



**Watertown Board of Health  
Meeting Minutes  
515 South First Street  
March 8, 2018 - 5:30pm**

**Members Present:** Dr. Donene Rowe, Fred Smith, Steve Zgonc, and Carol Quest.  
**Others in Attendance:** Kim Hiller. **Absent:** Andrea Turke & Ann Nienow

**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**

The minutes dated November 9, 2017 were reviewed by the board members.

Motion was made by Fred Smith & seconded by Dr. Rowe to approve the minutes.

Motion passed unanimously.

The board reviewed financial sheets from December 2017, January 2018 & February 2018.

Motion was made by Fred Smith and seconded by Steve Zgonc to approve the financial reports from December 2017, January 2018 & February 2018.

Motion passed unanimously.

**4. DHS140 Presentation of Certificate**

Christina Beach Baumgartner from Wisconsin Department of Health Services, Division of Public Health - Southern Region Office Director, was in attendance to present Carol and the Board of Health with the 140 Compliance Review Certification and site visit that was done in October of 2017.

The 140 compliance review is completed every five years and is used to determine the level the health department. The Watertown Department of Public Health is a level two; meeting the statutory requirements as well as seven additional programs.

Christina Beach Baumgartner stated "I am happy to report that Watertown Department of Public Health provided documentation of all the services required by statute and rule as well as infrastructure and program capacity to be qualified as a Level 2 health department. Formulas used by the Department of Health Services to distribute grant funds provide additional funds to a Level 2 health department.

**Watertown Board of Health  
Meeting Minutes  
March 8, 2018 - 5:30pm  
Page 2**

**DHS140 Presentation of Certificate (continued)**

Christina presented the certificate to Carol and the board members.



Back row: Alderperson Fred Smith, Alderperson Steve Zgonc  
Front row: Board member Dr. Donene Rowe, Health Officer Carol Quest & WI Department of Public Health  
Southern Region Office Director, Christina Beach Baumgartner

**5. Public Health Standards & Measures Update**

Carol reviewed the SOAR analysis for the strategic plan with the board members.

- A. Board of Health recommendations include:  
Strengths-Cost effective professional services are provided to all citizens  
Opportunity Cultural competency-language feels limited and doesn't explain the wide variety of diversity in the community.  
Aspirations. No Comments  
Results. Pursuing accreditation.

- B. QI project update.

Environmental Health license renewals. The Department is communicating with all facilities that have any outstanding fees explaining that all fees will need to be paid before a new license can be issued. The goal is to avoid an un-expected expense for facilities and timely license renewal.

Providing immunizations to minors with no parent/guardian present-nursing staff are developing policies to address situation addressing the legal responsibility of the Department. A communication plan is also being developed.

Providing services to adults/minors that have guardians and the guardian does not have guardianship documents. A policy is being developed to address this situation.

Public Health Emergency Preparedness-Go Bags for staff have been updated with equipment and supplies in the event of an emergency. These were utilized when staff went to assist in Beaver Dam for the apartment explosion.

- C. Community Health Improvement Plan and Process(CHIPP) development is proceeding in conjunction with Dodge and Jefferson Counties. Focus areas of the CHIIPP include nutrition/physical activity and mental health/substance abuse.

**Watertown Board of Health**  
**Meeting Minutes**  
**March 8, 2018 - 5:30pm**  
**Page 3**

**5. Public Health Standards & Measures Update (continued)**

Nutrition/physical activity focus area activities

-education and marketing plans are being developed for the Women, Infants and Children's (WIC) program for the public and providers. The focus is to encourage participation in WIC to support healthy nutrition.

-Supporting and sustaining breastfeeding through policy, system and environmental strategies will be accomplished through work with community to develop breastfeeding friendly policies and environments.

Mental health & substance abuse focus area activities

-resource material development of available local services

-stigma reduction campaign development

-communication and marketing to support activities that promote improved mental health

**6. Legislative Update**

The legislative updates provided on:

- Public Health initiatives

- The department received communicable disease funding from the state in the amount of \$3,600.

**7. Emergency Preparedness**

Several items were discussed including:

- a. Staff members are in the process of completing ICS training to meet the objective in the grant.
- b. February 28<sup>th</sup> the Watertown Regional Medical Center participated in a surge test that tests the flow of patients in a mass casualty event.
- c. Local Preparedness Plan is being updated using the new templates provided by the State.
- d. A regional pandemic exercise will take place in April.
- e. Brittany received a scholarship to attend the Preparedness Conference in Atlanta.
- f. Brittany is working with Dodge County Human Services and Health Department support the Beaver Dam apartment explosion.

**8. Environmental Health**

Second inspections for schools are being conducted.

The Department is receiving an increased number of Environmental Health Complaints averaging 2 complaints per week on a variety of human health hazard topics.

**9. Health Officer**

Get Healthy Watertown has applied for two initiatives. They are the Wisconsin Active Together designation and Wisconsin Healthy Communities designation. These have been submitted and are being reviewed.

Get Healthy Watertown will be holding a candidate forum for individual running for alderperson. The topics being addressed are: walkability, e-cigarettes, and Every Child Thrives.

The Department is working with the Police Department, school district, and Jefferson & Dodge Counties Human Services to establish a community trauma informed care collaborative approach to address and support children & their families that have experienced trauma. With support of the Greater Watertown Community Health Foundation representatives will participate in training provided by the National Council for Behavioral Health in Washington DC taking place at the end of April.

**Watertown Board of Health**  
**Meeting Minutes**  
**March 9, 2018 - 5:30pm**  
**Page 4**

Partners in Prevention Immunization Coalition with Dodge County and City of Watertown Public Health received a grant to improve adult immunization rates in Watertown and Dodge County. Dodge County is the fiscal agent for the grant.

Application for a cross jurisdictional sharing grant was presented. The work plan would include development and implementation of intergovernmental agreements for the programs and services currently coordinated with Dodge and Jefferson Counties. The Health Officers in Jefferson & Dodge Counties are in support of this grant.

Motion was made by Dr. Rowe and seconded by Steve Zgonc to endorse the pursuance of this grant.

Unanimously passed.

**10. Old Business**

None.

**11. New Business**

None.

**12. Adjournment**

The next Board of Health meeting is set for June 7, 2018 at 5:30 p.m.

Motion was made to adjourn by Fred Smith & seconded by Dr. Rowe. Motion passed unanimously.

Respectfully Submitted,

*Carol Quest*

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.