Director at Watertown Department of Public Health.

Carol recognized the continued support from the Board of Health. She acknowledged that the work could not be done without her incredible staff who continue to engage with the community and provide high quality programs.

4. Review & take action – October 4, 2022

Reviewed minutes dated October 4, 2022.

It was noted that a correction is needed to strike the letter H out of Jonathan Lampe's name.

Motion was made by Andrea Turke and seconded by Jonathan Lampe to approve the October 4, 2022, minutes with corrections made.

Motion carried by unanimous voice vote.

5. Review & take action – Financial Reports Preliminary December 2022

Reviewed preliminary financial report for December 2022.

A final financial report will not be seen until the audit at City Hall is completed. A copy of the final financial report will be provided when City Hall has the final budgets available.

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

Motion carried by unanimous voice vote.

6. Review and take action: Community Health Assessment

The 2022 Community Health Assessment (CHA) was provided to the board members for their review.

The CHA is completed in collaboration with Dodge Jefferson Healthier Community Partnership community partners. Completing a CHA every five years is a local health department statutory requirement. With the Affordable Care Act hospitals are required to complete a CHA every three years. Locally the sequence to complete the CHA is every three years as the hospitals are a crucial partner with the CHA.

The department has been coordinating the CHA with community partners in Dodge & Jefferson counties since 1995.

In April 2022, Dodge-Jefferson Healthier Community Partnership began a Community Health Needs Assessment for Dodge and Jefferson Counties and sought input from persons who represent the broad interests of the community using several methods:

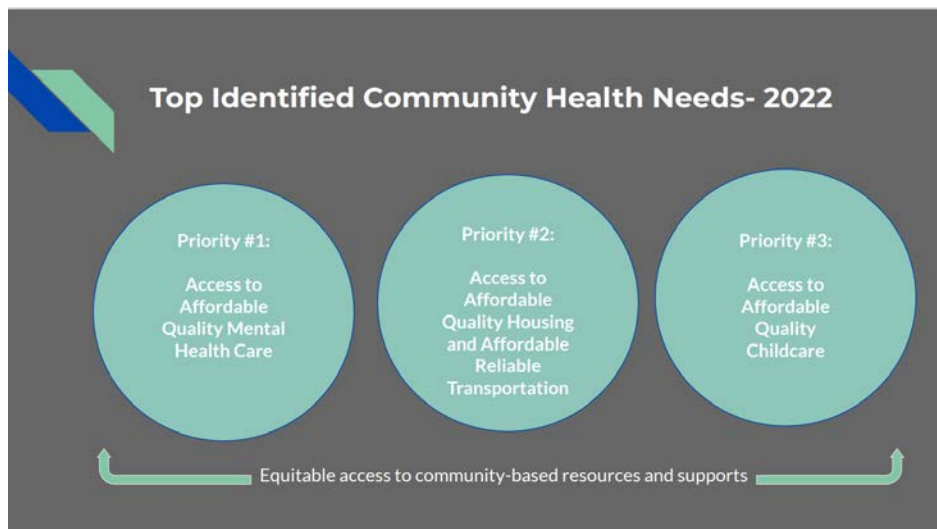
- a. Information gathering, using secondary public health sources, occurred in May - July 2022.
- b. Community members participated in focus groups to share their perspectives on community health needs and issues on June 6 and 7, 2022 with 71 community members participating in 8 focus groups.
- c. A community online survey was conducted from May 30 – July 12, 2022, with 1,206 respondents.
- d. A Community Health Summit was conducted on August 11, 2022, with community stakeholders. The audience consisted of healthcare providers, business leaders, government representatives, schools, not-for-profit organizations, employers, and other community members.

The information that was gathered from the survey, focus groups and secondary data was presented to the participants at the Community Health Summit.

The following three priorities were identified as the focus of the Community Health Improvement Plan (CHIP) for the next three years:

- a. Access to affordable quality mental health care.
- b. Access to affordable housing and affordable, reliable transportation
- c. Access to affordable quality childcare services.

Health equity is a large barrier to community health. Equitable access to community-based resources and supports will be woven into all three priorities.



Local community collaborations have been working on efforts to address affordable housing and childcare. Carol noted that childcare has been on the priority list since 1995.

The department will be working with community partners to address affordable reliable transportation and access to affordable quality mental health care. Looking towards creative solutions to bring people the resources they need. Encouraging social engagement by making use of the resources like the library, Family Connections, and other resources.

Motion was made by Gedemer and seconded by Rowe to approve the 2022 Community Health Assessment.

The 2022 CHA will be sent to Council for review. Ald. Smith recommended providing a presentation to the Council of the whole to explain the process and results.

Motion carried by unanimous voice vote.

7. Review & Discuss Program updates.

- Carol will be meeting with the City Attorney to review the smoking ordinance to propose no smoking in public parks.
- COVID response. The department is still calling positive cases in the community and answering questions about treatment options, how long to stay home, testing, and other contacts. The department continues to work with long term care facilities and the hospital.
- The department continues to give COVID vaccines.
- Working with the Financial Department to implement the ability to take credit card payments.
- Emergency Preparedness is working with City Emergency Management to create monthly community education for personal preparedness and developing a plan to provide emergency response training to staff and elected officials.
- After finalizing the Community Health Assessment work, the department will start to develop the Community Health Improvement Plan with the community partners across the counties.

The work groups will be focusing on

1. Access to affordable quality mental health care.

2. Access to affordable, reliable transportation

- g. Continuing to seek community input on the delivery of department programs through an online survey. This was started in the last quarter of 2022.

Abbey Kuehn explained to the board members that the survey is part of a QI (quality improvement) project for the department. There are QR codes available for the surveys in both English & Spanish. Paper surveys are available to those who do not have internet access.

The survey results from 2022 were shared with the board members. There have been 21 English and 3 Spanish responses to the survey which included questions about where they heard about our programs, how satisfied they were with the service(s) and whether staff was courteous and helpful, staff knowledge and education provided as well as a section for notes and comments.

- h. The electronic health record (EHR) program was scheduled to be installed in 2022. With transition of the City IT staff the project was put on pause. This project has now restarted and will hopefully be completed and operational in 2023.
- i. 2022 communicable disease end of year report was presented.

8. Adjournment

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

Next Board of Health meeting is set for Tuesday, April 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.