

2024

Annual Report

Gibson County

Health Department

Year End Report 2024
Administrator

Responsibilities and Services

Submitted application for all 2025 health department grants. These grants included Emergency Preparedness and Health Department School grant. (Kevin Cox)

Submitted necessary forms and spreadsheets to the state to receive Health First Indiana Funding for 2025, which is not a grant.

- Manage day-to-day activities of the health department - staff, office, clinic.
- Work with county officials (commissioner/council/attorney) to meet the needs of the health department and community.
- Attend local agency meetings and events.
- Plan and oversee the annual health department budget and present the budget to the council for approval.
- Create public service announcements and run announcements in the newspapers, radio stations and give them to local agencies.
- Manage any health outbreak that would occur in the county.
- Provide support to staff when enforcing health department codes and ordinances.
- Update policies and procedures.
- Manage and maintain proper training for all staff to perform their jobs.
- Keep the Health Department Board and Health Officer informed.
- Help educate and inform the public of any health concerns in the community.
- Participate in weekly/monthly meetings with the state regarding any update regarding public health.

Planning/Development:

- Developed new plan and budget for 2025 Health First Indiana Funding.
- Hired and trained two new staff members, Educator/Counselor and Secretary. Positions created with Health First Indiana funding.
- Worked with our nurses and staff on implementing STI Testing. Also, with our maintenance department to have a new toilet put in to aid with STI Testing.
- Worked/Working with commissioners, council, and ARPA Board on a new building for the health department.
- Worked towards spending grant funds that needed to be spent.
- Organized outreach and public events for staff to educate and help the public.
- Started creating partnerships in the community to work towards.

Financial Responsibilities

- Payroll
- Insurance Billing and refiling
- Balance all monies and make deposits from clinic & office

- Weekly bank deposits
- Record and turn in claims to the Auditor's office
- Keep track of budget and record transactions
- Balance Daily work
- End of Month report
- End of Year Report
- Balance with the Auditor monthly
- Balance with the bank monthly

Outreach:

- Promoted the health department and public health issues via media and directly with the public.
- Collaborated with the Indiana Department of Health regarding health issues and ways to help our community.
- Provided a community baby shower for Gibson County residents.
- Attended District 10 Administrator meetings with the State Department of Health.
- Oversaw and helped with the Gibson County Fair, trauma and injury prevention. Supplying bike helmets, first aid kits and education. We also provided information on safe sleep and immunizations.
- Helped provide Narcan training and Narcan to Gibson County residents in Oakland City, Princeton, and Owensville.
- I participated in National Night Out at the Fairgrounds.
- Held a back-to-school immunization clinic at the Gibson County Fairgrounds.
- Attended Crossing the Tracks event by Addiction Solutions to help bring awareness of addiction and provided Narcan to the community.
- Worked with other entities and organizations in the county to provide Narcan.
- Provided and attended TB test training course for staff.
- Provided and attended CPR & BLS training courses for staff.
- Helped maintain and helped residents get supplies from the Angel Store.
- Collaborated with Purdue Extension on a program called Food Is Medicine. Working to help fight cardiovascular disease, diabetes and obesity through education. Also, by giving away local produce and lean beef.

Meetings/Activities Attended:

Attend - Board/Staff Meetings

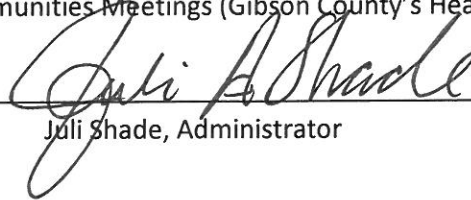
Attend - Commissioner/Council Meetings

Attend – Council on Aging Monthly Meetings (Board Member-Treasurer)

Attend – Leadership Symposium with the State Department of Health

Attend – Weekly/Monthly Meetings with Indiana Department of Health

Attend – Caring Communities Meetings (Gibson County's Health Care Coalition)

A handwritten signature in cursive script, reading "Juli A. Shade", is written over a horizontal line.

Juli Shade, Administrator

General Summary
Description: All Accounts

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GIBSON COUNTY HEALTH DEPARTMENT - 2024

General Summary

Account	Beginning Balance	Expenses	Balance
Health Commissions 1159	416,954.28	426,951.44	418,567.04
SS/MC (10401)	17,660.00	16,213.82	1,446.18
Health Officer (11121)	15,036.06	15,036.00	0.06
Part Time (11300)	7,061.96	0.00	7,061.96
CI/Registrar (11314)	33,627.96	33,627.96	0.00
Sanitarian (11605)	42,682.00	42,486.40	195.60
Administrator/Finance (12103)	49,160.02	49,160.00	0.02
Public Nurse (12201)	69,743.00	68,621.44	1,121.56
Overtime (12303)	12,000.00	1,244.59	10,755.41
Insurance (12307)	144,768.00	132,757.91	12,010.09
PERF (12500)	29,363.00	28,671.89	691.11
Board of Health (18100)	1,450.00	1,450.00	0.00
Clinic (21301)	2,500.00	2,487.95	12.05
Vaccine (21405)	22,000.00	20,024.47	1,975.53
Gen Office (21501)	3,610.39	3,102.47	507.92
Supplies (22000)	1,089.61	1,009.63	79.98
Forms / Permits (23101)	550.00	288.88	261.12
Repair (30501)	500.00	0.00	500.00
Rabies (31105)	500.00	60.00	440.00
Phone (31403)	6,000.00	5,076.50	923.50
Mileage (31505)	1,000.00	786.45	213.55
Postage 01-03-21(32105)	200.00	17.20	182.80
State Travel 01-03-25(32501)	1,600.00	1,375.70	224.30
Advertising 01-03-28(32800)	1,000.00	889.98	110.02
Training workshops 01-03-94(33000)	500.00	0.00	500.00
Legal Services 01-03-30(33005)	9,525.00	0.00	9,525.00
Membership dues 01-03-92(34601)	325.00	325.00	0.00
Dues / Subscription 01-03-91(36300)	250.00	203.20	46.80
Vital Records Book Repair 01-03-67(36701)	1,700.00	1,684.00	16.00
Safety Deposit 01-02-16(37100)	150.00	100.00	50.00
Conference Fees 01-03-93(39301)	0.00	0.00	0.00
Refund (57000)		250.00	-250.00
Totals	475,552.00	426,951.44	48,600.56
Total Revenues			
General Taxes	341,087.16	0.00	341,087.16
CEVT	2,792.53	0.00	2,792.53
Auto, Aircraft Excise	19,819.83	0.00	19,819.83
Finan. Inst. Tax	730.09	0.00	730.09
Travel Vaccine	17,655.91	0.00	17,655.91
License/Permit Fees	18,490.00	0.00	18,490.00
Health Dept Services	4,835.58	0.00	4,835.58
Refunds & Reimbursements	0.00	0.00	0.00
Document/Copy Fees	21,690.00	0.00	21,690.00
Admin Fees-Medicare/Medicaid	1,463.10	0.00	1,463.10
Misc	0.00	0.00	0.00
Total	428,564.20	0.00	428,564.20

GIBSON COUNTY HEALTH DEPARTMENT - 2024

General Summary

Account	Beginning Balance	Expenses	Balance
Health First Indiana-1161	0.00	119,677.12	214,420.30
SS/MC (10401)	10,400.00	3,538.03	6,861.97
Part Time (11300)	0.00	0.00	0.00
CI/Registrar (11314)	8,350.00	8,349.64	0.36
Receptionist/Secretary (11702)	25,480.00	14,032.80	11,447.20
Counselor/Educator (12106)	29,266.00	14,973.60	14,292.40
Public Nurse (12201)	21,861.00	8,808.00	13,053.00
Overtime (12303)	14,368.00	0.00	14,368.00
Insurance (12307)	36,194.00	7,031.09	29,162.91
PERF (12500)	16,068.00	6,555.33	9,512.67
Other Supplies (21200)	58,200.00	34,936.56	23,263.44
General Office Supplies (21501)	10,051.00	4,050.67	6,000.33
Supplies (22000)	5,500.00	272.71	5,227.29
Angel Store Expenses (22400)	0.00	0.00	0.00
Postage, Printing (22601)	0.00	0.00	0.00
Office Supplies(26000)	0.00	0.00	0.00
Mileage (31301)	7,051.00	0.00	7,051.00
Advertising (32800)	3,000.00	2,669.90	330.10
Training (33000)	12,000.00	1,188.50	10,811.50
Professional Services\Partnerships (33003)	25,122.42	6,820.47	18,301.95
Communications (33101)	5,000.00	4,501.93	498.07
Gas, Repairs, & Maint. (33303)	10,000.00	545.32	9,454.68
Staff Training & Development (33401)	4,000.00	1,402.57	2,597.43
Contract Servies (35000)	0.00	0.00	0.00
Capital Assets (44000)	32,186.00	0.00	32,186.00
Totals	334,097.42	119,677.12	214,420.30
Total Revenues			
State Funding	334,097.42	0.00	334,097.42
Total	334,097.42	0.00	334,097.42

GIBSON COUNTY HEALTH DEPARTMENT - 2024

General Summary

Description: All Accounts

Account	Beginning Balance	Expenses	Balance
Local Health Maintenance # 1168	\$103,329.43	\$20,056.84	\$83,272.59
SS / MC 01-01-71(10401)	\$2,208.00	\$0.00	\$2,208.00
Clerk Reg (12104)	\$7,644.00	\$0.00	\$7,644.00
Public Nurse (12201)	\$15,215.00	\$0.00	\$15,215.00
Communicable Disease Officer (13000)	\$6,000.00	\$0.00	\$6,000.00
Printing(21400)	\$540.00	\$35.13	\$504.87
Angel Store Expenses (22400)	\$232.00	\$0.00	\$232.00
Supplies (26000)	\$500.00	\$83.70	\$416.30
Education/Training (31303)	\$200.00	\$0.00	\$200.00
Telephone 03-03-24(31403)	\$600.00	\$0.00	\$600.00
Gas, Repair and Maintenance 03-03-33(33303)	\$5,000.00	\$438.01	\$4,561.99
Vehicle (41201)	\$30,000.00	\$19,500.00	\$10,500.00
Total	\$68,139.00	\$20,056.84	\$48,082.16
Local Health Depart. Trust # 1206	\$58,147.35	\$26,495.54	\$31,651.81
SS (10401)	\$1,010.00	\$423.66	\$586.34
Tobacco Cessation Coord (11016)	\$7,113.03	\$0.00	\$7,113.03
Quarantine Office OT (12303)	\$6,086.97	\$6,086.97	\$0.00
PERF(12500)	\$0.00	\$0.00	\$0.00
Printing/Advert/Postage (21400)	\$643.00	\$394.97	\$248.03
General Office Supplies (21501)	\$1,000.00	\$50.00	\$950.00
Angel Store Supplies (22000)	\$2,567.00	\$39.94	\$2,527.06
Telephone (31403)	\$600.00	\$0.00	\$600.00
Staff Training (33401)	\$400.00	\$0.00	\$400.00
Vehicles (41201)	\$30,000.00	\$19,500.00	\$10,500.00
Equipment (44101)	\$700.00	\$0.00	\$700.00
Total	\$50,120.00	\$26,495.54	\$23,624.46

GIBSON COUNTY HEALTH DEPARTMENT - 2024

General Summary

Account	Beginning Balance	Expenses	Balance
<u>Emergency Preparedness # 8119</u>	\$25,000.16	\$21,548.96	\$3,451.20
FICA/MED (10401)	\$1,548.96	\$1,548.96	\$0.00
Emerg. Prep Coordin (10406)	\$20,000.00	\$20,000.00	\$0.00
General Expenses (31404)	\$3,451.04	\$0.00	\$3,451.04
Total Expenses		\$21,548.96	
Total Grant Monies		\$0.00	
Year End Balance		\$3,451.20	
<u>School Grant # 8123</u>	\$356,488.79	\$19,872.92	\$336,615.87
Salary (10103)	\$31,200.00	\$18,450.00	\$12,750.00
FICA/MED (10401)	\$2,387.00	\$1,422.92	\$964.08
Supplies (22000)	\$5,000.00	\$0.00	\$5,000.00
Other Services & Charges (30101)	\$10,000.00	\$0.00	\$10,000.00
Travel (31500)	\$10,000.00	\$0.00	\$10,000.00
Equip (44101)	\$10,000.00	\$0.00	\$10,000.00
Total Expenses		\$19,872.92	
Total Grant Monies		\$220,000.00	
Year End Balance		\$556,615.87	
<u>Public Health Crisis Response #8124</u>	\$1,000.00		\$1,000.00
Overtime (12303)	\$960.98	\$960.98	\$0.00
Group Insurance (12307)	\$0.00	\$0.00	\$0.00
PERF (12500)	\$39.02	\$39.02	\$0.00
Total Expenses		\$1,000.00	
Total Grant Monies		\$1,000.00	
Year End Balance		\$0.00	

GIBSON COUNTY HEALTH DEPARTMENT - 2024

General Summary

Description: All Accounts

Account	Beginning Balance	Expenses	Balance
COVID-19 Response 93.354 # 8903	\$50,000.00	\$2,570.29	\$47,429.71
Salary (10103)	\$0.00	\$0.00	\$0.00
FICA/MED (10401)	\$0.00	\$0.00	\$0.00
PERF (12500)	\$0.00	\$0.00	\$0.00
Supplies (22000)	\$5,000.00	\$2,570.29	\$2,429.71
Total Expenses		\$2,570.29	
Total Grant Monies		\$0.00	
Year End Balance		\$47,429.71	

2024 Annual Report

Public Health Nurse

Served on the following boards and committees:

- Caring Communities Committee
- Child Protection Team
- Fetal-Infant Mortality Review Board
- Indiana Perinatal Network
- Healthy Families Advisory Board

Outreach/Trainings

- Promoted the health department and public health issues via media.
- Collaborated with local public health, nurses, school nurses, and administrators.
- Collaborated with local hospitals.
- Active in the Caring Communities meetings
- Collaborated with Indiana State Department of Health Outreach staff.
- Provided B/P, and blood sugar checkups monthly at Senior Center
- Worked closely with local animal control officer and veterinarians
- Collaborated with local sheriff/police department and child protective services.
- Attended/hosted District 10 Public Health Nurse meetings.
- Provided lead screenings at the head start health fair.
- Set up the trailer at Gibson County Fair and provided safe sleep, and bike safety.
- Hosted Community Baby Shower: provided education, safe sleep, car seats and baby supplies
- Participated in National Night Out at the Fairgrounds
- Participated in STD and HIV training activities
- Assisted with the Back to School Immunization clinic at the Fairgrounds

Immunizations:

Assisted with administering vaccines. Answered numerous phone calls related to client's immunization schedules & vaccine education.

Monitored refrigerators.

Scheduled appointments for vaccines

Communicable Disease Division:

Performed communicable disease investigations in NBS and sent reports to the Indiana State Department of Health for review. This requires contacting doctors, patients, hospital labs and infection control staff – some cases took several weeks to complete. Sent information to patients related to their diagnosis, provided education, and answered questions as needed with patients.

Tuberculosis:

Assisted with administering and reading TB skin tests at the scheduled TB clinics, as well as walk-in clients. For each active or latent TB case, we would do as follows:

- Provide monthly screenings and medication refills for latent TB clients
- Provide screenings, home visits, referrals and medication for active TB clients.

Pregnancy testing and Prenatal Care Coordination:

Performed pregnancy tests and educational consults. Continued to be involved in the care of prenatal and postnatal clients in Gibson County. Offered pregnancy testing Monday – Friday. Provided proof of pregnancy for community resources and Medicaid. Assisted with Angel store as needed. Provided Safe Sleep information and resources.

Head Lice responsibilities:

Provided education and treatment options to clients, schools, and other organizations on head lice, as well as provided lice head checks.

Lead & Iron screening responsibilities:

Provided screenings and education for clients and social service agencies by appointment as well as for walk-ins.

Provided education and follow-up related to elevated lead in children.



Diane Hornby RN- Public Health Nurse

Annual Report
Public Health Nurse

Served on the following boards and committees:

Child Protection Team

Outreach and trainings:

- Attended multiple online and in person training sessions related to STI: prevention/testing/treatment.
- Attended HIV/HCV training.
- Attended phlebotomy training course.
- Became certified in Lead Case Management.
- Provided blood pressure and blood glucose checks monthly at Senior Center and Oakland City Library.
- Assisted in Food Is Medicine: Provided education, checked blood pressure, A1C, and glucose for those in attendance. Handed out fresh produce from local market.
- Provided lead screening for Head Start Health Fair.
- Handed out bike helmets/pads and safety tips at Gibson County fair, along with safe sleep demonstrations and information.
- Became Narcan Certified; provided Narcan training around the community.
- Went into GC jail to administer injections for treatment of STI to an inmate.
- Collaborated with local sheriff/police department and child protective services.
- Hosted community baby shower; gave away car seats, pack-n-plays, diapers, etc.
- Provided education to animal bite victims related to rabies.

Immunizations:

- Assisted with administering vaccines. Provided education about preventative vaccinations to families, and the importance of timely vaccines.
- Monitored refrigerators/freezers.
- Monthly inventory/ordering of public and FVC vaccinations.

Communicable Disease Division:

- Managed communicable disease investigations in NBS and sent updates to Indiana State Department of Health.

- Communication with staff at hospitals, clinics, schools, and patients obtaining pertinent information related to the case.
- Provided information and resources to patients and answered any questions.

Tuberculosis:

- Administer TB skin test and read results 48-72 hours later.
- Provide education and recommendations if positive results.
- Blood draws if QFT required.
- Manage latent TB cases including medication management, collect sputum cultures, collaborate with patients and health providers.

Pregnancy Testing and Prenatal Care Coordination:

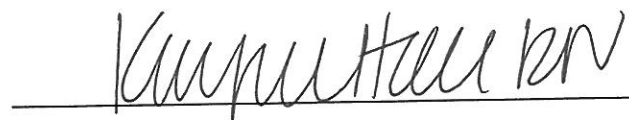
- Pregnancy testing is available Monday-Friday.
- Assisted with Angel Store as needed.
- Provided Safe Sleep Education.
- Hosted Community Baby shower for expectant mothers.

Head Lice and Responsibilities:

- Provided treatment options and prevention strategies to individuals, as well as schools and daycares.

Lead Screening:

- Provided lead screening and education to clients.
- Made follow-up calls to parents of children with elevated levels reported from other provider offices.
- Sent letters and educational information about lead by mail.



Kaycie Hall, RN – Public Health Nurse

2024 Annual Report

Food Safety Officer/Vital Records Registrar

Food Safety Officer

Duties and Responsibilities

- Conduct inspections at retail food establishments, schools, food trucks, and festivals
- Enforce Indiana food codes
- Investigate food safety complaints
- Issue and track food permits
- Advise on food safety issues
- Approve new food establishment openings
- Advise the public on the Home Based Vendor (HBV) rule
- Collaborate with the Indiana Department of Health (IDOH) and area county inspectors
- Attend in-person and virtual meetings and training

Training and Events

- In-person training with IDOH Regional Inspector
- IDOH Tuesday Trainings via webinar
- New food code training in Evansville
- Backflow prevention training in Franklin
- IDOH Retail Food Summit in Plainfield

Food Permits*

Type	Number	Amount
Retail Food Establishments/Mobile Food Units	177	\$11,425
For-Profit Festival/Temporary Events	43	\$1,675
Non-Profit Organizations	26	0
Non-Profit Festival/Temporary Events	12	0
Total	258	\$13,100

*2024 permit applications start arriving in November of the previous year

Food Inspections

Retail Food Establishments	228
Mobile Food Units/Festival Booths	74
Non-Profit Permanent Establishments	46

Food Complaints: 33

Vital Records Registrar

Duties and Responsibilities

- Register and affirm birth and death records
- Issue birth and death certificates
- Issue and maintain Burial Transit Permits
- Process amendments and adoptions
- Certify home births
- Process Paternity Affidavits
- Conduct genealogy research
- Notarize vital records documents
- Assist coroner with DRIVE (state vital records system) issues
- Communicate with funeral homes
- Create vital statistic reports in DRIVE
- Advise and assist the public with vital records

Training and Events

- Monthly training from IDOH via webinar

Other Duties and Responsibilities

- Maintain Health Department website
- Act as Rabies Quarantine Officer periodically
- Work with Animal Control
- Serve as Backup Emergency Preparedness Coordinator
- Assist Bookkeeper with weekly bank deposits
- Set appointments
- Distribute mosquito dunks and sharps containers
- Assist with Angel Store
- Work on minor computer/software issues

Miscellaneous

- Member of the Gibson County Opioid Settlement Advisory Committee
- Indiana Environmental Health conference in Evansville
- Worked at the Health Department trailer at the Fair
- ICS-300 Emergency Preparedness training in Vincennes
- Childhood lead poisoning training in Jasper
- Record retention online training

2024 Gibson County Vital Statistics

Gibson County Resident Births

	Male	Female	Total
March	14	16	30
April	16	15	31
May	13	16	29
June	14	13	27
July	14	13	27
August	19	14	33
September	22	15	37
October	17	19	36
November	19	14	33
December	16	15	31
Total	196	180	376

County of Birth	
Warrick	262
Dubois	3
Knox	14
Marion	1

Births by Zip Code	
47633	1
47639	49
47640	11
47648	66
47649	12
47660	41
47665	30
47666	12
47670	154

Gibson County Resident Deaths

Sex		
Male	Female	Total
196	173	369

Avg Age		
Male	Female	Average
71.8	78.5	75.1

Marital Status	
Married	124
Separated	0
Never Married	39
Divorced	73
Widowed	131
Unknown	2

Served in Armed Forces		
Yes	No	Unknown
83	284	2

Died In/Out of County		
In	Out	Total
222	147	369

Manner of Death				
Natural	Undetermined	Suicide	Accident	Homicide
333	0	9	24	3

Place of Death	
Hospital-Inpatient	73
Hospital-ER/Outpatient	14
Nursing Home	93
Decedent's Home	118
Hospice Facility	54
Other	17

Education Level	
8 th Grade or Less	22
9 th -12 th grade, no Diploma	31
High School Graduate/GED	215
Some college, but no Degree	29
Associate degree	25
Bachelor's Degree	22
Master's Degree	5
Doctorate or Prof. Degree	3
Unknown	17

Did Tobacco Use Contribute to Death			
Yes	Probably	No	Unknown
45	31	193	100

Was an Autopsy Performed	
Yes	No
33	336

Environmental Health Year End Report 2024

Septics:

Inspected and Issued 33 Permits-20 new sites and 13 repair sites

Accepted-33 applications

Advised surveyor on Plat splits-27

Calls and questions about residential septic-275

Calls about commercial septic sites-6

Calls about city sewer leaks or discharge-11

Worked with soil science professionals on septic sites-18

Water:

Answered general questions about water (surface, ditches, basements, wells)

Having a lot of calls about private wells and testing

Followed up on pool complaints and test reports

Several reports of abandoned swimming pool sites (mosquito complaints)

Air:

Followed up on burning complaints

Environmental Assessments:

Advised about 28 properties on contamination/environmental issues

Environmental Containments:

Mold-get several calls a month

No new meth contaminated properties

Abestos and Radon-getting a few questions a month

Housing:

Calls and investigations about substandard housing. We get on average 5 calls a month

Keeping documentation for mobile home parks, campgrounds and migrant labor housing

Trash:

3-4 calls a month about areas with trash, debris and other debris associated issues that are public health nuisance.

Tattoos:

Inspected or took complaints related to Tattoo Parlors.

We have 4 sites in county that require inspection and permitting. 5 artists who require permitting.

Dog Bites:

We each take a month at a time to cover dog bite reports.

Foods:

Will try to get more involved and more training in 2025.

Meeting, Organizations and Committees:

Indiana Environmental Health Association

Local Emergency Planning Council-Attend meetings

Commissioner and Council meetings as needed

Staff and Board meetings

Pool and Hot Tub Alliance-Certified Pool Operator

Indiana Vector Control Association meetings

On-site Sewage System Program meetings

Other Duties:

Mosquito dunk giveaway program

Cover front desk when needed

Sharps Container Program

Several training sessions to obtain certificates

2024 End of Year Report Educator/Counselor

Responsibilities/Duties:

- Serve as a liaison for the GCHD by participating in various committees, community coalitions and tasks forces.
- Collect and use data to identify and evaluate community needs prior to planning and implementing health programs/activities.
- Provide, promote & manage health education programs focusing on tobacco prevention & cessation, chronic disease prevention (diabetes, obesity, cancer, cardiovascular disease, STI), trauma & injury prevention, maternal & child health, Safe Sleep program, suicide review & prevention and other programs as needed to improve the quality of health of our community members
- Establish, grow, and maintain relationships with community partners & officials.
- Provide support, skill building & referrals for appropriate services to individuals who may need.
- Support/assist co-workers as required.

Planning/Outreach:

- Assist in developing marketing strategies to promote the Gibson County Health Department
- Prepare written and digital materials for programs and events.
- Plan, organize, promote & implement public health programs and activities including environmental issues.
- Continue to collaborate with the school nurse liaison to promote Catch My Breath Anti-Vaping Program and any other programs identified as a need throughout the Gibson County Schools
- I have established a community relationship with the director of the Oakland City Library and now provide monthly blood pressure/blood sugar checks along with health education monthly.
- Promote GCHD events, services, education pieces on social media.
- Manage/Assist/Promote Car Seat safety and Safe Sleep programs.
- Provide monthly blood pressure and blood sugar checks and health education to the Gibson County Senior Center and the Oakland City Library patrons.
- Organized promoted the following outreach programs.
 - Opioid Overdose Prevention and Naloxone Training
 - Community Baby Shower providing Safe Sleep training & Car seat installation/checks in partnership with Princeton Fire Dept.
 - Stop the Bleed/CPR
- Promoted the Gibson County Health Department at Toyota Boshoku Health Fair
- Promoted the Gibson County Health Department at Oakland City University Health Fair
- Attended the Science Sensation sponsored by Purdue Extension-promoting anti-vaping education to all Gibson County 7th grade students.
- Presented anti-vaping education to The Well She is Strong
- Partnered with IYI and Purdue Extension to sponsor youth vaping program at Vincennes University
- Partnered with Purdue Extension to sponsor Food is Medicine to Gibson County Head Start Children and Parents
- Presented Catch My Breath Anti Vaping program to Princeton 6th Grade students.

Training:

- Catch My Breath-Train the Trainer
- IDOH-TB Basics & TB Tests to Identify TB Infection
- Naloxone Administration Training

Year End Report 2024
Secretary

Secretarial Duties:

My duties are to perform clerical work such as:
Provide support for Vital records
Provide information/assistance to the public
Hand out information to customers
Receive customers and help answer phones
Help customers with genealogy information as needed
Order supplies for the office as needed
Take prepared mail to the post office as needed
Receive customers that bring in Sharp containers and replace with new ones as needed
Check eligibility and bill insurance companies
Process checks received from insurance payments
Assemble newborn packets and send to new parents each month
Investigate animal bite reports

Work with the Nurses:

Register patients at clinic
Prepare billing sheets and other paperwork for clinic
Work Angel Store (as needed)
Call patients as a reminder for appointments – as needed

Meetings/Activities Attended:

Attend - Board/Staff Meetings


Sherry Englehardt, Secretary