



**Watertown Board of Health  
Meeting Minutes  
Watertown Dept of Public Health  
515 S First Street/ Go To Meeting/phone  
September 5, 2023 – 3:30 PM**

**Members Present:** Carol Quest, Ald. Fred Smith, Ald. Dana Davis

**Members in attendance via Go to Meeting:** Patricia Gedemer

**Excused:** Dr. Donene Rowe, Andrea Turke

**Others in attendance:** Kim Hiller, Holly Hisel

**1. Call to Order**

Fred Smith called the meeting to order.

**2. Citizens to be heard.**

None

**3. Review and take action: Board of Health Minutes May 23, 2023**

Reviewed minutes dated May 23, 2023.

Motion made to approve the minutes of May 23, 2023, by Dana Davis, seconded by Patricia Gedemer.

Motion carried by unanimous voice vote.

**4. Review & take action: Financial report – Preliminary July 2023**

Reviewed the preliminary July 2023 financial report.

A new account in the health revenue accounts has been created. Previously all cash payments (i.e., sharps containers, immunizations) were placed in the health revenue account. Mid-year, this was split into two accounts, one for nontaxable and the other for taxable items.

Vehicle bid response came in for Environmental Health department vehicle purchase. Bids were sent out earlier this year, but the government ordering time period closed in a matter of days in October 2022. The vehicle has been ordered through Grinwald, who was the only one to respond to the bid.

The maintenance and supplies account in the Health Department budget will be over budget. This account supports boiler, generator maintenance, copier lease & maintenance, pest control, bathroom supplies, shredding service, and sharps disposal. The last sharps collection invoice had a pickup fee that was more than double the last invoice with no notification. The Department is researching new vendors' pricing. The sharps removal is available to the community to encourage proper disposal of needles. The 2024 budget will reflect an increase due to the increased cost of sharps removal.

The motion was made by Dana Davis and seconded by Fred Smith.

Motion carried by unanimous voice vote.

## 6. Review and take action: Environmental Health Fee Schedule

**\*\*This item was moved in the agenda to accommodate a member leaving early\*\***

A memo outlining the proposed updated fees schedule for Environmental Health was reviewed.

Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has updated the licensing fee schedule. As an agent of DATCP the inspection program is required to update the local fee schedule.

The public pool & water attractions and recreation education camp codes were updated and passed at the end of June of this year. The fees are based on a license complexity assessment scale. The license is determined by criteria and point system.

Other items discussed:

- a. The fee for a pre-inspection that is a result of a change of owner has been reduced.
- b. This item will need to be approved by BOH, then will go to Finance Committee and then Council for final approval.
- c. Rec Ed Camps previously had one license fee and now is broken into six categories.
- d. The pools and water attractions basin, type of pool, and other features are considered to determine its license level.
- e. Fees include 12% to cover the reimbursement fee that is paid to the State.

Motion to approve by Fred Smith and seconded by Dana Davis.

Unanimously passed.

## 5. Review and approve 2024 Budget

The proposed 2024 Budget was presented to the Board of Health

Items discussed were:

- a. There are four budgets, one that is a tax levy budget, which is the health budget.
- b. The department consists of 11 staff, 2 part-time and 9 full-time employees.
- c. The health budget consists of 4.8 FTE's. Some positions are shared between budgets. Kim's time is split between the health & environmental health budgets. Carol's position is under the health budget and a small portion is covered under the Environmental Health budget. There is also an Assistant Director, Public Health Nurse and a Public Health LPN and an office coordinator.
- d. Kim Hiller's position is being reviewed by Carlson Dettmann. Initial conversation indicates that this position will be placed in the Office Coordinator category and will be positioned a little higher on the pay scale. This hasn't been approved by Finance.
- e. There is a part-time office assistant position that is split with the environmental health budget.
- f. There is also a part time Bilingual Communications position that is split between the health and environmental health budgets.
- g. The health department has two 2014 vehicles that are handed down from the Environmental Health Department.
- h. The Environmental Health budget, which is a non-levy budget, has 4.7 FTE's. There are three Environmental Health Specialists that are registered sanitarians and one Environmental Health Specialist/Public Health Emergency Preparedness Coordinator whose position is split between Environmental Health and Emergency Preparedness budgets. Some of the office coordinator, office assistant, and bilingual communication specialist time is also in this budget.

There are four vehicles in this budget. A 2016, two 2019 and a 2022. A vehicle will be replaced this year. An order has been placed with a delivery date of late this year early next year. Another vehicle is budgeted for the 2024 budget.

- i. The Emergency Preparedness budget has .5 FTE (split with Environmental Health).

The 2024 budget process and budgets. Department heads were instructed not to go over a 2% increase in tax levy budgets. The increase would only be applied to non-compensation accounts (i.e., supplies, fees, fuel). The salary, health insurance and other payroll-related accounts were not included in the increase.

The 2% allowance amounts to \$1,246.00 for the Health Department budget. Carol adjusted it to 2.4% or \$1,500 to accommodate the increase expense in the Maintenance/Supplies accounts. The sharps disposal and facility supplies are the two most expensive items in this account.

The environmental health budget is a non-levy budget. The majority of the revenue is received in the months of May, June, and July. A fund balance has to be maintained to cover expenses for the first half of the year. The fund balance at the end of last year was \$578,000 and is currently \$594,000. This fund balance also supports any capital expenditures.

There will be new revenue and expenditure accounts for the 2024 budget. The department will be adding a water lab. The department is an agent for the Department of Natural Resources, and we do well water samples in Dodge & Jefferson Counties. We currently use the state lab but there have been some difficulties. It also takes a lot of staff time to take the samples to the lab. The department has the capacity to run a water lab but there will be costs associated with that. If the certification is received, the revenue would be \$10,000 and the expense for supplies and new equipment would be \$25,000.

The Environmental Health capital outlay account includes one vehicle and four new computers.

The only change to the Emergency Preparedness budget for 2024 will be in the supplies and expense account. The budgeted amount will be \$55,000 to cover Electronic Health Record expenses and HIPPA policy review. There is some COVID funding that goes through to 2024 that will be used to pay for these items.

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

- a. Car Seat Program. We currently have two car seat technicians. They are the only car seat technicians in the City of Watertown. They were re-certified last week.
- b. CHIP (Community Health Improvement Plan) –The CHIP workgroups are focusing on strategies to improve transportation and mental health access.
- c. Immunization – The department is working with local providers, schools and families to raise immunization rates. An additional immunization clinic on October 5<sup>th</sup> to help families have access to get vaccines for their children.
- d. Seal A Smile. The Seal A Smile conference is Wednesday and Thursday next week and is a requirement of the grant. The anticipated start in the schools is the end of September.
- e. Emergency Preparedness. Victoria is working with the fire chief to create social messages providing consistent and timely information for the public. Also, they are working on building weather events into the City Emergency Plan to provide a more prescribed approach to weather for both community and staff members.

September is National Emergency Preparedness month. There will be additional messaging and information in the City Connection.

- f. Environmental Health. The contract year runs from June 30<sup>th</sup> to July 1<sup>st</sup> the following year.

License renewals have been completed and are now all paid. The facilities had until August 15<sup>th</sup> to pay or they would be closed.

## **Review and discuss: Program updates. – continued**

The inspectors are still very busy with temporary & special events inspections in Watertown and Jefferson County.

Environmental Health had their program evaluation with the State, and it went well. These evaluations are completed every three years. The evaluation includes an audit of policies, and inspections as well as going with the inspectors on inspections.

Beach sampling just concluded. In the summer beach samples are done in three different locations in Jefferson County including Lower Lake in Palmyra, Ripley Park in Cambridge, and Rock Lake Ferry Park Beach in Lake Mills. If *E. coli* is over 235 ppm, they must post an advisory. If the *E. coli* is over 1000 ppm it is recommended that the beach is closed. There were two advisories and a closure at Lake Ripley and one advisory and closure at Rock Lake area.

WEHA (Wisconsin Environmental Health Association) conference is next week. There will be continuing education opportunities.

Seasonal well water facilities, such as campgrounds, are required to have their annual well water sampling completed within so many days of opening and all have been completed for the year.

The water lab is still being worked on. Ordering supplies and equipment is still being researched.

## 8. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Carol will send out an email to the members to set the date for the next Board of Health meeting.

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.