

Meeting of the Board of Health
St. Joseph County Department of Health
227 West Jefferson Boulevard
4th Floor Council Chambers
South Bend, Indiana 46601

January 21, 2026
4:30 p.m.

[Join meeting now](#)

Meeting ID: 239 267 667 213 3 - Passcode: Jw3E7kb3

- I. CALL TO ORDER & ROLL CALL
- II. ELECTION OF OFFICERS FOR 2026
- III. ADOPTION OF THE AGENDA
 - A. It is recommended the Board of Health members adopt the agenda for January 21, 2026.
- IV. APPROVAL OF MINUTES
 - A. It is recommended the Board of Health members approve the minutes of the regular meeting of November 19, 2025.
- V. BOARD PRESIDENT ANNOUNCEMENTS:
- VI. HEALTH OFFICER PRESENTATION and REPORT:
 - 26-01 Discussion and Vote - Health Officer's Report (November)
 - Community Access, Resources, and Education (C.A.R.E.)
 - Environmental Health
 - Finance
 - Food Services - **Spotlight**
 - Health First Indiana
 - Lead Report
 - Nursing
 - Vital Records
 - 26-02 Discussion and Vote - Health Officer's Report (Quarterly - Oct, Nov, Dec)
 - Community Access, Resources, and Education (C.A.R.E.)
 - Environmental Health
 - Finance
 - Food Services
 - Health First Indiana
 - Lead Report
 - Nursing
 - Vital Records

VII. NEW BUSINESS:

- 26-03 Appointments to the Personnel Committee
- 26-04 Appointments to the Finance Committee
- 26-05 Appointments to the Appeals Committee
- 26-06 Discussion and Vote - Onsite Wastewater Advisory Board appointments
- 26-07 Discussion and Vote - Water Resources Advisory Board appointments
- 26-08 Discussion and Vote – Job Description – Director of Community Access, Resources and Education (C.A.R.E.)
- 26-09 Discussion and Vote - Job Description - Assistant Director of Community Access, Resources and Education (C.A.R.E.)
- 26-10 Discussion and Vote - Job Description - Director of Food Services
- 26-11 Discussion and Vote - Job Description - Assistant Director of Food Services
- 26-12 Discussion and Vote - Job Description - Medical Assistant
- 26-13 Discussion and Vote - Job Description - Environmental Health Specialist/Septic
- 26-14 Discussion and Vote - 2026 Budget - County Health Department and Local Public Health Services
- 26-15 Discussion and Vote - 2026 Budget - Health School Liaison
- 26-16 Discussion and Vote - 2026 Budget - Health Trust Fund
- 26-17 Discussion and Vote - 2026 Budget - NACCHO Mentor Program
- 26-18 Discussion and Vote - 2026 Fee Schedule - Nursing - Typhim

VIII. GRANT REQUESTS:

- 26-19 Discussion and Vote – Apply - American Heart Association - Meeting People Where They Are

IX. OLD BUSINESS: None

X. PUBLIC COMMENT: (3 Minute Limit)

The following statement provides guidance for the public comment portion of the meeting, as well as the expected decorum for all conversations during the meeting.

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda. Individuals may only speak once during this section of the agenda. Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

Public comment may be given in person. Input from the public can also be sent to the Board by mail or email via the St. Joseph County Department of Health.

XI. TIME AND PLACE OF NEXT REGULAR MEETING:

February 18, 2026 – 4:30 p.m. 4th Floor Council Chambers.

XII. ADJOURNMENT

2025 Board Members

<u>Board Member Name</u>	<u>Board Member Position</u>	<u>Appointment</u>	<u>Term Expiration</u>
John W. Linn, PE	Chair	Board of County Commissioners	12/31/2026
Elizabeth "Betsy" Lindenman, MD	Vice Chair	Board of County Commissioners	12/31/2028
Robert Hays, MD	Member	Board of County Commissioners	01/26/2027
Michael A. Harding, EdD	Member	Board of County Commissioners	12/31/2028
Ellen Reilander, Esq.	Member	Board of County Commissioners	12/31/2028
Jill Kaps VanBruaene	Member	Council - St. Joseph County	12/31/2028
Kristin Lynn Vincent, CNM	Member	Board of County Commissioners	12/31/2026
Vacant	Member	Mayor - City of Mishawaka	
Vacant	Member	Mayor - City of South Bend	
Michelle A. Migliore, D.O.	Secretary, Health Officer		
Marcellus M. Lebbin, Esq.	Counsel		

The Title VI Coordinator has made available at this meeting a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County’s compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.

Note: For after meeting packet, media (video/audio) and approved minutes, please visit:

[St. Joseph County: Agendas and Minutes](#)

ST. JOSEPH COUNTY BOARD OF HEALTH
ST. JOSEPH COUNTY, INDIANA

Regular Meeting

November 19, 2025
4:30 p.m.

4th floor Council Chambers
County City Building, South Bend, IN

Members Present:

Elizabeth Lindenman, MD, Vice Chair
Robert Hays, MD
Jill Kaps VanBrouaene
Kristin Vincent, CNM
Ellen Reilander, Esq.
Michael A. Harding, EdD

Members Absent:

John Linn, P.E., Chair
Vacant Position
Vacant Position

Others Present:

Michelle Migliore, D.O.
Alissa Balke, MPH
Ericka Tijerina
Ashley Helman, RN
Briannah McCall, MPH
Amy Ruppe, BS
Michelle Haluda, RN
Renata Williams, MPH
Hope Eck, RN
Mike Wruble, MBA
Lelia Burly-Sanford
Diana Purushotham, MD - TEAMS
Marcellus Lebbin, Esq. – Counsel

I. CALL TO ORDER & ROLL CALL

- A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:30 p.m.

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for November 19, 2025.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, M.D. and unanimously carried, the agenda for November 19, 2025, was adopted.

III. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of October 15, 2025.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding, EdD and unanimously carried, the

minutes of the October 15, 2025, meeting of the Board of Health were approved.

IV. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

V. HEALTH OFFICER PRESENTATION and REPORT

25-44 Discussion and Vote – Health Officer’s Report (October)

Community Access, Resources, and Education (C.A.R.E.)
Environmental Health - **Spotlight**
Finance
Food Services
Health First Indiana
Lead Report
Nursing
Vital Records

Dr. Migliore introduced the new Director of Environmental Health, the Assistant Director of Nursing, and the School Health Liaison.

We are receiving an additional \$23,289 in HFI dollars. The reason is some counties in Indiana have opted out of HFI funds and now is the time to reconcile those funds.

Lead testing this month for CHW’s had a monthly record high of doing 104 lead tests, the previous high was back in the summer with 85. The year to date is 420. That is more than all of last year’s total.

Vital Records total births 3,386 and year to date 3,546, data was not available at time of the packet distribution.

On the graph for lead September 1 - 30 the unknown being 125 and everything else is 0. The lab puts “B” for blood and not “V” for venous or “C” for capillary.

Ellen Reilander, Esq., stated one of the many challenges that we have is getting the follow up test. When someone gets an additional test what you do next and what sort of treatment is there?

Breezy McCall, Director of Environmental Health, there is no medication unless the lead level is extremely high (above 40).

Dr. Migliore explained that we picked up on a new vision source that enables high school students a vision screen and free glasses.

Hope Eck, School Health Liaison, Vision screenings are done at grades 1, 3, 5, and 8. Dr. Bowling's "Kindness to prevent Blindness" program offers screenings and free glasses to not just elementary schools but now junior high and high school students. Hope explained the process the Junior High and High School students and students in grades 1, 3, 5 and 8.

Briannah McCall, Director of Environmental Health, stated the Massage Ordinance passed the County Council last night. She thanked the Board for all their support of the Ordinance. Briannah is working with the Staff Assistant and the Administrative Assistant to restructure and update some things in the Environmental Unit. Breezy also highlighted the septic process, the radon program, the healthy homes program, and the vector program. (The power point is attached to these minutes).

Lelia Burley-Sanford, Environmental/Vector Specialist, spoke about spraying and the safe option for bee's and the good bugs.

Jill Kaps-VanBrouaene stated she appreciated all the education pieces we are putting together.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, MD and unanimously carried, the Health Officer's Report was approved.

VI. NEW BUSINESS

25-45 Discussion and Vote - Appointment of Briannah McCall, Interim Director of Environmental Health to the St. Joseph County Regional Water and Sewer District Committee.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, M.D. and unanimously carried, Briannah McCall was appointed to the St. Joseph Regional Water and Sewer District Committee.

25-46 Discussion and Vote - Job Description - Director of Environmental Health.

Michael Wruble, Director of Operations, explained the changes to the job description, there will be some common themes from Director to Director and Assistant Director to Assistant Director, etc.

Upon a motion by Ellen Reilander, Esq., being seconded

by Robert Hays, MD, and unanimously carried, the Director of Environmental Health job description was approved.

25-47 Discussion and Vote - Job Description - Assistant Director of Environmental Health.

Upon a motion by Robert Hays, M.D., being seconded by Ellen Reilander, Esq., and unanimously carried, the Assistant Director of Environmental Health job description was approved.

IX. GRANT REQUESTS

There were no grant requests to consider.

IX. OLD BUSINESS

25-40 Discussion and Vote – Billing Consultant Proposal, as tabled.

Michael Wruble informed the Board the proposal is to allow us to use the services of a billing consultant to restart the billing program. Currently vaccine billing is happening through VaxCare. We have discovered that there are some CHW services that allow billing. We currently lack the ability to do that and this consultant will train us how to do that. Training will start after January 1st.

Upon a motion by Jill Kaps VanBruaene, being seconded by Kristin Vincent, CNM, and unanimously carried, the proposal from Practice Matters/Jan Hailey was approved.

X. PUBLIC COMMENT (3 Minute Limit)

There was no public comment.

XI. TIME AND PLACE OF NEXT REGULAR MEETING

December 17, 2025 - 4:30 p.m. 4th Floor Council Chambers.

XII. ADJOURNMENT

The St. Joseph County, Indiana Board of Health meeting was adjourned at 6:08 p.m.

Elizabeth Lindenman, M.D.
Vice-Chair of the Board

Michelle Migliore, D.O.
Secretary of the Board

DRAFT

NOVEMBER 19, 2025 - ST. JOSEPH COUNTY DEPARTMENT OF HEALTH BOARD MEETING MINUTES
MEDIA CAN BE FOUND AT:

<https://www.youtube.com/watch?v=gQtsUyLHCHs&feature=youtu.be>

5



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

Health Officer's Report of Unit Activities
December 2025

COMMUNITY ACCESS, RESOURCES AND EDUCATION (C.A.R.E.)

In November, our team connected with 151 community members, providing health education and program promotion. This included 34 blood pressure screenings and a senior fall prevention class, along with the distribution of over 500 doses of naloxone. Our MIH team saw 20 new clients, facilitating important access to care by assisting with 17 health insurance applications, completing 20 referrals for prenatal and primary care, and conducting 23 home visits.

ENVIRONMENTAL HEALTH

In the month of November, the County Council approved the amended Massage Ordinance. This allows Environmental staff to better protect the public health and safety of all who work in and visit massage establishments throughout St. Joseph County.

Monthly Radon Statistics November 2025

RADON	
Tests Provided	17
Failed Results	2
Passing Results	3
Mitigation Bids Received	1
Remediation Systems Installed	1

Furthermore, in total, 17 tests were given out in November; we received 3 passing and 2 failing test results, 1 bid to install a radon mitigation system, and 1 remediation system was installed. In addition, the Lakeville Library branch and the E. Blair Warner Medical Group requested to have their radon test supply restocked.

County Health Department

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget		September	October	November	YTD TOTALS	
REVENUE								
Beginning Balance		\$4,003,259.26						\$4,003,259.26
Property, FIT, Excise, Vehicle Excise Tax				\$0.00	\$0.00	\$7,309.71		\$1,467,302.54
Federal Reimbursements				\$0.00	\$0.00	\$0.00		\$0.00
Miscellaneous Revenue				\$0.00	\$0.00	\$0.00		\$2,641.00
TOTAL Tax, Fed Reimb and Misc Revenue				\$0.00	\$0.00	\$7,309.71		\$5,473,202.80
Environmental Health				\$21,200.00	\$31,575.00	\$16,813.30		\$347,466.03
Food Services				\$11,633.75	\$6,060.00	\$6,923.00		\$419,922.25
Immunization Clinic (South Bend)				\$11,471.12	\$9,832.70	\$18,966.59		\$174,885.55
Vital Records (South Bend)				\$41,830.00	\$50,496.55	\$41,114.45		\$567,673.90
Immunization Clinic (Mishawaka)				\$0.00	\$0.00	\$0.00		\$38,577.00
Vital Records (Mishawaka)				\$0.00	\$0.00	\$0.00		\$19,135.00
Fees (Charge 2, Coroner Fee)				(\$4,800.00)	(\$5,165.50)	(\$4,937.50)		(\$56,602.00)
Total Fee Revenue				\$81,334.87	\$92,798.75	\$78,879.84		\$1,511,057.73
TOTAL REVENUE (includes beginning balance)				\$81,334.87	\$92,798.75	\$86,189.55		\$6,984,260.53
EXPENDITURES								
10000 Series		Budget		September	October	November	Expenditures	Unexpended
11046	Director of Operations	\$76,650.00		\$5,896.16	\$5,896.16	\$5,896.16	\$70,753.92	\$5,896.08
11055	County Health Officer	\$131,250.00		\$10,096.16	\$10,096.16	\$10,096.16	\$121,153.92	\$10,096.08
11077	Admin. Assistant (3)	\$135,450.00		\$10,419.24	\$10,419.24	\$10,419.24	\$119,821.26	\$15,628.74
11143	Registrars (3)	\$119,358.00		\$9,148.12	\$9,181.38	\$9,181.38	\$110,102.49	\$9,255.51
11144	Nursing Registrars (2)	\$79,572.00		\$3,060.46	\$3,060.46	\$3,060.46	\$58,426.83	\$21,145.17
11145	Staff Assistants (2)	\$79,572.00		\$6,120.92	\$6,120.92	\$6,120.92	\$70,262.10	\$9,309.90
11151	Director of Vital Records	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.70	\$64,664.40	\$5,388.60
11154	Asst. Director Vital Records	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.84	\$59,026.08	\$4,918.92
11155	Nurses/Other Medical (7)	\$415,861.00		\$31,517.28	\$31,517.28	\$32,628.11	\$374,812.43	\$41,048.57
11160	Asst. Director of Finance	\$65,750.00		\$0.00	\$0.00	\$0.00	\$0.00	\$65,750.00
11161	Director of Env Health	\$70,053.00		\$5,388.70	\$6,889.26	\$469.84	\$61,246.10	\$8,806.90
11162	Asst. Dir Environmental Health	\$63,945.00		\$2,955.24	\$4,918.84	\$4,918.86	\$55,986.58	\$7,958.42
11163	Director of Food Services	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.70	\$64,664.40	\$5,388.60
11165	Asst Dir Food Services	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.84	\$59,026.08	\$4,918.92
11167	Community Health Worker	\$43,201.00		\$6,605.76	\$5,662.74	\$5,662.74	\$34,445.64	\$8,755.36
11170	Director of CARE	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.70	\$64,664.40	\$5,388.60
11172	Environmental Health Specialist (7)	\$405,935.00		\$27,547.80	\$25,372.20	\$26,460.00	\$346,934.11	\$59,000.89
11174	Food Service Specialist (5)	\$286,650.00		\$22,474.83	\$22,050.00	\$22,050.00	\$265,024.83	\$21,625.17
11181	Lead Program Coordinator	\$2,205.00		\$339.24	\$339.24	\$339.24	\$1,857.80	\$347.20
11183	Communications and Events Specialist	\$63,945.00		\$0.00	\$0.00	\$0.00	\$34,874.58	\$29,070.42
11184	Env Health Spec Coordinator (2)	\$4,410.00		\$339.24	\$339.24	\$339.24	\$4,070.88	\$339.12
11195	Public Health Coordinator	\$58,656.00		\$0.00	\$0.00	\$0.00	\$32,862.40	\$25,793.60
11305	Deputy County Attorney	\$17,713.00		\$1,362.54	\$1,362.54	\$1,362.54	\$16,350.48	\$1,362.52
11650	Executive Secretary	\$50,400.00		\$3,876.92	\$3,876.92	\$3,876.92	\$46,523.04	\$3,876.96
11701	Director of Nursing	\$91,111.00		\$7,008.54	\$7,008.54	\$7,008.54	\$76,366.52	\$14,744.48
11709	Asst. Dir. Nursing	\$63,000.00		\$3,032.58	\$5,155.39	\$5,761.90	\$13,949.87	\$49,050.13
11950	Part Time	\$41,046.00		\$4,801.60	\$4,925.37	\$4,801.79	\$25,621.92	\$15,424.08
11988	Director of Finance	\$76,650.00		\$5,896.16	\$5,896.16	\$5,896.16	\$70,753.92	\$5,896.08
12010	Data Analyst	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.84	\$59,026.08	\$4,918.92
14800	FICA Taxes @ 7.65%	\$209,231.17		\$14,652.48	\$14,814.57	\$14,553.18	\$175,930.89	\$33,300.28
14810	PERF @ 11.2%	\$304,340.60		\$19,420.06	\$19,652.68	\$19,247.88	\$238,697.00	\$65,643.60
14840	Health Insurance @ \$18,500	\$790,875.00		\$191,937.50	\$0.00	\$191,937.50	\$790,875.00	\$0.00
Total 10000 Series		\$4,148,823.77		\$424,820.15	\$235,477.91	\$423,011.38	\$3,588,775.95	\$560,047.82
20000 Series								
Acct	20000 Series	Budget	2024 PO's	September	October	November	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$39.00	\$937.07	\$167.95	\$763.14	\$12,155.53	\$10,625.47
22120	Garage & Motor Supplies	\$11,980.00	\$1,932.12	\$0.00	\$70.39	\$0.00	\$3,707.98	\$10,204.14
22148	Field Supplies	\$4,000.00	\$76.88	\$967.19	\$0.00	\$70.70	\$2,553.14	\$1,523.74
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$208,000.00	\$924.64	\$5,306.29	\$224.33	\$3,170.19	\$88,900.34	\$120,024.30
23243	Fuel Allocation	\$10,500.00	\$0.00	\$2,625.00	\$0.00	\$2,625.00	\$10,500.00	\$0.00
Total 20000 Series		\$259,472.00	\$2,972.64	\$9,835.55	\$462.67	\$6,629.03	\$117,816.99	\$144,627.65
30000 Series								
Acct	30000 Series	Budget	2024 PO's	September	October	November	Expenditures	Unexpended
31010	Legal Services	\$80,000.00	\$0.00	\$5,557.75	\$0.00	\$3,225.00	\$51,937.34	\$28,062.66
31070	Other Contractual Services	\$133,787.00	\$0.00	\$11,750.09	\$11,750.09	\$11,250.09	\$121,491.39	\$12,295.61
31150	Medical Services	\$4,304.40	\$300.00	\$1,508.00	\$0.00	\$68.00	\$3,575.45	\$1,028.95
32020	Travel/Mileage	\$6,377.50	\$0.00	\$312.20	\$2,938.28	\$311.95	\$6,031.59	\$345.91
32203	Cell Phones	\$16,232.12	\$0.00	\$2,315.97	\$1,119.75	\$1,119.75	\$16,116.99	\$115.13
32350	Postage	\$250.00	\$0.00	\$86.52	\$23.01	\$0.00	\$169.32	\$80.68
32550	Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33128	Environmental Health	\$2,563.50	\$0.00	\$1,551.50	\$50.00	\$0.00	\$2,563.50	\$0.00
33243	Fleet Allocation	\$76,230.00	\$0.00	\$19,057.50	\$0.00	\$19,057.50	\$76,230.00	\$0.00
33368	Public Info & Educ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34030	Liability Insurance Coverage	\$215,276.00	\$0.00	\$94,004.63	\$0.00	\$27,568.37	\$215,276.00	(\$0.00)
36500	Service Contract	\$11,695.60	\$0.00	\$0.00	\$1,695.60	\$0.00	\$11,695.60	\$0.00
39010	Dues & Subscriptions	\$2,417.00	\$0.00	\$645.30	\$507.60	\$496.21	\$1,860.48	\$556.52
39600	Refunds, Awards & Indemnities	\$1,026.00	\$0.00	\$0.00	\$30.00	\$0.00	\$1,026.00	\$0.00
39750	Information Technology	\$5,192.88	\$0.00	\$0.00	\$0.00	\$0.00	\$5,192.88	\$0.00
Total 30000 Series		\$555,352.00	\$300.00	\$136,789.46	\$18,114.33	\$63,096.87	\$513,166.54	\$42,485.46
Total Budget		\$4,963,647.77	\$3,272.64					
TOTAL EXPENDITURES				\$571,445.16	\$254,054.91	\$492,737.28	\$4,219,759.48	
Total Unexpended								\$747,160.93
Net (Monthly)				(\$490,110.29)	(\$161,256.16)	(\$406,547.73)		
FUND BALANCE				\$3,332,304.94	\$3,171,048.78	\$2,764,501.05		

Local Public Health Services

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget	September	October	November	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$2,048,859.05				\$2,048,859.05	
01412	State Grant		\$0.00	\$0.00	\$0.00	\$6,364,751.97	
02711	Reimbursements		\$0.00	\$0.00	\$12,500.00	\$12,500.00	
	TOTAL REVENUE	\$2,048,859.05	\$0.00	\$0.00	\$12,500.00	\$2,061,359.05	
	EXPENDITURES						
Acct	10000 Series	Budget	September	October	November	Expenditures	Unexpended
11048	Vector Coordinator	\$60,638.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,638.00
11066	Vector/Env Health Specialist	\$57,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,330.00
11077	Admin Assistant	\$26,048.08	\$3,473.08	\$3,473.08	\$3,473.08	\$22,575.02	\$3,473.06
11155	Nurses/Other Medical	\$110,240.42	\$0.00	\$0.00	\$0.00	\$37,088.63	\$73,151.79
11167	Community Health Workers (15)	\$586,126.00	\$29,389.74	\$30,332.76	\$30,332.76	\$270,113.51	\$316,012.49
11172	Environmental Health Specialist	\$57,330.00	\$0.00	\$0.00	\$0.00	\$26,460.00	\$30,870.00
11174	Food Service Specialist	\$57,330.00	\$2,205.00	\$0.00	\$1,102.50	\$42,997.50	\$14,332.50
11176	Assistant Director of CARE	\$63,945.00	\$4,918.84	\$4,918.84	\$4,918.84	\$59,026.08	\$4,918.92
11180	School Health Liaison	\$66,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,657.00
11181	Lead Program Coordinator	\$2,205.00	\$0.00	\$0.00	\$0.00	\$2,205.00	(\$0.00)
11182	Director of Community Partnerships & Development	\$70,053.00	\$0.00	\$0.00	\$0.00	\$35,915.05	\$34,137.95
11196	Health Promotion Specialist (2)	\$110,250.00	\$4,240.38	\$4,240.38	\$4,240.38	\$82,687.41	\$27,562.59
11199	Perinatal Coordinator	\$59,535.00	\$4,579.62	\$4,579.62	\$4,579.62	\$54,955.44	\$4,579.56
11197	MIH Coordinator	\$66,657.00	\$5,127.46	\$5,127.46	\$5,127.46	\$38,455.95	\$28,201.05
11950	Part Time	\$132,434.10	\$5,537.76	\$7,470.81	\$9,334.30	\$55,386.19	\$77,047.91
14800	FICA Taxes @ 7.65%	\$123,271.97	\$4,385.33	\$4,441.55	\$4,668.47	\$54,166.35	\$69,105.62
14810	PERF @ 11.2%	\$161,054.73	\$6,040.64	\$5,899.28	\$6,022.76	\$75,685.52	\$85,369.21
14840	Health Insurance @ \$18,500	\$521,083.33	\$31,416.69	\$0.00	\$0.00	\$156,291.69	\$364,791.64
	Total 10000 Series	\$2,332,188.63	\$101,314.54	\$70,483.78	\$73,800.17	\$1,014,009.34	\$1,318,179.29
Acct	20000 Series	Budget	September	October	November	Expenditures	Unexpended
21030	Office Supplies	\$47,539.00	\$326.26	\$433.88	\$1,525.69	\$3,599.83	\$43,939.17
22148	Field Supplies	\$476,250.00	\$515.61	\$0.00	\$61.99	\$20,321.54	\$455,928.46
22328	Equipment Repairs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
	Total 20000 Series	\$623,789.00	\$841.87	\$433.88	\$1,587.68	\$23,921.37	\$599,867.63
Acct	30000 Series	Budget	September	October	November	Expenditures	Unexpended
31015	Consultant Services	\$75,600.00	\$6,300.00	\$0.00	\$12,600.00	\$50,400.00	\$25,200.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
31070	Other Contractual Services	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32020	Travel/Mileage	\$12,070.00	\$652.40	\$723.10	\$508.20	\$6,907.34	\$5,162.66
32050	Conferences & Trainings	\$18,500.00	\$500.00	\$0.00	\$117.26	\$2,285.29	\$16,214.71
32203	Cell Phones	\$25,929.00	\$1,852.88	\$927.04	\$927.04	\$11,260.16	\$14,668.84
32350	Postage	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32550	Miscellaneous Costs	\$348,318.96	\$0.00	\$0.00	\$0.00	\$10,871.87	\$337,447.09
32705	Other Services	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
33020	Advertising	\$81,302.57	\$0.00	\$0.00	\$0.00	\$14,784.78	\$66,517.79
33034	Grant	\$1,541,194.12	\$86,108.88	\$4,419.53	\$101,967.50	\$759,342.36	\$781,851.76
33100	Printing	\$37,500.00	\$328.59	\$482.37	\$2,624.28	\$7,353.35	\$30,146.65
33128	Environmental Health	\$253,557.00	\$9,715.00	\$2,750.00	\$4,400.00	\$73,488.49	\$180,068.51
33648	Rebinding Records	\$201,116.00	\$0.00	\$0.00	\$0.00	\$21,600.00	\$179,516.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$37,500.00
36015	Contractual Services	\$19,200.00	\$1,107.00	\$378.00	\$0.00	\$14,816.00	\$4,384.00
37010	Rent - Bldgs & Office Space	\$636,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636,475.00
39262	Chronic Disease Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$1,737.91	\$148,262.09
39263	Injury Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
39264	Maternal and Child Health	\$150,000.00	\$9,807.32	\$2,462.26	\$8,647.90	\$43,220.74	\$106,779.26
39268	Immunization	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
	Total 30000 Series	\$3,793,262.65	\$116,372.07	\$12,142.30	\$131,792.18	\$1,030,568.29	\$2,762,694.36
Acct	40000 Series	Budget	September	October	November	Expenditures	Unexpended
44010	Equipment	\$49,000.00	\$0.00	\$0.00	\$0.00	\$24,704.99	\$24,295.01
	Total 40000 Series	\$49,000.00	\$0.00	\$0.00	\$0.00	\$24,704.99	\$24,295.01
	Total Budget	\$6,798,240.28					
	TOTAL EXPENDITURES		\$218,528.48	\$83,059.96	\$207,180.03	\$2,093,203.99	
	Total Unexpended						\$4,705,036.29
	Net (Monthly)		(\$218,528.48)	(\$83,059.96)	(\$194,680.03)		
	FUND BALANCE		\$6,610,647.02	\$6,527,587.06	\$6,332,907.03		

OPIOID RESTRICTED FUND

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 07/16/2025-12/31/2025		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$906,739.30				\$906,739.30	
04113	Opioid Settlement		\$0.00	\$229,365.96	\$0.00	\$292,128.06	
	TOTAL REVENUE	\$906,739.30	\$0.00	\$229,365.96	\$0.00	\$1,198,867.36	
	EXPENDITURES						
Acct	10000 Series						
11196	Health Promotion Specialist	\$21,202.00	\$4,240.38	\$4,240.38	\$4,240.38	\$19,081.71	\$2,120.29
14800	FICA Taxes @ 7.65%	\$1,622.00	\$305.26	\$305.26	\$305.26	\$1,383.23	\$238.77
14810	PERF @ 11.2%	\$2,375.00	\$474.92	\$474.92	\$474.92	\$2,137.14	\$237.86
14840	Health Insurance @ \$18,500	\$7,709.00	\$3,083.33	\$0.00	\$0.00	\$3,083.33	\$4,625.67
	Total 10000 Series	\$32,908.00	\$8,103.89	\$5,020.56	\$5,020.56	\$25,685.41	\$7,222.59
Acct	30000 Series						
32020	Travel/Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
32203	Printing	\$716.00	\$0.00	\$0.00	\$0.00	\$0.00	\$716.00
33368	Public Information & Education	\$1,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.00
	Total 30000 Series	\$2,442.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,442.00
	Total Budget	\$35,350.00					
	Total Expenditures		\$8,103.89	\$5,020.56	\$5,020.56	\$25,685.41	
	Total Unexpended						\$9,664.59
	Net (Monthly)		(\$8,103.89)	\$224,345.40	(\$5,020.56)		
	FUND BALANCE		\$953,857.11	\$1,178,202.51	\$1,173,181.95		

Health School Liaison

LEAD: Ashley Helman - SUPPORT: Hope Eck

No Expiration		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$1,413,586.35				\$1,413,586.35	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
05600	Refunds		\$0.00	\$0.00	\$0.00	\$150.00	
06400	Donations		\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL REVENUE	\$1,413,586.35	\$0.00	\$0.00	\$0.00	\$1,413,736.35	
	EXPENDITURES						
Acct	10000 Series						
11180	School Health Liasion	\$66,657.00	\$0.00	\$0.00	\$0.00	\$37,462.24	\$29,194.76
14800	FICA Taxes @ 7.65%	\$5,100.00	\$0.00	\$0.00	\$0.00	\$2,776.47	\$2,323.53
14810	PERF @ 11.2%	\$7,466.00	\$0.00	\$0.00	\$0.00	\$4,195.80	\$3,270.20
14840	Health Insurance @ \$18,500	\$18,500.00	\$1,541.67	\$0.00	\$0.00	\$7,708.34	\$10,791.66
	Total 10000 Series	\$97,723.00	\$1,541.67	\$0.00	\$0.00	\$52,142.85	\$45,580.15
Acct	20000 Series						
21030	Office Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$39.00	\$3,461.00
24120	Medical Supplies	\$200,000.00	\$0.00	\$0.00	\$45.24	\$2,184.60	\$197,815.40
	Total 20000 Series	\$203,500.00	\$0.00	\$0.00	\$45.24	\$2,223.60	\$201,276.40
Acct	30000 Series						
32020	Travel/Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$306.97	\$693.03
32050	Conferences/Trainings	\$8,000.00	\$0.00	\$0.00	\$0.00	\$27.00	\$7,973.00
32203	Cell Phones	\$600.00	\$89.52	\$44.79	\$44.79	\$537.32	\$62.68
33368	Public Info & Educ	\$1,820.85	\$0.00	\$0.00	\$0.00	\$952.50	\$868.35
39243	Donations	\$50,000.00	\$330.70	\$1,473.80	\$1,134.16	\$37,887.91	\$12,112.09
	Total 30000 Series	\$61,420.85	\$420.22	\$1,518.59	\$1,178.95	\$39,711.70	\$21,709.15
	Total Budget	\$362,643.85					
	Total Expenditures		\$1,961.89	\$1,518.59	\$1,224.19	\$94,078.15	
	Total Unexpended						\$268,565.70
	Net (Monthly)		(\$1,961.89)	(\$1,518.59)	(\$1,224.19)		
	FUND BALANCE		\$1,322,400.98	\$1,320,882.39	\$1,319,658.20		

Health Trust Fund

Lead: Briannah McCall

No Expiration		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$214,459.66				\$214,459.66	
	TOTAL REVENUE	\$214,459.66	\$0.00	\$0.00	\$0.00	\$214,459.66	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator	\$48,820.00	\$0.00	\$0.00	\$0.00	\$29,617.38	\$19,202.62
11066	Vector/Env Health Specialist	\$46,305.00	\$0.00	\$5,512.50	\$4,410.00	\$31,156.65	\$15,148.35
11950	Part Time (\$17/hour)	\$13,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,125.00
14800	FICA Taxes @ 7.65%	\$8,294.00	\$0.00	\$421.71	\$326.73	\$4,520.89	\$3,773.11
14810	PERF @ 11.2%	\$10,672.00	\$0.00	\$617.40	\$493.92	\$6,824.32	\$3,847.68
14840	Health Insurance @ \$18,500	\$30,834.00	\$0.00	\$0.00	\$0.00	\$15,416.67	\$15,417.33
	Total 10000 Series	\$158,050.00	\$0.00	\$6,551.61	\$5,230.65	\$87,535.91	\$70,514.09
Acct	20000 Series						
21030	Office Supplies	\$409.66	\$0.00	\$9.59	\$0.00	\$58.93	\$350.73
22120	Gas/Motor Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
22148	Field Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$1,024.63	\$1,475.37
	Total 20000 Series	\$5,409.66	\$0.00	\$9.59	\$0.00	\$1,083.56	\$4,326.10
Acct	30000 Series						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$0.00	\$158.00	\$760.71	\$239.29
32050	Conferences & Trainings	\$4,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380.00
32203	Cell Phones	\$1,620.00	\$89.52	\$44.24	\$41.79	\$1,105.84	\$514.16
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$85.64	\$914.36
33368	Public Info & Educ	\$7,000.00	\$0.00	\$0.00	\$0.00	\$1,007.72	\$5,992.28
33938	Vector	\$25,000.00	\$0.00	\$0.00	\$0.00	\$8,245.29	\$16,754.71
36500	Service Contract	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$2,600.00
	Total 30000 Series	\$46,000.00	\$89.52	\$44.24	\$199.79	\$13,605.20	\$32,394.80
Acct	40000 Series						
44010	Equipment	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total 40000 Series	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total Budget	\$219,809.56					
	Total Expenditures		\$89.52	\$6,605.44	\$5,430.44	\$110,894.06	
	Total Unexpended						\$108,915.50
	Net (Monthly)		(\$89.52)	(\$6,605.44)	(\$5,430.44)		
	FUND BALANCE		\$115,601.48	\$108,996.04	\$103,565.60		

NACCHO Mentor Program

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$38,187.19				\$38,187.19	
	TOTAL REVENUE	\$38,187.19	\$0.00	\$0.00	\$0.00	\$38,187.19	
	EXPENDITURES						
Acct	20000 Series						
21030	Office Supplies	\$6,000.00	\$0.00	\$0.00	\$2.95	\$2.95	\$5,997.05
22148	Field Supplies	\$6,000.00	\$0.00	\$0.00	\$0.00	\$32.72	\$5,967.28
24120	Medical Supplies	\$12,187.19	\$514.99	\$0.00	\$514.99	\$4,393.32	\$7,793.87
	Total 20000 Series	\$24,187.19	\$514.99	\$0.00	\$517.94	\$4,428.99	\$19,758.20
Acct	30000 Series						
32020	Travel/Mileage	\$6,000.00	\$81.90	\$0.00	\$0.00	\$2,435.90	\$3,564.10
33368	Public Info & Educ	\$8,000.00	\$1,843.56	\$109.79	\$557.99	\$4,690.24	\$3,309.76
	Total 30000 Series	\$14,000.00	\$1,925.46	\$109.79	\$557.99	\$7,126.14	\$6,873.86
	Total Budget	\$38,187.19					
	Total Expenditures		\$2,440.45	\$109.79	\$1,075.93	\$11,555.13	
	Total Unexpended						\$26,632.06
	Net (Monthly)		(\$2,440.45)	(\$109.79)	(\$1,075.93)		
	FUND BALANCE		\$27,817.78	\$27,707.99	\$26,632.06		

FOOD SERVICES

November 5, 2025, Two Food Inspection staff traveled to Plainfield, IN for a day-long training hosted by IDOH. The day's agenda began with a brief presentation and demonstrations on truck wrecks. Additional topics included HACCP, Dehydrating, freeze drying and acidification SOP's as well as Sushi preparation. The agenda included real-time processes and hands-on activities. Training highlights were later shared with all unit staff. The two staff that attended the training commented that the training was very informative, and it offered a lot of beneficial guidance.

November 8, 2025, Inspection staff on hand for the Notre Dame vs Navy game; 40 total concession stands and portables inspected.

November 10, 2025, The Foods Unit welcomed a new member to the inspection staff. 42 hours of Web-based FDA training courses have been completed by our new FSIO, and field training began 10 days after joining the team.

November 18, 2025, All staff continue to attend IDOH monthly virtual training sessions. November's presentation was on unapproved food additives.

November 25, 2025 Fire reported, at Bob Evans on Dixie Way, in Clay Township. FSIO observed extensive damage to grills, hood and adjacent equipment, with thick smoke present at the time of their visit. The cause of the fire was unknown at the time of the follow-up. The establishment was closed and will remain closed until repairs have been completed.

HEALTH FIRST INDIANA

Collective Progress of KPIs	
KPI 1	128.44%
KPI 2	131.16%
KPI 3	96.25%
KPI 4	174.52%
KPI 5	54.13%
KPI 6	66.70%
KPI 7	59.00%
KPI 8	6.70%

LEAD - COMBINED UNIT

Environmental lead is harmful to the physical, mental, and social development of young children. To combat the risks that lead poses to children and families, the Department utilizes a collaborative, multi-unit response that includes the Public Health Nursing, Environmental Health, and CARE Units to provide services to St. Joseph County residents.

While there is no safe level of lead in the blood, a lead level of 3.5µg/dL is considered elevated. Any confirmed result of 5µg/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9µg/dL are monitored until the level drops to below 3.5µg/dL.

Testing

Lead Tests Across St. Joseph County

This chart is always two months behind due to when it is received from IDOH. For example, on December 1, 2025, the report will include all lead tests drawn in October of 2025.

Tests drawn from October 1, 2025 – October 31, 2025

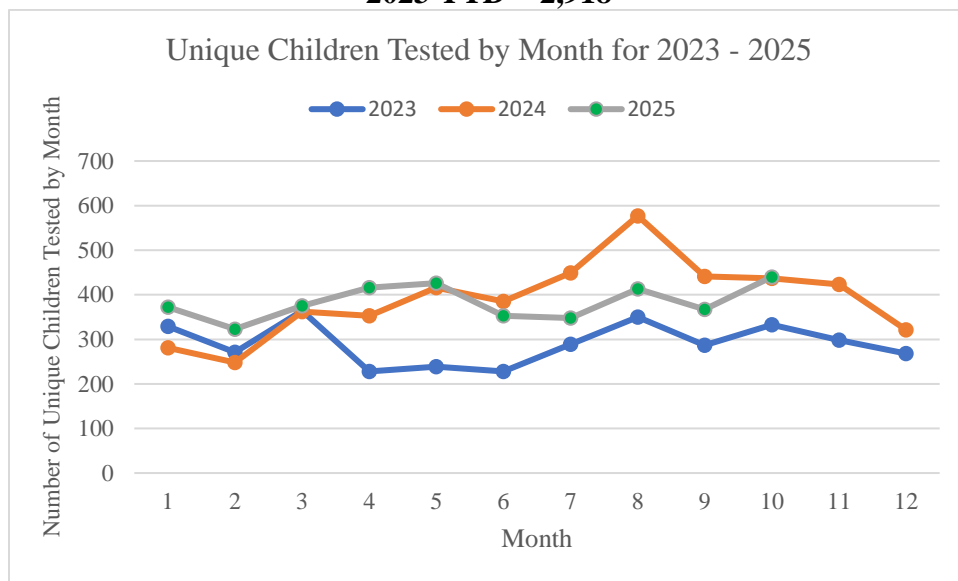
Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	23	107	1	131
0.1-<2	25	63	1	89
2-3.4	5	50	114	169
3.5-4.9	8	13	7	28
5-9.9	10	4	5	19
10-19.9	1	1	0	2
20-29.9	0	0	0	0
30-39.9	0	2	0	2
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	72	240	128	440

There were 12 duplicate tests in the month of October, 440 unique children were tested.

2025 YTD = 3,834

2024 YTD = 3,949

2023 YTD = 2,918



Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2024, the zip code of 46613 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e. population size).

Zip Code	October 2025	YTD 2025
46613	2 elevated	30 elevated
46628	4 elevated	26 elevated
46544	1 elevated	18 elevated
46619	2 elevated	17 elevated
46545	0 elevated	15 elevated
46614	2 elevated	13 elevated
46616	4 elevated	11 elevated
46615	2 elevated	9 elevated
46530	1 elevated	7 elevated
46635	0 elevated	5 elevated
46617	0 elevated	4 elevated
46561	0 elevated	3 elevated
46637	1 elevated	2 elevated
46601	1 elevated	2 elevated

Community Outreach Settings

One part of the lead initiative is to offer lead education and testing for children aged 6 years and younger. We provide education and testing to the community by hosting lead events at daycares, churches, elementary schools, and other community settings. We also offer lead testing and/or education at community-organized events. We aim to host at least two events per month. The events hosted by the Department of Health are organized and conducted by the Assistant Director of CARE and the CHWs from the CARE unit.

Testing and Education Events	# of events	# of tests	Awareness Only Events	# of events
November 2025	4	24	November 2025	0

YTD	# of events	# of tests
YTD 2025	70	444

Case Numbers

Public Health Nursing receives elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels $\geq 10\text{ug/dL}$. Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL . In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of $3.5\text{-}4.9\text{ ug/dL}$). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

Current Case Numbers as of 11/30/2025

Case Management	Case Monitoring	Unconfirmed Cases
69	49	35

Risk Assessments

The Environmental Health Unit’s lead risk assessor’s role is to determine potential sources of exposure to lead through dust sampling, soil sampling, water sampling, and XRF testing of paint and other miscellaneous items such as toys or furniture. The environmental risk assessment helps families understand where the lead exposure is likely coming from, how to address these hazards to mitigate further exposure, and how to prevent new lead hazards from appearing in the home.

Activity	Nov 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
A. Lead Risk Assessments	9	94	137	107	66	64
i. EBLI Assessments	6	38	55	53	29	19
ii. Parent Requests	3	56	82	54	37	45
B. Clearances	6	83	84	63	16	23

NURSING UNIT

Immunizations

Our immunization team continued to provide both seasonal and school-based vaccinations, with our South Bend clinic maintaining a full schedule more than a month in advance. Across our South Bend and Mobile operations, we served 251 adults and 239 children, for a total of 490 unique individuals. The mobile team conducted 15 outreach events, and collectively, staff administered 909 immunizations.

Mobile Clinics

- 11/1 Pop-Up Pregnancy Village
- 11/5 Riley High School
- 11/7 Lighthouse Autism Center
- 11/12 Briarcliff
- 11/13 Purdue Polytechnic
- 11/19 La Casa
- 11/25 Sisters of the Holy Cross

Public Health Nursing

There were 42 animal bites and 21 communicable disease cases in October.

School Health

Our liaison continues to support local school health professionals through email and phone communication, with 49 individual schools receiving contacts. Two mass emails were sent, one resource focused newsletter and one urgent health-focused update.

In person school visits continued, during which the school liaison assessed student and school needs, offered follow-up referrals, and supported immunizations, chronic condition care plans, and staff needs.

Within the Community Partnership Program, the liaison individually contacted schools with larger balances remaining from the Phair Foundation and sent a reminder to all schools with balances regarding the end of year deadline. Resources were provided to 17 schools.

The liaison also identified 13 schools with vaccine compliance rates below 70% and is reaching out to offer targeted support.

TB

Tuberculosis					
	Nov 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	127	1064	428	333	1418
Nurse Visits	25	295	367	314	294
QFT Ordered/ Collected	8	168	122	27	46
CXR	3	27	14	6	5
New Active Cases	1	9	4	2	7
Active TB Cases Following	6	11	6	3	12
Latent TB Cases Following	19	75	88	67	53

VITAL RECORDS

	<u>Records Filed Nov 2025</u>	<u>YTD 2025 Occurrences</u>	<u>YTD 2024 Occurrences</u>
<u>Statistics*</u>			
Total Births	295	3681	3884
Total Deaths	246	2847	2941
Paternities	5	41	69
Corrections	0	31	28
Genealogy	0	11	9
	<u>YTD 2025- Requestors</u>	<u>YTD 2025- Number of Records Issued</u>	<u>YTD 2025 Pending Requests</u>
Birth Cert Asst.	76	35	41
	<u>Records Issued Oct 2025</u>	<u>YTD 2025 Issued</u>	<u>YTD 2024 Issued</u>
Birth Certs Total	1068	14,070	13,457
Death Certs Total	1210	15,299	17,012

Birth & Death data reflected as of 12/08/2025.

Subject to change, generated from DRIVE and File Maker.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Michelle Migliore, D.O., Health Officer



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

Food Services & Pool Program

- ▶ ST. JOSEPH COUNTY DEPARTMENT OF HEALTH
- ▶ OPTIMAL HEALTH FOR A THRIVING ST. JOSEPH COUNTY

Team Food & Pools

Tenacious...Enthusiastic...Committed...

Carolyn Smith, Director : 29 years

Karen Teague, CPO Assist Director : 24 years

Sarah DeFreeuw, Admin Assistant: 2-3/4 yrs

Jasmine Seay, Staff Assistant : 9 mos

► **Food Safety Inspection Officers (FSIO)**

Lynette Wesby – 10 years

Jacob Parcell, CPO - 7 years

Kaitlyn Hammes - 3 years

Jamie Young - 3 years

Sara Schaefer, CPO – 15 months

Meagan McNinch – 6 weeks



We are...

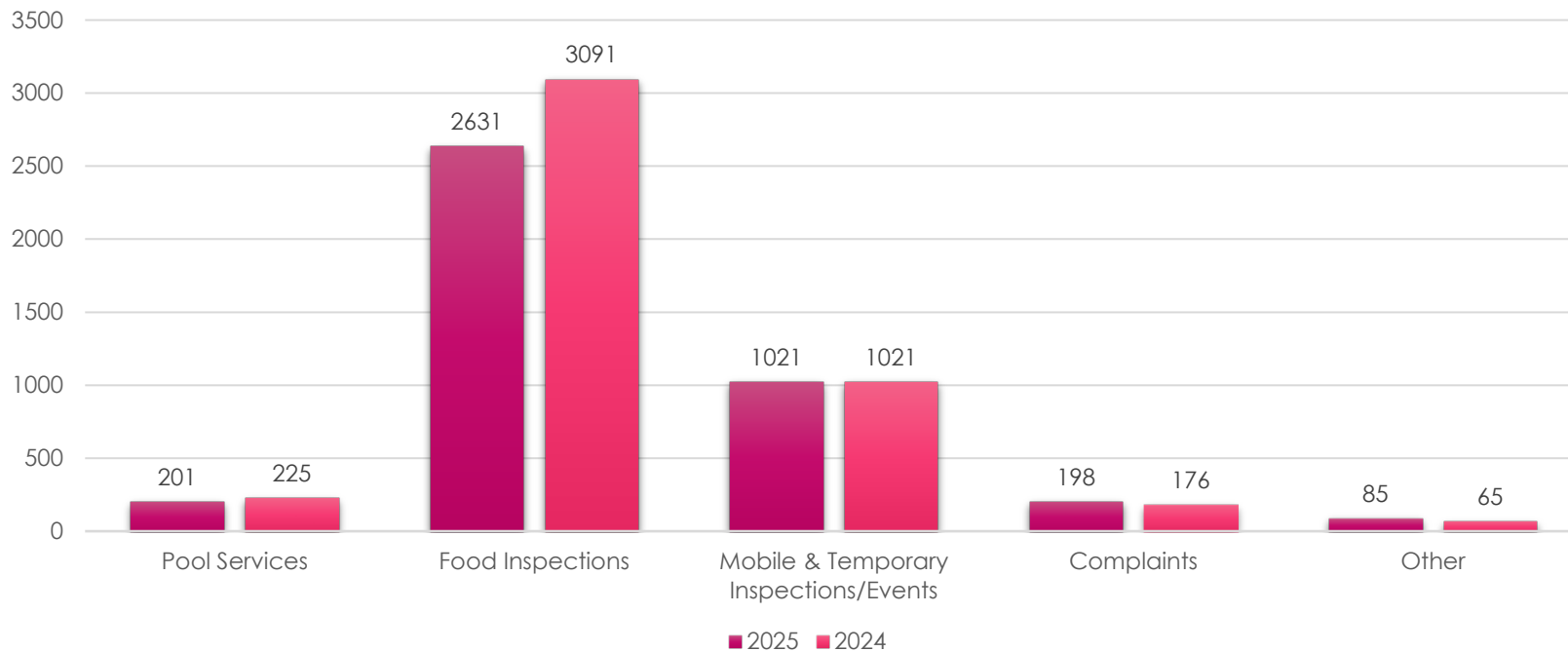
- ▶ Food Safety Inspection Officers (FSIO) and Certified Pool Operators (CPO), agents of IDOH, authorized by law to conduct food and pool safety inspections.
- ▶ Agents of the County Health Officer.
- ▶ Educators teaching food safety and regulators enforcing the laws that help prevent food and pool related illness and disease.
- ▶ Instructors assuring adherence to the most current food industry best practices and water safety guidance.
- ▶ Communicators reporting operator compliance to ensure that food and recreational waters are safe for all who reside in and visit St. Joseph County.
- ▶ Certified Food Protection Managers (CFPM) and Certified Pool Operators (CPO®) trained to uniformly assess an operations overall understanding of and compliance to safety guidelines.

We're authorized to...

- ▶ Inspect food establishments and pools to verify their compliance with food and pool regulations and monitor their adherence to current safety rules.
- ▶ Enforce laws and regulations that protect public health, ensuring food and water safety.
- ▶ Review past inspection reports and check records maintained at the diverse establishments.
- ▶ Observe and interview food and pool staff to determine their overall understanding of food and pool safety and sanitation requirements.
- ▶ Recommend appropriate interventions and/or remediation, when risk factors are cited.

2025 YTD Services

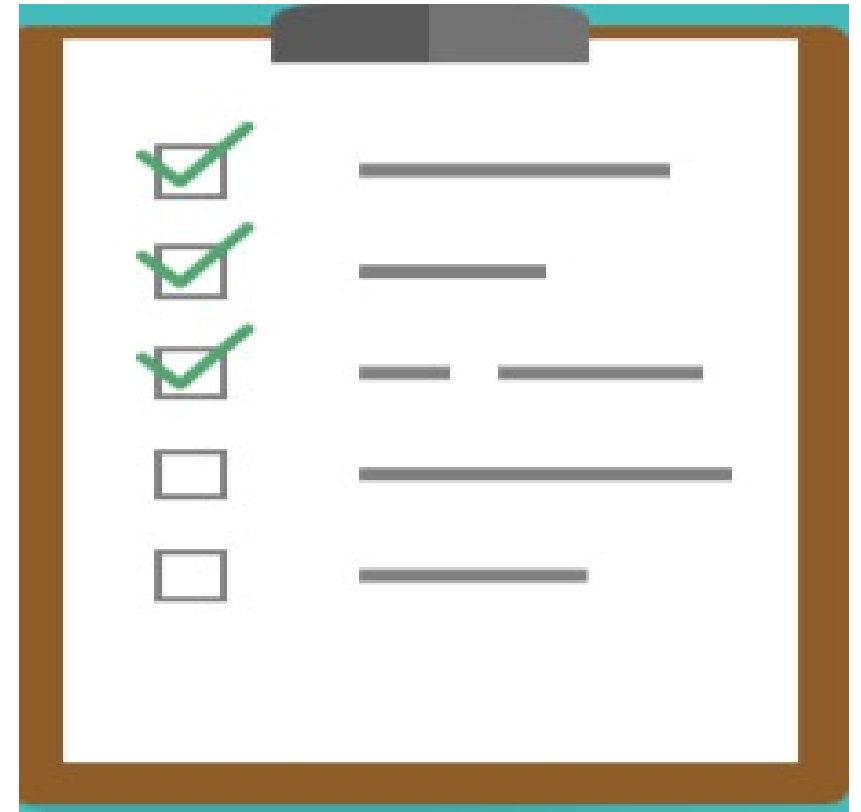
Total Services by Category



SERVICES	YTD 2025	YTD 2024
Food	198	176
Store/service/smoking		
Complaints		
Routine & Opening	2631	3091
Inspections		
Civil Penalties	3	3
Abatements	13	7
Correspondence		
Possible Foodborne Illness	0	2
Investigations		
Establishments Requested	3	1
to Close		
Plan & Review/New	60	49
Constr./Remodel		
Fire Investigations	9	6
Health Officer Hearings	0	1
Temporary Events &	1021	1021
Inspections/Mobiles		
Meetings	111	147
Pool Information		
Pool Inspections	119	135
Pool Consultations	1	0
Pool Complaints	4	2
Pool Closings	77	88

2025 accomplishments

- ▶ County Ordinance revision
- ▶ Staff Assistant hired and trained
- ▶ CPO certified and orientation completed
- ▶ 410 IAC 7-26 new code adopted with initial roll out emphasizing education vs enforcement.
- ▶ Facilitated new code training workshop for Notre Dame Dining Services.



Operations...diverse inspection types

Pre-operational

A pre-operational inspection is conducted to ensure that the retail food establishment was built or remodeled in accordance with the approved plans and specifications and that the establishment fully complies with 410 IAC 7-26.

Routine

Unannounced inspections are conducted on a predetermined rotation at a frequency based on the complexity of the menu type.

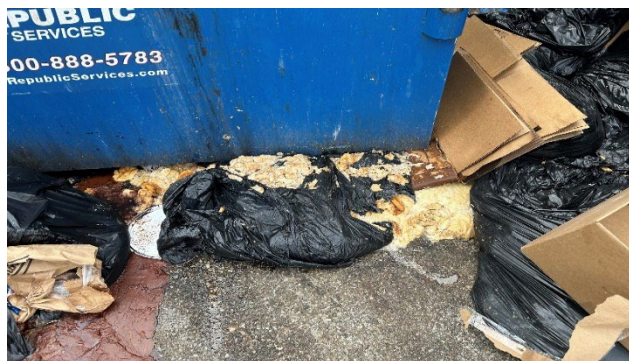
Follow-up/Enforcement

Includes rechecks, Abatements, probation, and repeat violation inspections.



Complaints

- ▶ Consumer reports of unsanitary practices and/or conditions.
- ▶ Behaviors observed not compliant with food and/or pool safety rules and requirements.
- ▶ Presence of insects, rodents or other pest activity.
- ▶ Reported consumer illnesses believed to be food related.



Temporary Events

- ▶ Transitory public gatherings/events that do not exceed 14 consecutive days and operate for a specific purpose in conjunction with a single event or celebration.
- ▶ Food may be prepared on site or transported from an inspected licensed commercial facility.



SJCDoH Pool Program

- ▶ Inspections are based on Indiana State Public and Semi-Public Pools Rule 410 IAC 6-2.1. Local inspection authority is based on Chapter 95: Public/Semi-Public Pools and Spas
- ▶ Inspect all public and semi-public pools and spas
 - ▶ Chemical levels
 - ▶ Signage
 - ▶ Lifesaving equipment
 - ▶ Lifeguard requirements
 - ▶ Weekly bacterial water report monitoring
 - ▶ Investigate complaints
 - ▶ Consultations
 - ▶ Ensure VGBA compliance and investigate drownings



Pool Inspections

- ▶ Pool Types and the Numbers
 - ▶ Hotels, Apartments, Schools, Rehabilitation Facilities, Community Clubs, & Parks
 - ▶ Indoor and Outdoor Traditional Pools and Spas, Therapy, Wading, Splash, & Competition Pools
 - ▶ All pools pay a fee based on type.
 - ▶ 71 indoor pools and spas (17 traditional spas & 9 Therapy pools)
 - ▶ 79 outdoor pools and spas (3 traditional spas, 7 wading pools, 4 recirculating Splash pads)



2026... looking ahead

- ▶ Enforcement phase of 2025 food code 410 IAC 7-26
- ▶ On boarding of county-wide Integrated Permit Processing System
- ▶ Update County Ordinance to reflect 410 IAC 7-26 revised food code, and state-wide Mobile Retail Food Establishment changes.
- ▶ Update unit policies and procedures and assist with job description revisions.

THANK YOU!

COMMENTS/QUESTIONS?





ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

Health Officer's Report of Unit Activities
Quarterly Report
(October, November, December 2025)

COMMUNITY ACCESS, RESOURCES, AND EDUCATION (CARE) UNIT

Chronic Disease Community Health Worker (CHW) Program

The Chronic Disease (CD) CHWs assist community members in St. Joseph County with accessing resources to support their health and wellbeing. The CD CHWs build relationships with residents and community organizations while providing insurance navigation, resource referrals, and outreach events for residents.

Social Needs ASSESSMENTS

Social Needs Assessments (SNAs) are available on our website, and through community partners, for any community member to fill out to request assistance with insurance navigation or resource referrals. Our CD CHW team aims to respond to the completed surveys within 48 business hours to provide resources for the needs requested. When needed, CHWs will assist individuals in filling out applications for these resources.

From October – December 2025, our team received **82** SNAs from individuals requesting resources and **10** SNAs with no identified needs. A total of **277** resources were requested on the SNAs. Of the SNAs completed, **65** individuals were reached for follow-up within 48 hours, and **51** community members were connected to **104** resources to assist them with their needs.

We are excited to announce the launch of our new Chronic Disease CHW program in the first quarter of 2026. This initiative shifts our primary focus toward chronic disease prevention through health education and free community health screenings. These screenings will include A1C, cholesterol panels, BMI, and blood pressure, as well as connections to primary care services and health insurance. To ensure a successful launch, our team dedicated the final quarter of 2025 to specialized training and transitioning our workflows while closing out the previous SNA project.

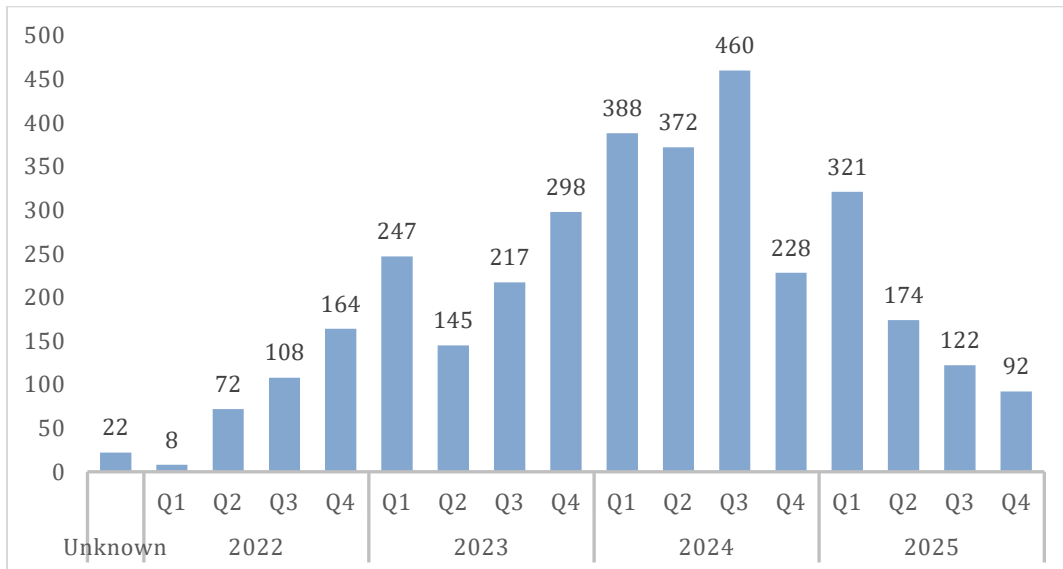


Figure 1. Total number of Social Needs Assessments (SNAs) from the CD CHW program by quarter.

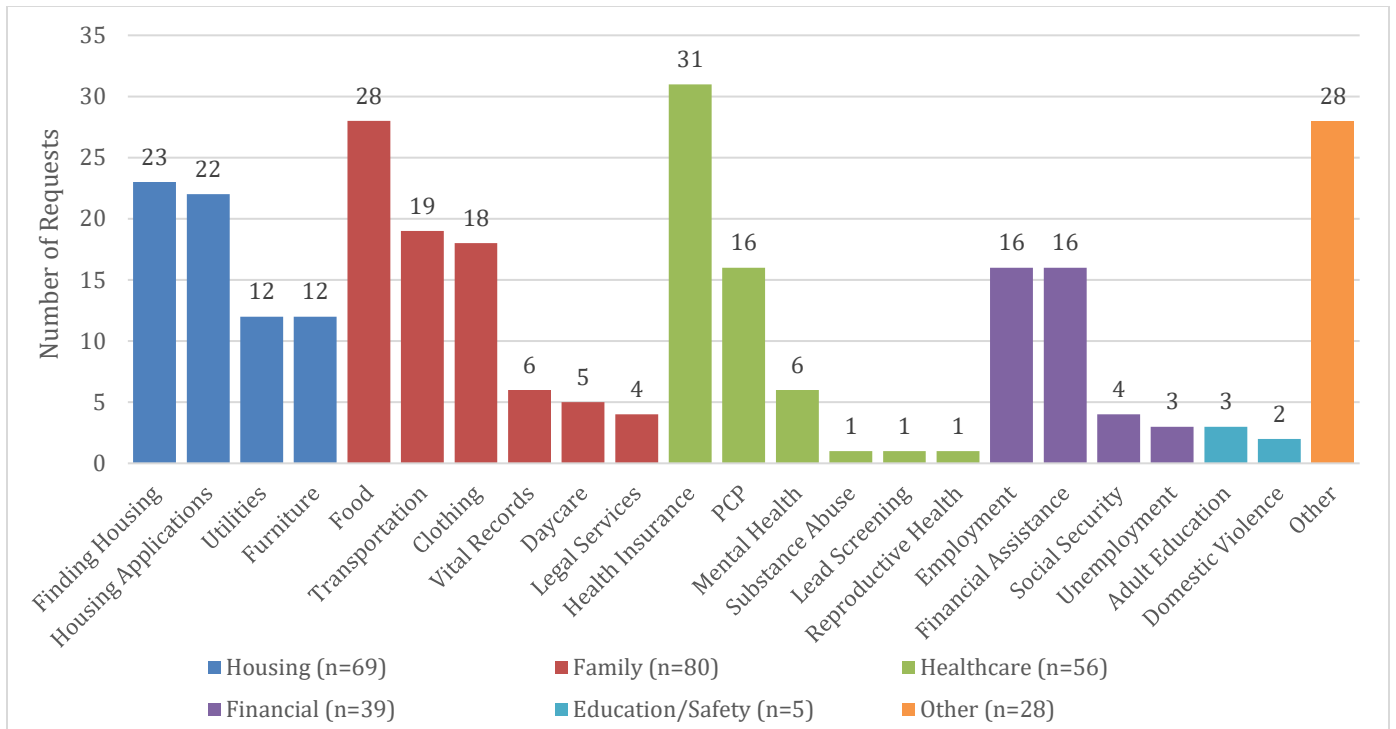


Figure 2. Count of needs requested in SNAs from the CD CHW program organized by category from October – December 2025.

Outreach

To broaden the awareness and impact of our programs, the CD and Lead CHWs regularly engage in community outreach. Outreach efforts may include a variety of activities, including visits to partner sites, canvassing to engage local businesses and organizations, and participation in community events. From October – December 2025, the CD and Lead CHWs performed **76** total outreach activities, engaging with a total of **1832** community members at events. In all outreach efforts, CHWs provide relevant health education and promote awareness of DoH services.

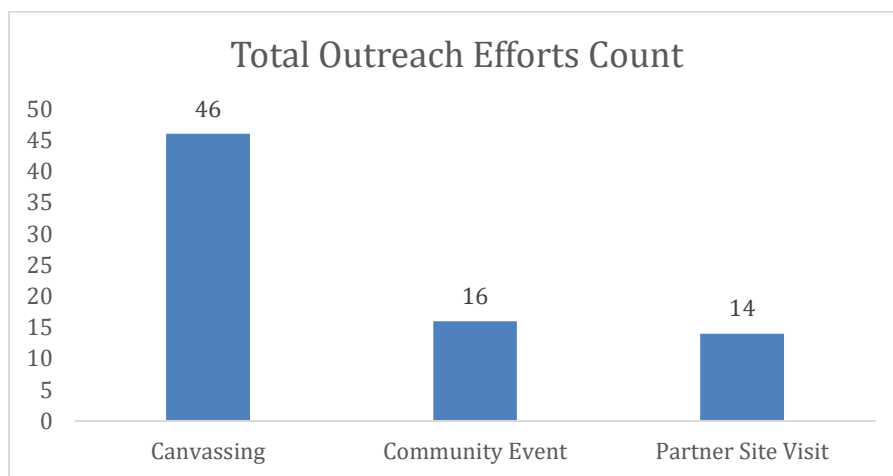


Figure 3. Count of outreach efforts by type of activity from October – December 2025.

Health Promotion

The Mental Health and Substance Abuse Education Program aims to educate the community about addiction, substance use, mental health, and available resources. Our Mental Health and Substance Abuse Health Promotion Specialist participates in events to provide education on these topics and reduce the associated stigma. From October – December 2025, we provided **1** Mental Health First Aid and **9** naloxone training sessions to community members and organizations. We installed **4** new naloxone boxes and distributed **1561** doses of naloxone throughout the community to ensure this lifesaving medication is readily accessible.

The Chronic Disease Education Program offers community-based health education presentations on hypertension, diabetes, nutrition/obesity, and fall prevention. These sessions simplify the definitions of these chronic conditions, provide prevention strategies, and deliver essential information for those diagnosed. The goal is to promote community health and enhance understanding and awareness of these chronic medical conditions. From October – December 2025, our Chronic Disease Health Promotion Specialist taught **4** classes in the community, engaging a total of **38** total participants.

Maternal and Infant Health

The CARE Unit has several initiatives designed to improve the mental and physical health for women and infants in St. Joseph County, including our Perinatal Lead Poisoning Prevention, EMBER, and Maternal and Infant Health (MIH) CHW programs.

Perinatal Lead Poisoning Prevention Program

The Perinatal Lead Poisoning Prevention Program focuses on assessing and mitigating potential lead hazards in residential homes during and after pregnancy. We aim to address these hazards before the child is born and begins exploring their environment. From October – December 2025, our Perinatal Education and Program Coordinator referred **3** mothers to our licensed lead risk assessor in the SJCDoH Environmental Unit.

EMBER

The Empowering Mothers & Babies Through Education & Resilience (EMBER) program is designed to equip and empower women who are pregnant or of childbearing age with essential information for a safe and healthy pregnancy. The maternal education classes cover a range of subjects to promote positive maternal and infant health outcomes, including nutrition, exercise, safe sleep, maternal mental health, management of preexisting medical conditions, and recognizing pregnancy warning signs. The program also offers a postpartum peer support group, providing resources and emotional support to women during and after pregnancy. From October – December 2025, we engaged with **49** unique women and **5** support people, with a total of **292** participants across all classes and support groups.

MIH CHWs

The Maternal and Infant Health (MIH) CHWs support women in St. Joseph County who are pregnant or recently gave birth by providing relevant health education, insurance navigation services, connection to prenatal care providers, and referrals to other resources as identified through SNAs. The St. Joseph County Department of Health has an ongoing collaboration with Women's Care Center (WCC) to provide two MIH CHWs to serve clients at three WCC facilities. We also have a home visiting program, in which MIH CHWs provide education

and additional support for women before, during and after birth. From October – December 2025, the MIH CHWs saw **44** new clients, of whom 4 reported no social needs. The **40** clients that required assistance reported **101** social needs and had **101** resources provided to them.

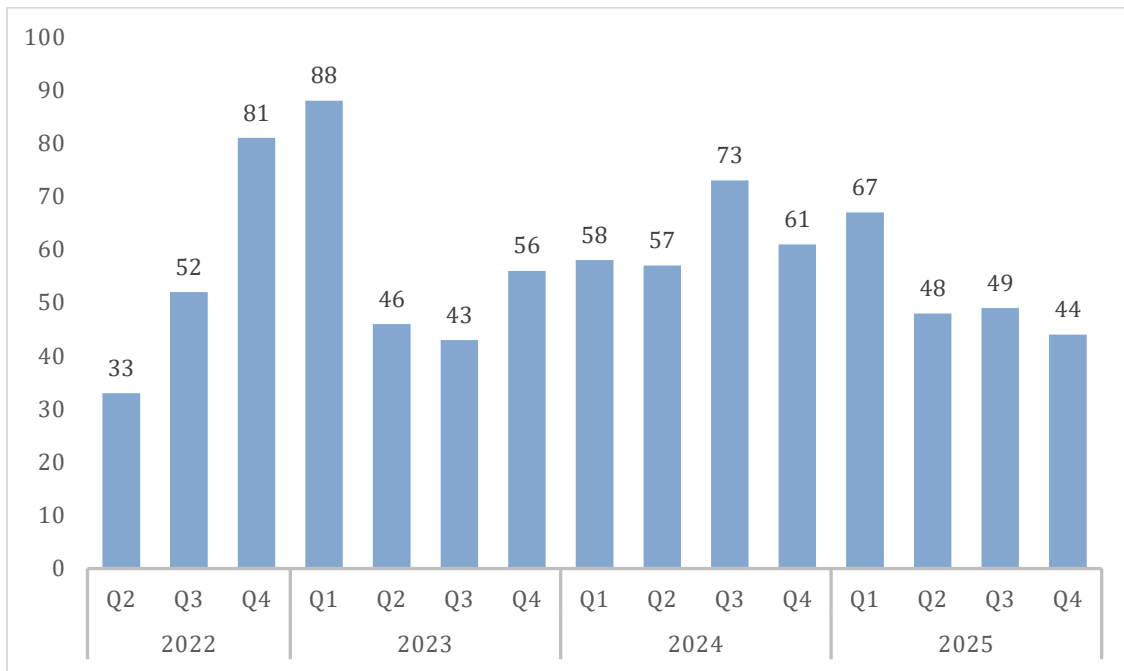


Figure 4. Total number of MIH SNAs completed by quarter.

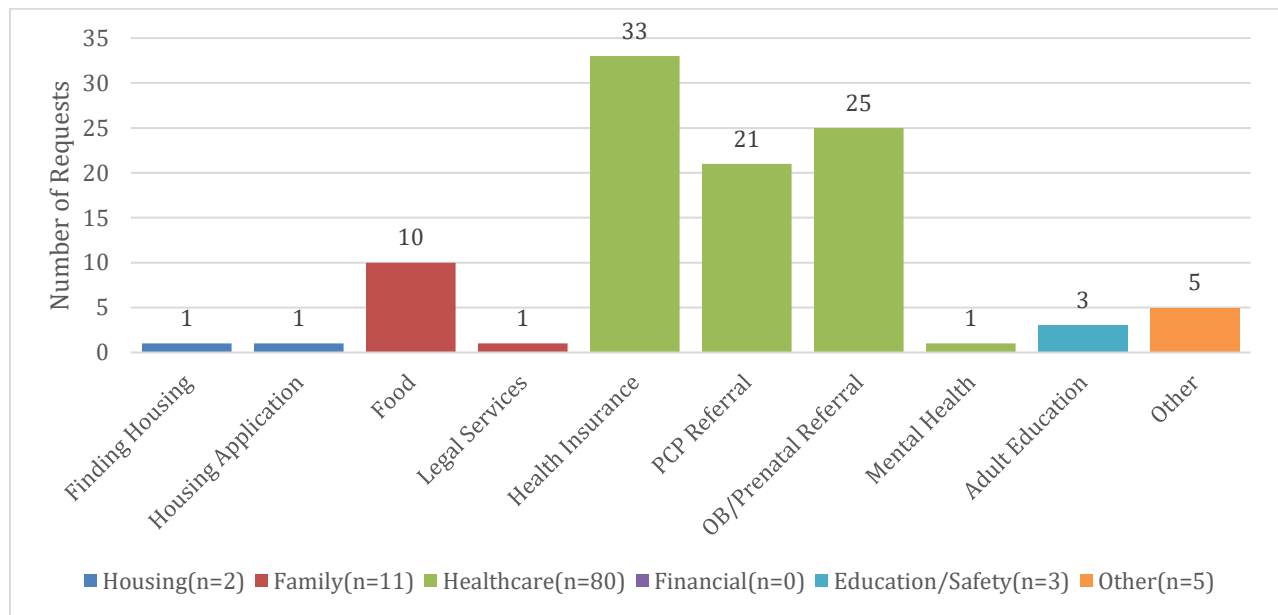
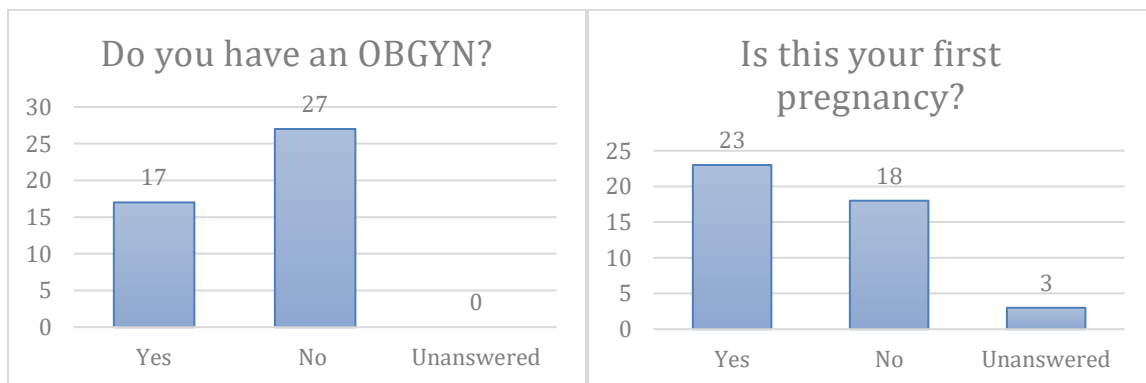
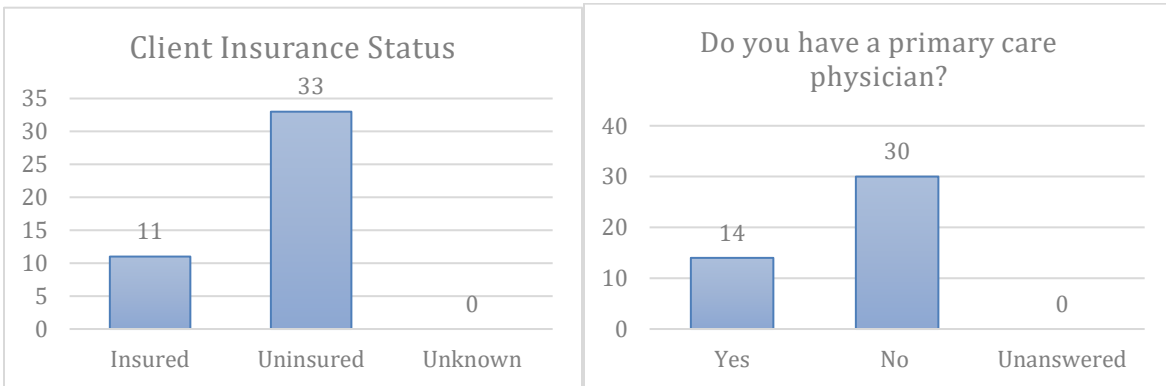
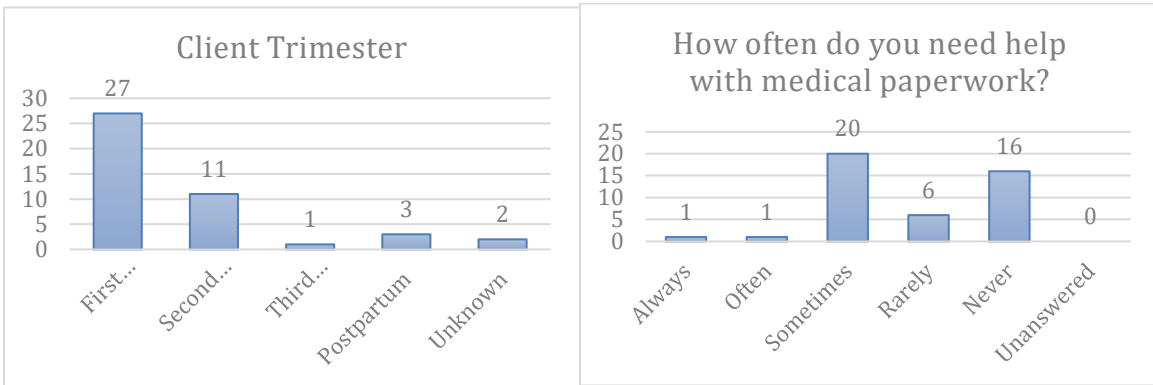
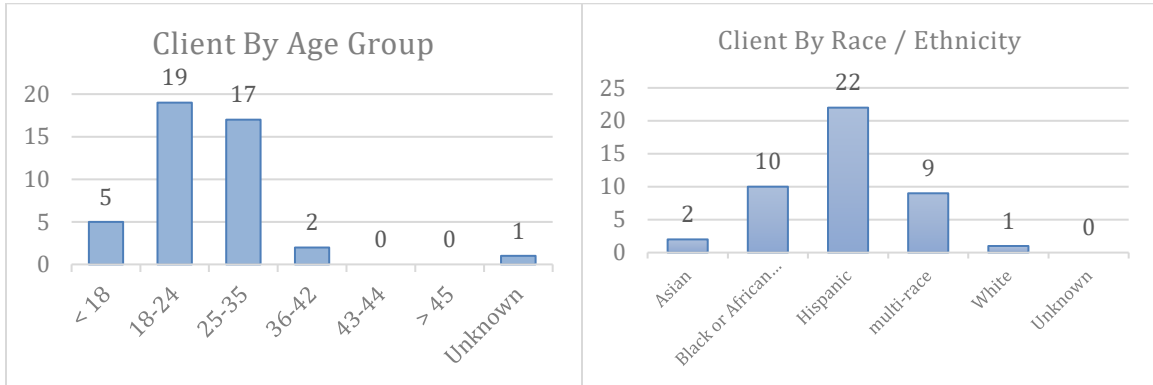
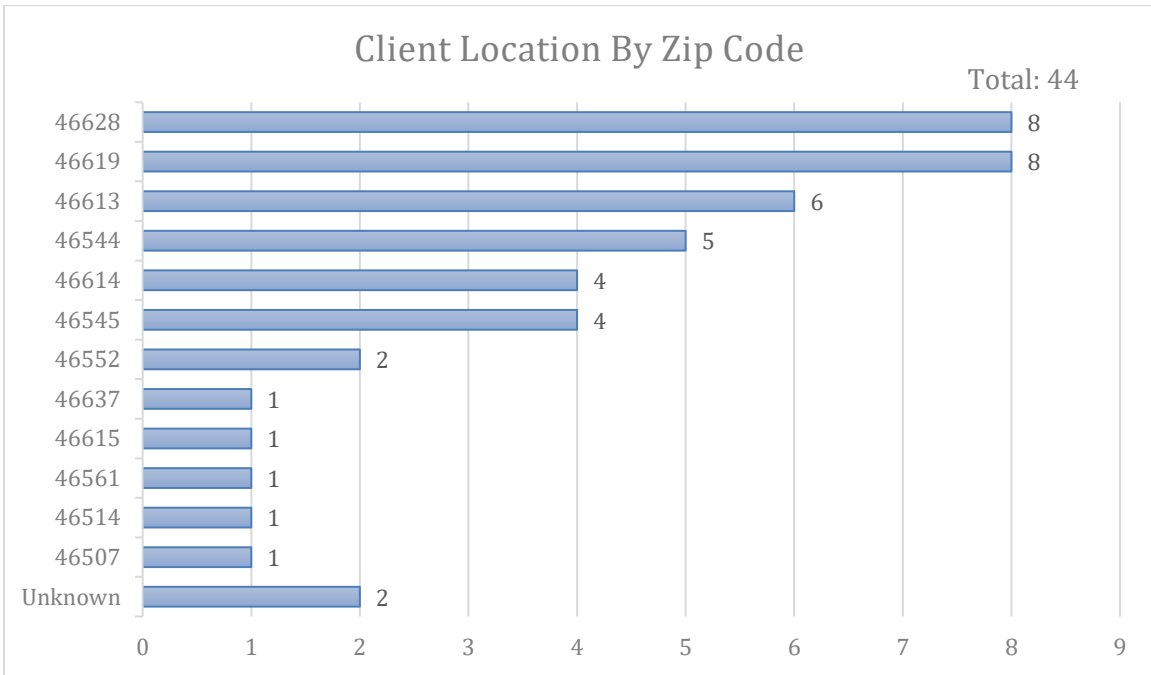
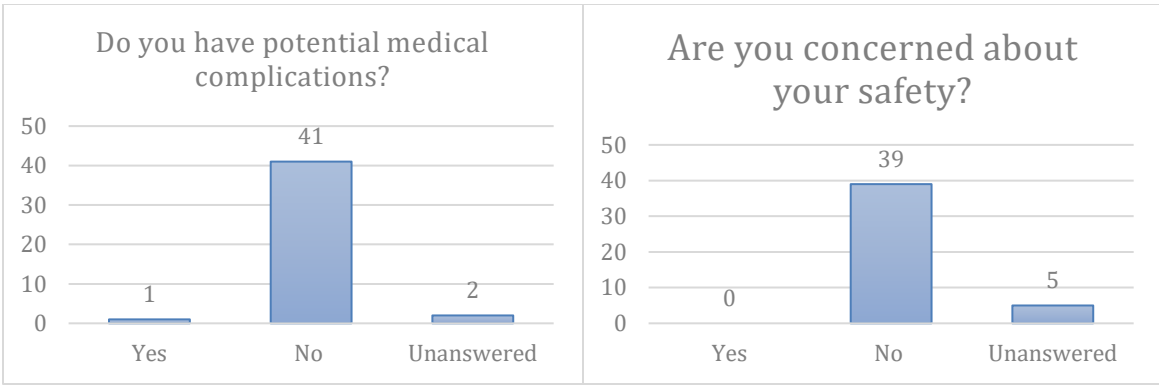


Figure 5. Count of needs requested in SNAs from the MIH CHW program organized by category from October – December 2025.

From these new clients, we have collected the following demographic statistical data to better help us understand the populations using these services:





ENVIRONMENTAL HEALTH

	Dec-25	Dec / YTD 2025	Dec / YTD 2024	Nov / YTD 2025	Nov / YTD 2024	Oct / YTD 2025	Oct / YTD 2024
SEPTIC PROGRAM							
RESIDENTIAL NEW CONSTRUCTION							
A. Inspections	10	132	155	122	135	115	120
B. Consultations	0	8	4	8	4	7	4
RESIDENTIAL REPLACEMENT							
A. Inspections	35	752	790	717	733	650	671
B. Consultations	0	21	19	21	18	21	15
COMMERCIAL							
A. Inspections	2	18	36	16	36	16	33
B. Consultations	1	4	2	3	2	3	2
C. Cluster System Inspections	0	0	2	0	2	0	2
Abandonments w/o Replacement	0	30	36	30	34	29	32
Permit Applications Received	17	536	507	519	474	489	438
Permits Issued	27	497	521	470	483	438	450
Public Information Events	0	0	0	0	0	0	0
SUBDIVISION PROGRAM							
A. Health Officer Reports	4	28	49	24	45	21	42
B. Subdivision Reviews	4	41	61	37	56	34	52
C. Rezoning and Replat Reviews	1	14	5	13	5	10	4
WELLHEAD PROGRAM							
A. Inspections Performed	4	108	157	104	148	92	131
WELL DRILLING PROGRAM							
RESIDENTIAL							
A. Inspections	10	181	188	171	163	153	152
B. Well Abandonments	15	217	212	202	187	178	175
COMMERCIAL							
A. Inspections	1	5	3	4	3	4	3
B. Well Abandonment Inspections	4	10	4	6	4	6	4
NEW CONSTRUCTION							
A. Permit Applications Received	4	74	83	70	74	64	68
B. Permits Issued	8	68	76	60	69	54	65
REPLACEMENT							
A. Permit Applications Received	13	244	230	231	218	218	199
B. Permits Issued	13	234	227	221	214	205	192
Total Permits Applications Received	26	404	403	378	378	354	350
Total Permits Issued	30	395	390	365	368	338	339
Use of Existing Well	1	9	9	8	7	7	7
Public Information Events	0	1	6	1	6	1	6

SOURCE WATER PROGRAM							
A. Phase I Inquiries	20	256	218	236	206	223	185
B. Spill Responses	0	1	3	1	3	1	3
C. Meth Lab Occurrence Response	0	1	1	1	1	1	1
D. Well/ground water Sampling	1	155	192	154	190	154	190
E. Microbe Treatments/Pumping Inspections	0	8	14	8	13	8	13
F. Illicit Discharge	0	4	7	4	7	4	6
G. Soil Sampling	0	0	**	0	**	0	**
H. Other	0	31	21	31	21	31	20
SURFACE WATER PROGRAM							
A. Surface Water Sampling	0	0	0	0	0	0	0
LEAD PROGRAM							
A. Lead Risk Assessments	9	103	147	94	137	85	120
a. EBLL Assessments	3	41	59	38	55	32	47
b. Parent Request Assessments	6	62	88	56	82	53	73
B. Clearances	5	88	90	83	84	77	80
CAFO PROGRAM							
A. Inspections	0	0	0	0	0	0	0
AIR QUALITY PROGRAM							
A. Burn Permits	2	31	48	29	46	25	43
B. Indoor Air Quality Investigation	0	0	0	0	0	0	0
C. Mold Investigations	0	1	4	1	2	1	1
VECTOR PROGRAM							
A. Inspections Performed	0	610	448	610	448	610	442
B. Sites Treated	0	350	199	350	199	350	199
C. Traps Collected	0	41	289	41	289	41	289
D. ISDH Submissions	0	39	297	39	297	39	297
E. Public Information Events	0	8	8	8	8	8	7
F. West Nile Positive Pools	0	0	**	0	**	0	**
G. Other Mosquito-borne disease Positive Pools	0	0	**	0	**	0	**
H. Spraying Events	0	0	**	0	**	0	**
I. Tick Collections	0	17	**	17	**	17	**
J. Rat Investigations	0	6	**	4	**	4	**
K. Other VZBD Inspections	0	6	**	6	**	6	**
HEALTHY HOMES PROGRAM (Inside)							
A. Initial Complaints	2	161	182	159	154	149	142
a. No Water	2	64	36	62	35	59	32
b. Garbage/Food Waste	0	61	58	61	56	55	52
c. Feces	0	36	52	36	34	35	31
B. Follow-Up Complaints	4	103	227	99	132	94	114
a. No Water	3	45	133	42	56	39	51

b. Garbage/Food Waste	1	33	49	32	40	31	30
c. Feces	0	25	21	25	20	24	18
C. Dwellings Unfit	3	38	39	35	26	35	26
RADON							
A. Total Radon Kits Distributed	6	834	**	828	**	811	**
B. Radon Kits set up for Homeowners	0	7	**	7	**	7	**
C. Radon Presentations or Outreach Events	0	13	**	13	**	13	**
D. Elevated Levels Returned	7	104	**	97	**	95	**
E. Passing Levels Returned	3	218	**	215	**	212	**
MASSAGE							
A. Establishment Inspections	1	88	94	87	87	86	84
B. Complaints	0	8	**	8	8	8	8
TATTOO/BODY PIERCING PROGRAM							
A. Inspections Performed	0	40	47	40	35	40	35
B. Complaints	0	4	**	4	2	4	2
COMPLAINTS/INVESTIGATIONS							
A. Garbage/Food Waste	1	120	109	119	115	112	106
B. Sewage	3	57	114	54	73	51	68
C. Water (ditches, lakes, ponds, & swells)	0	3	6	3	2	3	2
D. Motels/Hotels	0	6	17	6	2	6	2
E. Burning	0	39	23	39	22	36	16
F. Open Dumping	0	3	6	3	1	2	1
G. Follow-up Inspections	4	134	108	130	102	124	91
I. Eyelash Extensions	0	0	**	0	0	0	0
H. Other	12	218	136	206	142	192	124
ABATEMENT CORRESPONDENCE							
A. Abatement Correspondence Letters Mailed	13	328	392	315	333	285	303
B. Immediate Threat to Public Health Letters Mailed	0	4	8	4	5	4	4
C. Order to Vacate/Condemn Letters Mailed	3	56	56	53	42	46	37
D. Impending Legal Action Letters Mailed	0	43	55	43	40	38	32
SUBSURFACE INVESTIGATIONS							
A. Internal	0	2	0	2	16	2	15
B. External	0	1	2	1	1	1	1

***DUE TO TIME LAG OF State Database System**

Lead testing numbers are one (1) month behind.

No data for these fields and/or new columns**

County Health Department

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget		October	November	December	YTD TOTALS	
REVENUE								
Beginning Balance		\$4,003,259.26					\$4,003,259.26	
Property, FIT, Excise, Vehicle Excise Tax				\$0.00	\$7,309.71	\$1,176,351.58	\$2,643,654.12	
Federal Reimbursements				\$0.00	\$0.00	\$0.00	\$0.00	
Miscellaneous Revenue				\$0.00	\$0.00	\$0.00	\$2,641.00	
TOTAL Tax, Fed Reimb and Misc Revenue				\$0.00	\$7,309.71	\$1,176,351.58	\$6,649,554.38	
Environmental Health				\$31,575.00	\$16,813.30	\$11,624.50	\$359,090.53	
Food Services				\$6,060.00	\$6,923.00	\$25,908.00	\$445,830.25	
Immunization Clinic (South Bend)				\$9,832.70	\$18,966.59	\$12,476.06	\$187,361.61	
Vital Records (South Bend)				\$50,496.55	\$41,114.45	\$47,468.02	\$615,141.92	
Immunization Clinic (Mishawaka)				\$0.00	\$0.00	\$0.00	\$38,577.00	
Vital Records (Mishawaka)				\$0.00	\$0.00	\$0.00	\$19,135.00	
Fees (Charge 2, Coroner Fee)				(\$5,165.50)	(\$4,937.50)	(\$6,387.50)	(\$62,989.50)	
Total Fee Revenue				\$92,798.75	\$78,879.84	\$91,089.08	\$1,602,146.81	
TOTAL REVENUE (includes beginning balance)				\$92,798.75	\$86,189.55	\$1,267,440.66	\$8,251,701.19	
EXPENDITURES								
10000 Series		Budget		October	November	December	Expenditures	Unexpended
11046	Director of Operations	\$76,650.00		\$5,896.16	\$5,896.16	\$5,896.08	\$76,650.00	(\$0.00)
11055	County Health Officer	\$131,250.01		\$10,096.16	\$10,096.16	\$10,096.09	\$131,250.01	\$0.00
11077	Admin. Assistant (3)	\$135,450.00		\$10,419.24	\$10,419.24	\$10,419.12	\$130,240.38	\$5,209.62
11143	Registrars (3)	\$119,358.00		\$9,181.38	\$9,181.38	\$9,181.44	\$119,283.93	\$74.07
11144	Nursing Registrars (2)	\$79,572.00		\$3,060.46	\$3,060.46	\$3,060.48	\$61,487.31	\$18,084.69
11145	Staff Assistants (2)	\$79,571.99		\$6,120.92	\$6,120.92	\$6,120.96	\$76,383.06	\$3,188.93
11151	Director of Vital Records	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.60	\$70,053.00	\$0.00
11154	Asst. Director Vital Records	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.92	\$63,945.00	\$0.00
11155	Nurses/Other Medical (7)	\$415,861.00		\$31,517.28	\$32,628.11	\$23,287.62	\$398,100.05	\$17,760.95
11160	Asst. Director of Finance	\$65,750.00		\$0.00	\$0.00	\$0.00	\$0.00	\$65,750.00
11161	Director of Env Health	\$70,053.00		\$6,889.26	\$469.84	\$5,388.68	\$66,634.78	\$3,418.22
11162	Asst. Dir Environmental Health	\$63,945.00		\$4,918.84	\$4,918.86	\$983.77	\$66,970.35	\$6,974.65
11163	Director of Food Services	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.60	\$70,053.00	\$0.00
11165	Asst Dir Food Services	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.92	\$63,945.00	\$0.00
11167	Community Health Worker	\$43,201.00		\$5,662.74	\$5,662.74	\$5,662.69	\$40,108.33	\$3,092.67
11170	Director of CARE	\$70,053.00		\$5,388.70	\$5,388.70	\$5,388.60	\$70,053.00	\$0.00
11172	Environmental Health Specialist	\$405,935.00		\$25,372.20	\$26,460.00	\$25,577.95	\$372,512.06	\$33,422.94
11174	Food Service Specialist (5)	\$286,650.00		\$22,050.00	\$22,050.00	\$21,625.17	\$286,650.00	\$0.00
11181	Lead Program Coordinator	\$2,205.00		\$339.24	\$339.24	\$339.24	\$2,197.04	\$7.96
11183	Communications and Events S	\$63,945.00		\$0.00	\$0.00	\$0.00	\$34,874.58	\$29,070.42
11184	Env Health Spec Coordinator (\$4,410.00		\$339.24	\$339.24	\$305.32	\$4,376.20	\$33.80
11195	Public Health Coordinator	\$58,656.00		\$0.00	\$0.00	\$0.00	\$32,862.40	\$25,793.60
11305	Deputy County Attorney	\$17,713.00		\$1,362.54	\$1,362.54	\$1,362.52	\$17,713.00	\$0.00
11650	Executive Secretary	\$50,400.00		\$3,876.92	\$3,876.92	\$3,876.96	\$50,400.00	\$0.00
11701	Director of Nursing	\$91,111.00		\$7,008.54	\$7,008.54	\$7,008.52	\$83,375.04	\$7,735.96
11709	Asst. Dir. Nursing	\$63,000.00		\$5,155.39	\$5,761.90	\$5,155.37	\$19,105.24	\$43,894.76
11950	Part Time	\$41,046.00		\$4,925.37	\$4,801.79	\$5,034.91	\$30,656.83	\$10,389.17
11988	Director of Finance	\$76,650.00		\$5,896.16	\$5,896.16	\$5,896.08	\$76,650.00	(\$0.00)
12010	Data Analyst	\$63,945.00		\$4,918.84	\$4,918.84	\$4,918.92	\$63,945.00	\$0.00
14800	FICA Taxes @ 7.65%	\$209,231.17		\$14,814.57	\$14,553.18	\$13,831.59	\$189,762.48	\$19,468.69
14810	PERF @ 11.2%	\$304,340.60		\$19,652.68	\$19,247.88	\$18,141.37	\$256,838.37	\$47,502.23
14840	Health Insurance @ \$18,500	\$790,875.00		\$0.00	\$191,937.50	\$0.00	\$790,875.00	\$0.00
Total 10000 Series		\$4,148,823.77		\$235,477.91	\$423,011.38	\$219,174.49	\$3,807,950.44	\$340,873.33
Acct	20000 Series	Budget	2024 PO's	October	November	December	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$39.00	\$167.95	\$763.14	\$6,487.04	\$18,642.57	\$4,138.43
22120	Garage & Motor Supplies	\$11,980.00	\$1,932.12	\$70.39	\$0.00	\$0.00	\$3,707.98	\$10,204.14
22148	Field Supplies	\$4,000.00	\$76.88	\$0.00	\$70.70	\$48.05	\$2,601.19	\$1,475.69
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$208,000.00	\$924.64	\$224.33	\$3,170.19	\$3,816.83	\$92,717.17	\$116,207.47
23243	Fuel Allocation	\$10,500.00	\$0.00	\$0.00	\$2,625.00	\$0.00	\$10,500.00	\$0.00
Total 20000 Series		\$259,472.00	\$2,972.64	\$462.67	\$6,629.03	\$10,351.92	\$128,168.91	\$134,275.73
Acct	30000 Series	Budget	2024 PO's	October	November	December	Expenditures	Unexpended
31010	Legal Services	\$66,615.68	\$0.00	\$0.00	\$3,225.00	\$10,213.60	\$62,150.94	\$4,464.74
31070	Other Contractual Services	\$133,787.00	\$0.00	\$11,750.09	\$11,250.09	\$12,250.09	\$133,741.48	\$45.52
31150	Medical Services	\$3,400.46	\$300.00	\$0.00	\$68.00	\$0.00	\$3,575.45	\$125.01
32020	Travel/Mileage	\$6,877.50	\$0.00	\$2,938.28	\$311.95	\$468.17	\$6,499.76	\$377.74
32203	Cell Phones	\$17,136.06	\$0.00	\$1,119.75	\$1,119.75	\$1,019.07	\$17,136.06	(\$0.00)
32350	Postage	\$170.00	\$0.00	\$23.01	\$0.00	\$0.00	\$169.32	\$0.68
32550	Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33128	Environmental Health	\$2,643.50	\$0.00	\$50.00	\$0.00	\$25.00	\$2,588.50	\$55.00
33243	Fleet Allocation	\$76,230.00	\$0.00	\$0.00	\$19,057.50	\$0.00	\$76,230.00	\$0.00
33368	Public Info & Educ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34030	Liability Insurance Coverage	\$215,276.00	\$0.00	\$0.00	\$27,568.37	\$0.00	\$215,276.00	(\$0.00)
36500	Service Contract	\$24,549.92	\$0.00	\$1,695.60	\$0.00	\$10,748.52	\$22,444.12	\$2,105.80
39010	Dues & Subscriptions	\$2,417.00	\$0.00	\$507.60	\$496.21	\$481.84	\$2,342.32	\$74.68
39600	Refunds, Awards & Indemnities	\$1,056.00	\$0.00	\$30.00	\$0.00	\$30.00	\$1,056.00	\$0.00
39750	Information Technology	\$5,192.88	\$0.00	\$0.00	\$0.00	\$0.00	\$5,192.88	\$0.00
Total 30000 Series		\$555,352.00	\$300.00	\$18,114.33	\$63,096.87	\$35,236.29	\$548,402.83	\$7,249.17
Total Budget		\$4,963,647.77	\$3,272.64					
TOTAL EXPENDITURES				\$254,054.91	\$492,737.28	\$264,762.70	\$4,484,522.18	
Total Unexpended								\$482,398.23
Net (Monthly)				(\$161,256.16)	(\$406,547.73)	\$1,002,677.96		
FUND BALANCE				\$3,171,048.78	\$2,764,501.05	\$3,767,179.01		

Local Public Health Services

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget	October	November	December	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$2,048,859.05					\$2,048,859.05
01412	State Grant		\$0.00	\$0.00	\$0.00		\$6,364,751.97
02711	Reimbursements		\$0.00	\$12,500.00	\$0.00		\$12,500.00
	TOTAL REVENUE	\$2,048,859.05	\$0.00	\$12,500.00	\$0.00		\$8,426,111.02
	EXPENDITURES						
Acct	10000 Series	Budget	October	November	December	Expenditures	Unexpended
11048	Vector Coordinator	\$60,638.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,638.00
11066	Vector/Env Health Specialist	\$57,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,330.00
11077	Admin Assistant	\$26,048.08	\$3,473.08	\$3,473.08	\$3,473.04	\$26,048.06	\$0.02
11155	Nurses/Other Medical	\$110,240.42	\$0.00	\$0.00	\$0.00	\$37,088.63	\$73,151.79
11167	Community Health Workers (15)	\$586,126.00	\$30,332.76	\$30,332.76	\$32,547.85	\$302,661.36	\$283,464.64
11172	Environmental Health Specialist	\$57,330.00	\$0.00	\$0.00	\$0.00	\$26,460.00	\$30,870.00
11174	Food Service Specialist	\$57,330.00	\$0.00	\$1,102.50	\$4,834.83	\$47,832.33	\$9,497.67
11176	Assistant Director of CARE	\$63,945.00	\$4,918.84	\$4,918.84	\$4,918.92	\$63,945.00	\$0.00
11180	School Health Liaison	\$66,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,657.00
11181	Lead Program Coordinator	\$2,205.00	\$0.00	\$0.00	\$0.00	\$2,205.00	(\$0.00)
11182	Director of Community Partnerships & Development	\$70,053.00	\$0.00	\$0.00	\$0.00	\$35,915.05	\$34,137.95
11196	Health Promotion Specialist (2)	\$110,250.00	\$4,240.38	\$4,240.38	\$6,360.63	\$89,048.04	\$21,201.96
11199	Perinatal Coordinator	\$59,535.00	\$4,579.62	\$4,579.62	\$4,579.56	\$59,535.00	(\$0.00)
11197	MIH Coordinator	\$66,657.00	\$5,127.46	\$5,127.46	\$5,127.48	\$43,583.43	\$23,073.57
11950	Part Time	\$132,434.10	\$7,470.81	\$9,334.30	\$9,527.64	\$64,913.83	\$67,520.27
14800	FICA Taxes @ 7.65%	\$123,271.97	\$4,441.55	\$4,668.47	\$5,273.62	\$59,439.97	\$63,832.00
14810	PERF @ 11.2%	\$161,054.73	\$5,899.28	\$6,022.76	\$6,878.78	\$82,564.30	\$78,490.43
14840	Health Insurance @ \$18,500	\$521,083.33	\$0.00	\$0.00	\$54,541.71	\$210,833.40	\$310,249.93
	Total 10000 Series	\$2,332,188.63	\$70,483.78	\$73,800.17	\$138,064.06	\$1,152,073.40	\$1,180,115.23
Acct	20000 Series	Budget	October	November	December	Expenditures	Unexpended
21030	Office Supplies	\$47,539.00	\$433.88	\$1,525.69	\$1,138.30	\$4,738.13	\$42,800.87
22148	Field Supplies	\$476,250.00	\$0.00	\$61.99	\$0.00	\$20,321.54	\$455,928.46
22328	Equipment Repairs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
	Total 20000 Series	\$623,789.00	\$433.88	\$1,587.68	\$1,138.30	\$25,059.67	\$598,729.33
Acct	30000 Series	Budget	October	November	December	Expenditures	Unexpended
31015	Consultant Services	\$75,600.00	\$0.00	\$12,600.00	\$6,300.00	\$56,700.00	\$18,900.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
31070	Other Contractual Services	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32020	Travel/Mileage	\$12,070.00	\$723.10	\$508.20	\$1,817.90	\$8,725.24	\$3,344.76
32050	Conferences & Trainings	\$18,500.00	\$0.00	\$117.26	\$2,158.63	\$4,443.92	\$14,056.08
32203	Cell Phones	\$25,929.00	\$927.04	\$927.04	\$836.84	\$12,097.00	\$13,832.00
32350	Postage	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32550	Miscellaneous Costs	\$348,318.96	\$0.00	\$0.00	\$0.00	\$10,871.87	\$337,447.09
32705	Other Services	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
33020	Advertising	\$81,302.57	\$0.00	\$0.00	\$0.00	\$14,784.78	\$66,517.79
33034	Grant	\$1,541,194.12	\$4,419.53	\$101,967.50	\$87,316.89	\$846,659.25	\$694,534.87
33100	Printing	\$37,500.00	\$482.37	\$2,624.28	\$549.69	\$7,903.04	\$29,596.96
33128	Environmental Health	\$253,557.00	\$2,750.00	\$4,400.00	\$7,000.00	\$80,488.49	\$173,068.51
33648	Rebinding Records	\$201,116.00	\$0.00	\$0.00	\$0.00	\$21,600.00	\$179,516.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$37,500.00
36015	Contractual Services	\$19,200.00	\$378.00	\$0.00	\$891.00	\$15,707.00	\$3,493.00
37010	Rent - Bldgs & Office Space	\$636,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636,475.00
39262	Chronic Disease Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$1,737.91	\$148,262.09
39263	Injury Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
39264	Maternal and Child Health	\$150,000.00	\$2,462.26	\$8,647.90	\$4,708.64	\$47,929.38	\$102,070.62
39268	Immunization	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
	Total 30000 Series	\$3,793,262.65	\$12,142.30	\$131,792.18	\$111,579.59	\$1,142,147.88	\$2,651,114.77
Acct	40000 Series	Budget	October	November	December	Expenditures	Unexpended
44010	Equipment	\$49,000.00	\$0.00	\$0.00	\$0.00	\$24,704.99	\$24,295.01
	Total 40000 Series	\$49,000.00	\$0.00	\$0.00	\$0.00	\$24,704.99	\$24,295.01
	Total Budget	\$6,798,240.28					
	TOTAL EXPENDITURES		\$83,059.96	\$207,180.03	\$250,781.95	\$2,343,985.94	
	Total Unexpended						\$4,454,254.34
	Net (Monthly)		(\$83,059.96)	(\$194,680.03)	(\$250,781.95)		
	FUND BALANCE		\$6,527,587.06	\$6,332,907.03	\$6,082,125.08		

OPIOID RESTRICTED FUND

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 07/16/2025-12/31/2025		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
04113	Opioid Settlement		\$229,365.96	\$0.00	\$0.00	\$292,128.06	
	TOTAL REVENUE	\$0.00	\$229,365.96	\$0.00	\$0.00	\$292,128.06	
	EXPENDITURES						
Acct	10000 Series						
11196	Health Promotion Specialist	\$21,202.00	\$4,240.38	\$4,240.38	\$2,120.25	\$21,201.96	\$0.04
14800	FICA Taxes @ 7.65%	\$1,622.00	\$305.26	\$305.26	\$143.08	\$1,526.31	\$95.69
14810	PERF @ 11.2%	\$2,375.00	\$474.92	\$474.92	\$237.47	\$2,374.61	\$0.39
14840	Health Insurance @ \$18,500	\$7,709.00	\$0.00	\$0.00	\$4,625.00	\$7,708.33	\$0.67
	Total 10000 Series	\$32,908.00	\$5,020.56	\$5,020.56	\$7,125.80	\$32,811.21	\$96.79
Acct	30000 Series						
32020	Travel/Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
32203	Printing	\$716.00	\$0.00	\$0.00	\$0.00	\$0.00	\$716.00
33368	Public Information & Education	\$1,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.00
	Total 30000 Series	\$2,442.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,442.00
	Total Budget	\$35,350.00					
	Total Expenditures		\$5,020.56	\$5,020.56	\$7,125.80	\$32,811.21	
	Total Unexpended						\$2,538.79
	Net (Monthly)		\$224,345.40	(\$5,020.56)	(\$7,125.80)		
	FUND BALANCE		\$271,463.21	\$266,442.65	\$259,316.85		

Health School Liaison

LEAD: Ashley Helman - SUPPORT: Hope Eck

No Expiration		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$1,413,586.35				\$1,413,586.35	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
05600	Refunds		\$0.00	\$0.00	\$0.00	\$150.00	
06400	Donations		\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL REVENUE	\$1,413,586.35	\$0.00	\$0.00	\$0.00	\$1,413,736.35	
	EXPENDITURES						
Acct	10000 Series						
11180	School Health Liasion	\$66,657.00	\$0.00	\$0.00	\$4,871.09	\$42,333.33	\$24,323.67
14800	FICA Taxes @ 7.65%	\$5,100.00	\$0.00	\$0.00	\$367.40	\$3,143.87	\$1,956.13
14810	PERF @ 11.2%	\$7,466.00	\$0.00	\$0.00	\$545.56	\$4,741.36	\$2,724.64
14840	Health Insurance @ \$18,500	\$18,500.00	\$0.00	\$0.00	\$1,541.66	\$9,250.00	\$9,250.00
	Total 10000 Series	\$97,723.00	\$0.00	\$0.00	\$7,325.71	\$59,468.56	\$38,254.44
Acct	20000 Series						
21030	Office Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$39.00	\$3,461.00
24120	Medical Supplies	\$200,000.00	\$0.00	\$45.24	\$38.99	\$2,223.59	\$197,776.41
	Total 20000 Series	\$203,500.00	\$0.00	\$45.24	\$38.99	\$2,262.59	\$201,237.41
Acct	30000 Series						
32020	Travel/Mileage	\$1,000.00	\$0.00	\$0.00	\$144.90	\$451.87	\$548.13
32050	Conferences/Trainings	\$8,000.00	\$0.00	\$0.00	\$0.00	\$27.00	\$7,973.00
32203	Cell Phones	\$600.00	\$44.79	\$44.79	\$40.28	\$577.60	\$22.40
33368	Public Info & Educ	\$1,820.85	\$0.00	\$0.00	\$0.00	\$952.50	\$868.35
39243	Donations	\$50,000.00	\$1,473.80	\$1,134.16	\$951.40	\$38,839.31	\$11,160.69
	Total 30000 Series	\$61,420.85	\$1,518.59	\$1,178.95	\$1,136.58	\$40,848.28	\$20,572.57
	Total Budget	\$362,643.85					
	Total Expenditures		\$1,518.59	\$1,224.19	\$8,501.28	\$102,579.43	
	Total Unexpended						\$260,064.42
	Net (Monthly)		(\$1,518.59)	(\$1,224.19)	(\$8,501.28)		
	FUND BALANCE		\$1,320,882.39	\$1,319,658.20	\$1,311,156.92		

Health Trust Fund

Lead: Briannah McCall

No Expiration		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$214,459.66				\$214,459.66	
	TOTAL REVENUE	\$214,459.66	\$0.00	\$0.00	\$0.00	\$214,459.66	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator	\$48,820.00	\$0.00	\$0.00	\$0.00	\$29,617.38	\$19,202.62
11066	Vector/Env Health Specialist	\$46,305.00	\$5,512.50	\$4,410.00	\$4,410.00	\$35,566.65	\$10,738.35
11950	Part Time (\$17/hour)	\$13,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,125.00
14800	FICA Taxes @ 7.65%	\$8,294.00	\$421.71	\$326.73	\$330.55	\$4,851.44	\$3,442.56
14810	PERF @ 11.2%	\$10,672.00	\$617.40	\$493.92	\$493.92	\$7,318.24	\$3,353.76
14840	Health Insurance @ \$18,500	\$30,834.00	\$0.00	\$0.00	\$3,083.33	\$18,500.00	\$12,334.00
	Total 10000 Series	\$158,050.00	\$6,551.61	\$5,230.65	\$8,317.80	\$95,853.71	\$62,196.29
Acct	20000 Series						
21030	Office Supplies	\$409.66	\$9.59	\$0.00	\$39.35	\$98.28	\$311.38
22120	Gas/Motor Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
22148	Field Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$1,024.63	\$1,475.37
	Total 20000 Series	\$5,409.66	\$9.59	\$0.00	\$39.35	\$1,122.91	\$4,286.75
Acct	30000 Series						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$158.00	\$0.00	\$760.71	\$239.29
32050	Conferences & Trainings	\$4,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380.00
32203	Cell Phones	\$1,620.00	\$44.24	\$41.79	\$37.28	\$1,143.12	\$476.88
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$85.64	\$914.36
33368	Public Info & Educ	\$7,000.00	\$0.00	\$0.00	\$0.00	\$1,007.72	\$5,992.28
33938	Vector	\$25,000.00	\$0.00	\$0.00	\$0.00	\$8,245.29	\$16,754.71
36500	Service Contract	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$2,600.00
	Total 30000 Series	\$46,000.00	\$44.24	\$199.79	\$37.28	\$13,642.48	\$32,357.52
Acct	40000 Series						
44010	Equipment	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total 40000 Series	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total Budget	\$219,809.56					
	Total Expenditures		\$6,605.44	\$5,430.44	\$8,394.43	\$119,288.49	
	Total Unexpended						\$100,521.07
	Net (Monthly)		(\$6,605.44)	(\$5,430.44)	(\$8,394.43)		
	FUND BALANCE		\$108,996.04	\$103,565.60	\$95,171.17		

NACCHO Mentor Program

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$38,187.19				\$38,187.19	
	TOTAL REVENUE	\$38,187.19	\$0.00	\$0.00	\$0.00	\$38,187.19	
	EXPENDITURES						
Acct	20000 Series						
21030	Office Supplies	\$6,000.00	\$0.00	\$2.95	\$0.00	\$2.95	\$5,997.05
22148	Field Supplies	\$6,000.00	\$0.00	\$0.00	\$0.00	\$32.72	\$5,967.28
24120	Medical Supplies	\$12,187.19	\$0.00	\$514.99	\$0.00	\$4,393.32	\$7,793.87
	Total 20000 Series	\$24,187.19	\$0.00	\$517.94	\$0.00	\$4,428.99	\$19,758.20
Acct	30000 Series						
32020	Travel/Mileage	\$6,000.00	\$0.00	\$0.00	\$198.80	\$2,634.70	\$3,365.30
33368	Public Info & Educ	\$8,000.00	\$109.79	\$557.99	\$115.28	\$4,805.52	\$3,194.48
	Total 30000 Series	\$14,000.00	\$109.79	\$557.99	\$314.08	\$7,440.22	\$6,559.78
	Total Budget	\$38,187.19					
	Total Expenditures		\$109.79	\$1,075.93	\$314.08	\$11,869.21	
	Total Unexpended						\$26,317.98
	Net (Monthly)		(\$109.79)	(\$1,075.93)	(\$314.08)		
	FUND BALANCE		\$27,707.99	\$26,632.06	\$26,317.98		

FOOD SERVICES

	Oct.	Nov.	Dec.	4th Quarter totals 2025	4th Quarter totals 2024	YTD Jan - Dec 2025	YTD Jan- Dec 2024	%Difference YTD Jan- Dec 2025 vs 2024
Food Store Complaints	2	4	4	10	5	34	26	30.8%
Food Service Complaints	19	17	8	44	43	174	162	7.4%
Civil Penalties	1	0	0	1	2	3	4	-25.0%
Health Officer Hearings	0	0	0	0	0	0	1	-100.0%
Abatements Correspondence	1	3	2	6	5	15	9	66.7%
Possible Foodborne Illness Investigations	0	0	0	0	2	0	3	-100.0%
Opening Inspections	11	12	3	26	33	118	167	-29.3%
Inspections	276	200	277	753	995	2793	3206	-12.9%
Plan & Review/New Constr./Remodel	4	3	3	10	15	63	53	18.9%
Fire Investigations	0	1	0	1	4	9	9	0.0%
# Establishments Requested to Close	0	1	0	1	0	3	1	200%
Number of Temporary Events	37	21	7	65	70	327	276	18.47%
Temporary Inspections	82	30	3	115	82	685	714	-4.1%
Mobile Inspections	28	11	4	43	62	92	102	-9.8%
Meetings	12	7	6	25	32	117	154	-24.0%
Smoking Information								
Smoking Complaints	0	0	0	0	0	2	1	100.0%
Smoking Appeals Hearings	0	0	0	0	0	0	0	
Pool Information								
Pool Inspections	0	1	0	1	26	119	137	-13.1%
Pool Consultations	0	0	0	0	0	1	0	
Pool Complaints	0	1	0	1	0	4	2	100.0%
Pool Closings	5	1	0	6	16	77	90	-14.4%

December 16 - All Food Unit inspection staff participated in IDOH's monthly virtual training reviewing the updated Retail Food Establishment Requirements 410-IAC-7-26. With full implementation and transition, from education to enforcement, scheduled for 1/1/2026, new changes and protocols were the focus.

Our new FSIO progressed to the next phase of orientation. With the completion of 42 hours of mandatory FDA web-based curriculum, IDOH online training sessions and observing 30+ trainer-led inspections, the new inspector began leading field inspections. During the second phase of orientation the new FSIO conducts the inspections and her ability to demonstrate various inspection plan competencies is observed and documented.

HEALTH FIRST INDIANA

KPI Progress:

Collective Progress of KPIs	
KPI 1	143.36%
KPI 2	180.18%
KPI 3	122.08%
KPI 4	262.22%
KPI 5	261.63%
KPI 6	72.20%
KPI 7	70.00%
KPI 8	8.60%

The above chart shows collective progress (as a percentage) across all community partner KPIs. This progress accounts for January - November submissions. Outside of KPI progress, financial reporting was completed for November. We are currently waiting for December's completed KPI's and financial reporting.

LEAD - COMBINED UNIT

October, November, December 2025

Environmental lead is harmful to the physical, mental, and social development of young children. To combat the risks that lead poses to children and families, the Department utilizes a collaborative, multi-unit response that includes the Public Health Nursing, Environmental Health, and CARE Units to provide services to St. Joseph County residents.

While there is no safe level of lead in the blood, a lead level of 3.5µg/dL is considered elevated. Any confirmed result of 5µg/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9µg/dL are monitored until the level drops to below 3.5µg/dL.

Testing

Lead Tests Across St. Joseph County

This chart is always two months behind due to when it is received from IDOH. For example, on January 1, 2026, the report will include all lead tests drawn in November of 2025.

Tests drawn from November 1, 2025 – November 30, 2025

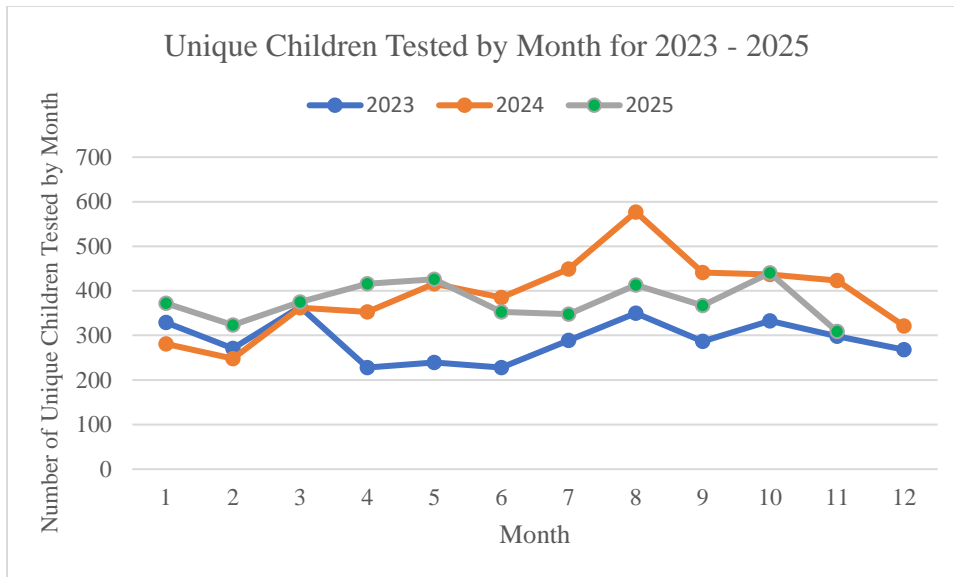
Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	10	80	0	90
0.1-<2	10	49	1	60
2-3.4	6	18	114	138
3.5-4.9	7	3	1	11
5-9.9	3	5	1	9
10-19.9	1	0	0	1
20-29.9	0	0	0	0
30-39.9	0	0	0	0
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	37	155	117	309

There were 3 duplicate tests in the month of November, 309 unique children were tested.

2025 YTD = 4,143

2024 YTD = 4,372

2023 YTD = 3,216



Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2024, the zip code of 46613 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e. population size).

Zip Code	November 2025	YTD 2025
46613	0 elevated	30 elevated
46628	2 elevated	28 elevated
46544	0 elevated	18 elevated
46619	0 elevated	17 elevated
46545	0 elevated	15 elevated
46614	2 elevated	15 elevated
46616	0 elevated	11 elevated
46615	2 elevated	11 elevated
46530	0 elevated	7 elevated
46635	0 elevated	5 elevated
46617	0 elevated	4 elevated
46561	1 elevated	4 elevated
46601	2 elevated	4 elevated
46637	0 elevated	2 elevated

Community Outreach Settings

One part of the lead initiative is to offer lead education and testing for children aged 6 years and younger. We provide education and testing to the community by hosting lead events at daycares, churches, elementary schools, and other community settings. We also offer lead testing and/or education at community-organized events. We aim to host at least two events per month. The events hosted by the Department of Health are organized and conducted by the Assistant Director of CARE and the CHWs from the CARE unit.

Testing and Education Events	# of events	# of tests	Awareness Only Events	# of events
October 2025	8	104	October 2025	1
November 2025	4	24	November 2025	0
December 2025	3	56	December 2025	0

YTD	# of events	# of tests
YTD 2025	73	500

Case Numbers

Public Health Nursing receives elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels $\geq 10\text{ug/dL}$. Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL . In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of $3.5\text{-}4.9\text{ ug/dL}$). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

Current Case Numbers as of December 31, 2025

Case Management	Case Monitoring	Unconfirmed Cases
64	54	39

Risk Assessments

The Environmental Health Unit’s lead risk assessor’s role is to determine potential sources of exposure to lead through dust sampling, soil sampling, water sampling, and XRF testing of paint and other miscellaneous items such as toys or furniture. The environmental risk assessment helps families understand where the lead exposure is likely coming from, how to address these hazards to mitigate further exposure, and how to prevent new lead hazards from appearing in the home.

Activity	Dec 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
A. Lead Risk Assessments	9	103	147	117	73	57
i. EBLL Assessments	3	41	59	60	33	20
ii. Parent Requests	6	62	88	57	40	48
B. Clearances	6	89	90	69	18	23

NURSING UNIT

This quarter, the department successfully completed state recertification for public vaccine distribution and is approved to order state-funded vaccines for 2026. In addition, staff completed updated naloxone (Narcan) training during the monthly unit meeting to ensure continued readiness in overdose response.

Immunizations

From October through December 2025, our South Bend and Mobile Clinics served 420 adults and 480 children, totaling 900 unique individuals. The staff administered 1,794 immunizations and participated in 25 mobile events.

Mobile Immunization Team Clinics

10/1 Benefest-SJC Flu Clinic
10/2 Charles Black Center
10/4 Tutt Branch (Library)
10/6 Activate Healthcare Flu Clinic
10/7 Ember Class
10/8 Oaklawn Flu Clinic
10/8 La Casa Flu Clinic
10/14 Holladay Properties
10/14 ASAP Septic
10/15 Briarcliff Flu Clinic
10/21 County City Building (CCB) Flu Clinic
10/22 Adams High School
10/23 County City Building (CCB) Flu Clinic
10/28 North Liberty Family Medicine
10/29 Washington High School
11/1 Pop-Up Pregnancy Village
11/5 Riley High School
11/7 Lighthouse Autism Center
11/12 Briarcliff
11/13 Purdue Polytechnic
11/19 La Casa
11/25 Sisters of the Holy Cross
12/3 Bethel
12/3 Broadway
12/17 Mishawaka High School

Public Health Nursing

Our public health team investigated 111 animal bites and 76 communicable disease cases from October through December.

School Health

Our liaison continues to support local school health professionals through ongoing email, phone, and in-person communication. A total of 133 school contacts were made this quarter, including 30 in-person visits. Monthly and targeted email communications were distributed to share information on available resources, relevant communicable disease response guidance, and to support ongoing relationship building. The liaison also attended two local school district board meetings and three community meetings. Physical resources were provided to 22 schools.

In addition, the liaison identified 13 schools with vaccine compliance rates below 70% and completed in-person visits with 8 of these schools to provide targeted assistance and support.

Tuberculosis					
	Dec 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	121	1185	505	376	1467
Nurse Visits	22	317	405	352	324
QFT Ordered	11	179	136	35	50
CXR	3	30	16	6	5
New Active Cases	0	9	4	2	7
Active TB Cases Following	6	11	6	3	12
Latent TB Cases Following	16	78	96	75	56
	Nov 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	127	1064	428	333	1418
Nurse Visits	25	295	367	314	294
QFT Ordered/ Collected	8	168	122	27	46
CXR	3	27	14	6	5
New Active Cases	1	9	4	2	7
Active TB Cases Following	6	11	6	3	12
Latent TB Cases Following	19	75	88	67	53
	Oct 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	157	937	371	289	1322
Nurse Visits	27	270	327	283	262
QFT Ordered/ Collected	9	160	99	22	42
CXR	1	1	24	5	5
New Active Cases	1	8	3	2	7
Active TB Cases Following	7	10	5	3	12
Latent TB Cases Following	21	73	85	62	48

VITAL RECORDS

	<u>Records Filed in Dec 2025</u>	<u>YTD 2025 Occurrences</u>	<u>YTD 2024 Occurrences</u>
<u>Statistics*</u>			
Total Births	367	4151	4266
Total Deaths	272	3226	3141
Paternities	3	43	62
Corrections	1	31	31
Genealogy	1	12	9
	<u>YTD 2025- Requestors</u>	<u>YTD 2025- Number of Records Issued</u>	<u>YTD 2025 Pending Requests</u>
Birth Cert Asst.	77	36	41
	<u>Records Issued Oct 2025</u>	<u>YTD 2025 Issued</u>	<u>YTD 2024 Issued</u>
Birth Certs Total	1250	14778	14496
Death Certs Total	1678	16604	18253

Birth & Death data reflected as of 01/12/2026.

Subject to change, generated from DRIVE and File Maker.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Michelle Migliore, D.O.
Health Officer



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

St. Joseph County Department of Health

"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County"

October 22, 2025

John Linn, P.E., Chairman
St. Joseph County Board of Health
8th Floor, County City Building
South Bend, IN 46601

Members of the Board of Health

RE: Appointment of members to the Onsite Wastewater Advisory Board

Two of your appointments to the Onsite Wastewater Advisory Board will need appointing. This Board is authorized under County Code 52 to advise the Department of Health on issues associated with safe drinking water and has been extremely valuable to the County in years past. Members are appointed to a three-year term and must be within certain categories.

- Municipal Water/Wastewater Systems Employee
- Member at Large

Please feel free to contact potential members with a background in the appropriate industry of your own choosing.

If you have any questions concerning this issue, please contact Breezy McCall, Director of Environmental Health at 574-235-9750, ext. 7923 or myself.

Sincerely,


Michelle Migliore, D.O.
Health Officer

MM/BM:jsp

227 W. Jefferson Blvd. | 8th Fl. | South Bend, IN 46601
P: (574) 235-9750 | F: (574) 235-9960



@stjosephcountyhealth



@sjchealth



St. Joseph County Department of Health

"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

October 22, 2025

John Linn, P.E., Chairman
St. Joseph County Board of Health
8th Floor, County City Building
South Bend, IN 46601

Members of the Board of Health

RE: Appointment of members to the Water Resources Advisory Board

Three of your appointments to the Water Resources Advisory Board will need appointing. This Board is authorized under County Code 52 to advise the Department of Health on issues associated with safe drinking water and has been extremely valuable to the County in years past. Members are appointed to a three-year term and must be within certain categories.

- Chemist
- Hazardous Substance Management Experience
- Medical Director

Please feel free to contact potential members with a background in the appropriate industry of your own choosing.

If you have any questions concerning this issue, please contact Breezy McCall, Director of Environmental Health at 574-235-9750, ext. 7923 or myself.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM/BM:jsp

227 W. Jefferson Blvd. | 8th Fl. | South Bend, IN 46601
P: (574) 235-9750 | F: (574) 235-9960



@stjosephcountyhealth



@sjchealth

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Director
DIVISION or UNIT: Community Access, Resources, and Education (CARE)
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: December 2025

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Director of Community Access, Resources, and Education (CARE) for the St. Joseph County Department of Health (SJCDoH), responsible for developing programs to address adverse public health trends and threats by reviewing, evaluating, and analyzing data to protect the health of the public.

DUTIES:

Provides oversight and leadership to the CARE Unit of the St. Joseph County Department of Health, establishing policies, procedures, priorities, and requirements for Unit programs, including but not limited to Community Health Workers, Maternal/Infant Health Initiatives, Chronic Diseases, and Mental Health and Substance Abuse.

Supervises and directs personnel, including administering personnel policies/procedures, informing staff of organizational developments, interviewing/hiring job candidates, ensuring proper training of staff, planning/delegating work assignments, workflow changes/issues, establishing goals/standards, reviewing position responsibilities/salaries, evaluating performance, and recommending promotions/demotions as appropriate. Recommends discipline and/or termination of employment as warranted. Conducts routine staff meetings for CARE personnel.

Keeps supervisors informed of Unit developments, disciplinary issues, regulatory changes, and any other issues that may affect the day-to-day or strategic operations within the Unit.

As required by the Health Officer, will represent the SJCDoH at meetings, including meetings of the St. Joseph County Board of Health, County Council, and Board of County Commissioners. These and other required meetings may occur after normal business hours. Will be a sitting

member or will direct appropriate staff to attend any Board or meeting where the Department of Health is mandated or recommended to provide membership for CARE related activity areas.

Fosters and maintains robust community partnerships and collaborations to identify and address priority health concerns impacting the residents of St. Joseph County. This involves engaging a diverse range of organizations, leaders, and community members.

Leads the design, implementation, and evaluation of public health programs focused on community health improvement and education. This includes developing the necessary structure and personnel to successfully execute these programs.

Effectively analyzes quantitative and qualitative public health data to identify emerging trends, measure health disparities, and inform strategic program development and resource allocation.

Coordinates and participates in collaborative community efforts to address issues such as health disparities, disease surveillance, and public health emergency preparedness.

Creates periodic and programmatic reports as required and ensures accuracy and completeness.

Manages emergency preparedness and response initiatives and oversees the integration of local emergency preparedness plans and procedures with regional and state agencies and any associated grants.

Oversees and assists the Assistant Director and CARE Unit staff in the development and distribution of public information/education and awareness materials across all programs.

Coordinates and participates in meetings, training, and educational workshops with other agencies, such as hospitals, labs, fire departments, and emergency medical services (EMS). Attends professional education workshops/training seminars as necessary.

Under the supervision of the Health Officer and in coordination with the Director of Operation, provides local print, radio, and television news media with information concerning specific public health and/or environmental protection events.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Master's degree in public health or related field required. Five or more years of experience in team leadership and operations preferred.

Thorough knowledge of public health principles and practices, with the ability to strategically utilize public health data for program development, management, and evaluation.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to manage and oversee various subunits and programs.

Practical knowledge of grant administration and ability to research and identify grant opportunities, prepare and submit grant proposals, administer grants upon approval, compile required reports, and ensure compliance with grant and funding requirements.

Practical knowledge of standard budgeting and accounting practices and procedures, with ability to prepare and administer budgets, prepare detailed financial statements, and maintain complete and accurate financial records.

Ability to effectively supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, reviewing salaries, implementing personnel or corrective actions, keeping supervisor and subordinates informed of organization developments, maintaining discipline, and communicating and administering personnel programs and procedures.

Will have working knowledge of all unit medical and biometric equipment and tools.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, Indiana Department of Health (IDOH), other government agencies, healthcare systems, health care providers, social service agencies, community organizations, media, first responders, schools and higher education institutions, libraries, non-profit organizations, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to represent the SJCDoH at meetings as required by the Health Officer, including meetings of the St. Joseph County Board of Health, County Council, and Board of County Commissioners. These and other required meetings may occur after normal business hours. Ability to be a sitting member of or direct appropriate staff to attend any board or meeting where the Department of Health is mandated or recommended to provide membership for CARE related activity areas.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to plan and deliver public speaking presentations.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends, and travel out of town, including overnight, as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance. Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

Incumbent will ensure proper implementation of the CARE Unit goals and work processes and will provide supervision of assigned operations. Incumbent will address unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on Department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, healthcare systems, health care providers, social service agencies, community organizations, media, first responders, schools and higher education institutions, libraries, non-profit organizations, elected officials, and the public for purposes of exchanging information, providing instruction, and negotiating.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others. Incumbent may be exposed to normal health hazards associated with public health medical screenings for which universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director of Community Access, Resources, and Education for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Assistant Director
DIVISION or UNIT: Community Access, Resources, and Education (CARE)
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: December 2025

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Director for the Community Access, Resources, and Education (CARE) Unit of the St. Joseph County Department of Health (SJCDoH), responsible for developing programs to address adverse public health trends and threats by reviewing, evaluating, and analyzing data to protect the health of the public.

DUTIES:

Assists the Director of CARE in providing oversight and leadership to the CARE Unit of the St. Joseph County Department of Health, establishing policies, procedures, priorities, and requirements for Unit programs, including but not limited to Community Health Workers, Maternal/Infant Health Initiatives, Chronic Diseases, and Mental Health and Substance Abuse.

Assists in supervising and directing personnel, including administering personnel policies/procedures, informing staff of organizational developments, interviewing/hiring job candidates, ensuring proper training of staff, planning/delegating work assignments, workflow changes/issues, establishing goals/standards, reviewing position responsibilities/salaries, evaluating performance, and recommending promotions/demotions as appropriate. Recommends discipline and/or termination of employment as warranted. Assists the Director in conducting routine staff meetings for CARE personnel.

Keeps supervisors informed of Unit developments, disciplinary issues, regulatory changes, and any other issues that may affect the day-to-day or strategic operations within the Unit. As required by the Health Officer or Director of CARE, will represent the SJCDoH at meetings, including meetings of the St. Joseph County Board of Health, County Council, and Board of County Commissioners. These and other required meetings may occur after normal business

hours. If needed, will be a sitting member or will direct appropriate staff to attend any board or meeting where the Department of Health is mandated or recommended to provide membership for CARE related activity areas.

Provides direct oversight, management, and promotion of the Chronic Disease and Childhood Lead Poisoning Prevention Community Health Worker (CHW) Program and SJCDoH CHW Supervisor.

Collaborates with the Director of CARE, the Health Officer, and other SJCDoH leadership to develop, evaluate, and continually improve CARE Unit procedures, data management, and workflows.

Supports the Director in the design, implementation, and evaluation of public health programs focused on community health improvement and education. This includes developing the necessary structure and personnel to successfully execute these programs

Identifies and develops internal training to increase knowledge and capacity around key issues for the Chronic Disease and Lead CHWs.

Assists the CARE Unit staff with troubleshooting public community member needs and resolving community partner issues.

Supports the Director of CARE in effectively analyzing quantitative and qualitative public health data to identify emerging trends, measure health disparities, and inform strategic program development and resource allocation.

Coordinates with the Nursing Unit and Environmental Health Unit to ensure families with children engaged in lead services at the Department also undergo screening for social needs.

Assists the Director and CARE unit staff in the development and distribution of public information/education and awareness materials across all programs.

Coordinates and participates in meetings, training, and educational workshops with other agencies, such as hospitals, labs, fire departments, and emergency medical services (EMS). Attends professional education workshops/training seminars as necessary.

Under the supervision of the Health Officer and Director of CARE, and in coordination with the Director of Operation, provides local print, radio, and television news media with information concerning specific public health and/or environmental protection events.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Master's degree in public health or related field with two or more years of experience in team leadership and operations preferred.

Thorough knowledge of public health principles and practices, with the ability to strategically utilize public health data for program development, management, and evaluation.

Ability to perform basic project management tasks to support the Director in program development, implementation, and evaluation.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to manage and oversee various subunits and programs in conjunction with the Director of CARE.

Practical knowledge of grant administration and ability to research and identify grant opportunities, prepare and submit grant proposals, administer grants upon approval, compile required reports, and ensure compliance with grant and funding requirements.

Practical knowledge of standard budgeting and accounting practices and procedures, with ability to assist the Director to prepare and administer budgets, prepare detailed financial statements, and maintain complete and accurate financial records.

Ability to assist the Director of CARE to effectively supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, reviewing salaries, implementing personnel or corrective actions, keeping supervisor and subordinates informed of organization developments, maintaining discipline, and communicating and administering personnel programs and procedures.

Will have working knowledge of all unit medical and biometric equipment and tools.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, Indiana Department of Health (IDOH), other government agencies, healthcare systems, health care providers, social service agencies, community organizations, media, first responders, schools and higher education institutions, libraries, non-profit organizations, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to represent the SJCDoH at meetings as required by the Health Officer or Director of CARE, including meetings of the St. Joseph County Board of Health, County Council, and Board of County Commissioners. These and other required meetings may occur after normal business hours. Ability to be a sitting member to attend any board or meeting where the

Department of Health is mandated or recommended to provide membership for CARE related activity areas.

Ability to plan and deliver public speaking presentations.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends, and travel out of town, including overnight, as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables.

Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

Incumbent will ensure proper implementation of the CARE Unit goals and work processes and will provide supervision of assigned operations. Incumbent will address unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on Department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, healthcare systems, health care providers, social service agencies, community organizations, media, first responders, schools and higher education institutions, libraries, non-profit organizations, elected officials, and the public for purposes of exchanging information, providing instruction, and negotiating.

Incumbent reports directly to the Director of CARE.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others. Incumbent may be exposed to normal health hazards associated with public health medical screenings for which universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Director of Community Access, Resources, and Education for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Director
DIVISION OR UNIT: Food Services
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2006
DATE REVISED: December 2025

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Director of Food Services for the St. Joseph County Department of Health (SJCDoH), responsible for supervising and directing assigned personnel in conducting food service and pool inspections, overseeing programs and operations, and ensuring compliance with food and pool health laws, ordinances, and regulations.

DUTIES:

Provides oversight and leadership to the Food Services Unit of the St. Joseph County Department of Health, establishing policies, procedures, priorities, and requirements for Unit programs. Develops strategies and goals for programs and issues within the Unit and monitors for changes in laws, legal requirements, and services in entities and agencies that affect food service operations across establishments, mobile food trucks, home vendors, and any other related entity.

Supervises and directs personnel, including administering personnel policies/procedures, informing staff of organizational developments, interviewing/hiring job candidates, ensuring proper training of staff, planning/delegating work assignments, establishing goals/standards, reviewing position responsibilities/salaries, evaluating performance, and recommending promotions/demotions as appropriate. Recommends discipline and/or termination of employment as warranted.

Oversees assisting food establishments in developing and conducting training programs for personnel to both meet mandatory certification requirements and to comply with federal, state,

and local regulations. Provides education to food establishment personnel and consumers on food sanitation laws.

Reviews and approves preoperational plans for new establishments. Reviews submitted architectural plans, menus, and Standard Operating Procedures (SOP) for food establishments. Recommends progressive remedial corrective actions for non-compliant establishment inspections.

Supports the Assistant Director in organizing Inspectors' work calendars, including entering appointments and events, and planning locations for staff to conduct all assigned duties. Assists with determining which events with food require inspections, and coordinates with staff to determine weekend and event scheduling. Reviews assigned work given to staff for corrections or further enforcement action.

Supports the Assistant Director in conducting consultations, opening inspections, routine inspections, abatement inspections, probation inspections, and pool and spa inspections. Verifies status of permitted locations, updating the database as needed. Issues information for letters to be drafted by Administrative Assistant, including hearings, abatements, repeat violation letters, civil penalties assessments, and letters associated with invoicing. Sends letters to Health Officer to sign for abatements and hearings.

Serves as primary Unit responder to conduct follow-up inspections at food establishments after a fire.

Maintains detailed records of inspections, complaints, and investigations and prepares a variety of reports as required by Indiana Department of Health (IDOH), St. Joseph County Board of Health, and other government and regulating agencies.

Corresponds with IDOH regarding foodborne investigations. Reviews Food and Drug Administration (FDA) code to compare to State adoption and interprets level of priority for critical items. Conducts epidemiological surveys at food establishments in response to foodborne illness outbreaks using Centers for Disease Control (CDC) and FDA survey forms.

Responds to health and sanitation inquiries and complaints from the public, vendors, and other entities regarding food operations. Provides related technical advice, information, referrals, and/or assistance regarding food operations and code requirements.

Provides technical guidance to staff and makes decisions on complex technical and regulatory issues for all programs relating to the protection of public health and compliance with laws and regulations.

Keeps supervisors informed of Unit developments, disciplinary issues, regulatory changes, and any other issues that may affect the day-to-day or strategic operations within the Unit. Keeps subordinates informed of organizational developments and policy or workflow issues or changes, and communicates and administers personnel programs and procedures. Conducts meetings for Food Services Unit staff.

Monitors and maintains Unit and staff recordkeeping, including inspections, complaints, and investigations. Responsible for the preparation of any monthly, quarterly, and annual reports as required by the Health Officer, IDOH, St. Joseph County Board of Health, and other government and regulating agencies.

Attends professional education workshops/training seminars as necessary.

Under the supervision of the Health Officer and in coordination with the Director of Operation, provides local print, radio, and television news media with information concerning specific public health and/or environmental protection events.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in environmental science, public health, biology, or related field. Minimum of two to three years of related work experience required, with five years of related work experience being preferred.

Possession of or ability to obtain Food Protection Manager and Pool Operator certifications.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to manage and oversee various subunits and programs.

Thorough knowledge of standard principles and practices of safe food handling requirements, public health sanitation and proper food storage, handling, and service, with ability to effectively evaluate and instruct members of the public in application of appropriate procedures.

Practical knowledge of standard budgeting and accounting practices and procedures, with ability to prepare and administer budgets, prepare detailed financial statements, and maintain complete and accurate financial records.

Practical knowledge of federal, state, and local laws and regulations governing food safety protection, with ability to ensure compliance with legal requirements.

Ability to effectively supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, reviewing salaries, implementing personnel or corrective actions, keeping supervisor and subordinates

informed of organization developments, maintaining discipline, and communicating and administering personnel programs and procedures.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, other government agencies, St. Joseph County Board of Health, local fire departments, local dispatch, local not-for-profits, any entities with food and pool operations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

As required by the Health Officer, will represent the SJCDoH at meetings, including meetings of the St. Joseph County Board of Health, County Council, and the Board of County Commissioners. These and other required meetings may occur after normal business hours. Will be a sitting member on any Board or meeting where the Department of Health Food Services Unit is mandated to provide membership.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and travel out of town, including overnight, as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance. Incumbent performs duties in accordance with generally applicable guidelines, professional

standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

Incumbent will ensure proper implementation of food and pool health laws/codes and supervision of assigned operations. Incumbent will address unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, local fire departments, local dispatch, local not-for-profits, any entities with food or pool operations, and the public for the purposes of exchanging information, rendering service, and instructing.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field/outdoors, involving sitting/walking at will; sitting/standing/walking for long periods; driving; keyboarding; extreme temperatures; working with or near odors, dust, dirt and chemicals; working in noisy environments and confined areas such as in freezers; lifting/carrying/pushing/pulling objects occasionally weighing under 50 pounds; bending/reaching; crouching/kneeling; handling/grasping/fingering objects; close/far vision; color and depth perception; speaking clearly; and hearing sounds/communication. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director of Food Services for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Assistant Director
DIVISION OR UNIT: Food Services
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2006
DATE REVISED: December 2025

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Director of Food Services for the St. Joseph County Department of Health (SJCDoH), responsible for supervising and directing assigned personnel in conducting food service and pool inspections, overseeing programs and operations, and ensuring compliance with food and pool health laws, ordinances, and regulations.

DUTIES:

Assists the Director of Food Services in providing oversight and leadership to the Food Services Unit of the St. Joseph County Department of Health, establishing policies, procedures, priorities, and requirements for Unit programs. Develops strategies and goals for programs and issues within the Unit and monitors for changes in laws, legal requirements, and services in entities and agencies that affect food service operations across establishments, mobile food trucks, home vendors, and any other related entity.

Assists the Director of Food Services in supervising and directing personnel, including administering personnel policies/procedures, informing staff of organizational developments, interviewing/hiring job candidates, ensuring proper training of staff, planning/delegating work assignments, establishing goals/standards, reviewing position responsibilities/salaries, evaluating performance, and recommending promotions/demotions as appropriate. Recommends discipline and/or termination of employment as warranted.

Responsible for updates to and the maintenance of the Inspectors' work calendar, including entering appointments and events, and planning locations for staff to conduct all assigned duties. Determines which public events with food will need inspections and coordinates with staff about

who will attend weekend and evening events. Reviews assigned work given to staff for corrections or further enforcement action.

Responsible for conducting consultations, opening inspections, routine inspections, abatement inspections, probation inspections, and pool and spa inspections. Verifies status of permitted locations, updating the database as needed. Issues information for letters to be drafted by Administrative Assistant, including hearings, abatements, repeat violation letters, civil penalties assessments, and letters associated with invoicing. Sends letters to Health Officer to sign for abatements and hearings.

Serves as secondary Unit responder to conduct follow-up inspections at food establishments after a fire.

Reviews payment transactions for permits and other fees associated with new construction and events.

Reviews and approves preoperational plans for new food establishments. Reviews submitted architectural plans, menus, and Standard Operating Procedures (SOP) for food establishments. Recommends progressive remedial corrective actions for non-compliant establishment inspections.

Corresponds with Indiana Department of Health (IDOH) regarding foodborne investigations. Reviews Food and Drug Administration (FDA) code to compare to State adoption and interprets level of priority for critical items. Conducts epidemiological surveys at food establishments in response to foodborne illness outbreaks using Centers for Disease Control (CDC) and FDA survey forms.

Responds to health and sanitation inquiries and complaints from the public, vendors, and other entities regarding food operations. Provides related technical advice, information, referrals, and/or assistance regarding food operations and code requirements.

Provides list of supplies and items to Administrative Assistant for requisition orders.

Reviews and approves staff timekeeping and responds to staff requests for time off.

Provides technical guidance to staff and makes decisions on complex technical and regulatory issues for all programs relating to the protection of public health and compliance with laws and regulations.

Keeps supervisors informed of Unit developments, disciplinary issues, regulatory changes, and any other issues that may affect the day-to-day or strategic operations within the Unit. Keeps subordinates informed of organizational developments and policy or workflow issues or changes, and communicates and administers personnel programs and procedures. In conjunction with the Director, conducts meetings for Food Services Unit staff.

Monitors and maintains Unit and staff recordkeeping, including inspections, complaints, and investigations. Responsible for the preparation of any monthly, quarterly, and annual reports as required by the Health Officer, IDOH, St. Joseph County Board of Health, and other government and regulating agencies.

Attends professional education workshops/training seminars as necessary.

Under the supervision of the Health Officer and in coordination with the Director of Operation, provides local print, radio, and television news media with information concerning specific public health and/or environmental protection events.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in environmental health, public health, biology, or related field. Minimum of two to three years of related work experience required, with five years of related work experience being preferred.

Possession of or ability to obtain Pool Operator and Food Protection Manager certifications.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to manage and oversee various subunits and programs.

Thorough knowledge of standard principles, practices, and requirements of safe food handling, public health sanitation, and proper food storage, handling, and service, with ability to effectively evaluate and instruct food service personnel and members of the public in application of appropriate procedures.

Practical knowledge of standard budgeting and accounting practices and procedures, with ability to prepare and administer budgets, prepare detailed financial statements, and maintain complete and accurate financial records.

Practical knowledge of federal, state, and local laws and regulations governing food sanitation, with ability to conduct effective investigations of food-related establishments and take action to ensure compliance with all legal requirements.

Ability to effectively assist the Director to supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance,

reviewing salaries, implementing personnel or corrective actions, keeping supervisor and subordinates informed of organization developments, maintaining discipline, and communicating and administering personnel programs and procedures.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, other government agencies, St. Joseph County Board of Health, local fire departments, local dispatch, local not-for-profits, any entities with food and pool operations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

As required by the Health Officer, represents the SJCDoH at meetings, including meetings of the St. Joseph County Board of Health, County Council, and the Board of County Commissioners. These and other required meetings may occur after normal business hours. Will be a sitting member on any Board or meeting where the Department of Health Food Services Unit is mandated to provide membership.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work rapidly for long periods, and work on several tasks at the same time, occasionally under time pressure.

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends, and travel out of town, including overnight, as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

Incumbent will, in conjunction with the Director of Food Services, ensure proper implementation of food and pool health laws/codes and supervision of assigned operations. Incumbent will address unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on department goals/objectives, and continuing quality of Department of Health services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, local fire departments, local dispatch, local not-for-profits, entities with food or pool operations, and the public for the purposes of exchanging information, rendering service, and instructing.

Incumbent reports directly to Director of Food Services.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field/outdoors, involving sitting/walking at will; sitting/standing/walking for long periods; driving; keyboarding; extreme temperatures; working with or near odors, dust, dirt and chemicals; working in noisy environments and confined areas such as in freezers; lifting/carrying/pushing/pulling objects occasionally weighing under 50 pounds; bending/reaching; crouching/kneeling; handling/grasping/fingering objects; close/far vision; color and depth perception; speaking clearly; and hearing sounds/communication. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Director of Food Services for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Medical Assistant
DIVISION or UNIT: Nursing
DEPARTMENT: Health
WORK SCHEDULE: As assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2006
DATE REVISED: December 2025

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Medical Assistant for the St. Joseph County Department of Health (SJCDoH), responsible for providing healthcare and education to County residents, ensuring compliance with established policies, practices, regulations, and professional and public health standards.

DUTIES:

Helps patients and/or their guardians understand which routine vaccinations they are due or eligible for, based on Center for Disease Control (CDC) clinical guidelines. All work done under supervision and/or standing orders of the Health Officer.

Registers patients, including recording demographic information, preparing patient charts, and entering medical details such as prior vaccines.

Reviews patient records to ensure accurate immunizations are being administered, explains to patients what immunizations are being administered, and provides information regarding immunizations, possible side effects, and remedies for side effects. Utilizes standing orders to review patient records to ensure accurate immunizations are being administered, explains to patients what immunizations are being administered, and provides information regarding immunizations, possible side effects, and remedies for side effects.

Prepares immunizations for injections using sterile technique, administers immunizations under the supervision of Registered Nurse or licensed medical provider, and monitors patients for signs

of anaphylactic reaction. Reviews patient assessments for contraindications. Prints and provides vaccine records for patients.

Performs phlebotomy/venipuncture (blood draw) and processes lab specimens.

Educates the public on vaccine-preventable diseases and periodically assists with conducting off-site vaccination clinics.

Maintains inventory of vaccines, monitors transportation and temperature of vaccines, investigates and responds to issues or discrepancies, orders vaccines, and submits inventory information to state and private vaccine providers.

Maintains current records and documentation of services provided, completing a variety of reports as required by supervisor, St. Joseph County Board of Health, IDOH, and other regulating agencies.

May provide other clinic services such administering and reading results of tuberculosis (TB) skin tests.

Manages the care of clients using established protocols, ensuring compliance with applicable Department policies and procedures, Indiana Department of Health (IDOH) standards, Health Insurance Portability and Accountability Act (HIPAA) regulations, and all other federal and state laws relating to privacy, confidentiality, and service delivery.

Researches and maintains current knowledge of CDC and IDOH guidelines.

Attends in-service programs and professional education workshops/training seminars as necessary.

Responds to telephone calls and questions from the public, including scheduling appointments, making referrals, counseling, and providing health-related information as appropriate.

Utilizes and shows proficiency in using various medical/health related software and databases such as the Indiana state's health condition and vaccine databases, vaccine scheduling program, vaccine inventory systems, and electronic medical records management systems. May assist and provide training to other personnel on such technologies.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Certified Medical Assistant candidates will have a high school diploma or GED at a minimum and will possess a valid Indiana certification. Registered Medical Assistants with current Indiana credentials are accepted. Medical assistants should be certified in Vaccines A-Z education courses and other public health areas. Prior clinical experience is preferred.

Thorough knowledge of public health laws and accepted principles and practices of public health, with ability to effectively examine and screen individuals, assess needs, research professional medical resources, and provide information, treatments, assistance, and referrals as appropriate.

Practical knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Working knowledge of health and social services available to St. Joseph County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Working knowledge of Department-specific software systems such as state vaccine database, vaccine scheduling program, and medical records management systems.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or difficult persons.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to perform phlebotomy/venipuncture (blood draw) and process lab specimens.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends, and travel out of town, including overnight, as needed.

Possession of valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to established policies and procedures, exercising judgment to effectively develop and maintain health programs, examine, and evaluate individuals, and provide information, counseling, treatment, assistance, and/or referrals.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs, including examining, educating, testing, and treating individuals. Goals and objectives of incumbent's work are known, and work is reviewed primarily for compliance with Department policy and legal requirements. Decisions are restricted by only the broadest policy and/or guidance from the supervisor, which may include one or more of the following: direct consultation with the supervising provider, utilization of preapproved standing orders, and adherence to established clinical protocols. All unusual circumstances are to be discussed with a supervisor, up to and including the supervising provider regarding medical issues.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other county, state, and other government departments, agencies, and entities, IDOH, medical laboratories, healthcare providers and systems, and the public for purposes of exchanging information, instructing, and mentoring.

Incumbent reports directly to Director of Nursing.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in standard office and medical clinic environments and client homes, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, handling/grasping/fingering objects, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others. Incumbent is regularly exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Medical Assistant for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Environmental Health Specialist - Septic
DIVISION OR UNIT: Environmental Health
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: January 2026

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Environmental Health Specialist - Septic for the St. Joseph County Department of Health (SJCDoH) Environmental Health Unit, responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Performs environmental inspections of public and private property, ensuring compliance with public health laws, codes, ordinances, and regulations. Provides consultation regarding environmental health and safety issues and solid and hazardous waste inspections.

Conducts, photographs, and documents inspections, determining violations, sending warning letters to responsible parties and referring violations to law enforcement agencies as appropriate.

Inspects sites prior to construction of septic and sewage disposal systems, including conducting soil tests and reviewing landscape features, identifying problems, reviewing and approving septic designs, and/or taking corrective action as needed to ensure compliance with applicable laws and legal requirements.

Develops minimum specifications for individual septic systems specific to the property site, that meet applicable laws and legal requirements, including, but not limited to, reviewing property tax records, applications, and soil borings.

Assists in additional SJCDoH Environmental Health Unit programs as needed such as Water, Healthy Homes, Vector, Lead, Property Transfers, and Massage and Tattoo.

Responds to requests, questions, and problems concerning septic systems, wells, and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Inspects private wells and septic systems for loan approvals. Completes reports and related paperwork as required.

Reviews property transfer inspections and issues abatement orders.

Conducts follow-up inspections as required to ensure compliance with state and local codes. Provides corrective instruction for violations, conducts additional inspections, and refers violators to law enforcement agencies as appropriate.

Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints.

Responds to health/sanitation inquiries from the general public and provides related technical advice, including, but not limited to, providing information, referrals, and/or assistance as appropriate.

Maintains accurate and detailed files of all complaints, inspections, and related documents. Completes daily work and monthly/annual reports as required by Health Officer, Unit Director, and regulating agencies.

Attends septic section meetings and state/local meetings regarding septic system issues as required.

Proctors and grades exams for renewal of Saint Joseph County licensure for septic system contractors.

Works with personnel from Environment Protection Agency (EPA), Indiana Department of Environmental Management (IDEM), and Indiana Department of Health (IDOH), coordinating services, interpreting and enforcing health requirements, drafting ordinances and regulations, and providing and requesting work-related information.

Attends professional education workshops/training seminars as necessary.

Serves as a public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Periodically testifies in legal proceedings/court as required.

Approved by BoH:

Environmental Health Specialist/ Septic

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in environmental science, public health, or a related field is required. Candidates with at least two (2) years of work-related experience with environmental issues are preferred.

Thorough knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the general public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly review and approve permits, conduct effective investigations, and ensure compliance with legal requirements.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, EPA, IDEM, Indiana Onsite Wastewater Professionals Association (IOWPA), other government agencies, engineering firms, soil scientists, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to read/interpret detailed blueprints and plans.

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

Approved by BoH:

Environmental Health Specialist/ Septic

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and travel out of town, including overnight, as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance. Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

Incumbent will ensure proper implementation of environmental health laws/codes and supervision of assigned operations. Incumbent will address unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, IDOH, EPA, IDEM, IOWPA, other government agencies, engineering firms, soil scientists, contractors, private septic inspectors, title companies, realtors, builders and developers, including the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a vehicle, and in the field/outdoors, involving sitting/walking at will, sitting/standing/walking for long periods,

Approved by BoH:

Environmental Health Specialist/ Septic

driving, walking on uneven terrain, working in wet/icy surroundings and extreme temperatures, working near fumes/odors/dust/dirt and in noisy environments, lifting/carrying/pushing/pulling objects occasionally weighing over 50 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, close/far vision, color and depth perception, speaking clearly, and hearing sounds/communication. Incumbent is frequently exposed to hazards normally associated with construction sites and inspection of public health and environmental protection problems. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing/equipment. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self/others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist - Septic for the Environmental Health Unit of the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Approved by BoH:

Environmental Health Specialist/ Septic

Saint Joseph County, Indiana
Form B - Inline Budget Transfer \$5,000.00 or greater

Reviews:

Department Name - Department of Health
Fund Names - County Health Department - Fund 1159
Local Public Health Services - Fund 1161

Department	Signature	Date
Auditor	Signature	Date
Auditor	Signature	Date
Auditor	Signature	Date

Transfer From (Budget Decrease)			Transfer To (Budget Increase)		
Fund.Acct.Obj.Loc	Account Name	Amount	Fund.Acct.Obj.Loc	Account Name	Amount
1159.11950.00000.0055	Part Time	20,974.00	1159.11155.00000.0055	Nurses/Other Medical	21,065.00
1159.11184.00000.0055	EHS Coordinator	2,205.00	1159.14810.00000.0055	Perf	2,275.72
1159.14800.00000.0055	Fica Taxes	161.72			0.00
		0.00			0.00
		0.00			0.00
		0.00			0.00
1161.11950.00000.0055	Part Time	49,820.56	1161.11155.00000.0055	Nurses/Other Medical	29,450.00
1161.14800.00000.0055	Fica Taxes	1,558.34	1161.14810.00000.0055	Perf	3,428.90
		0.00	1161.14840.00000.0055	Health Insurance	18,500.00
		0.00			0.00
		0.00			0.00
		0.00			0.00
Total		74,719.62	Total		74,719.62

Salary Amendment

Position Name Part Time - Fund 1161 (removing one PT @ \$27.82/hr)
 Current Salary 4@ up to \$43.14/hour - shared with fund 1159; 1@ up to \$25/hour
 Proposed Salary 3@ up to \$43.14/hour - shared with fund 1159; 1@ up to \$25/hour

Position Name Nurses/Other Medical - Fund 1159 (New Position)
 Current Salary 1@ \$50,515; 3@ \$55,125; 3@ \$66,657
 Proposed Salary 2@ \$50,515; 3@ \$55,125; 3@ \$66,657
 Together, the salary ordinance is \$50,515

Position Name Nurses/Other Medical - Fund 1161 (New Position)
 Current Salary \$0.00
 Proposed Salary 1@ \$50,515

Position Name EHS Coordinator - Fund 1159 (Going from 2 to 1)
 Current Salary 2@ \$2,205
 Proposed Salary 1@ \$2,205

Justification

Budget neutral request to amend the 2026 salary ordinance for funds 1159 and 1161 to create another full time Medical Assistant to help with vaccinations, registering patients as well as blood draws. Funds budgeted for a part time position at \$27.82/hour in both funds 1159 and 1161 would be used to create the full time position in addition to the \$2,205 from one EHS Coordinator.



St. Joseph County Department of Health

"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

January 7, 2026

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support to amend and supplement Appendix: Schedule of Fines and Fees of the St. Joseph County Code. Increasing the fee of Typhim under the Nursing Unit to \$176.00/dose previously \$116.00/dose.

If you have any questions, I can be reached at 574-235-9750 Ext. 7903.

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:AR:jsp

APPROVED _____ DENIED _____

This 21st Day of **January, 2026** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
Chair of the Board

Elizabeth Lindenman, MD
Vice Chair of the Board

NURSING UNIT

Phone: 574-235-9750, Option 2 or 4

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Note: Some insurance companies do not pay for all recommended vaccines. Therefore, we encourage you to confirm your vaccine coverage with your insurance company prior to receiving any vaccines.

- **MISCELLANEOUS FEES**

Convenience Fee (Monthly invoicing for bulk transactions)	3% of the invoice total
Convenience Fee (Mail)	\$3.00/item
Copies - Black and White (Including hard copies of FOIA/APRA requests)	\$.05/page
Copies - Color (Including hard copies of FOIA/APRA requests)	\$.15/page
Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice
Envelope for full size sheets	\$2.00/each
Envelope for half size sheets	\$1.00/each
Pouches for wallet size sheet	\$1.00/each

- **ADMINISTRATION**

Travel Vaccination Consultation	\$20.00/traveler
VFC/Section 317 Administration	\$15.00/dose

- **VACCINES**

COVID (6 months - 11 years)	\$111.00/dose
COVID (5 - 11 years)	\$66.00/dose
COVID (12+ years)	\$127.00/dose
DTaP - (Per Dose in a Multiple Shot Series)	\$40.00/dose
DTaP-IPV - (Per Dose in a Multiple Shot Series)	\$69.00/dose
DTaP-IPV-Hep B - (Per Dose in a Multiple Shot Series)	\$88.00/dose
DTaP-IPV-Hep B-Hib - (Per Dose in a Multiple Shot Series)	\$127.00/dose
DTaP-IPV-Hib - (Per Dose in a Multiple Shot Series)	\$96.00/dose
Hep A & Hep B - (Per Dose in a Multiple Shot Series)	\$133.00/dose
Hep A Adult - (Per Dose in a Multiple Shot Series)	\$96.00/dose
Hep A Pediatric - (Per Dose in a Multiple Shot Series)	\$48.00/dose
Hep B Adult, 2 doses - (Per Dose in a Multiple Shot Series)	\$163.00/dose
Hep B Adult, 3 doses - (Per Dose in a Multiple Shot Series)	\$67.00/dose
Hep B Pediatric - (Per Dose in a Multiple Shot Series)	\$38.00/dose
Hib - (Per Dose in a Multiple Shot Series)	\$47.00/dose
HPV9 - (Per Dose in a Multiple Shot Series)	\$335.00/dose
Influenza - (6 months+)**	\$36.00/dose
Influenza - Flu mist**	\$43.00/dose

Influenza - High Dose**	\$83.00/dose
IPV - (Per Dose in a Multiple Shot Series)	\$46.00/dose
Measles, Mumps and Rubella - (Per Dose in a Multiple Shot Series)	\$113.00/dose
Measles, Mumps, Rubella and Varicella – (Per Dose in a Multiple Shot Series)**	\$309.00/dose
Meningococcal - (Per Dose in a Multiple Shot Series)	\$140.00/dose
Meningococcal B - (Per Dose in a Multiple Shot Series)	\$196.00/dose
Meningococcal A, B, C, W and Y - (Per Dose in a Multiple Shot Series)	\$246.00/dose
Mpox	\$290.00/dose
PCV15 - (Per Dose in a Multiple Shot Series)	\$253.00/dose
PCV20	\$274.00/dose
PPSV23	\$141.00/dose
QuantiFERON	\$35.00/draw
Rabies Vaccine - (Per Dose in a Multiple Shot Series)**	\$450.00/dose
Rotavirus - (Per Dose in a Multiple Shot Series)	\$136.00/dose
RSV	\$302.00/dose
RSV Monoclonal Antibody for Children	\$519.00/dose
Tdap	\$58.00/dose
Tetanus/Diphtheria	\$48.00/dose
Typhim	\$176.00/dose was \$116.00
Typhim, Oral - (Per One (1) Pack of Four (4) Capsules)	\$119.00/pack
Varicella - (Per Dose in a Multiple Shot Series)	\$209.00/dose
Yellow Fever**	\$248.00/dose
Zoster**	\$235.00/dose

** Please call (574) 235-9750, Extension 4 to verify availability of vaccine

- **TUBERCULOSIS – (TB)**

TB Test	\$27.00
Basic Tuberculosis Testing Training Class (Includes Training Tools, Testing or Retesting for Certification)***	\$50.00/person

*** Please call (574) 235-9750, Extension 4 to verify the availability of training.

- **ADDITIONAL FEES**

Replacement Immunization Record (In-person)	\$0.05/record
Replacement Immunization Record (Electronic)	\$1.00/record
Replacement Immunization Record (Mail)	\$3.00/record
Replacement Yellow Fever Certificate	\$10.00/certificate
Set Up Fee for Private Off-Site Clinic (Does not include the Cost of the Individual Vaccine).	\$30.00/Public Health Nurse



St. Joseph County Department of Health

"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

January 12, 2026

St. Joseph County Board of Health

Members of the Board of Health,

The Department of Health would like your support to apply for the American Heart Association Meeting People Where They Are Grant. The primary purpose of the American Heart Association Meeting People Where They Are. Improving Health in Collaboration with the Places Where Rural Communities Gather grant is to bridge the gap between healthcare resources and rural residents by integrating health initiatives into the local spaces where community members naturally congregate. This funding supports sustainable collaborations with community organizations to provide essential screenings and education.

Attached is the Grant Application Data sheet, prepared by Renata Williams, Director of Community Access, Resources and Education (C.A.R.E.).

If you have any questions, I can be reached at 574-235-9750 Ext. 7903.

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:RW:jsp

APPROVED _____ DENIED _____

This **21st** Day of **January 2026** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
Chairman, Board of Health

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

227 W. Jefferson Blvd. | 8th Fl. | South Bend, IN 46601
P: (574) 235-9750 | F: (574) 235-9960



@stjosephcountyhealth



@sjchealth

GRANT APPLICATION DATA

What is the purpose of the grant (provide as much detail as possible)?

The primary purpose of the American Heart Association *Meeting People Where They Are. Improving Health in Collaboration with the Places Where Rural Communities Gather* grant is to bridge the gap between healthcare resources and rural residents by integrating health initiatives into the local spaces where community members naturally congregate. This funding supports sustainable collaborations with community organizations to provide essential screenings and education.

How many individuals do you expect to reach with this grant?

The grant will help support our goal of 500 total health screenings throughout St. Joseph County. We anticipate that at least 100 of those screenings will be conducted with individuals living in rural areas.

How will you track and evaluate the success of the program/grant?

Program Reach: We will document the total number of community members who receive a free health screening, providing a clear number of individuals served.

Community Health Engagement: We will measure the number of participants who, with our Community Health Workers, receive a primary care provider referral and/or enroll in health insurance.

Who will be accountable for fiscal information?

Amy Ruppe, Director of Finance

Who will be responsible for compliance with grant guidelines?

Renata Williams, Director of CARE

What is the term of the grant (i.e., July 1, 2023 - June 30, 2024)?

February 2026 – December 2026

What is the total grant award?

Up to \$1,500.

Is this a renewable grant? If so, how often/long?

No.

Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in-kind contribution?

No.

Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)?

No.

Give the number of employees the grant would support?

N/A

How would your department plan or would you continue operations after the grant expires?

The grant funds are specifically for the one-time purchase of essential screening equipment/supplies. The grant's expiration will not impact the continuation of the program. We plan to sustain the ongoing operational costs of the initiative by utilizing existing departmental HFI funding and actively seeking additional grant funding.

Meeting People Where They Are **Improving Health in Collaboration with the Places** **Where Rural Communities Gather**



Receive up to \$1500 for your efforts to improve health in your community.

The American Heart Association's mission to be a *relentless force for a world of longer, healthier lives* is a prospect that is increasingly difficult in many rural communities. Among other health challenges, rural Americans face higher rates of [high blood pressure](#), [nutrition insecurity](#), [tobacco use](#), [cardiac arrest death rates](#), and more. At the same time, rural communities have strong assets – organizations and individuals who are dedicated to making a difference and thinking creatively to overcome challenges. That reality aligns with our Guiding Values which include a focus on “meeting people where they are” and “building powerful partnerships.”

The American Heart Association has worked with rural churches, community centers, food pantries, libraries and more. Combining their position of trust in rural communities with our science, resources, and experience can have a tremendous impact. Now we are hoping to do more of the same – in your community. Opportunities include, but are not limited to:

- Empowering community members to check their own blood pressure with your organization's support. (Must include efforts to connect to local clinic(s) for care.)
- Systematically identifying/referring to resources, community members facing nutrition insecurity or helping provide/support enhanced access to accessible nutritious food.
- Expanding your organization's tobacco free policy or systematically helping connect individuals to cessation support resources like the Tobacco Quit Line.
- Enhancing cardiac emergency response planning in your organization or community by establishing a Cardiac Emergency Response Plan.

While much of this work does not require expansive funding (project budgets are often well under \$1000), we know that tangible resources are limited, and we want to help meet that need. Therefore, we are **offering a total of up to \$10k in grants** to rural non-profit organizations to help build capacity for **sustainable opportunities** to address health concerns. A few notes:

- Use the [Am I Rural?](#) tool to confirm your eligibility. For-profit entities are generally ineligible for this funding. Reach out with questions.
- Complete this [brief application](#) by **January 30th** to officially apply.
- **Because of the funding source, the immediate grant opportunity is limited to organizations in IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD and WI***

Questions? Please contact [Tim Nikolai](#), Sr. Rural Health Director, American Heart Association, Midwest Region.

* Organizations in other states are still encouraged to register your interest. Those who do so will receive offers of technical support/resources. Additionally local staff will be alerted to the possible need to find additional funding.

Additional notes

- Applications will be assessed for their potential of addressing health disparities and creating sustained impact.
- Immediate preference will be given to those who have not recently received similar funding from the American Heart Association.
- Those who apply for, but do not receive funding, will be offered technical assistance and support. If future funding becomes available, additional grants may be awarded.
- Our commitment is to allow your time to be spent on quality improvement, not reporting. We aim to make the process as easy as possible.

Mini Grant Selection Criteria

In addition to completing the mini grant application survey, the American Heart Association will select grant recipients based on:

- A clear desire to implement a sustainable, evidence-based, practice or systems change to improve cardiovascular health in their community.
- Must be a non-profit or local government organization located in, or serving, a rural area in the Midwest Region: IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD and WI

Miscellaneous:

In the event that the operation or administration of the grant application or review process is impaired or prevented in any way for any reason, including, but not limited to fraud, change of condition, or other technical problems, AHA may in its sole discretion, either: (a) terminate the grant; (b) suspend the grant submission or review to address the impairment and then resume the grant in a manner that best conforms to the spirit of these rules; and/or (c) substitute other award(s) for any award set forth in these Rules that becomes unavailable for any reason. AHA reserves the right in its sole discretion to disqualify any individual found to be tampering with the application process or the operation of the grant or acting in violation of these rules. Failure to execute and return any agreements with AHA that are conditioned on selection will result in such Recipient's automatic forfeiture of his/her grant with no substitution or alternative available. AHA's failure to enforce any term of these rules shall not constitute a waiver of that or any other provision. Information provided by you for this grant is subject to AHA's privacy policy.

AHA is not responsible for: (i) electronic transmissions that are lost, late, stolen, incomplete, damaged or misdirected; (ii) any problems or technical malfunctions, errors, omissions, deletions, defects, communication failures or (iii) causes beyond AHA's reasonable control that jeopardize the administration, security, fairness, integrity or proper conduct of the grant. AHA will not be responsible if weather conditions, event cancellations, acts of God or other circumstances beyond their control prevent the grant from being awarded.

By submitting an application, participants agree to release, discharge and hold harmless AHA and each of its affiliates, directors, officers, employees, and agents from and against any and all injuries, claims, losses, damages, actions and/or liability arising out of or in connection with, directly or indirectly, participation in and/or entry into the grant or acceptance, delivery, possession, use or misuse of any award received. The determinations of AHA are final and binding with respect to any matter arising out of the interpretation or application of these rules.

Applicants agree and acknowledge that personal data submitted with an application, including name, phone number, and email address may be collected, processed, stored, and otherwise used by AHA and its affiliates for the purposes of conducting and administering the grant. All personal information that is collected is subject to AHA's Privacy Policy, <https://www.heart.org/en/about-us/statements-and-policies/privacy-statement>.