



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/Zoom
May 12, 2026 – 3:30 PM**

Members Present: Dr. Donene Rowe, Dr. Todd Huhn, Ald. Dana Davis, Ald. Gina Nietecki, Megan Wierschke

Others in attendance: Carol Quest, Abbigail Kuehn, Kim Hiller

1. Call to Order

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

2. Welcome New Board Members:

Megan Wierschke and Ald. Gina Nietecki were welcomed to the board.

3. Review and take action: Board Reorganization

Chair & Vice Chair positions are filled annually at the first meeting following Board of Health appointments.

Motion was made by Ald. Dana Davis to nominate Dr. Huhn to be Chair and was seconded by Dr. Rowe.

Motion carried by unanimous voice vote.

Motion was made by Ald. Dana Davis to nominate Dr. Rowe to be Vice Chair and was seconded by Ald. Gina Nietecki.

Motion carried by unanimous voice vote.

4. Citizens to be heard

None.

5. Review and take action: Board of Health Minutes – February 3, 2026

Minutes from the February 3, 2026, meeting were reviewed. Motion by Ald. Dana Davis to approve; second by Dr. Rowe

Motion carried by unanimous voice vote.

6. Review and take action: Finance Reports – Preliminary March 2026

The preliminary March 2026 financial report was reviewed.

Carol noted that accounts are running as expected for the year. Emergency Preparedness budget salaries show a rate of 29% of the budget spent.

Revenue accounts in the Environmental Health budget will get the majority of revenue in the months of May, June and July with license renewals.

Motion was made by Dr. Rowe to approve; second by Ald. Gina Nietecki.

Motion carried by unanimous voice vote.

7. Review & take action: Health Department – Annual Report 2025

Members commented that the annual report was very well done and they were impressed with the information that was provided within it.

Motion for approval was made by Ald. Dana Davis and seconded by Megan Wierschke.

Motion carried by unanimous voice vote.

8. Review and discussion: Public Health Emergency Preparedness Program updates

Staff participated in a tabletop exercise coordinated by Jefferson County Emergency Management.

The Community Hazard Vulnerability Assessment is under way. The survey is given to community partners including long-term care facilities, hospitals, and schools to rank the top hazards to their businesses/facilities. This survey is compiled and then sent to the State who then creates a list of the top five hazards for the state.

Review and discussion: Public Health Environmental Health Program updates

The license/inspection year for Environmental Health is July 1st to June 30th. The inspections are for hotels, motels, tourist rooming houses, restaurants, grocery stores, gas stations, pools and recreational campgrounds. License renewal notices have been mailed out for these facilities.

The department is coordinating inspections with all involved City departments to facilitate a consistent approach to facility inspections.

Special events are increasing with the warm weather. Inspectors contact event organizers to coordinate food vendor inspections/licensing.

The water lab is now available for homeowners to get private well water testing. There is a fee for this service.

9. Review and discussion: Public Health Community Health Program updates

Update on the building on the additional lot. Public Works is assisting with the RFP for design. The RFPs are due on Wednesday.

The CHA (Community Health Assessment) is completed. Work has started on the CHIP (Community Health Improvement Plan) with Dodge Jefferson Healthier Community partners.

The department had a Vaccines for Children (VFC) Wisconsin Department of Health Services program assessment/site visit on May 11, 2026. The report stated no notable corrections needed. The letter is addressed to Dr LeGrow who is the medical advisor for the department's vaccines program.

There will be a Public Health intern starting in June. They will be helping to create a template for the CHIP. The student has already started to research

The Rock River Community Clinic moved to Johnson Creek. The new site will have an integrated health approach including medical, behavioral health and dental.

Nursing staff are partnering with Watertown Family Connections to host a community baby shower next week. There are 22 families signed up; 12 Spanish speaking and 10 English speaking families. The baby shower will include resources through a vendor fair, lunch for attendees, and a raffle. Each family will receive diapers and a baby basket full of useful items for their new baby. Funds to support the baby shower are donations or grants.

The Seal A Smile program just completed the 2025/2026 school year. The program saw 218 students and provided \$51,968 worth of preventative dental care.

Two additional dental hygienists will join the program next school year this will allow for the program to see more students. The program currently has one hygienist that is available one day of the week. The addition of the two hygienists will allow the program to operate more than one day a week. The program would expand to include 9th & 10th grade students. Currently the program sees 2nd, 3rd, 6th & 7th grade students in the Watertown Unified School District. Participation rates are currently 30% for the elementary schools & 20% for the middle school.

Seal A Smile is a grant funded program through Children's Health Alliance and the State. The program is open to any child regardless of whether they have insurance or not. In addition to grant funding the program also operates on Medical Assistance revenue.

10. New business

None

11. Adjourn.

Motion made to adjourn by Ald. Dana Davis and seconded by Ald. Gina Nietecki. Carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, August 11, 2026, 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.