



**Jefferson County Health Department**  
**1541 Annex Road, Jefferson, WI 53549**  
**920-674-7275**

**Jefferson County Board of Health Minutes**  
**January 17, 2024**  
**Jefferson County Courthouse**  
**311 S. Center Avenue, Room C2003**  
**Jefferson, WI 53549**  
**or Zoom Meeting**

**Board Members**

**Samantha LaMuro, R.T, Chair; Meg Turville-Heitz, Vice-Chair; Steve Nass;**  
**Jessica Coburn, RN, PhD; Donald Williams, MD**

- 1. Call to Order:** Meeting was called to order by LaMuro at 1:00 p.m.
- 2. Roll Call (establish a quorum):**  
Board of Health Members Present: Samantha LaMuro, R.T.; Meg Turville-Heitz; Jessica Coburn, RN, PhD; Donald Williams, M.D.(came after roll call). **Quorum established per LaMuro.**  
Others Present: Elizabeth Chilsen, Director; Mary Bender, Public Health Program Manager; Ben Wehmeier, County Administrator; Michele Schmidt, Recorder; Holly Hisel, Environmental Health (via zoom).  
Guest: Patricia Cicero, Land and Water Conservation Director; Supervisor Anita Martin; Kim Dupre (via zoom); Vanessa Leaders (via zoom); Karl Zarling (via zoom); Susan Bence (via zoom); Margaret Krueger (via zoom); Tracyn (via zoom); Lisa (via zoom).
- 3. Certification of Compliance with the Open Meetings Law:** Chilsen certified compliance with the Open Meetings Law.
- 4. Approval of the Agenda:** No changes to the Agenda were requested. Motion by Turville-Heitz/Coburn to approve the Agenda. Motion passed 3-0.
- 5. Approval of Board of Health Meeting Minutes October 18<sup>th</sup>, 2023:** Motion by Turville-Heitz/Coburn to approve the minutes as written. Motion passed 3-0.
- 6. Communications**
  - a. Public Health Law Services – Chilsen discussed the Wisconsin Association of Local Health Departments and Boards (WALHDAB) webinar series.
- 7. Public Comment:** None at the time but 1 guest spoke during discussion of Agenda Item 12.
- 8. Approval of Health Department Financial Report:** Schmidt reviewed the “November 2023 Statement of Revenue & Expense Report”. Motion by Coburn/Turville-Heitz to approve the financial report. Motion passed 3-0.

9. **Vaccine for Adults Program Changes:** Chilsen discussed the change, Health Department is no longer able to charge for an Administration fee for the Vaccine for Adults Program. Instead, departments will be getting a lump sum of \$2,000.00 to provide this service.
10. **Discussion and Approval of \$4,175.00 in restricted donations for Jefferson County Health Department's Safe Sleep Program:** Chilsen discussed the 2 restricted donations received for the Safe Sleep Program. Motion by Turville-Heitz/Williams to approve the restricted donations. Motion passed 4-0.
11. **Operational Update of the Environmental Health Program:** Hisel discussed January is Radon Action Month. Press release went out. Training for the new pool kits and new pool codes will be happening. Hisel discussed the Water Lab.
12. **Discussion of Well Water Test Results – Highly Pathogenic Avian Influenza:** Chilsen discussed the results of the private well water tests that were conducted near the composting site of the 2022 Avian Influenza Outbreak. 1 Guest spoke. Questions and answers related to future expansion of farms were discussed. Chilsen to send recording of county wide well water study presentation to Board of Health Members.
13. **Operational Update of the Public Health Divisions**
  - a. Divisional Updates – Chilsen discussed updates for foundational areas. Bender discussed the ASQ HUB through the Greater Watertown Community Health Foundation.
  - b. Review of Statistics – Chilsen discussed programmatic statistics.
  - c. Review of Communicable Disease Cases Reported – Chilsen discussed.
14. **Operational Update on the Strategic Plan:** Chilsen provided updates. Chilsen discussed being a Level III Health Department and future possibility of seeking out accreditation.
15. **Future Agenda Items:** No future items at this time were requested.
16. **Adjourn:** Motion by Turville-Heitz/Williams to adjourn the meeting at 2:22 p.m. Motion passed 4-0.

**Next Scheduled Meeting: April 17, 2024**

*Minutes prepared by: Michele Schmidt, Accountant II, Jefferson County Health Department and reviewed by Elizabeth Chilsen, Director/Health Officer.*