



**Watertown Board of Health  
Meeting Minutes  
Watertown Health Department, 515 S First Street/ Go to meeting/phone  
October 4, 2022 – 4:00 PM**

**Members Present:** Dr. Donene Rowe, Andrea Turke, Ald. Fred Smith, Ald. Johnathan Lampe, Carol Quest,  
**Members Present via GoTo:** Patricia Gedemer  
**Others in attendance:** Holly Hisel  
**Others in attendance via GotoMeeting:** Kim Hiller

**1. Call to Order**

Dr. Rowe called the meeting to order.

**2. Review and take action: Board of Health Minutes August 17, 2022**

Motion was made by Fred Smith and seconded by Andrea Turke to approve the minutes of August 17, 2022.

Carried by unanimous voice vote.

**3. Review and take action: Financial Reports**

Health Department Grants Revenue, 01-427315 account will be over budget for revenue due to COVID-19 funding.

Health Department telephone expense 01-531232 will be over budget due to increased fees with phone services.

Environmental Health & Emergency Preparedness budgets are consistent with what was expected.

Environmental Health Miscellaneous Revenue does show an increase due to funding from COVID for work that was done by the staff.

The Seal A Smile program has just started for the school year and the revenue and expenditures will increase as the year progresses.

Motion was made by Andrea Turke and seconded by Donene Rowe to approve the preliminary August 2022 financial reports.

Carried by unanimous voice vote.

**4. Review and take action: 2023 Budget**

a. The Health Department budget is tax levy.

i. Health Dept. Revenue – Grant funding that is expected in 2023 includes COVID ELC and Public Health Workforce Development. These two grants will expire June 2023. Public Health ARPA grant funding is also expected and will end December 2024.

The rest of the grant funding is consistent with previous years.

Health revenue has been increased slightly for 2023. This account would include any services that we receive cash payment for; immunization admin fees, well child/baby checks, TB skin tests, flu vaccine, and sharps containers.

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Health check revenue has also been increased for 2023. This account would include billed services for Medicare & Medicaid, Prenatal Care Coordination, immunizations, health checks, and Medicaid/Medicare for flu.

Expenses – Health largest expense is staffing, numbers from City Treasurer, pay scale moving and step increase included.

Overtime account – Due to a change in the employee handbook, employees are allowed to request overtime or comp time for hours worked over 40 hours. An overtime account was added to accommodate this change. This account will not be spent out in 2022. The original requested amount for 2023 will be reduced to \$500

Part-time salaries account - Added a permanent part time position for Bilingual Communication Specialist; that time is split between three budgets. Per communication from the Mayor, this salary expense will be moved into the Health Grants account.

Health Supplies – Amount requested includes 50% of the annual maintenance fee for the EHR (electronic health records) software of \$4,500.00.

COVID supplies expenses – Expenses have not been allocated to this account as many of the expenses are coming out of the Emergency Preparedness budget.

Grant Expenses – The dollar amount is consistent from previous years. Each grant requires certain training as well as supplies to maintain the programs. The Bilingual Communication Specialists time was previously taken from this account and Health Supplies.

ii. Environmental Health Dept. budget is non-tax levy budget.

The Environmental Health Budget is consistent with previous year's budget.

This budget is supported with fees, contracts with Department of Agriculture, Trade and Consumer Protection (DATCP), Department of Safety and Professional Services (DSPS) and Department of Natural Resources (DNR). Grant funding includes Radon and Prevention. Jefferson County provides funding to support the program.

The Public Health Workforce Grant will cover some additional training for 2023.

Capital – New vehicle budgeted for 2023. We just received the vehicle that was ordered in Feb 2022.

iii. Public Health Emergency Preparedness (PHEP) – Non-tax levy budget

This program is supported by the PHEP grant as well as the COVID ELC and Workforce grants. A portion of the Public Health ARPA grant funding will also be used in this budget.

In 2023 there will be one LTE administrative support person.

ELC and Workforce COVID grants sunset in June 2023.

\$15,000 has been placed into the budget to cover the upgrading of the lighting in the basement.

iv. Seal A Smile – Non-tax levy budget.

This program is supported by a grant and Medicare for students that have coverage.

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Motion was made to approve the 2023 budget to be forwarded to the City for review by Fred Smith and seconded by Andrea Turke.

Carried by unanimous voice vote.

**5. Review and take action - Ordinance 319-6 - Environmental Sanitation**

Holly Hisel was present to review the proposed changes to the Sanitation Ordinance 319-6.

The ordinance was updated to adopt changes made by DATCP and to update state statute and administrative code references.

It is noted that the Ordinance section should read 319 not 316 as advertised in the agenda.

The City Attorney has reviewed the changes.

Motion was made by Fred Smith to recommend forwarding this ordinance change to Council with the recommendation that the changes be approved. Seconded by Andrea Turke.

Carried by unanimous voice vote.

**6. Review and take action – Environmental Public Health Consortium Fee Schedule**

The DATCP implemented changes to the contract with local health departments.

One of the changes will impact the reimbursement fee which is paid to the state annually. The annual fee will change from 10% to 11% and then to 12% progressively.

The late fee structure which changes from a flat \$85 late fee to a fee proportionate to the license fee.

It is anticipated the new fee schedule will go in affect April 1<sup>st</sup> for 15-month licenses and for the license renewal period.

There was also a proposed change for inspection fees for mobile or transient retail food licenses that are licensed by DATCP or another local health department. This is for a transient or mobile retail food licenses that would operate at a local event like the fair or farmer's market. These stands are inspected by our department and by contract we are allowed to charge an inspection fee. This fee was adjusted for changes in licensing by DATCP and the increase in inspections for these facilities.

Motion was made by Fred Smith and seconded by Donene Rowe to recommend forwarding to the Finance Committee to adopt the fee scheduled starting April 1, 2023.

Carried by unanimous voice vote.

**7. Review and discuss DHS 140 Review – November 9th, 2022**

The Department will have its Department of Health Services (DHS) Wisconsin 140 Administrative Rule Review on Wednesday, November 9<sup>th</sup>. DHS will review with the Board of Health State Statute 251.03 compliance.

Possible questions will be sent to the Board of Health in advance of the review.

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**8. Review and discuss program updates**

The Seal A Smile program started in Schurz last week and was very successful. The program has one very dedicated hygienist. Parent/guardians of the children that had urgent needs identified during the clinic were contacted and directed to dental clinics for follow up.

Next meeting is set for Tuesday, January 17, 2023.

**9. Adjournment**

Motion was made and seconded to adjourn. Motion passed unanimously.  
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.