



**WATERTOWN BOARD OF HEALTH  
MEETING MINUTES  
515 SOUTH FIRST STREET  
THURSDAY; December 15, 2016  
5:30 P.M.**

**Members Present:** Steve Zgonc (Chair), Andrea Turke, Ann Nienow, Fred Smith, Dr. Donene Rowe and Carol Quest.

**1. Call to order**

Steve Zgonc called the meeting to order at 5:30 P.M.

**2. Citizens to be heard**

None

**3. Approval of Minutes & Financial Report**

Motion was made by Fred Smith and seconded by Donene Rowe to approve the minutes dated September 8<sup>th</sup>, 2016. Motion carried.

Motion was made by Fred Smith and seconded by Andrea Turke to approve the November Financial report. Motion carried.

**4. Communicable Disease Resolution**

The "Resolution to Secure State Funding to Support Communicable Disease Control for Population Health" that was passed by the Watertown Board of Health in May of 2015 has been updated to include language that provides relevant communicable disease illustrations for example; "Whereas, bloodborne pathogens that cause long-term diseases such as Hepatitis C are occurring at unprecedented rates – rates that are accelerating as a result of the opiate epidemic". Motion was made by Fred Smith and seconded by Andrea Turke support the resolution and to forward in to Watertown City Council for additional support. Motion carried.

**5. Fees review**

The City budget process is completed. The Health Department budget was modified in the process. The revenue accounts were increased by \$6,000. With the changes in reimbursements this may be a challenge to achieve. Quest attended the Budget Finance Committee meeting to present the challenge of achieving a \$6,000 increase in revenues.

Additional funding streams will be sought to assist in reaching the new goal, this may include raising fees.

**6. Accreditation Update**

The draft performance management plan was shared with the board. The mission statement has been updated and included on department documents.

**7. Emergency Preparedness Report**

Brittany Bleich started with the Department on October 17<sup>th</sup>. She will be responsible for public health emergency preparedness and environmental health. The position is shared with Dodge County Public Health. The full-scale train derailment exercise on October 22<sup>nd</sup>, 2016 exercised the "Family Assistance Center" plan. There were areas identified that need some modification. Bleich will be working with Marquardt Village and the hospital to develop closed point of distribution plans (POD).

**Our Mission:** *Creating opportunities for safe and healthy living.*

**8. Environmental Health Report**

Ted Tuchalski, Environmental Health Supervisor, has taken a job with Wisconsin Department of Agriculture, Trade and Consumer Protection. His last day will be January 6<sup>th</sup>, 2017. The process to fill the position has started.

**9. Health Officer Report**

House of Peace, a shelter for homeless women and their children has opened in Watertown. They are interested in coordinating with the Department to serve the community. Work continues with the "City-Wide Bicycle & Pedestrian Path Task Force" to develop safe and accessible walking and bike routes in the City and success be designated as a Bike and Pedestrian Friendly Community. The Department will have its State audit of its programs and review compliance with State requirements in the last half of 2017.

**10. Old Business**

None

**11. New Business**

None

**12. Adjournment**

The next Board of Health meeting is set for March 9<sup>th</sup>, 2017 at 5:30 p.m.

Motion was made to adjourn by Ann Nienow & seconded by Steve Zgonc. Motion carried 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.