



2024 Financial Report

Fund	Name	Beginning Balance 1/1/2024	Total Receipts	Total Expenditures	Ending Balance 12/31/2024
1159	Health Dept	\$421,726.79	\$37,271.45	\$173,053.45	\$285,944.79
1161	Health First Indiana	\$0.00	\$155,192.59	\$92,135.66	\$63,056.93
*1168	Local Health Maint.	\$78,409.90	\$0.00	\$3,897.37	\$74,512.53
*1206	Local Health Dept. Trust	\$86,367.21	\$0.00	\$9,196.68	\$77,170.53
**8200	Public Health Coordinator	-\$11,816.71	\$24,990.72	\$25,593.19	-\$12,419.18
8906	Cares Act Testing	\$206,360.76	\$0.00	\$15,437.38	\$190,923.38
8910	HD Covid Vol	\$5,002.03	\$0.00	\$1,392.47	\$3,609.56
*8912	School Co-Ag Workforce Development	\$156,938.81	\$110,000.00	\$29,593.06	\$237,345.75
*8914	IU Fairbank Workforce	\$376.60	\$0.00	\$157.49	\$219.11
**8915	Immunization Grant	\$0.00	\$12,809.78	\$12,655.97	\$153.81
*9101	IN Breast Cancer Awareness Trust	\$357.45	\$0.00	\$0.00	\$357.45
*9104	VSCF/Indigent Meds Grant	\$2,730.04	\$0.00	\$77.34	\$2,652.70
*9106	CFSC	\$137.71	\$0.00	\$0.00	\$137.71
Totals:		\$946,590.59	\$340,264.54	\$363,190.06	\$923,665.07

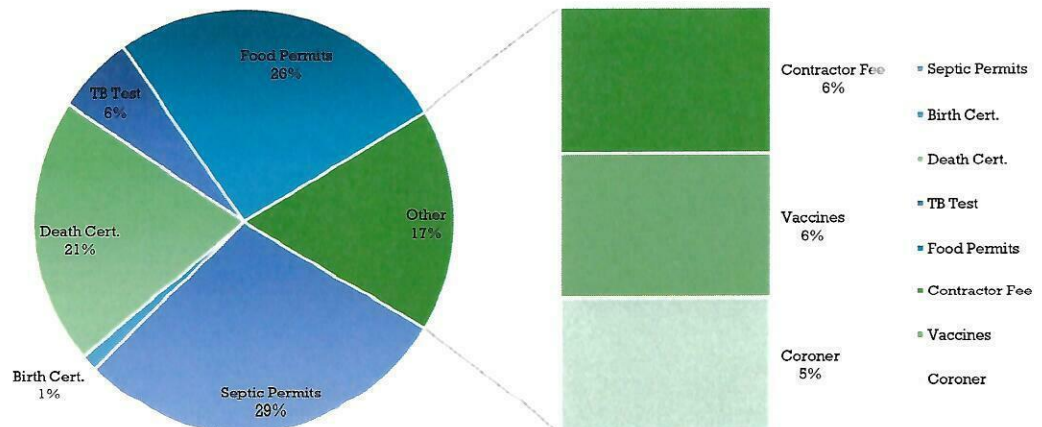
*Grants

**Reimbursable Grants - Reimbursement may occur in the following year.

1159 Health Department Revenue

Property Tax	Excise Tax	Financial Institution Tax	Commercial Vehicle Tax	Refunds/Reimbursements	Collections
\$13,265.42	\$1,063.96	\$1,002.76	\$195.76	\$7,236.35	\$14,507.20

2024 Health Department Collections Breakdown



1159 Health Department Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Health Officer Salary	000-4111.00	\$ 18,800.00	\$ 18,777.00	\$ 23.00
Administrator Salary	000-4112.00	\$ 43,734.00	\$ 40,774.99	\$ 2,959.01
Registrar Salary	000-4113.00	\$ 1,346.40	\$ 1,346.40	\$ -
County Nurse Salary	000-4115.00	\$ 47,821.60	\$ 21,910.00	\$ 25,911.60
EHS Salary	000-4116.00	\$ 43,734.00	\$ 42,759.10	\$ 974.90
Relief Nurse Salary	000-4123.00	\$ 12,643.00	\$ 11,810.00	\$ 833.00
County Health Janitor	000-4152.00	\$ 6,202.00	\$ 6,198.60	\$ 3.40
OASI	000-4171.00	\$ 16,958.00	\$ 9,781.75	\$ 7,176.25
Fuel	000-4202.00	\$ 2,500.00	\$ 881.32	\$ 1,618.68
Office Supplies	000-4211.00	\$ 2,500.00	\$ 2,495.59	\$ 4.41
Personal Health	000-4213.00	\$ 2,200.00	\$ 933.13	\$ 1,266.87
Environmental Health	000-4214.00	\$ 200.00	\$ 28.68	\$ 171.32
Janitor Expense	000-4224.00	\$ 900.00	\$ 618.24	\$ 281.76
Service Agreements	000-4232.00	\$ 400.00	\$ -	\$ 400.00
Legal Fees	000-4301.00	\$ 6,000.00	\$ 3,425.00	\$ 2,575.00
Board Members	000-4302.00	\$ 5,000.00	\$ 3,150.00	\$ 1,850.00
Registrations/Conference	000-4308.00	\$ 1,500.00	\$ 568.98	\$ 931.02
Contract Services	000-4316.00	\$ 750.00	\$ 349.20	\$ 400.80
Indigent Services	000-4318.00	\$ 1,000.00	\$ -	\$ 1,000.00
Freight	000-4321.00	\$ 250.00	\$ 26.55	\$ 223.45
Postage	000-4322.00	\$ 800.00	\$ 502.70	\$ 297.30
Mileage	000-4323.00	\$ -	\$ -	\$ -
Telephone	000-4324.00	\$ 5,000.00	\$ 4,289.22	\$ 710.78
Printing & Advertising	000-4326.00	\$ 500.00	\$ 150.00	\$ 350.00
Bonds Premium	000-4341.00	\$ 300.00	\$ 179.00	\$ 121.00
Malpractice Insurance	000-4346.00	\$ 300.00	\$ 139.00	\$ 161.00
Vehicle Repair/Maintenance	000-4361.00	\$ 1,000.00	\$ 1,000.00	\$ -
Office Equipment	000-4441.00	\$ 1,200.00	\$ -	\$ 1,200.00
Miscellaneous	000-4900.00	\$ -	\$ 959.00	\$ 41.00
Total		\$ 223,539.00	\$ 173,053.45	\$ 51,485.55
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 421,726.79	\$ 37,271.45	\$ 173,053.45	\$ 285,944.79	

1161 Health First Indiana Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Registrar Salary	000-4113.00	\$ 35,000.00	\$ 30,721.79	\$ 4,278.21
Clerical Assistant	000-4118.00	\$ 12,000.00	\$ 12,520.78	\$ (520.78)
OASI	000-4171.00	\$ 6,000.00	\$ 3,410.88	\$ 2,589.12
Office Supplies	000-4211.00	\$ 1,200.00	\$ 480.19	\$ 719.81
Personal Health	000-4213.00	\$ 31,500.00	\$ 16,827.51	\$ 14,672.49
Partnership Donations	000-4235.00	\$ -	\$ 25,750.00	\$ (25,750.00)
Legal Fees	000-4301.00	\$ 5,000.00	\$ -	\$ 5,000.00
Registrations/Conference	000-4308.00	\$ 2,000.00	\$ -	\$ 2,000.00
Contract Services	000-4316.00	\$ 13,000.00	\$ 1,677.00	\$ 11,323.00
Mileage	000-4323.00	\$ 2,100.00	\$ -	\$ 2,100.00
Printing & Advertising	000-4326.00	\$ 2,000.00	\$ 237.00	\$ 1,763.00
Miscellaneous	000-4900.00	\$ 18,500.00	\$ 510.51	\$ 17,989.49
Total		\$ 128,300.00	\$ 92,135.66	\$ 36,164.34
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ -	\$ 155,192.59	\$ 92,135.66	\$ 63,056.93	

1168 Local Health Maintenance Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Food Inspector	000-4125.00	\$ 33,414.00	\$ 1,934.50	\$ 31,479.50
OASI	000-4171.00	\$ 2,597.00	\$ 51.36	\$ 2,545.64
Clinical Supplies	000-4211.00	\$ 1,000.00	\$ 1,212.37	\$ (212.37)
Registration/Conference	000-4368.00	\$ 5,000.00	\$ 699.14	\$ 4,300.86
	Total	\$ 42,011.00	\$ 3,897.37	\$ 38,113.63
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 78,409.90	\$ -	\$ 3,897.37	\$ 74,512.53	

1206 Local Health Department Trust Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Clerical	000-4118.00	\$ 5,000.00	\$ 100.00	\$ 4,900.00
OASI	000-4171.00	\$ 383.00	\$ -	\$ 383.00
Food Inspector Supplies	000-4214.00	\$ 1,500.00	\$ 418.65	\$ 1,081.35
Sharps Containers	000-4215.00	\$ 2,000.00	\$ -	\$ 2,000.00
Expense Claims Software	000-4216.00	\$ 4,000.00	\$ -	\$ 4,000.00
Registration/Conference	000-4308.00	\$ 5,000.00	\$ 42.67	\$ 4,957.33
Lifeline Screening	000-4318.00	\$ 10,000.00	\$ 8,500.00	\$ 1,500.00
Equipment	000-4411.00	\$ -	\$ 135.36	\$ (135.36)
	Total	\$ 27,883.00	\$ 9,196.68	\$ 18,686.32
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 86,367.21	\$ -	\$ 9,196.68	\$ 77,170.53	

8200 Public Health Coordinator Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
PHC Salary	000-4111.00	\$ 21,840.00	\$ 22,399.67	\$ (559.67)
OASI	000-4171.00	\$ 1,671.00	\$ 1,713.56	\$ (42.56)
Office Supplies	000-4211.00	\$ 335.00	\$ -	\$ 335.00
Equipment	000-4411.00	\$ 1,030.00	\$ 1,428.00	\$ (398.00)
Misc. Expenses	000-4900.00	\$ 125.00	\$ 51.96	\$ 73.04
	Total	\$ 25,001.00	\$ 25,593.19	\$ (592.19)
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ (11,816.71)	\$ 24,990.72	\$ 25,593.19	\$ (12,419.18)	

8906 Cares Acts Testing Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Miscellaneous	000-4300.00	\$ 4,950.00	\$ 15,437.38	\$ (10,487.38)
	Total	\$ 4,950.00	\$ 15,437.38	\$ (10,487.38)
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 206,360.76	\$ -	\$ 15,437.38	\$ 190,923.38	

8910 HD Covid Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Miscellaneous	000-4300.00	\$ -	\$ 1,392.47	\$ 1,392.47
	Total	\$ -	\$ 1,392.47	\$ 1,392.47
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 5,002.03	\$ -	\$ 1,392.47	\$ 3,609.56	

8912 School Co-Ag Workforce Development Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Part Time Nurse	000-4111.00	\$ -	\$ 1,470.00	\$ (1,470.00)
OASI	000-4171.00	\$ -	\$ 112.49	\$ (112.49)
Miscellaneous	000-4300.00	\$ -	\$ 28,010.57	\$ (28,010.57)
	Total	\$ -	\$ 29,593.06	\$ (29,593.06)
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 156,938.81	\$ 110,000.00	\$ 29,593.06	\$	237,345.75

8914 IU Fairbank Workforce Incentive Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Miscellaneous	000-4300.00	\$ -	\$ 157.49	\$ 157.49
	Total	\$ -	\$ 157.49	\$ 157.49
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 376.00	\$ -	\$ 157.49	\$	219.11

8915 Immunization Grant Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Salaries & Wages	000-4115.00	\$ -	\$ 2,450.00	\$ (2,450.00)
Relief Nurse	000-4123.00	\$ -	\$ 840.00	\$ (840.00)
OASI	000-4171.00	\$ -	\$ 187.43	\$ (187.43)
Office Supplies	000-4211.00	\$ -	\$ 1,224.73	\$ (1,224.73)
Contractual Services	000-4317.00	\$ -	\$ 254.00	\$ (254.00)
Office Equipment	000-4441.00	\$ -	\$ 926.01	\$ (926.01)
Medical Equipment	000-4441.01	\$ -	\$ 6,773.80	\$ (6,773.80)
	Total	\$ -	\$ 12,655.97	\$ (9,365.97)
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ -	\$ 12,809.78	\$ 12,655.97	\$	153.81

9104 VSCF/Indigent Meds Summary

Account Title	Account Number	Budgeted	Expenses	Remaining Balance
Indigent Medications	000-4700.00	\$ -	\$ 77.34	\$ 77.34
	Total	\$ -	\$ 77.34	\$ 77.34
Beginning Balance	Revenue	Expenses	Remaining Balance	
\$ 2,730.04	\$ -	\$ 77.34	\$	2,652.70

SWITZERLAND COUNTY HEALTH DEPARTMENT

2024 USE OF FUNDS

Health First Indiana

- Full time employee salary and benefits/ Stipend
- Remote site Health Clinic – Chronic Disease
- Tobacco Cassation
- Car Seat purchase and Safety Training
- Pack and Play purchases
- YMCA Partner – Children Scholarships – Chronic Disease Prevention
- Infants in Bloom Partner – Maternal Child Health / Chronic Disease
- Replaced outdated computer and printer

School Liaison – School Co-Ag

- Part time nurse salary
- Replace all outdated AED's
- School supplies as needed for events and at school's request
- Sponsored school programs

Local Health Maintenance

- Food Inspector's Salary and benefits
- Training
- Clinical supplies

Local Health Department Trust

- Life Line Screenings
- Office and Clinical supplies

PHEP

- Salary for PHEP Director and Backup
- Replaced outdated computer

Health Department Vol Fund

- Maintenance of Vaccine Refrigerators
- Clinical supplies

Immunization

- Part time nurse salary
- Clinical supplies

County Nurse Report **Yearly 2024**

TOTAL CLIENTS: 1475

IMMUNIZATION CLIENTS: 580

Clients for immunizations:

SEE ATTACHED REPORT: "DOSES ADMINISTERED"

INJECTIONS:

Allergy: 458 visits

B12: 68

Depo: 7

Xolair: 19

Dupixent: 16

Testosterone: 19

TB

PPD's given: 69

PPD's read: 65

No positive readings.

LICE

Total Clients: 14

Medication dispensed: 42-large bottles and 42 oil

PREGNANCY TESTS

Total used: 5

Neg: 1

Pos: 4

HEALTH SCREENING

Total Clients: 73

BP: 58

BS: 24

Hgb: 18

Lipid: 29

A1c: 11

BMI: 23

Suture check: 1

School Liaison Report

4th Quarter – Oct, Nov, Dec 2024

October:

Flu Shot clinic @ SCES 10/16/24 – 10 children vaccinated. Adults done by Mickie SCES school nurse.

IDOH CHIRP school module training 10/23/24 completed.

November:

11/25/24 Contacted all school leaders re: CATCH my Breath program. Plans for use at JC & SCES in January. SCMS wants a teacher trained, working on setting that up. Did not hear back from SCHS.

December:

I helped set up for the IDOH mobile unit to come help SCES & JC with hearing screening & lead testing. They came 12/6/24. School nurses reported it went really well but they are still waiting on testing results.

Future plans:

Will be setting up a spring date for school vaccinations.

HEALTH SCREENING

Total Clients: 11

BP: 11

BS: 1

Hgb: 1

Lipid: 1

A1c: 1

Pulse: 0

LEAD

0 finger sticks for specs.

2 children being case managed for EBLL.

SHARPS EXCHANGE PROGRAM

Clients in: 10

10, 2-gal. exchanges, 0 drop offs

COMMUNICABLE DISEASE REPORTS

1 Lyme Disease

1 Spotted fever

1 Hepatitis B, chronic

1 Histoplasmosis

3 Hepatitis C

LEAD

9 finger sticks for specs. 4 with EBL.

1 report of elevated lead levels received from outside M.D. office. 4 out of office home assessments attended with ISDH.

Started the year with 9 being case managed, 3rd quarter down to 8, 4th quarter down to 2.

SHARPS EXCHANGE PROGRAM

Clients in: 45, 45- 2 gal. exchanges done.

STI TESTING:

Program reinstated October 2024. 0 Tests done this year.

COMMUNICABLE DISEASE REPORTS

Hep C: 10

Legionellosis: 1

Lyme: 8

Hep B, chronic: 1

Histoplasmosis: 1

Rocky Mountain Spotted Fever: 3

Ehrlichiosis, chaffensis: 1

Babesiosis:1

Doses Administered

Report Criteria

Organization: 1 - PUBLIC HEALTH

Date Range: 10/01/2024 Through 12/30/2024

For Patients Seen at: SWITZERLAND COUNTY HEALTH DEPT [Facility]

For Patients With Funding Code: All Funding Sources

Pin #P00178

Description	Less Than 1 Year	1 Year	2 Years	3-5 Years	6 Years	7-10 Years	11-12 Years	13-18 Years	19 Years & over	Totals
COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	0	0	0	0	0	0	1	4	131	136
DTaP	0	0	1	1	0	0	0	0	0	2
DTaP,IPV,Hib,HepB	2	0	0	0	0	0	0	0	0	2
DTaP-Hib-IPV	2	1	0	0	0	0	0	0	0	3
DTaP-IPV	0	0	0	1	0	0	0	0	0	1
HPV9	0	0	0	0	0	0	0	0	2	2
Hep A, adult	0	0	0	0	0	0	0	0	1	1
Hep A, ped adol, 2 dose	0	2	1	1	0	0	0	0	0	4
Hep B, adult	0	0	0	0	0	0	0	0	4	4
IPV	0	0	1	0	0	0	0	0	0	1
Influenza, high-dose, trivalent, PF	0	0	0	0	0	0	0	0	136	136
Influenza, split virus, trivalent, PF	0	0	1	4	1	11	7	9	88	121
MMRV	0	1	0	1	0	0	0	0	0	2
Meningococcal polysaccharide (MenACWY-TT conjugate), (MenB), PF	0	0	0	0	0	0	0	1	0	1
Pneumococcal conjugate PCV20, polysaccharide CRM197 conjugate, adjuvant, PF	4	1	0	0	0	0	0	0	5	10
RSV, bivalent, protein subunit RSVpreF, diluent reconstituted, 0.5 mL, PF	0	0	0	0	0	0	0	0	6	6
RSV, mAb, nirsevimab-alip, 0.5 mL, neonate to 24 months	1	0	0	0	0	0	0	0	0	1
Tdap	0	0	0	0	0	0	1	0	9	10
meningococcal conjugate quadrivalent, MenACWY-TT (MCV4)	0	0	0	0	0	0	1	0	0	1
rotavirus, pentavalent	2	0	0	0	0	0	0	0	0	2
zoster recombinant	0	0	0	0	0	0	0	0	3	3
Totals	11	5	4	8	1	11	10	14	385	449

Total Patient(s): 308

Doses Administered

Report Date: December 30, 2024

Page 1 of 2

Report Criteria

Organization: 1 - PUBLIC HEALTH

Date Range: 01/01/2024 Through 12/30/2024

Date Range: 01/01/2024 Through 12/30/2024
For Patients Seen at: SWITZERLAND COUNTY HEALTH DEPT [Facility]

For Patients With Funding Code: All Funding Sources

Pin # P00178

[illegible]

Doses Administered

Report Criteria

Organization: 1 - PUBLIC HEALTH

Date Range: 01/01/2024 Through 12/30/2024

For Patients Seen at: SWITZERLAND COUNTY HEALTH DEPT [Facility]

For Patients With Funding Code: All Funding Sources

Pin #P00178

Description	Less Than 1 Year	1 Year	2 Years	3-5 Years	6 Years	7-10 Years	11-12 Years	13-18 Years	19 Years & over	Totals
	varicella	0	0	0	2	0	0	0	1	3
zoster recombinant	0	0	0	0	0	0	0	0	14	14
Totals	20	10	13	72	9	40	121	94	532	911
Total Patient(s): 580										

SWITZERLAND COUNTY HEALTH BOARD MEETING

SANITARIAN REPORT

2024 Annual Report

Animal Bite Reports:

- 8 Total
- 2 Specimens sent to IDH lab for rabies testing

Septic Issues:

– Pre-Construction/ On-Site Inspections	19
– Repair / Upgrades	20
– Failed systems repaired	6
– Permits Issued	58
– Final Inspections	33
– Sewage complaints	14

Food Inspections / Complaints:

– Routine inspections	91
-- Complaints	8

Garbage / Mold / Rental Property / Misc. Complaints Inspected:

9

Meetings / Training:

ServSafe Food Training
IDOH Wastewater Meeting
IEHA Spring Conference
IDOH New Food Code Meeting
IEHA Fall Conference

Public Health Coordinator Report
September - December 2024
(Annual and 4th 1/4 2024 county) (2nd ¼ BP1 PHEP grant cycle)

The state wide Hazard Vulnerability Assessment (HVA) described in the last report has been completed by RedCap surveys provided by IDoH. The HVA was divided into two parts, the Jurisdictional Risk Assessment for Local Health Departments (JRA) and the Public Health and Health Care Risk Assessment for LHDs (PHHRA). No feedback has been received by local departments on the results of the surveys.

The JRA to "assess a region's risk for various health hazards as well as the jurisdictions preparedness to respond to those hazards" and the PHHRA to "to determine the readiness of your local health department (LHD) against guidelines developed by the CDC's Public Health Emergency Preparedness Program" covered a wide range of natural and manmade disaster scenarios. I reported a very low preparedness in areas other than that dealing with mass countermeasures dispensing (MCD). We can receive and administer medical countermeasures as we did with Covid but we have no ability to mitigate effects of a large earthquake, chemical attack or nuclear detonation. At best we might offer temporary shelter of a small number of people from our own community or displaced from other areas.

As reported before we need to do a practice set up of the Point of Distribution (POD) site, one or more times over the course of the grant period. This does not involve a trial "throughput" but simply setting up of the site with signage, communication equipment, vaccine transport and storage, if applicable. I want to be careful with this as to not create confusion with the ongoing H5N1 situation, this was a requirement at the start of the grant period last July and is not related to H5N1.

Per the grant attachment A

"The MCM drill(s) include:

- Site Activation,*
- Staff Notification and Assembly*
- Facility Set Up.*

The staff notification, acknowledgment, and assembly drill are conducted to evaluate the jurisdictions' ability and timeliness in contacting staff from different operational categories that the jurisdiction would mobilize during a public health emergency. This drill documents the following:

- The time to notify staff of emergency operations.*
- The time for staff to acknowledge the notification message.*
- The percentage of staff that can assemble (report for duty) at their assigned operational locations within a predetermined target time."*

The 2025 HCC (D9 Health Care Coalition) conference is set for March 13th and 14th at Belterra. Registration is open and free to conference attendees from District 9. Day one is

Public Health Coordinator Report
September - December 2024
(Annual and 4th 1/4 2024 county) (2nd 1/4 BP1 PHEP grant cycle)

generally presentations on a variety of topics and day two includes the mandatory Medical Response and Surge Exercise. (MRSE) The scenario for the exercise is expected to be in regards to a mass casualty incident involving a hazardous chemical spill. As with past MRSE The grant attachment A this year requires the HD Administrator to take part in an online AAR meeting but does not require in person attendance at the conference.

IDOH, BOAH and CDC have issued some status reports and guidance related to the H5N1 outbreak. Most of this information is posted to public websites but sharing of notifications has been within the department only.

Switzerland County Health Department Registrar Report

4th Quarter- October, November, & December 2024

Vital Records Statistics

October 2024

Birth Certificates - 1 Unique, 2 Copies

Death Certificates - 4 Unique, 23 Copies

November 2024

Birth Certificates - 0

Death Certificates - 6 Unique, 20 Copies

December 2024

Birth Certificates- 2 Unique, 3 Copies

Death Certificates- 7 Unique, 28 Copies

Total Deaths in 2024 - 82

**Switzerland County
Position Description**

Position Title: Administrator

Department: Health

Reports To: Health Officer

Full Time

Purpose of Position:

The purpose of this position is to supervise and coordinate the daily operation of the Health Department and to promote and protect the health of the population of Switzerland County.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. May be asked to perform additional duties prescribed by the rules of the State Department and Local Board of Health under the general supervision of the Local Health Officer.

- Supervise and directs the daily activities of the Health Department
- Analyze department workload, establish work goals, evaluate work performance, ensure completion of tasks
- Interview candidates for job openings, assists with hiring decisions, and provides orientation for new employees. Reviews salaries of department staff and recommends changes when warranted. Recommends personnel actions, such as promotions, transfers, or demotions for confirmation by the Health Officer and Local Board of Health. Selects and recommends staff personnel to the Health Officer.
- Sign off on all incoming and outgoing correspondence and communication released to and by the department staff.
- Provide guidance and assistance in handling the daily transactions of staff with the community

- Review the activities of, advise and consult with, health department board, on administrative functions and supervisory techniques
- Mediates disputes related to department activities
- Presents environmental and health-related information through the media, to the public, to increase awareness of the department's goals
- Acts as Health Department spokesperson to the public on matters not delegated to the Health Officer or the Board Members.
- Establish department policies and procedures in compliance with the health board
- Handles finances, budgets, accounts payable, payroll, contractual agreements under the supervision of legal counsel and Health Board.
- Reviews timesheets, prepares payroll document, calculates milage claims, PTO hours, and approves leave request
- Prepares and/or reviews accounts payable claims and payroll to be paid as required by County Courthouse
- Approve and sign all purchase orders and request
- Initiates and oversees bidding process and monitors contracts with affiliated agencies, institutions, and vendors for needed supplies and services
- Prepares Annual Health Department Budgets
- Prepares Local Health Maintenance Budgets
- Prepares Local Health Department Trust Fund Budgets
- Prepares Budget Request at Council's discretion
- Prepares and maintains State and Federally Funded Grants including Health First Indiana Fund.
- Implements various county, state, and federal programs
- Develop community relationships with Partners for programs providing the community with core health services required by the Indiana State Department of Health
- Prepare MOU's and Contracts with partners for legal council approval
- Update public health procedures based on local, state, and federal laws and regulations
- Responsible for assuring personnel meets Indiana State Department of Health Certifications and Regulations
- Conducts monthly staff meetings

- Maintain records and develop reports concerning new or ongoing programs and program effectiveness, maintain records, and prepare statistical reports as required by the Indiana Department of Health.
- Report data tracking of programs and services provided to the community to Indiana Department of Health twice a year, June 30 and December 31
- Coordinates activities with other County Departments and the Indiana State Department of Health
- Receives, reports, and acts upon public complaints
- Accompanies Environmental Health Specialist with on-site inspections of properties as necessary.
- Prepares and attends all Quarterly Health Board meetings
- Attends county Commissioner and county Council meetings as needed
- Attends meetings, training workshops and seminars in-person and virtual related to Public Health, may occasionally require out of town travel as well as overnight stay
- Serves on 24-hour call and responds to emergencies from off-duty status
- Required to work evenings and weekends on special projects as needed
- Serves as Vital Records representative
- Performs related duties as assigned by the Health Officer and/or Board member(s)

Language Ability and Interpersonal Communication:

- Ability to comprehend and interpret a variety of documents including forms, reports, guidelines, policy and procedure manuals, permits, personnel applications, and State Board of Health guidelines and technical reference books.
- Ability to prepare a variety of documents including, reports, minutes, education plans, personnel evaluations, letters, memos, and others using prescribed format and conforming to all rules.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to give and receive information, explain procedures, maintain confidentiality of restricted information and follow instructions.
- Ability to use medical terminology.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively with office personnel, contractors, clients, patients, Board of Health, other County and State Personnel, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work in a busy clinic and office environment.
- Ability to provide counseling/education to a variety of different socioeconomic groups.
- Ability to diffuse unexpected hostile attitudes and situations

Switzerland County Health Department

Position Description

Position Title: Environmental Health Specialist

Department: Health
Reports To: Administrator
Full Time

Responsibilities

On-Site Sewage System Plan Review

- Meticulously assess and evaluate detailed septic system designs, ensuring that all proposed installations are in full compliance with stringent state regulations.
- Technical Soil Report Analysis: Review and interpret detailed soil reports, identifying soil permeability, drainage capacity, and potential environmental risks. Ensure that the proposed system design is suitable for the soil conditions, preventing environmental contamination, and protecting water sources.

Floodplain Map Assessment for Septic Systems

- Critical Floodplain Analysis: Carefully analyze floodplain maps for every septic design submission to ensure that the septic system installation will not negatively impact floodplains, watercourses, or wetlands. This is crucial in protecting water quality and preventing future flood-related health hazards.
- Compliance with Environmental Standards: Guarantee that septic systems do not exacerbate flood risks or contribute to surface water contamination by adhering to both local and state regulations regarding floodplain management and septic system design.

Commercial Site Inspections and Plan Approvals

- Comprehensive Site Inspections: Conduct thorough inspections of commercial properties, including food establishments, industrial sites, and public facilities, evaluating the sewage and wastewater management systems for efficiency, safety, and regulatory compliance.

- **Plan Review for Wastewater Systems:** Carefully examine wastewater management plans, including engineering layouts and plumbing designs, ensuring that businesses adhere to state codes.
- **Final Approval Process:** Assess the environmental impact of commercial operations on surrounding ecosystems and grant or deny final approval for septic system permits based on compliance with state regulations.

• **Septic System Installation and Inspection**

- **Installation Supervision:** Oversee and inspect the installation of septic systems from start to finish, ensuring that all stages of construction meet regulatory requirements and that systems are installed in an approved way regulated by the Indiana Department of Health.
- **Permit Approvals and Denials:** Approve or deny septic system permits based on comprehensive inspections, verifying that all installations are completed to the highest standard, reducing the risk of environmental contamination or system failure.
- **System Performance Monitoring:** Ensure that septic systems perform optimally by conducting post-installation inspections and addressing any deficiencies that may pose a threat to public health or water resources.

Wastewater Monitoring, Logging, and State Reporting

Septic System Failures and Resolutions

- **Failure Investigations:** Investigate instances of septic system failures, identifying the underlying causes of malfunction, which may include poor soil conditions, improper installation, or lack of maintenance. Employ advanced diagnostic tools such as dye testing to confirm the nature of the failure.
- **Resolution and Remediation:** Work closely with property owners to identify solutions for system repair or replacement. Coordinate with state and local agencies to ensure that septic system failures are corrected promptly and that public health is safeguarded.

Implementation and Maintenance of ITOSS State Tracking System

- **ITOSS Integration:** Lead the implementation of the Indiana Tracking of Onsite Sewage Systems (ITOSS), ensuring the proper integration of all septic system data into the state's centralized digital platform.
- **System Transition and Data Accuracy:** Supervise and perform the transition from paper-based septic records to digital documentation, ensuring that all septic system permits, inspections, and maintenance records are accurately entered into ITOSS, maintaining up-to-date and reliable data for public health tracking.

Commercial Septic Plan Review and Compliance with Indiana Code (IAC 410 6.8.3 et seq 8-10)

- **Legal and Regulatory Compliance:** Perform in-depth reviews of commercial septic plans to ensure full compliance with the Indiana Administrative Code (IAC) 410, which governs the design, installation, and maintenance of septic systems. Ensure that businesses meet all legal standards related to wastewater management and environmental health.
- **Consultation and Guidance:** Provide consultation to businesses on regulatory requirements and help guide them through the approval process, ensuring compliance with both state and local codes.

Housing Ordinance Training and Rental Inspections

- **Training and Education:** Lead housing summit training sessions for property owners, landlords, and tenants, ensuring all parties are well-versed in Indiana's housing regulations and rental laws.
- **Rental Property Inspections:** Conduct thorough inspections of rental properties to ensure compliance with state and local housing ordinances. Assess sanitation conditions to guarantee that living environments are safe, clean, and habitable.

Lead Testing and Consulting

- **Lead Exposure Risk Assessment:** Conduct lead testing in residential and commercial properties, identifying sources of lead contamination in water, paint, or soil. Provide detailed reports and recommendations for remediation efforts to reduce exposure risks.
- **Consulting Services:** Offer consulting to property owners, contractors, and health agencies on lead risk management and mitigation strategies, helping to ensure the health and safety of vulnerable populations, such as children and pregnant women.

Public Swimming Pool Inspections and Certification

- **Rigorous Pool Inspections:** Perform detailed inspections of public swimming pools, evaluating water quality, filtration systems, and overall safety compliance. Ensure pools meet state health codes, focusing on water chemistry, disinfection practices, and safety equipment.

- **Pool and Spa Operator Certification:** Obtain and maintain certification as a Pool and Spa Operator, staying current with state regulations and ensuring that public pools operate in compliance with the Indiana State Pool Code.

Vector Control and Mosquito/Tick Prevention

- **Vector Control Training:** Conduct specialized training for community members on the prevention and control of mosquito and tick populations, reducing the risk of vector-borne diseases such as West Nile virus, Zika virus, and Lyme disease.
- **Complaint Investigation and Mitigation:** Investigate mosquito-related complaints, collect specimens for testing, and coordinate with state health agencies to address infestations and prevent the spread of diseases.

Laboratory Testing and Disease Control

- **Environmental and Health Testing:** Coordinate with laboratories to conduct environmental health testing for contaminants, including pathogens, toxins, and chemicals. Ensure that all findings are reported accurately and promptly to state health agencies.
- **Public Health Response:** Work closely with local and state health authorities to initiate preventative measures and control outbreaks of infectious diseases, helping protect public health and prevent further contamination.

Environmental Health Complaint Resolution

- **Investigative Response:** Respond to and investigate consumer complaints related to environmental health, including issues with sanitation, air quality, water safety, and hazardous waste. Ensure timely resolution and corrective actions in compliance with Indiana Code.
- **Collaboration with State Agencies:** Work in coordination with state and federal agencies, including the Indiana Department of Environmental Management (IDEM), to address and resolve complaints and mitigate health risks.

Tattoo and Body Piercing Facility Inspections

- **Hygiene and Safety Inspections:** Conduct detailed inspections of tattoo parlors and body piercing facilities to ensure compliance with health codes, focusing on sanitation practices, sterilization of equipment, and overall safety protocols.
- **Regulatory Compliance:** Ensure that tattoo artists and piercers are properly trained and licensed in hygiene and safety practices, helping to reduce the risk of infections and other health issues.

Animal Bite Protocol and Rabies Prevention

- **Animal Bite Investigation:** Follow strict protocols for investigating animal bites, assessing potential rabies risks, and ensuring proper testing and documentation. Ensure that all bite incidents are promptly reported and addressed in compliance with state public health guidelines.
- **Specimen Collection for Testing:** Collect animal specimens for rabies testing and coordinate with the Indiana State Lab for analysis, ensuring that all protocols are followed to protect human health from potential rabies exposure.

Environmental Health Complaints and IDEM Coordination

- **Coordinated Investigation of Complaints:** Follow up on environmental health complaints, liaising with the Indiana Department of Environmental Management

Training

Indiana Department of Health provides training for all the responsibilities and technical skills needed to provide these services to Switzerland County.

**Switzerland County Health Department
Position Description**

Position Title: Public Health Nurse

Department: Health

Reports To: Administrator, if Administrator is absent, the Local Health Officer
Part Time

Purpose of Position:

The purpose of this position is to promote and protect the health of the population of Switzerland County using knowledge from nursing, social and public health sciences.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. May be asked to perform additional duties prescribed by the rules of the State Department and Local Board of Health under the general supervision of the Administrator and/or Local Health Officer.

- Maintain in-clinic immunization programs and schedule immunization clinics as required by State and Federal Regulations
- Maintain state-wide registry (CHIRP) for all patient services
- Maintain, monitor and service all medical equipment
- Provide injections prescribed by client's physician
- Schedule and perform blood sugar, blood pressure, hemoglobin, cholesterol screenings, and STI testing. Provide Education.
- Perform Lead testing in children as set by State. Report to the State, home evaluations and ongoing child monitoring. Provide education to the parent of the child.
- Administer and read tuberculin skin tests
- Provides Tuberculosis testing, case management, monitoring, and dispense medications
- Counsels' patients on health-related needs
- Administers and reads pregnancy test and offers counseling and referral for positive and negative tests
- Investigation and prevention of communicable disease as per Indiana State Department of Health. Conduct medical interview with client, report to state. Provide education.
- Provide skilled nursing visits as required to conduct home visits to monitor individual and family health needs
- Maintain accurate patient records and documentations

- Implement and manage procedures for tracking, identifying and problem-solving operational issues.
- Assess health and health care needs of the county population
- Evaluate health trends and risk factors of population and help determine priorities for targeted interventions
- Work with specific community groups to develop programs to target health promotion and disease prevention activities
- Provide health education, case management and primary care to individuals and families who are members of vulnerable populations and high-risk groups
- Plan and conduct in-service training for new nursing staff
- Maintain filing systems, medical records, computer data bases and personnel records as required by Local, State, and Federal regulations
- Interpret and present program results to State of Indiana and develop data-driven analysis and metrics used to measure effectiveness and KPO'S of all current and new programs and services.
- Report medical services provided to community to Indiana Department of Health twice a year- June 30 and December 31.
- Inventory and order medical, biological and administrative supplies
- Responds to public call and questions, including scheduling appointments, making referrals, counseling and providing health-related information as appropriate.
- Maintain a Standard Operating Procedure system for all services provided and clinical operations
- Complies with all policies and standards
- Act as the clinical/medical representative in community meetings and events.
- Available to work extended hours, evenings and/or weekends to provide medical needs for the community and occasionally travel out of town for meetings/training/conferences, sometimes overnight.
- Performs other duties as assigned by administrator

SCHOOL LIAISON

- Serve as the primary health resource for all public schools, preschools and daycares
- Collaborate on student health and wellness initiatives, identifying opportunities to enhance school health programs
- Assist school health nurse with health-related requirements including vision/hearing screenings, and immunizations.
- Provide training to school staff on anti-vaping classes and education for students.
- Serve as a resource and liaison on utilization, quality improvement, and case management activities.

Minimum Training and Experience Required to Perform Essential Job Functions:

Bachelor's degree (preferred) in Nursing and Indiana State Nursing License plus one to two years public health nursing experience along with Tuberculosis screening, or any combination of education and experience which provides the necessary knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements:

- Ability to operate a variety of medical equipment.
- Ability to operate a variety of office equipment.
- Ability to operate a motor vehicle and required to maintain a valid Indiana Driver's License.
- Ability to maintain license as a Registered Nurse in the State of Indiana

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate percentages, measure data, use algebra, and use statistical inference and theory.

Language Ability and Interpersonal Communication:

- Ability to comprehend and interpret a variety of documents including certification forms, client history sheets, immunization records, lab records, reports, policy and procedure manuals, State Board of Health guidelines and technical reference books.
- Ability to prepare a variety of documents including immunization records, test results, prescriptions, lab reports, and others.
- Ability to use medical terminology and terminology associated with counseling and education and public health
- Ability to give and receive information, explain procedures, maintain confidentiality of restricted information (HIPPA) and follow instructions
- Ability to communicate effectively with patients, supervisor, doctors, nurse, sales personnel, pharmacists, laboratory technicians, other County and State personnel, and the general public verbally and in writing

Environmental Adaptability

- Ability to work in a busy clinic environment and office environment.
- Ability to provide counseling/education to a variety of different socioeconomic groups.

Switzerland County Position Description

Position Title: Registrar- Vital Records

Department: Health

Reports To: Administrator

Full Time

The purpose of this position is to perform a variety of advanced clerical work, assist and support all departments, Plans, assigns and reviews the work involved in the functions of the vital records work of the Health Department. Handles all customer service transactions.

Performs customer service and clerical work including:

- Front desk receptionist, answer phone calls and manage traffic flow of the office.
- Responsible for processing incoming payments, managing cash drawer and issuing receipts.
- Validate and process birth and death records in the local system and the Indiana Department of Health System. Provide certificates to the public and funeral homes.
- Submit monthly Vital Records Report to Auditor and the State of Indiana
- Log Burial Permits
- Genealogy Searches
- Clerical assistant to Administrator, Environmental Health Specialist, Food Inspector and Public Health Nurse.
- Create monthly balance reports for income received and report to the Administrator.
- Research, locate and provide Vaccination records to the public.
- Reconcile VaxCare / Immunization reports – Pre-register and update patients contact and insurance information as appointed
- Schedule appointments
- CDC Vaccination Storage and Handling Certification
- Process and document Septic Permits
- Log Soil Permits into the State program ITOSS
- Research old septic permits and provide information and copies to customers.
- Process Food Permits
- Provide documents and information to homeowners, contractors and food establishments
- FEMA Certified for Emergency Preparedness Backup.

- Update website, promote events and programs on social media and maintain the Health Department's Digital Sign
- Create ads and marketing for upcoming events/programs
- Certified Safe Sleep Educator - Register participants in program, complete paperwork, register clients for the safe sleep class, then complete a safe sleep demonstration for participants.

Maintaining Education and Certifications in:

- Attend ISDH and Vital Records training classes
- FEMA Emergency Preparedness
- Child Safe Sleep
- CDC Vaccination Storage

**Switzerland County
Position Description**

Position Title: Food Safety Inspector/Finance

Department: Health
Reports To: Administrator
Part Time

Purpose of Position:

The purpose of this position is to perform a variety of food safety duties relative to the inspection of food service industries, schools, retail establishments and mobile/temporary units in Switzerland County.

- Complete routine food inspections for all retail food establishments, as well as schools, jails, and public camps - Maintain inspection schedules
- Conduct follow-up inspection if required, complete inspection according to the I Once inspections are complete - fill out an inspection report, document findings, and update the inspection report, uploaded to the health department's website for public viewing Indiana code requirements
- Assist with plan review inspections for new structures
- Handle/investigate food complaints in a timely manner when received - complete complaint inspections
- Issue yearly food permits for all retail food establishments - ensure establishments have all appropriate paperwork for operation.
- Issue yearly or temporary food permits for mobile/temporary food establishments - ensure establishments have all appropriate paperwork for operation
- For change of ownership or new establishment - complete a plan review questionnaire for establishments and complete a pre-operational inspection. Consults owners and managers regarding rules and regulations pertaining to opening of new establishments.
- Continue education related to food safety - Attend in-person conferences, One-on-One quarterly training sessions with State Food Scientist II, attend online classes, Teams meeting, shadow inspections, etc.
- Conducts food borne illness investigations
- Investigates emergencies during power outages and floods- On-Call and available evenings and weekends for investigations
- Conducts investigations on recalled food products and equipment, and fire and flood damage at retail food establishments as needed

Finance

- Complete claims form for invoices – prepare for Administrator's approval and signature prior to sending to the auditor's office
- Create/update financial report – Provide up to date transactions and balances for all funds.
- Balance all accounts with the auditor's office monthly
- Track the department's expenses and budget balances

Other Responsibilities

- Back up for Registrar - answer phone calls, greet patients, schedule appointments, complete registration for new patients
- Back up Certified Safe Sleep Educator - for participants in program complete paperwork, register clients for the safe sleep class, then completed safe sleep demonstration for participant if registrar is not available
- Back up for website or social media posting – create and post advertisement and marketing for upcoming events/programs

Switzerland County Position Description

Position Title – PHEP Director (Emergency Preparedness)

Department: Health
Reports to: Administrator
Part Time

Responsibilities

- Ensure contractual requirements of PHEP grant are met and delivered to IDOH by quarterly deadlines
- Represent Health Department in membership of district HCC (Health Care Coalition)
- Attend quarterly and bi-monthly meetings of district HDs and HCC and report outcomes to administration. Network and build relationships with staff from other district HD's and with the Preparedness Logistics, Board of Animal Health, Immunizations divisions of IDoH.
- Ensure contact information for local administration and staff remains current and correct with IDoH preparedness division
- Maintain active accounts and attend training in use of IDoH emergency systems, WebEOC, EMResources, ServIN and IHAN.
- Conduct bi-annual emergency notification drills with local HD staff and EMA - report AAR with contact type and response percentages within allowed time to IDoH
- Attend training, exercises and conferences hosted by IDoH, HCC and local EMA
- Remain "on call" 24 / 7 in event of emergency notification from IDOH, FEMA, Homeland Security, EMA and immediately pass any emergency alerts to HD administration
- Document with IDoH that back-up PHEP coordinator has completed required ICS training and maintains active accounts in IDOH on-line emergency systems.
- Ensure that backup coordinator is included in any situational awareness and alerts on possible emerging threats.

During an ESF8 identified emergency.

- Assume and act as Incident Commander in any CDC or IDoH ESF 8 (public health) incident per FEMA incident Command System until such time as relieved or reassigned by Health Officer or HD Administration.
 - Prepare a full briefing of status and situational awareness to facilitate transfer of command.
 - Publicly release information concerning emergency situations on instruction by Health Officer or HD Administration
 - Facilitate ordering and receipt of any IDoH or CDC supplies and equipment. Keep accurate inventory, order resupply and arrange return of surplus.
 - In the event pharmaceutical intervention is involved, coordinate and get guidance from Health Officer, Public Health Nurse and or IDoH.
 - Consult with the Health Officer, Nurse and or IDoH immunizations division staff to ensure that CDC guidelines are met regarding transport and storage of vaccines.
 - Ensure ability in partnership with HD Nurse, to document vaccine cold chain compliance on any IDoH or CDC provided vaccines.
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- Ensure contractual requirements of PHEP grant are met and delivered to IDOH by quarterly deadlines
 - Represent Health Department in membership of district HCC (Health Care Coalition)
 - Assist in recruiting and training of volunteers. Confirm credentials, track job assignments and time using ServIN
 - Assess volunteer capabilities and assign jobs appropriately to match the individual's skills.
 - Report status and maintain situational awareness on-line through WebEOC and EMResources. Monitor IHAN for state wide notifications that may not be sent promptly through other means.
 - Organize and facilitate set up of any public POD (point of distribution) site(s) with assistance from EMA, HD Administration, County Commissioners
 - Create alternate, incident specific, backup recording and reporting systems in event of failure of IDoH on-line systems.
 - PHEP Coordinator, under FEMA ICS and ESF8 guidelines assumes command of any EOC setup where ESF8 is primary, unless relieved by the Health Officer or Department Administrator.
 - PHEP Coordinator serves as Health Department representative in the EOC in any of the other ESF (emergency support functions) by request of EMA and order of the Health Officer.