



BOARD OF HEALTH MEETING AGENDA

TUESDAY, MAY 23, 2023 AT 3:30 PM

515 S. FIRST STREET - WATERTOWN HEALTH DEPARTMENT

By Phone or GoToMeeting:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/989165533>. You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679

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Access Code: 989-165-533

1. CALL TO ORDER

2. REVIEW AND APPROVE

A. Review and take action: Officer Nominations - Board Reorganization

3. REVIEW AND DISCUSS

A. Review and discuss: Member orientation

4. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

5. REVIEW AND APPROVE

A. Review and Approve: Board of Health Minutes April 4, 2023

B. Review and take action: Financial Reports - March final - April Preliminary

C. Review and take action: 2023 - 2028 Strategic Plan

6. REVIEW AND DISCUSS

A. Review and discuss: Update - Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances

B. Review and discuss: Program updates

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@CityofWatertown.org, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



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

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

Others in attendance: Kim Hiller

Absent: Patricia Gedemer

1. Call to Order

Dr. Rowe called the meeting to order.

2. Citizens to be heard

None

3. Review and take action: Board of Health Minutes January 31, 2023

Reviewed minutes dated January 31, 2023

Motion to approve by Fred Smith, seconded by Andrea Turke.

Motion carried by unanimous voice vote.

4. Review & take action: Financial reports- Preliminary January 2023, Final December 2022

Reviewed final December 2022 financial report.

- a. The Health budget returned \$18,000 to the general fund.
- b. The Environmental Health budget had \$5,581 fund balance account. This is a non-tax levy budget.
- c. The Emergency Preparedness budget had a fund balance of \$29,876. This is a non-tax levy budget.
- d. The Seal A Smile budget had a fund balance of \$4,624.00. This is a non-tax levy budget.

Reviewed preliminary January 2023 financial report.

The January financials are tracking as expected.

A motion was made by Fred Smith and seconded by Andrea Turke to approve the December 2022 financial report.

Motion carried by unanimous voice vote.

A motion was made by Fred Smith and seconded by Dr Rowe to approve the preliminary January 2023 financial report.

Motion carried by unanimous voice vote.

5. Review and take action: 2022 Annual Report

Reviewed 2022 Annual Report.

Board of Health members recognized the significant amount of programming and services that were provided by the Public Health department in 2022.

Motion was made by AndreaTurke and seconded by Dr Rowe to approve the 2022 Annual Report.

Motion carried by unanimous voice vote.

The annual report will be presented to the Common Council.

6. Review and take action: Ordinance to amend section 410-56(a) Smoking in Prohibited Places, of the City of Watertown General Ordinances

This is to amend Ordinance 410.56(a) Smoking in prohibited places. This will prohibit smoking in public parks and designate an area where smoking is allowed in public parks. The designated areas will be designated by the City of Watertown Health Director and approved by the Director of Park, Recreation & Forestry within each public park.

Formatting in the document was also updated by City Attorney Chesebro.

This ordinance will be sent to the Park & Recreation Commission and then onto the Council for review approval.

The board members suggested corrections:

- a. Strike the "g" in the word "within" in 3b.
- b. It is suggested to reword the designated space sentence in A1(a) to make it clear where the designated area with smoking is allowed.
- c. It was suggested to add an effective date of September 1, 2023, in Section 3 to allow for community education.

A motion was made by Andrea Turke, seconded by Jonathan Lampe to approve the ordinance with the changes suggested.

Motion carried by unanimous voice vote.

7. Review and discuss: Program updates

- a. Two documents were sent to the members that outline public health budget & policies priorities created by Wisconsin Association of Local Health Departments and Boards and Wisconsin Public Health Association. Public Health leaders across the State will be participating in discussions at the Joint Finance budget hearings. Currently, the state budget does not include an increase in local public health funding. Wisconsin currently ranks 42nd out of 50 in the U.S. for public health funding.

Public Health Budget and Policy priorities for 2023-2024 were shared with the board members. The policies will support the public health priorities that align with the public health budget requests.

- b. Promote Healthy Communities design - [Promote Healthy Communities.pdf](#) is an initiative the Health Department is working on with Engineering/Public Works to learn more about the role built environments have in shaping the health of the community
- c. Home visitation report. Collaborating closely with community partners including Dodge County Health Department, Jefferson County Health Department, and the Greater Watertown Community Foundation. The department is utilizing the library space for home visits and young families.

Abbey and Vilma worked to set up a library tour with a small group of non-English speaking families to help them feel welcome in the library and show them the different family-friendly areas and items that could be checked out from the library. The visit went very well and it generated requests to have other friends and families come to another event touring the library and its resources. Another tour of the library to welcome more non-English speaking families to the space and provide the opportunity to connect with other families will be planned.

- d. Emergency Preparedness. Victoria has been working with the Fire Chief to provide monthly preparedness messages to the community.

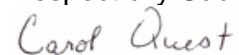
Emergency Preparedness training is being coordinated for the city leadership group. Planning has started for a tabletop exercise for late summer or early fall.

8. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting is set for Tuesday, May 23rd 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.



2023 – 2028 Strategic Plan



February 2023

Dear Watertown Community Members,

It is my pleasure to present our updated strategic plan for 2023-2028. The Watertown Department of Public Health continues to strengthen our ability to achieve our mission - *Support a community where all individuals can achieve their best health.*

With the strengths of each employee and public health's important role, community collaborations and partnerships will move us forward in meeting the ambitious goals of this plan.

In good health,

Carol Quest

Carol Quest
Health Officer/Director



Acknowledgments

Watertown Department of Public Health would like to acknowledge and thank all public health staff and the Board of Health for taking the time to share their expertise and perspective on the direction for public health for the 2023 Strategic Plan,

Staff:

Abbigail Kuehn- Assistant Director
Carol Quest- Health Officer/Director
Elizabeth Birnschein- Public Health Office Assistant
Holly Hisel- Environmental Health Specialist
Kaylie Mason- Environmental Health Specialist
Kim Hiller- Administrative Assistant
Laci Cummings- Public Health Nurse
Susan Wollin- Licensed Practical Nurse
Tyler Kubicek- Environmental Health Specialist
Victoria Parker- Environmental Health Specialist/PH Emergency Preparedness Coordinator
Vilma Staude- Bilingual Communications Specialist

Watertown Board of Health:

Andrea Turke
Dr. Donene Rowe
Fred Smith
Jonathan Lampe - through 4/2023
Patricia Gedemer
Dana Davis – joined 4/2023

Facilitator:

Jay Kloosterboer

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- Expand Partnerships and Collaboration

Executive Summary

In 2022, the Watertown Department of Health embarked on a process to update its five-year strategic plan, which was first completed in 2016 and updated in 2018. The plan establishes where we want to go and creates objectives consistent with our mission, vision, and values.

Through a series of meetings, all staff members were given the opportunity to provide their input on the agency's direction and were asked to identify strategies needed to achieve our objectives. The staff participated in updating our mission and vision while confirming our core values. The recently conducted Community Health Assessment, Public Health Accreditation Board Standards, and Foundational Public Health Services were used as the frameworks for the process. The process focused on meeting national public health standards and ensuring alignment with the goals of the Wisconsin Department of Health.

Our focus will be working with our community and governmental partners to improve the health outcomes for all Watertown community members. Our goal will be to implement high-quality, evidence-based, and continuously improving services to:

- Increase our Ability to Meet and Execute Our Legislated Responsibilities
- Maintain Quality Standards in the Delivery of Programs Utilizing Best Practice
- Expand Partnerships and Collaboration

MISSION: Support a community where all individuals can achieve their best health.

VISION: To work with and advocate for the community by promoting health, preparing for emergencies, and preventing disease for the health of all generations.

ORGANIZATIONAL CORE VALUES:

- **Accountability:** We take responsibility for our actions and decisions while striving to meet goals and outcomes.
- **Collaboration:** We work in partnership to create an environment that brings together diverse people to work collectively towards shared goals.
- **Community:** We promote cooperative and creative approaches to common issues.
- **Consistency:** We are committed to equitable enforcement of agency policies to ensure fair treatment and assessments that uphold public trust.
- **Knowledge:** We foster education and implementation of best practices and evidence-based strategies by educating staff, informing the community, and supporting future public health professionals.
- **Leadership:** As a team of Public Health professionals, we adhere to and promote public health core functions and standards of practice, embracing responsibility and leading by example to achieve community public health goals.
- **Resourcefulness:** We are committed to pursuing resources and the efficient use of limited assets to carry out our mission.
- **Responsive:** We respond to the needs of the community by advocating for services that are meaningful and positively impact the health of the community.

Strategic Priorities

Increase our Ability to Meet and Execute Our Legislated Responsibilities

Increasing our department's capacity to meet our responsibility to keep water and food safe and provide preventative health services.

- Establish in-house laboratory testing capability, particularly well water, to improve productivity and customer service;
 - Create appropriate Standard Operating Procedures ("SOPs")
 - Purchase necessary supplies
 - Obtain required licenses
 - Staff Training
- Cross-train staff in other program areas to ensure someone is available to meet the community's needs;
 - Prioritize areas for cross training
- Update and simplify emergency procedures, utilizing the knowledge gained during the COVID outbreak
 - Reduce the size of the documents by eliminating extraneous information
 - Create action-based checklists
 - Increase the specificity of the plans
 - Conduct annual tabletop/functional/full scale exercises
- Improve the public health grant reporting process
 - Identify and advocate for opportunities to streamline grant reporting
- Improve the multi-lingual capability of the department
 - Provide language training to staff
 - Identify and utilize potential language translation resources

Maintain Quality Standards in the Delivery of Programs Utilizing Best Practice

Ensure consistent delivery of comprehensive public health programs

- Review state and local health policies to ensure compliance with updated regulatory requirements.
 - Create educational material in critical areas to assist inspectors in educating the public on the requirements
- Update Infection Control Plan
 - Utilize knowledge gained by the response to the COVID outbreak
 - Use Infection Control Plan to provide community education
- Provide community education on the importance of immunization
 - Identify immunization barriers and hesitancy
 - Utilize multiple channels of communication
 - Implement quarterly Wisconsin Immunization Registry Reminder Recall
- Address the priority areas identified in the Community Health Assessment (CHA)

- Create and implement a Community Health Improvement Plan (CHIP)
- Identify and support community partners that will take the lead in addressing CHIP priorities
- Utilization of technological tools to enhance program consistency and efficiency
 - Implement Electronic Health Record (EHR)
 - Explore and implement referral network platform with community partners

Expand Partnerships and Collaborations

Work with community partners to educate residents and address multiple Social Determinants of Health (SDoH).

- Create and implement a communications plan to educate the community on public health services
 - Educate community decision makers about the importance and impact of public health
 - Educate the community on the role and responsibilities of the health department
 - Utilize multiple communication channels to raise awareness of public health programs
- Increase the use of technological tools to engage and activate volunteer networks
 - Ensure the RAVE system is up to date with regular tests
 - Expand the use of Wisconsin Emergency Assistance Volunteer Registry (WEAVR) to access the volunteer workforce for emergencies
 - Explore the use of other online or app-based tools to reach community volunteers
- Expand the use of community partners to help residents access basic resources and healthcare to address SDoH
 - Assess and address gaps in community health needs
 - Establish collaboration with community partners to support the needs of the community
- Increase social connection opportunities for community members
 - Develop programs in collaboration with community partners
 - Increase information sharing to community members on existing programs and opportunities available
- Expand community awareness of Seal-a-Smile (SAS) program to increase utilization
 - Maintain regular communication with schools to increase participation
 - Develop and maintain partnerships with community dental providers