



BOARD OF HEALTH MEETING AGENDA

TUESDAY, JANUARY 21, 2025 AT 3:00 PM

515 S. FIRST STREET - WATERTOWN HEALTH DEPARTMENT

Watertown Dept. of Public Health is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/83783891625?pwd=rwgJdl3qhshBOXxxwbuYCMPhP3MbR.1>

Meeting ID: 837 8389 1625

Passcode: 296295

1. CALL TO ORDER

2. CITIZENS TO BE HEARD

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

3. REVIEW AND APPROVE

A. Review and Take action: Board of Health Minutes from October 15, 2024

B. Review and Take Action: Finance Reports

4. REVIEW AND DISCUSS

A. Review and discuss: Lot adjacent to Public Health Parking lot

B. Review and discuss: Grant Deliverables

C. Review and discuss: Public Health Emergency Preparedness Program updates

D. Review and discuss: Public Health Environmental Health Program updates

E. Review and discuss: Public Health Community Health Program updates

5. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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/Zoom
October 15, 2024 – 3:30 PM**

Members Present: Dr. Donene Rowe, Carol Quest, Andrea Turke, Ald. Dana Davis, Ald. Fred Smith,

Absent: Patricia Gedemer

Others in attendance: Abbigail Kuehn, Kim Hiller

1. Call to Order

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

2. Citizens to be heard

None.

3. Review and take action: Board of Health Minutes from August 20, 2024

Reviewed minutes dated August 20, 2024.

Motion made to approve the minutes for August 20, 2024, by Fred Smith, seconded by Dana Davis.

Motion carried by unanimous voice vote.

4. Review & take action: Financial report – Preliminary September 2024

Financial report Preliminary September 2024.

The Health budget is a tax levy budget. The non-taxable revenue account will be over budget.

The mileage expense account shows an overage due to the rise in program participation and will be over budget. The overage will be covered by other accounts. This account was reduced during the COVID response due to limited staff travel. Participation in department programs has increased and has required more travel by staff.

Environmental Health is a non-levy budget. The Enviromental revenue is over the budgeted amount and has been adjusted for the 2025 budget. The agent expense account is over budget due to DATCP increased fees.

Emergency Preparedness is a non-levy budget. The revenue and supplies accounts will be adjusted to account for ARPA revenue and expenses. Some of the items that the Public Health ARPA funding has been used for including a replacement tornado siren, ambulance equipment, safety equipment for city staff, and HIPAA policy review. A quote for tuckpointing the building is being worked up and ARPA funding will also be used to fund this work.

Seal A Smile budget is a non-levy budget. The revenue and expense accounts are on track for revenue and expenses.

Motion was made by Fred Smith and seconded by Andrea Turke for approval of preliminary September 2024 financial report.

Unanimously passed.

5. Review and discuss: 2025 Budget

The 2025 budget was reviewed with the board members.

The health grant revenue will reflect a change in 2025 budget. The COVID funding has finished and grant funding will return to the normal disbursements that were seen before 2020. This revenue account will be adjusted to reflect the changes in expected funding.

Public Health Workforce funding will end in 2025, and the Public Health Infrastructure grant will continue to 2027.

Leadership has been instructed to implement a zero percent levy increase for all non-personnel related accounts. The Health budget is the only tax levy budget.

There is a projected 4% increase for personnel for 2025. There will be a change with the health insurance plan from ETF to a private plan.

Environmental Health budget will include an increase in the Agent Expenses account. This account is used to pay the required percentage of fees to the DATCP. There was an increase in the contribution which resulted in the overage in this account.

Public Health Emergency Preparedness budget will include increases in the personnel accounts. The Bilingual Communication Specialist and Program Assistant will increase hours that will be funded by the Infrastructure grant. The Infrastructure grant ends in 2027.

The Bilingual Communication Specialist position will increase from 20 to 30 hours per week that would be split between two staff.

The Program Assistant position will increase from 20 to 30 hours per week for one staff person.

These positions are split between the Health, Environmental Health and PH Emergency Preparedness budgets.

Finance has reviewed the 2025 budget, and it will be moving forward for review and approval by the Council.

6. Review and discuss: Public Health Emergency Preparedness Program updates

Final preparations are being made for the Family Assistance Center training planned for November for all of leadership. This will be held at the Senior & Community Center. The training will help each department learn their roles in the event of an emergency.

The department is continuing to work with the fire chief/emergency manager and leadership to update the Emergency Support Function plan. This work is anticipated to be completed by the end of the year.

The Hazard Vulnerability Assessment is also in the process of being updated. This is an assessment of the possible hazards for the City in the next 12 to 24 months.

Distribution of go kits that included Stop the Bleed and First Aid kits has been completed for staff in Park & Rec, Street and Water/Wastewater departments working in the field. The kit also includes personal protection, including Tyvek suits. Each department also received Stop the Bleed training. The remaining Stop the Bleed kits were provided to the Police Department for squad cars.

7. Review and discuss: Environmental Health Program updates

In 2016, the department entered a contract with DSPS to do inspections for tattoo/body art facilities. The department will no longer be doing these inspections, which amounts to seven (7) facilities.

Pool inspections. Victoria Parker does the monthly pool chemical inspections for all the pools in Jefferson County. About two years ago the department started doing monthly pool chemistry inspections in all the public pools in the City and in Jefferson County.

After reviewing pool chemistry data, a procedure change will be made for pool chemistry inspections. The procedure change is as follows:

- facilities that have never had pool issues will receive an annual facility, pool and pool chemistry inspection
- if they fail the pool chemistry inspection, they move back to monthly chemistry inspections
- facilities that continue to have problems will remain on a monthly pool chemistry inspection
- if they can maintain safe pool chemistry for six months, the facility will go back to annual inspection

There are a total of 43 pools with 18 pools that will be receiving monthly chemistry inspections.

The second and final certification was received for the water lab. A test run of the process will be completed in December with the lab becoming operational in January 2025 for transient non-community well water testing. All the operators will be notified of the upcoming change.

8. Review and discuss: Public Health Community Program updates

Vaccine clinics. Increased need for vaccines for school aged children. Additional vaccine clinics have been scheduled to accommodate families. Flu clinics have been scheduled for staff and the community.

Welcome Baby Coalition. The department has been working closely with the Greater Watertown Community Health Foundation (GWCHF) and Watertown Regional Medical Center (WRMC) to improve health equity in prenatal care for families in the community. Through the coalition is collaborating on how to work better together to provide equitable services to families.

In 2018, data showed that families of Hispanic decent were at 79% for adequate prenatal care. During COVID that number dropped drastically and has not rebounded. The department is seeing many families that are not connected to resources and are unsure where to go to get prenatal care or are concerned that it will be too expensive because they don't understand emergency BadgerCare.

The goal for the next five years is to improve adequate prenatal care for Hispanic decent families back to 79-80%. This work ensures that these families are receiving the resources that they need. It also ties into the continued work with GWCHF and WRMC with the early childhood equity strategies and ensures families are screened for Social Determinants of Health issues, connected to resources, and closes the loop on referral made.

Public Health Nurse position. We are continuing to recruit for the Public Health Nurse position. We have offered the position to several individuals and a few of them have requested a higher salary.

The department is a clinical site for Maranatha University nursing students. There will be a total of twelve students.

Seal A Smile. The Seal A Smile clinic started shortly after school started. The program is in the second school and has seen 39 students who received 63 sealants. There have been 18 students with decay and 4 that required urgent dental care. The program sees 2nd, 3rd, 6th and 7th grade students in the public schools and the first round of visits will operate through the schools until February. A second round of visits will start shortly after that.

The smoking ordinance passed the City Council. The significant change was to change the distance to 25 feet unless specified by agreement or special event permit. That includes playgrounds, sports fields, and picnic areas.

Community Health Assessment (CHA). 2025 will mark the start of the CHA process. Several groups collaborate on the CHA including all three hospitals (Watertown, Fort Atkinson, Beaver Dam), the three health departments (Watertown, Dodge & Jefferson), the Rock River Community Clinic and the Greater Watertown Community Health Foundation.

Public Health is required to complete these assessments every five years by statutes and the hospitals a required by the affordable care act to complete the assessment every three years. This assessment is done every three years to come in line with the hospitals.

9. Adjourn

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, January 21, 2025, 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.