



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

Jefferson County Board of Health Minutes
April 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); Patricia Cicero, Land and Water Conservation Director; Michael Luckey, Assistant to the County Administrator (via zoom).
Guest: Anita Martin; Janet Foust.
3. **Certification of Compliance with the Open Meetings Law:** Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the Agenda:** No changes to the Agenda were requested. Motion by Nass/Turville-Heitz to approve the Agenda. Motion passed 4-0.
5. **Approval of Board of Health Meeting Minutes January 17th , 2024:** Motion by Turville-Heitz/Coburn to approve the minutes as written. Motion passed 4-0. Steve Nass abstained from voting as he was not in attendance at the last meeting.
6. **Communications**
 - a. Annual Open House – Chilsen discussed the upcoming 2nd Annual Open House.
 - b. CDC Health Alert Network – Chilsen discussed alert related to an increase in Measles cases.
 - c. CDC Health Alert Network – Chilsen discussed alert related to an increase in Meningococcal Disease.
 - d. CDC Health Alert Network – Chilsen discussed the Avian Flu virus infection in cattle and human transmission.
7. **Public Comment:** 2 guests spoke.

- 8. Approval of Health Department Financial Report:** Schmidt reviewed the “February 2024 Statement of Revenue & Expense Report”. Motion by Williams/Nass to approve the financial report. Motion passed 5-0.
- 9. Discussion and Approval of \$500.00 in restricted donations from the Greater Watertown Community Health Foundation:** Chilsen discussed that she participated in the Greater Watertown Community Health Foundation Focus Group. For participating in the group, a \$500.00 restricted donation was received. Motion by Nass/Coburn to approve the restricted donation. Motion passed 5–0.
- 10. Operational Update of the Environmental Health Program:** Hisel discussed the finishing of second school inspections. Hisel discussed renewals in May will be starting, special events happening now, and re-inspections for pools. Routine inspections should be done by the end of June. The Water Lab is still being worked on.
- 11. Operational Update of the Public Health Divisions**
 - a. Vacant Position – Breastfeeding Peer Counselor – Chilsen discussed the open position.
 - b. Divisional Updates – Chilsen discussed the Divisional updates.
 - c. Review of Statistics – Chilsen discussed programmatic statistics.
 - d. Review of Communicable Disease Cases Reported – Chilsen discussed communicable disease reports.
- 12. Operational Update on the Strategic Plan:** Chilsen provided updates on each of the priority areas within the strategic plan.
- 13. Future Agenda Items:** LaMuro requested Nitrate Screening and documentation be a future agenda item.
- 14. Adjourn:** Motion by Turville-Heitz/Nass to adjourn the meeting at 1:56 p.m. Motion passed 5-0.

Next Scheduled Meeting: July 17, 2024

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