

**Meeting of the Board of Health  
St. Joseph County Department of Health  
4<sup>th</sup> Floor Council Chambers  
January 15, 2025  
4:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/83517216579?pwd=BHt1D8dtZXq4gAXcpq5Fw7xGqBt6L3.1>

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**I. CALL TO ORDER & ROLL CALL**

**II. ELECTION OF OFFICERS FOR 2025**

**III. ADOPTION OF THE AGENDA**

A. It is recommended the Board of Health members adopt the agenda for January 15, 2025.

**IV. APPROVAL OF MINUTES**

A. It is recommended the Board of Health members approve the minutes of the regular meeting of December 18, 2024.

**V. BOARD PRESIDENT ANNOUNCEMENTS:**

**VI. HEALTH OFFICER PRESENTATION and REPORT:**

25-01 Discussion and Vote - Health Officer's Report (Quarterly)

Communications & Events

Community Access, Resources, and Education (C.A.R.E.)

Community Partnerships and Development/Health First Indiana (HFI)

Environmental Health

Finance

Food Services

Lead Report

Nursing

Vital Records

**VII. NEW BUSINESS:**

25-02 Discussion and Vote – 2025 Budgets

2025 Budget – Local Public Health Services (pending)

2025 Budget – County-Wide Lead Initiative

2025 Budget – Health School Liaison

2025 Budget – Health Local Health Services

2025 Budget – Health Trust Fund

2025 Budget – NACCHO Mentor Program

25-03 Discussion and Vote – Saint Joseph County Department of Health  
Supplement to the Saint Joseph County Indiana Handbook

- 25-04 Appointments to the Personnel Committee
- 25-05 Appointments to the Finance Committee
- 25-06 Appointments to the Appeals Committee
- 25-07 Appointment to the Health First St. Joseph County Committee (HFISJC)

**VIII. GRANT REQUESTS:**

None

**IX. OLD BUSINESS:**

24-49 Discussion and Vote – Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code, as tabled.

24-50 Discussion and Vote – Replace the 2000 St. Joseph County Health Department Personnel and Benefits Manual with the 2025 St. Joseph County Employee Handbook adopted by the County Council on November 12, 2024, effective January 1, 2025, as tabled.

**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 19, 2025 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XII. ADJOURNMENT**

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.

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

Regular Meeting

**MINUTES**

December 18, 2024  
4:30 p.m.

4<sup>th</sup> floor Council Chambers  
County City Building, South Bend, IN

**Members Present:**

John Linn, P.E., President  
Elizabeth Lindenman, MD, Vice President  
Jill Kaps VanBruaene  
Ellen Reilander, Esq.  
Kristin Vincent, CNM  
Michael A. Harding, EdD.

**Members Absent:**

Robert Hays, MD  
Vacant Position  
Vacant Position

**Administration Present:**

Michelle Migliore, D.O.	Brett Davis
Diana Purushotham, MD - Zoom	Ashley Helman, RN
Michael Wruble	Renata Williams
Jennifer S. Parcell	Matt Gotsch
Ericka Tijerina	Briannah McCall
Carolyn Smith	Sharyl Smith
Mark Espich	Marcellus Lebbin - 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 December 18, 2024.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and unanimously carried, the agenda for December 18, 2024, was adopted.

**APPROVAL OF MINUTES**

A. It is recommended the Board of Health members approve the minutes of the regular meeting of November 20, 2024.

Upon a motion by Elizabeth Lindenman, MD being seconded by Jill Kaps VanBruaene and unanimously carried, the minutes of the November 20, 2024, meeting of the Board of Health were approved.

### **III. BOARD PRESIDENT ANNOUNCEMENTS**

John Linn thanked the Department of Health staff for the work this past year and wished them a Merry Christmas. John has been talking with some of our State Representatives about the State Budget and asked for us to please do everything we can to help with continuing the Health First Indiana. Please let the representatives know it is a good investment.

### **IV. HEALTH OFFICER PRESENTATION and REPORT**

24-43 Discussion and Vote – Health Officer’s Report (November)  
Communications and Events  
Community Access, Resources, and Education (C.A.R.E.)  
Community Partnerships and Development / Health First Indiana (HFI)  
Environmental Health  
Finance  
Food Services  
Lead Report  
Nursing – Immunizations, Mobile Clinic & Public Health Nursing  
Vital Records

Dr. Migliore highlighted Media stats and the KPI (Key Performance Items) progress. In 2025 we will be reporting KPI’s to the State on a monthly basis instead of quarterly.

Ellen Reilander, Esq., asked about the EMBER program and continuing education and the Cultivate partnership.

Renata Williams, Director of CARE stated the SJCDH will be continuing the education program. We have seen greater numbers than we anticipated. The Cultivate partnership is partnering with the Lakeville Fire Department.

Carolyn Smith, Director of Food Services presented the Food Services and Pools spotlight (attached to these minutes). Highlighted retail inspections a decrease in inspections from 2023. 85% increase in meetings, we have been meeting virtually and in person about the integrated county wide program CivicGov, the food code, among other things.

Dr. Migliore acknowledged Sharyl Smith who has been with the Department of Health 27 years, she is retiring at the end of this month.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman MD, and unanimously carried, the November 2024 Health Officer's Report was approved as presented.

**V. NEW BUSINESS**

**24-48 Discussion and Vote – Job Description – Food Services Staff Assistant**

Upon a motion by Elizabeth Lindenman, MD., being seconded by Michael Harding, EdD, and unanimously carried the job description for Food Services Staff Assistant job description was approved as presented.

**24-49 Discussion and Vote – Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code.**

Marcel Lebbin, Esq., requested that this be tabled until the January 15, 2025 meeting to allow more time to review.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding, EdD, and unanimously carried the Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code was tabled to the January 15, 2025 meeting of the Board of Health.

**24-50 Discussion and Vote – Replace the 2000 St. Joseph County Health Department Personnel and Benefits Manual with the 2025 St. Joseph County Employee Handbook adopted by the County Council on November 12, 2024, effective January 1, 2025.**

Dr. Migliore asked if this item could be tabled until the Personnel Committee has had a chance to review it and make a recommendation to the full Board of Health.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding EdD., and unanimously carried Replace the 2000 St. Joseph County Health Department Personnel and Benefits Manual with the 2025 St. Joseph County Employee Handbook adopted by the County Council on November 12, 2024, effective January 1, 2025 was tabled until the Personnel Committee could meet and make a recommendation to the full Board of Health.

**VI. GRANT REQUESTS**

**VII. OLD BUSINESS**

**VIII. PUBLIC COMMENT (3 Minute Limit)**

There was no one present to speak during the Public Comment section.

**IX. TIME AND PLACE OF NEXT REGULAR MEETING**

January 15, 2025 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**X. ADJOURNMENT**

Upon a motion by Elizabeth Lindenman, MD being seconded by Jill Kaps VanBraeue the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:02 p.m.

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

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Michelle Migliore, D.O.  
Secretary of the Board



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

**Health Officer's Report of Unit Activities**

**Quarterly Report**  
**October, November and December 2024**

## Communications and Events

### December 9 – January 8 media stats

	<b>Total Number of Releases by DoH</b>	<b>Media Stories Featuring DoH</b>
Media Engagement	1 Unique 0 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = 1 WSBT = 1 WNDU = 2 ABC57 = 0 WVPE= 1

	<b>Total Number of Posts</b>	<b>Total Reach* (unique people who've seen our posts)</b>	<b>Total Post Engagement +Content Interactions</b>	<b>Total Views (videos, posts, stories, and ads).</b>
Social Media	14	232,488	335	649,940

Since we've seen most of our numbers based on videos (ads specifically), I've added another column to reflect our numbers more accurately.

I will continue to review how the social media numbers translate into real positives for the DoH and adjust my advertising plan accordingly.

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

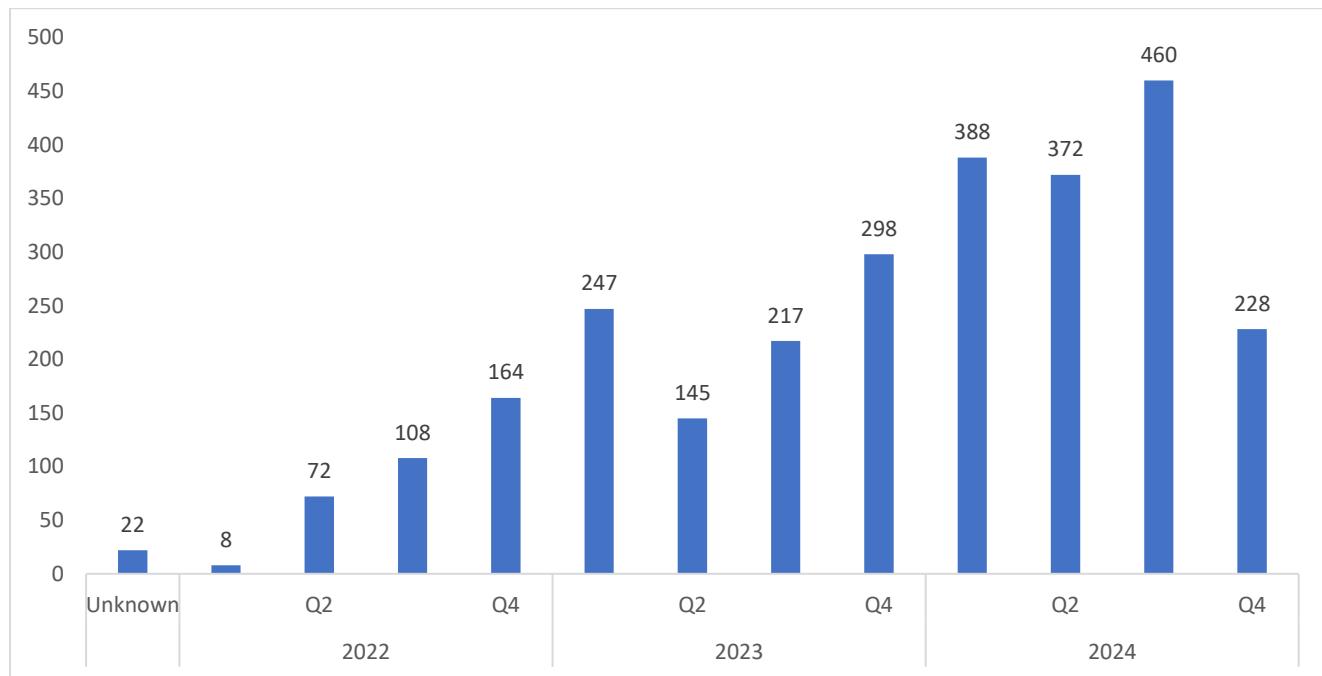
### CDC Community Health Worker (CHW) Program

From October – December 2024, we had 7 CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index and/or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing insurance navigation, resource referrals, COVID-19 testing, 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 team responds to the completed surveys within 48 business hours to provide resources for the needs requested. When needed, our CHWs will assist individuals in filling out applications for these resources.

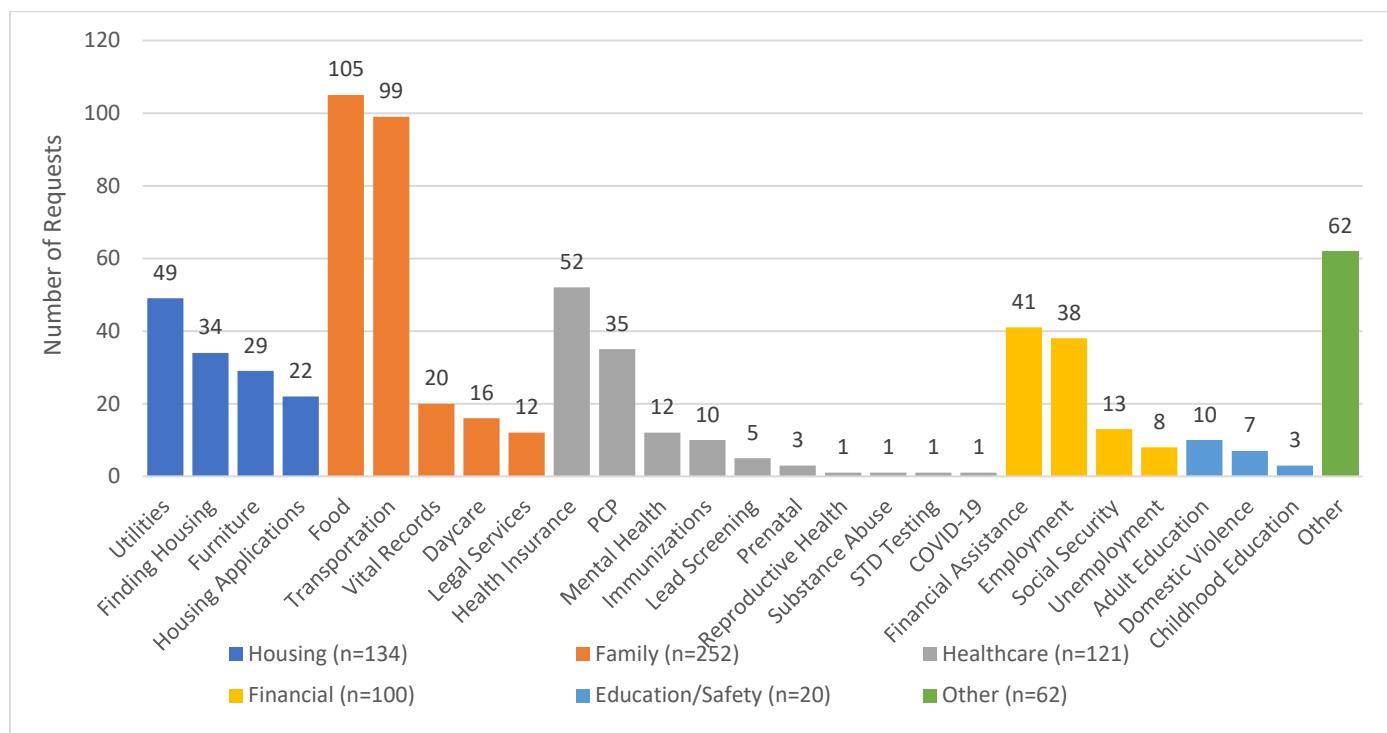
From October – December 2024, our team received 228 SNAs from individuals requesting resources and 9 SNAs with no identified needs. A total of 1460 resources were requested on the SNAs. Of the SNAs completed, 174 individuals were reached for follow-up within 48 hours, and 157 community members were connected to 351 resources to assist them with their needs.



**Figure 1.** Total number of Social Needs Assessments completed since launch date (03/15/2022) by quarter.

Housing	Family	Healthcare	Financial	Education/Safety
Finding housing, housing application, and furniture/ utilities assistance.	Support for food, daycare, legal services, and transportation.	Obtaining health insurance, immunizations, lead screening, prenatal and reproductive health, mental health and substance abuse, and COVID-19.	Issues related to employment and unemployment, financial assistance, and social security.	Adult education, childhood education, domestic violence education/support

**Table 1.** Examples of needs requested by category. People requesting assistance must indicate on the SNA form what type of support they require. These options are organized to follow the CDC's guidelines on "needs" and facilitate ease of use for the survey taker.



**Figure 2.** Needs requested organized by category from October – December 2024.

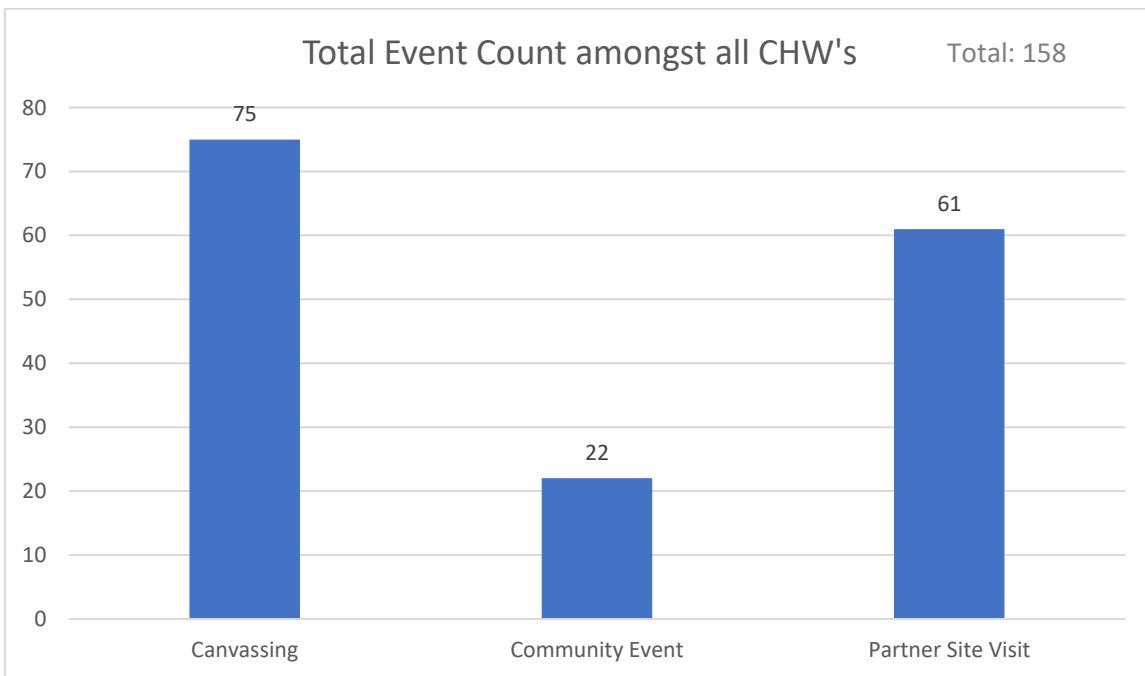
### Insurance Navigation

Through the SNAs, the CHW team can aid individuals and families that need assistance obtaining or changing their insurance coverage. All CHWs complete training to become licensed in the state of Indiana as insurance navigators. Insurance applications can take a minimum of 60 days to initiate coverage following submission. From October – December 2024, our team received 52 separate requests from community members for insurance assistance. We successfully assisted 24 of these requests with insurance navigation, many of whom had additional family members who required assistance (14). This resulted in a total of 47 people who completed the insurance navigation process with our CHWs.

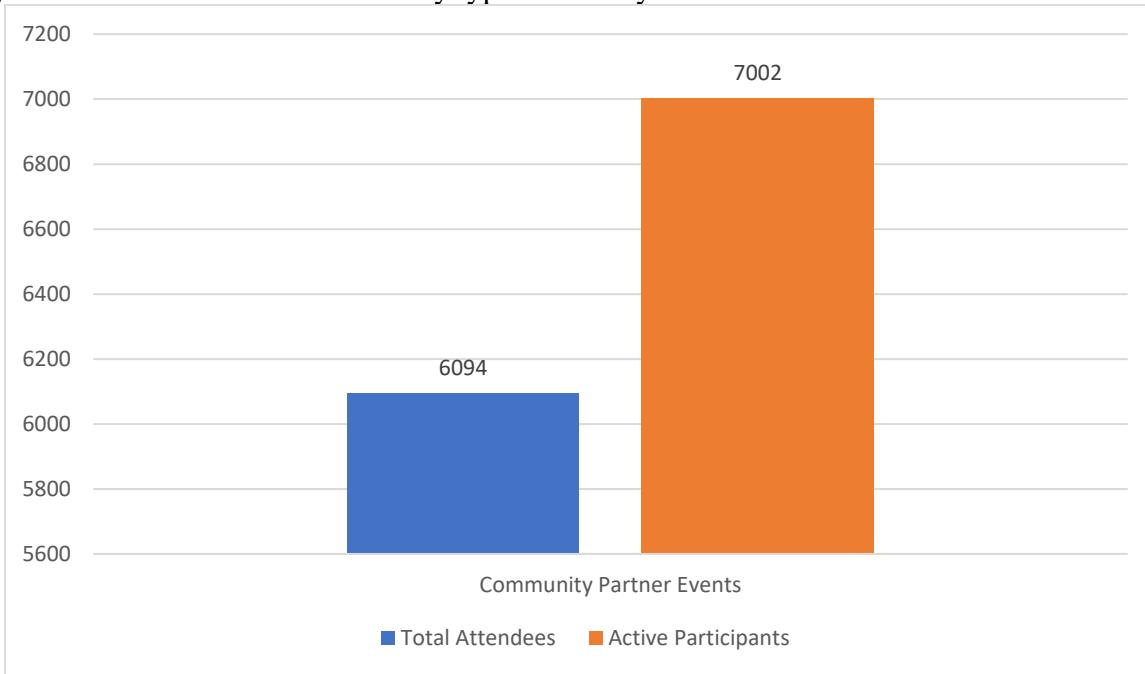
### Outreach

To broaden the awareness and impact of our programs, the CDC 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 2024, the CDC and Lead CHWs performed 158 total outreach activities. In all outreach efforts, CHWs provide relevant health education and promote awareness of DoH services (e.g., connection to community resources, immunization clinics, radon education and test kits, health insurance navigation, and lead testing and poisoning prevention programs). Partner site visits typically involve a CHW being stationed at a community partner to interact with their clientele for a set number of hours on a regular schedule. Canvassing is a broad category that encompasses a variety of outreach activities like engaging with local businesses or community centers. CHWs also attend a variety of events held by the DoH, libraries or civic centers, partner organizations, and other local gathering points to increase awareness of our services.



**Figure 3.** Count of outreach efforts by type of activity from October – December 2024.



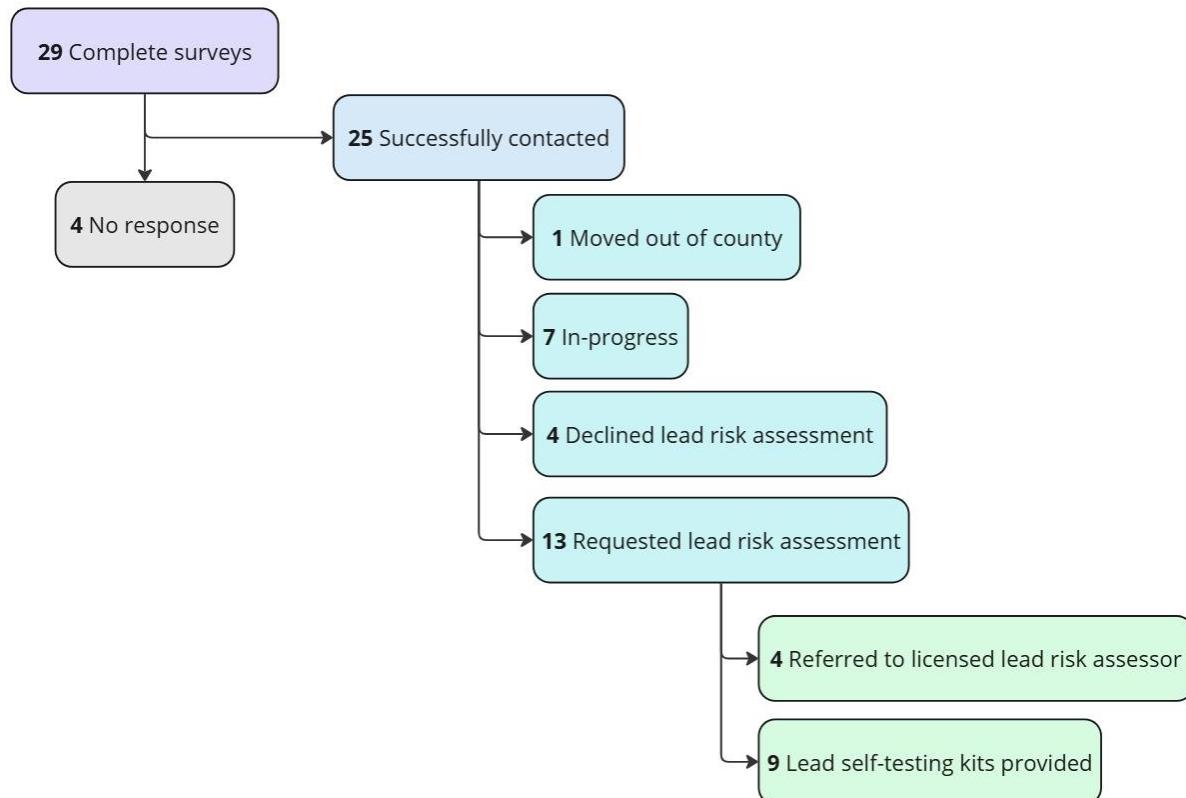
**Figure 4.** Total number of attendees and participants who actively engaged with staff at community events from October – December 2024. “Active” participants included anyone who engaged in conversation about education and DoH services.

### Maternal and Infant Health

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

The Perinatal Lead Poisoning Prevention program aims to protect pregnant mothers and their newborns from lead exposure. Pregnant women scan a QR code on strategically placed materials to take a survey assessing lead

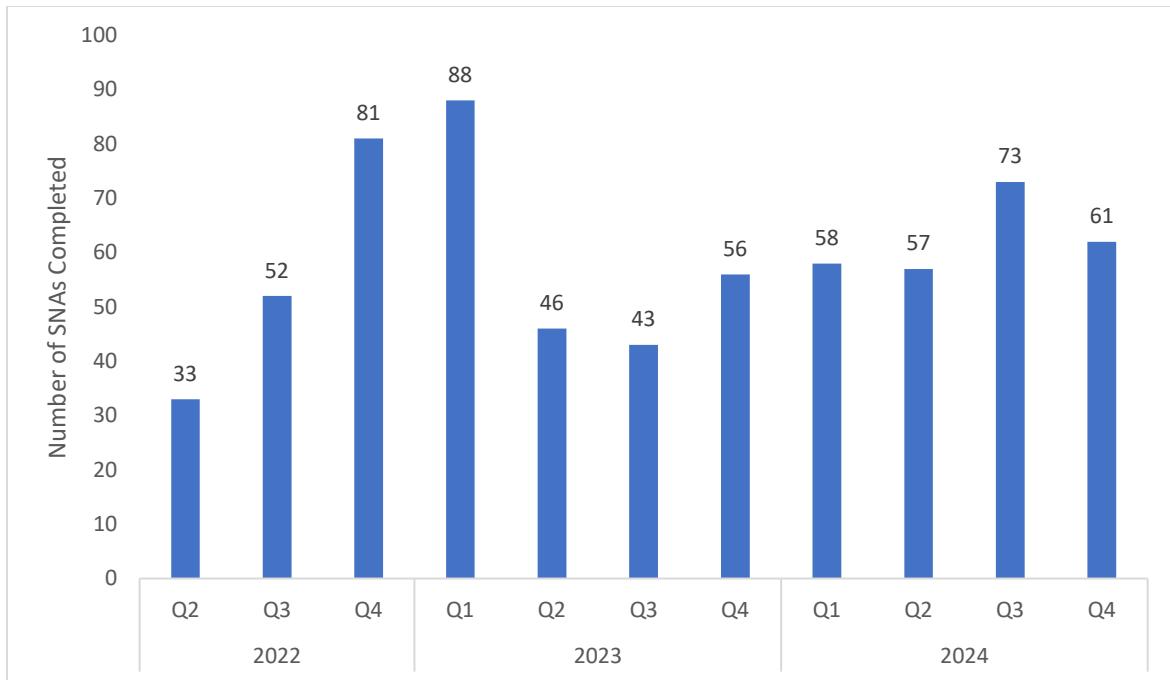
risk. From October – December 2024, our team received completed surveys from 29 different people, of whom we have successfully contacted 25, with no response from 4 people. Of the 25 respondents: 1 moved out of the county, 7 are currently in-progress cases, 4 declined a lead risk assessment survey, and 13 people were successfully connected to a lead risk assessment resource (4 people requested a home lead testing kit that they could perform themselves, and 9 were referred to a Licensed Lead Risk Assessor in the Environmental Unit of the Department of Health (See Figure 5)).



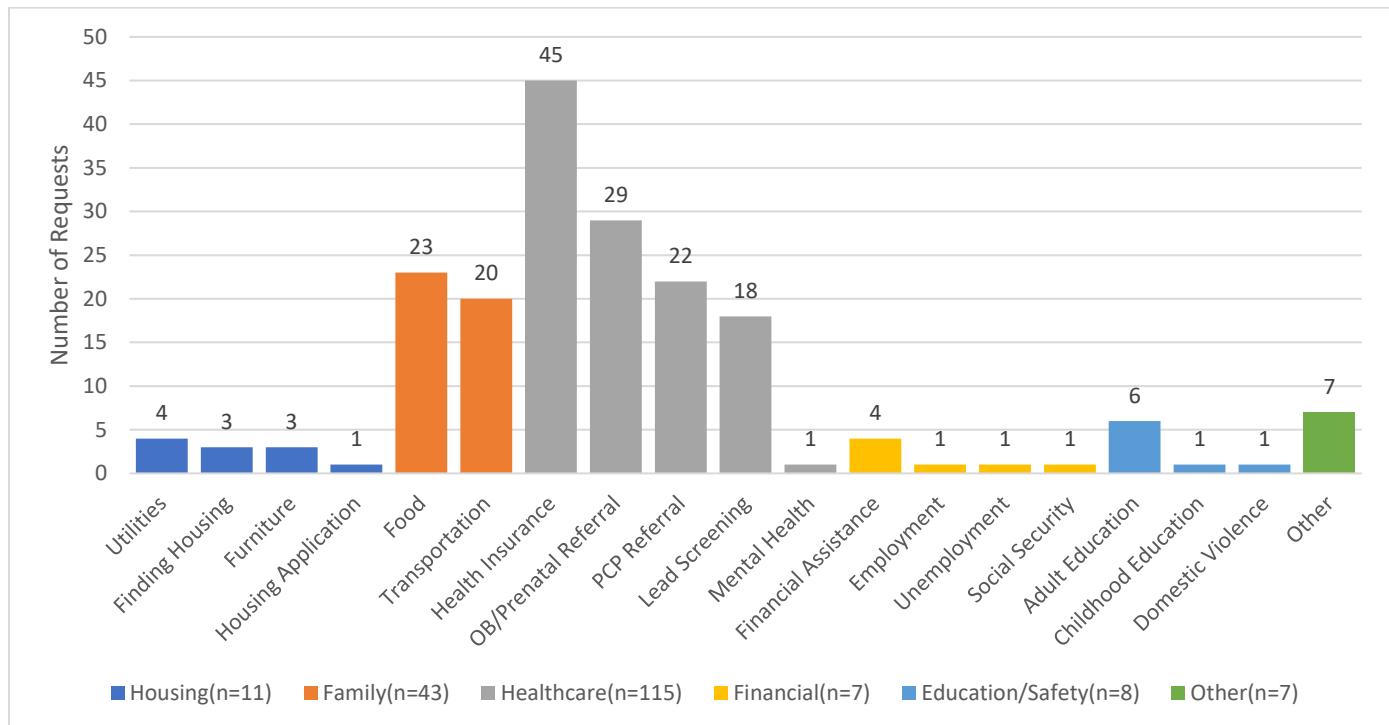
**Figure 5.** Summary of outcomes for completed perinatal lead risk assessment surveys.

The St. Joseph County Department of Health has an ongoing collaboration with Women's Care Center (WCC) to provide two Maternal and Infant Health (MIH) CHWs to serve clients at three WCC facilities. These CHWs assist clients with insurance navigation, connection to prenatal care providers, and other resources as identified through SNAs.

From October – December 2024, the MIH CHWs saw 61 new patients, of whom 13 reported no social needs. The 49 patients that required assistance reported 191 social needs and had 188 resources provided to them.

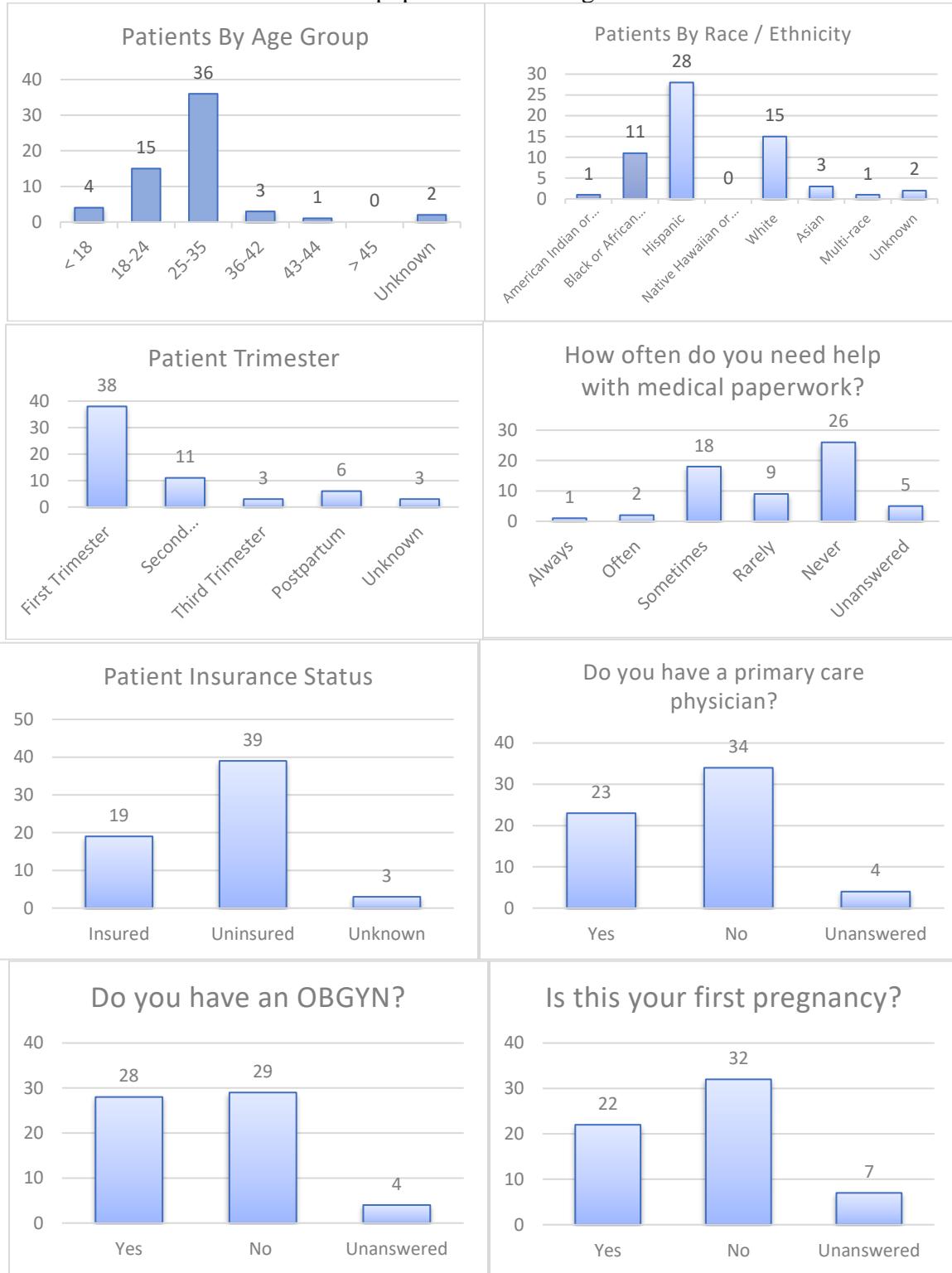


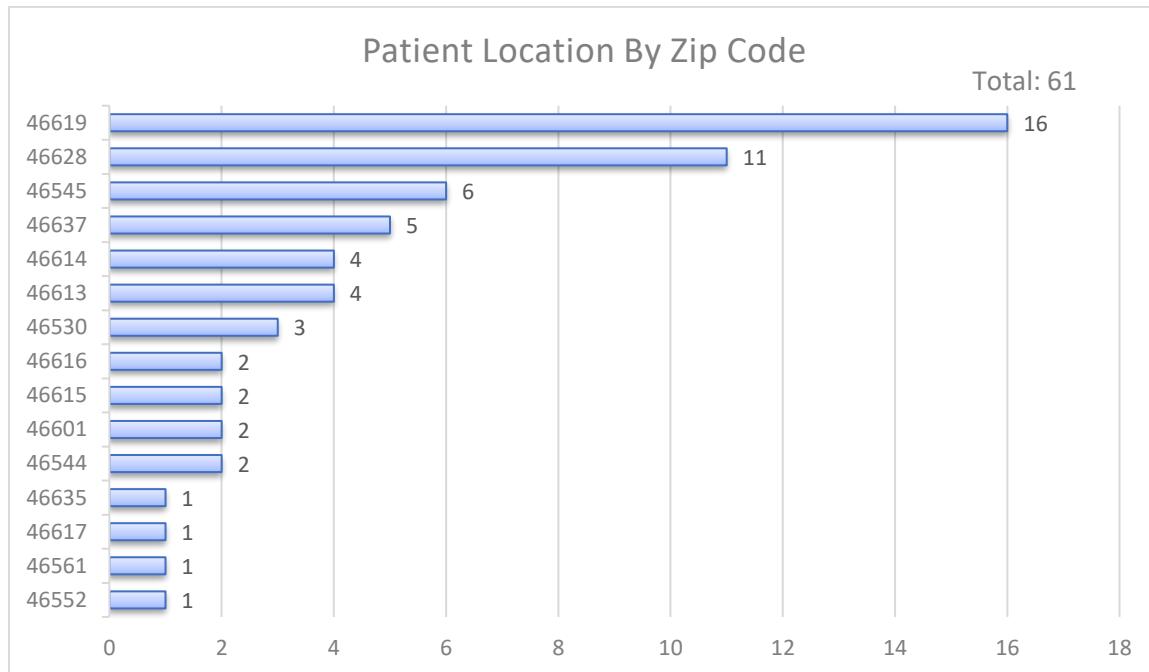
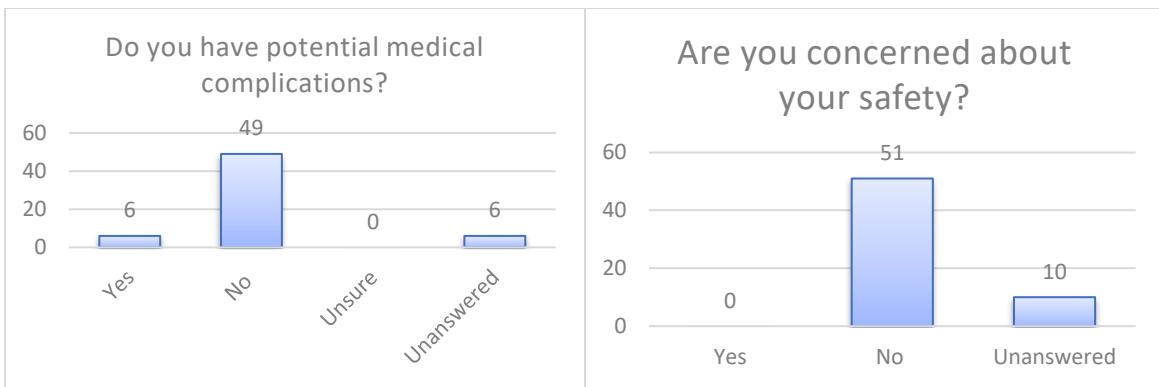
**Figure 6.** Total number of SNAs completed since launch of the WCC collaborative program, by quarter.



**Figure 7.** Needs requested through the WCC collaborative program organized by category from October – December 2024.

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





We successfully completed our EMBER pilot at the BEACON Resource Center, engaging with 44 unique women, 23 support people, and a total of 179 participants across all classes and support groups. Our maternal education topics covered a wide range of essential subjects, including nutrition, exercise, safe sleep, maternal mental health, managing preexisting conditions, and recognizing pregnancy warning signs.

Additionally, our health promotion specialists have been hard at work. One specialist delivered chronic disease prevention education to 90 participants across 5 classes, and the fall prevention education program is now complete and available to the community. Another specialist distributed 21 Narcan boxes and provided 13 Narcan training sessions in the community.

## **COMMUNITY PARTNERSHIPS AND DEVELOPMENT**

No updates on KPIs. The Q4 KPIs, December financial reporting, end of the year KPIs, and an anonymous feedback survey were just sent out. Outside of KPI progress, financial reporting was completed for October and November. We are currently waiting for December's financial reporting. We will have had 14 out of the 15 contracts signed by the Commissioners on January 7, 2025.

## ENVIRONMENTAL HEALTH

	Dec-24	YTD 2024	YTD 2023
<b>SEPTIC PROGRAM</b>			
<b>RESIDENTIAL NEW CONSTRUCTION</b>			
A. Inspections	20	155	194
B. Consultations	0	4	10
<b>RESIDENTIAL REPLACEMENT</b>			
A. Inspections	57	790	780
B. Consultations	1	19	20
<b>COMMERCIAL</b>			
A. Inspections	0	36	28
B. Consultations	0	2	2
C. Cluster System Inspections	0	2	1
<b>Abandonments w/o Replacement</b>	2	36	43
<b>Permit Applications Received</b>	33	507	528
<b>Permits Issued</b>	38	521	469
<b>Public Information Events</b>	0	0	1
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	4	49	35
B. Subdivision Reviews	5	61	62
C. Rezoning and Replat Reviews	0	5	1
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	9	157	152
<b>WELL DRILLING PROGRAM</b>			
<b>RESIDENTIAL</b>			
A. Inspections	25	188	175
B. Well Abandonments	25	212	225
<b>COMMERCIAL</b>			
A. Inspections	0	3	3
B. Well Abandonment Inspections	0	4	5
<b>NEW CONSTRUCTION</b>			
A. Permit Applications Received	9	83	86
B. Permits Issued	7	76	71
<b>REPLACEMENT</b>			
A. Permit Applications Received	12	230	225
B. Permits Issued	13	227	215

	Dec-24	YTD 2024	YTD 2023
<b>Total Permits Applications Received</b>	25	403	414
<b>Total Permits Issued</b>	22	390	382
<b>Use of Existing Well</b>	2	9	8
<b>Public Information Events</b>	0	6	1
<b>SOURCE WATER PROGRAM</b>			
A. Phase I Inquiries	12	218	200
B. Spill Responses	0	3	3
C. Meth Lab Occurrence Response	0	1	0
D. Well/Ground Water Sampling	2	192	145
E. Microbe Treatments/Pumping Inspections	1	14	25
F. Illicit Discharge	0	7	**
G. Other	0	21	**
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. Lead Risk Assessments	10	147	117
a. EBLL Assessments	4	59	60
b. Parent Request Assessments	6	88	57
B. Clearances	6	90	69
C. Children Tested for Lead Levels*	0	4372	3484
<b>CAFO PROGRAM</b>			
A. Inspections	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Burn Permits	2	48	59
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	2	4	4
<b>VECTOR PROGRAM</b>			
A. Inspections performed	0	448	29
B. Sites Treated	0	199	29
C. Traps Collected	0	289	277
D. ISDH Submissions	0	297	441
E. Public Information Events	0	8	7
<b>HEALTHY HOMES PROGRAM (Inside)</b>			
A. Initial Complaints	8	162	182
a. No Water	3	38	36
b. Garbage/Food Waste	2	58	58
c. Feces	2	36	52
d. Rodents/Cockroaches	1	30	36
B. Follow-Up Complaints	14	146	227
a. No Water	10	66	133

	Dec-24	YTD 2024	YTD 2023
b. Garbage/Food Waste	4	44	49
c. Feces	0	20	21
d. Rodents/Cockroaches	0	16	24
C. Dwellings Declared Unfit	7	33	39
<b>MASSAGE</b>			
A. Establishment Inspections	1	88	94
B. Complaints	0	8	**
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	0	35	47
B. Complaints	1	3	**
<b>COMPLAINTS/INVESTIGATIONS</b>			
A. Garbage/Food Waste	9	124	109
B. Sewage	4	77	114
C. Water (ditches, lakes, ponds, & swells)	0	2	6
D. Motels/Hotels	0	2	17
E. Burning	3	25	23
F. Open Dumping	0	1	6
G. Followup Inspections	16	118	108
I. Eyelash Extensions	0	0	**
I. Other	12	154	136
<b>ABATEMENT CORRESPONDENCE</b>			
A. Abatement Correspondence Letters Mailed	22	355	392
B. Immediate Threat to Public Health Letters Mailed	1	6	8
C. Order to Vacate/Condemn Letters Mailed	7	49	56
D. Impending Legal Action Letters Mailed	4	44	55
<b>SUBSURFACE INVESTIGATIONS</b>			
A. Internal	0	16	0
B. External	0	1	2
<b>*DUE TO TIME LAG OF State Database System</b>			
<b>Lead testing numbers are one (1) month behind.</b>			
<b>No data for these fields**</b>			

	Nov-24	YTD 2024	YTD 2023
<b>SEPTIC PROGRAM</b>			
<b>RESIDENTIAL NEW CONSTRUCTION</b>			
A. Inspections	15	135	181
B. Consultations	0	4	10
<b>RESIDENTIAL REPLACEMENT</b>			
A. Inspections	62	733	716
B. Consultations	3	18	19
<b>COMMERCIAL</b>			
A. Inspections	3	36	27
B. Consultations	0	2	2
C. Cluster System Inspections	0	2	0
<b>Abandonments w/o Replacement</b>	2	34	41
<b>Permit Applications Received</b>	36	474	502
<b>Permits Issued</b>	33	483	447
<b>Public Information Events</b>	0	0	1
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	3	45	31
B. Subdivision Reviews	4	56	53
C. Rezoning and Replat Reviews	1	5	1
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	17	148	139
<b>WELL DRILLING PROGRAM</b>			
<b>RESIDENTIAL</b>			
A. Inspections	11	163	161
B. Well Abandonments	12	187	206
<b>COMMERCIAL</b>			
A. Inspections	0	3	3
B. Well Abandonment Inspections	0	4	5
<b>NEW CONSTRUCTION</b>			
A. Permit Applications Received	6	74	83
B. Permits Issued	4	69	68
<b>REPLACEMENT</b>			
A. Permit Applications Received	19	218	209
B. Permits Issued	22	214	197
<b>Total Permits Applications Received</b>	28	378	385
<b>Total Permits Issued</b>	29	368	352

	<b>Nov-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>Use of Existing Well</b>	0	7	7
<b>Public Information Events</b>	0	6	1
<b>SOURCE WATER PROGRAM</b>			
A. Phase I Inquiries	21	206	183
B. Spill Responses	0	3	3
C. Meth Lab Occurrence Response	0	1	0
D. Well/ground water Sampling	0	190	145
E. Microbe Treatments/Pumping Inspections	0	13	22
F. Illicit Discharge	1	7	**
G. Other	1	21	**
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. Lead Risk Assessments	17	137	107
a. EBLL Assessments	8	55	53
b. Parent Request Assessments	9	82	54
B. Clearances	4	84	63
C. Children Tested for Lead Levels*	423	3949	3216
<b>CAFO PROGRAM</b>			
A. Inspections	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Burn Permits	3	46	57
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	1	2	4
<b>VECTOR PROGRAM</b>			
A. Inspections performed	6	448	29
B. Sites Treated	0	199	29
C. Traps Collected	0	289	277
D. ISDH Submissions	0	297	441
E. Public Information Events	1	8	7
<b>HEALTHY HOMES PROGRAM (Inside)</b>			
A. Initial Complaints	12	154	174
a. No Water	3	35	34
b. Garbage/Food Waste	4	56	54
c. Feces	3	34	50
d. Rodents/Cockroaches	2	29	36
B. Follow-Up Complaints	18	132	215
a. No Water	5	56	123
b. Garbage/Food Waste	10	40	47

	<b>Nov- 24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
c. Feces	2	20	21
d. Rodents/Cockroaches	1	16	24
C. Dwellings Unfit	0	26	34
<b>MASSAGE</b>			
A. Establishment Inspections	3	87	94
B. Complaints	0	8	**
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	0	35	46
B. Complaints	0	2	**
<b>COMPLAINTS/INVESTIGATIONS</b>			
A. Garbage/Food Waste	9	115	104
B. Sewage	5	73	112
C. Water (ditches, lakes, ponds, & swells)	0	2	6
D. Motels/Hotels	0	2	15
E. Burning	6	22	21
F. Open Dumping	0	1	6
G. Followup Inspections	11	102	108
I. Eyelash Extensions	0	0	**
H. Other	18	142	113
<b>ABATEMENT CORRESPONDENCE</b>			
A. Abatement Correspondence Letters Mailed	30	333	360
B. Immediate Threat to Public Health Letters Mailed	1	5	8
C. Order to Vacate/Condemn Letters Mailed	5	42	51
D. Impending Legal Action Letters Mailed	8	40	55
<b>SUBSURFACE INVESTIGATIONS</b>			
A. Internal	1	16	0
B. External	0	1	2
<b>*DUE TO TIME LAG OF State Database System</b>			
<b>Lead testing numbers are one (1) month behind.</b>			
<b>No data for these fields**</b>			

	Oct-24	YTD 2024	YTD 2023
<b>SEPTIC PROGRAM</b>			
<b>RESIDENTIAL NEW CONSTRUCTION</b>			
A. Inspections	18	120	168
B. Consultations	0	4	10
<b>RESIDENTIAL REPLACEMENT</b>			
A. Inspections	89	671	650
B. Consultations	3	15	15
<b>COMMERCIAL</b>			
A. Inspections	7	33	25
B. Consultations	0	2	2
C. Cluster System Inspections	0	2	0
<b>Abandonments w/o Replacement</b>	3	32	35
<b>Permit Applications Received</b>	31	438	461
<b>Permits Issued</b>	47	450	393
<b>Public Information Events</b>	0	0	1
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	2	42	31
B. Subdivision Reviews	2	52	49
C. Rezoning and Replat Reviews	0	4	1
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	16	131	120
<b>WELL DRILLING PROGRAM</b>			
<b>RESIDENTIAL</b>			
A. Inspections	28	152	149
B. Well Abandonments	32	175	188
<b>COMMERCIAL</b>			
A. Inspections	0	3	3
B. Well Abandonment Inspections	1	4	5
<b>NEW CONSTRUCTION</b>			
A. Permit Applications Received	0	68	79
B. Permits Issued	13	65	61
<b>REPLACEMENT</b>			
A. Permit Applications Received	32	199	190
B. Permits Issued	29	192	180
<b>Total Permits Applications Received</b>	42	350	350
<b>Total Permits Issued</b>	49	339	316

	<b>Oct-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>Use of Existing Well</b>	0	7	6
<b>Public Information Events</b>	0	6	1
<b>SOURCE WATER PROGRAM</b>			
A. Phase I Inquiries	26	185	162
B. Spill Responses	0	3	3
C. Meth Lab Occurrence Response	0	1	0
D. Well/ground water Sampling	2	190	145
E. Microbe Treatments/Pumping Inspections	1	13	21
F. Illicit Discharge	0	6	**
G. Other	0	20	**
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. Lead Risk Assessments	13	120	98
a. EBLL Assessments	4	47	49
b. Parent Request Assessments	9	73	49
B. Clearances	9	80	55
C. Children Tested for Lead Levels*	437	3512	2918
<b>CAFO PROGRAM</b>			
A. Inspections	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Burn Permits	3	43	53
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	0	1	4
<b>VECTOR PROGRAM</b>			
A. Inspections performed	27	442	29
B. Sites Treated	18	199	29
C. Traps Collected	30	289	277
D. ISDH Submissions	5	297	441
E. Public Information Events	3	7	7
<b>HEALTHY HOMES PROGRAM (Inside)</b>			
A. Initial Complaints	31	142	163
a. No Water	7	32	31
b. Garbage/Food Waste	13	52	49
c. Feces	7	31	49
d. Rodents/Cockroaches	4	27	34
B. Follow-Up Complaints	16	114	201
a. No Water	3	51	114
b. Garbage/Food Waste	7	30	43

	<b>Oct-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
c. Feces	3	18	20
d. Rodents/Cockroaches	3	15	24
C. Dwellings Unfit	3	26	33
<b>MASSAGE</b>			
A. Establishment Inspections	0	84	94
B. Complaints	0	8	**
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	0	35	44
B. Complaints	1	2	**
<b>COMPLAINTS/INVESTIGATIONS</b>			
A. Garbage/Food Waste	20	106	95
B. Sewage	4	68	109
C. Water (ditches, lakes, ponds, & swells)	0	2	6
D. Motels/Hotels	0	2	10
E. Burning	3	16	21
F. Open Dumping	0	1	6
G. Followup Inspections	6	91	92
I. Eyelash Extensions	0	0	**
H. Other	0	124	103
<b>ABATEMENT CORRESPONDENCE</b>			
A. Abatement Correspondence Letters Mailed	40	303	335
B. Immediate Threat to Public Health Letters Mailed	0	4	8
C. Order to Vacate/Condemn Letters Mailed	3	37	50
D. Impending Legal Action Letters Mailed	2	32	53
<b>SUBSURFACE INVESTIGATIONS</b>			
A. Internal	0	15	0
B. External	0	1	0
<b>*DUE TO TIME LAG OF State Database System</b>			
<b>Lead testing numbers are one (1) month behind.</b>			
<b>No data for these fields**</b>			

# County Health Department

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

Valid: 01/01/2024-12/31/2024		Budget	October	November	December	YTD TOTALS
<b>REVENUE</b>						
<b>Beginning Balance</b>		<b>\$4,288,237.52</b>				<b>\$4,288,237.52</b>
Property, FIT, Excise, Vehicle Excise Tax		\$2,089,100.00	\$0.00	\$0.00	\$1,099,225.91	\$2,469,261.04
Federal Reimbursements			\$21,118.68	\$0.00	\$3,881.32	\$396,211.52
Miscellaneous Revenue			\$0.00	\$0.00	\$0.00	\$581.77
<b>TOTAL Tax, Fed Reimb and Misc Revenue</b>		<b>\$21,118.68</b>	<b>\$0.00</b>	<b>\$1,103,107.23</b>	<b>\$7,154,291.85</b>	
Environmental Health		\$27,500.00	\$15,650.00	\$25,595.00	\$547,701.92	
Food Services		\$9,661.25	\$3,600.00	\$14,183.00	\$437,895.75	
Immunization Clinic (South Bend)		\$12,452.60	\$14,689.54	\$22,507.76	\$163,584.57	
Vital Records (South Bend)		\$41,101.10	\$39,533.90	\$36,036.00	\$503,799.20	
Immunization Clinic (Mishawaka)		\$6,562.00	\$7,504.00	\$9,093.00	\$77,143.00	
Vital Records (Mishawaka)		\$2,775.00	\$2,235.00	\$2,250.00	\$33,759.00	
Fees (Charge 2, Coroner Fee)		(\$8,180.00)	(\$5,187.50)	(\$6,967.50)	(\$81,282.50)	
<b>Total Fee Revenue</b>		<b>\$91,871.95</b>	<b>\$78,024.94</b>	<b>\$102,697.26</b>	<b>\$1,682,600.94</b>	
<b>TOTAL REVENUE</b>		<b>\$112,990.63</b>	<b>\$78,024.94</b>	<b>\$1,205,804.49</b>	<b>\$8,836,892.79</b>	
<b>EXPENDITURES</b>						
<b>10000 Series</b>		<b>Budget</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Expenditures</b>
11030	Administrator	\$26,166.15	\$0.00	\$0.00	\$0.00	\$26,166.15
11046	Director of Operations	\$72,900.00	\$5,615.38	\$5,615.38	\$5,615.42	\$46,326.93
11055	County Health Officer	\$214,050.00	\$9,615.38	\$9,615.38	\$9,615.41	\$214,038.39
11077	Admin. Assistant (3)	\$129,000.00	\$9,542.72	\$9,426.95	\$8,147.67	\$125,714.39
11143	Registrars (3)	\$113,673.00	\$8,617.80	\$7,723.96	\$8,724.40	\$108,674.44
11144	Nursing Registrars (2)	\$75,782.00	\$5,829.40	\$5,829.40	\$5,829.20	\$75,383.65
11145	Staff Assistants (2)	\$75,782.00	\$5,829.40	\$5,829.40	\$5,829.20	\$75,782.00
11151	Director of Vital Records	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.04	\$66,717.00
11154	Asst. Director Vital Records	\$57,750.00	\$4,442.30	\$4,442.30	\$4,442.40	\$57,750.00
11155	Nurses/Other Medical (7)	\$396,055.00	\$30,465.80	\$29,244.99	\$30,465.38	\$387,705.18
11161	Director of Env Health	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.04	\$66,717.00
11162	Asst. Dir Environmental Health	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.59	\$53,873.10
11163	Director of Food Services	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.04	\$66,717.00
11165	Asst Dir Food Services	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.56	\$60,900.00
11170	Director of CARE	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.04	\$66,717.00
11172	Environmental Health Specialist (10)	\$534,370.60	\$28,840.00	\$28,896.00	\$28,896.00	\$419,355.16
11174	Food Service Specialist (5)	\$273,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$273,000.00
11183	Communications and Events Specialist	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.57	\$45,206.53
11195	Public Health Coordinator	\$52,500.00	\$4,038.46	\$2,826.92	\$4,038.47	\$40,586.52
11196	Health Promotion Specialist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11197	Director of HOPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11305	Deputy County Attorney	\$16,869.00	\$1,297.62	\$1,297.62	\$1,297.56	\$16,251.08
11650	Executive Secretary	\$48,000.00	\$3,692.30	\$3,692.30	\$3,692.40	\$48,000.00
11701	Director of Nursing	\$86,772.00	\$6,674.76	\$9,444.79	\$1,791.53	\$84,658.68
11950	Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11988	Director of Finance	\$58,463.25	\$5,615.38	\$5,615.38	\$5,615.42	\$47,730.77
12010	Data Analyst	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.56	\$60,900.00
14800	FICA Taxes @ 7.65%	\$212,491.00	\$13,952.43	\$13,920.13	\$13,466.10	\$186,429.81
14810	PERF @ 11.2%	\$309,208.00	\$19,525.88	\$19,370.65	\$18,740.53	\$262,548.13
14840	Health Insurance	\$814,350.00	\$175,375.00	\$0.00	\$0.00	\$814,350.00
<b>Total 10000 Series</b>		<b>\$4,077,650.00</b>	<b>\$399,236.81</b>	<b>\$223,058.35</b>	<b>\$216,473.53</b>	<b>\$3,798,198.91</b>
						<b>\$279,451.09</b>
<b>Acct 20000 Series</b>		<b>Budget</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Expenditures</b>
21030	Office Supplies	\$22,742.00	\$1,164.44	\$2,699.41	\$2,079.83	\$19,328.17
22120	Garage & Motor Supplies	\$12,702.96	\$106.19	\$6,847.41	\$261.81	\$10,770.84
22148	Field Supplies	\$4,000.00	\$471.47	\$1,001.22	\$52.80	\$3,191.84
22328	Equipment Repairs	\$1,527.04	\$0.00	\$0.00	\$0.00	\$1,527.04
22406	Immunization Supplies	\$200,000.00	\$17,103.50	\$9,357.10	\$18,188.18	\$128,276.01
<b>Total 20000 Series</b>		<b>\$240,972.00</b>	<b>\$18,845.60</b>	<b>\$19,905.14</b>	<b>\$20,582.62</b>	<b>\$161,566.86</b>
						<b>\$79,405.14</b>
<b>Acct 30000 Series</b>		<b>Budget</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Expenditures</b>
31010	Legal Services	\$75,000.00	\$7,925.00	\$4,537.10	\$3,575.00	\$50,385.38
31070	Other Contractual Services	\$73,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$12,600.00
31150	Medical Services	\$18,000.00	\$920.00	\$0.00	\$2,852.85	\$4,901.21
32020	Travel/Mileage	\$13,941.00	\$183.00	\$352.95	\$728.75	\$4,117.81
32203	Cell Phones	\$20,025.00	\$1,521.84	\$3,045.04	\$0.00	\$15,893.97
32350	Postage	\$250.00	\$0.00	\$0.00	\$0.00	\$56.48
32550	Miscellaneous Costs	\$5,000.00	\$31.00	\$0.00	\$0.00	\$972.38
33128	Environmental Health	\$3,500.00	\$87.00	\$0.00	\$20.50	\$2,044.59
33368	Publin Info & Educ	\$5,000.00	\$2,397.21	\$188.73	\$0.00	\$3,241.73
33938	Vector	\$22,493.00	\$0.00	\$0.00	\$0.00	\$22,493.00
34030	Liability Insurance Coverage	\$663,390.00	\$105,574.00	\$0.00	\$0.00	\$663,390.00
36500	Service Contract	\$17,000.00	\$0.00	\$4,486.80	\$0.00	\$4,486.80
38012	Interest on Debt	\$7,821.00	\$601.59	\$601.59	\$601.59	\$7,219.08
38013	Principle on Debt	\$45,797.00	\$3,561.57	\$3,561.57	\$42,492.29	\$3,304.71
39010	Dues & Subscriptions	\$4,379.00	\$0.00	\$0.00	\$135.00	\$4,014.00
39600	Refunds, Awards & Indemnities	\$1,628.00	\$0.00	\$0.00	\$195.00	\$1,422.99
39750	Information Technology	\$14,500.00	\$1,806.84	\$518.40	\$680.33	\$8,329.05
<b>Total 30000 Series</b>		<b>\$991,224.00</b>	<b>\$135,109.05</b>	<b>\$27,792.18</b>	<b>\$22,850.59</b>	<b>\$873,867.76</b>
						<b>\$117,356.24</b>
<b>Total Budget</b>		<b>\$5,309,846.00</b>				
<b>TOTAL EXPENDITURES</b>			<b>\$553,191.46</b>	<b>\$270,755.67</b>	<b>\$259,906.74</b>	<b>\$4,833,633.53</b>
<b>Total Unexpended</b>						<b>\$476,212.47</b>
<b>Net (Monthly)</b>			<b>(\$440,200.83)</b>	<b>(\$192,730.73)</b>	<b>\$945,897.75</b>	
<b>FUND BALANCE</b>			<b>\$3,250,092.24</b>	<b>\$3,057,361.51</b>	<b>\$4,003,259.26</b>	

# Local Public Health Services

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

Valid: 01/01/2024-12/31/2024		Budget	October	November	December	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
01412	State Grant		\$0.00	\$0.00	\$0.00	\$3,293,255.46	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,293,255.46</b>	
	<b>EXPENDITURES</b>						
Acct	10000 Series	Budget	October	November	December	Expenditures	Unexpended
11155	Nurses/Other Medical	\$63,482.00	\$4,639.08	\$4,614.66	\$4,679.66	\$33,466.36	\$30,015.64
11167	Community Health Workers	\$247,588.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247,588.00
11172	Environmental Health Specialist	\$29,400.00	\$4,200.00	\$4,200.00	\$4,200.00	\$29,400.00	\$0.00
11174	Food Service Specialist	\$54,600.00	\$4,200.00	\$4,172.00	\$4,200.00	\$12,572.00	\$42,028.00
11176	Assistant Director of CARE	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.56	\$59,494.64	\$1,405.36
11181	Lead Program Coordinator	\$4,200.00	\$323.08	\$323.08	\$323.08	\$3,392.34	\$807.66
11182	Director of Community Partnerships & Development	\$48,755.26	\$5,132.08	\$5,132.08	\$5,132.05	\$48,754.73	\$0.53
11196	Health Promotion Specialist	\$105,000.00	\$8,076.92	\$8,076.92	\$8,076.94	\$76,010.17	\$28,989.83
11197	Director of HOPE	\$24,753.74	\$0.00	\$0.00	\$0.00	\$24,753.74	(\$0.00)
11199	Perinatal Lead Coordinator	\$30,531.00	\$4,361.54	\$4,361.54	\$4,361.52	\$30,530.76	\$0.24
14800	FICA Taxes @ 7.65%	\$51,195.67	\$2,631.09	\$2,625.09	\$2,636.05	\$23,754.24	\$27,441.43
14810	PERF @ 11.2%	\$74,953.33	\$3,984.94	\$3,983.26	\$3,993.66	\$35,653.73	\$39,299.60
14840	Health Insurance	\$250,100.00	\$0.00	\$0.00	\$24,400.00	\$64,845.38	\$185,254.62
	<b>Total 10000 Series</b>	<b>\$1,045,459.00</b>	<b>\$42,233.35</b>	<b>\$42,173.25</b>	<b>\$66,687.52</b>	<b>\$442,628.09</b>	<b>\$602,830.91</b>
Acct	20000 Series	Budget	October	November	December	Expenditures	Unexpended
21030	Office Supplies	\$28,200.00	\$805.69	\$205.16	\$362.45	\$2,745.98	\$25,454.02
22148	Field Supplies	\$10,839.00	\$100.96	\$100.00	\$4,136.56	\$10,665.34	\$173.66
	<b>Total 20000 Series</b>	<b>\$39,039.00</b>	<b>\$906.65</b>	<b>\$305.16</b>	<b>\$4,499.01</b>	<b>\$13,411.32</b>	<b>\$25,627.68</b>
Acct	30000 Series	Budget	October	November	December	Expenditures	Unexpended
31015	Consultant Services	\$22,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,154.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$2,500.00
31070	Other Contractual Services	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
32020	Travel/Mileage	\$6,900.00	(\$1,200.00)	\$438.84	\$160.61	\$1,304.57	\$5,595.43
32050	Conferences & Trainings	\$14,000.00	\$1,444.15	\$150.00	\$0.00	\$9,429.96	\$4,570.04
32203	Cell Phones	\$14,950.00	\$447.60	\$895.60	\$0.00	\$3,697.78	\$11,252.22
32350	Postage	\$4,504.00	\$0.00	\$0.00	\$21.91	\$21.91	\$4,482.09
32550	Miscellaneous Costs	\$35,000.00	\$5,184.17	\$4,434.36	\$3,800.00	\$16,792.64	\$18,207.36
32705	Other Services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
33020	Advertising	\$150,000.00	\$2,537.18	\$122.93	\$2,265.92	\$5,149.01	\$144,850.99
33034	Grant	\$973,755.46	\$148,361.53	\$941.38	\$138,556.34	\$637,086.64	\$336,668.82
33128	Environmental Health	\$10,000.00	\$0.00	\$44.00	\$5,600.95	\$6,205.95	\$3,794.05
33368	Public Info & Ed	\$32,500.00	\$0.00	\$0.00	\$0.00	\$1,787.84	\$30,712.16
33648	Rebinding Records	\$200,000.00	\$30,700.00	\$0.00	\$42,634.00	\$73,334.00	\$126,666.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
39262	Chronic Disease Prevention	\$196,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,938.00
39263	Injury Prevention	\$96,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,939.00
39264	Maternal and Child Health	\$196,938.00	\$1,519.12	\$4,767.83	\$4,525.61	\$10,988.08	\$185,949.92
39268	Immunization	\$66,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,939.00
39750	Information Technology	\$6,000.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$4,300.00
	<b>Total 30000 Series</b>	<b>\$2,189,017.46</b>	<b>\$188,993.75</b>	<b>\$11,794.94</b>	<b>\$197,565.34</b>	<b>\$773,998.38</b>	<b>\$1,415,019.08</b>
Acct	40000 Series	Budget	October	November	December	Expenditures	Unexpended
44010	Equipment	\$19,740.00	\$0.00	\$0.00	\$6,770.62	\$14,358.62	\$5,381.38
	<b>Total 40000 Series</b>	<b>\$19,740.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,770.62</b>	<b>\$14,358.62</b>	<b>\$5,381.38</b>
	<b>Total Budget</b>	<b>\$3,293,255.46</b>					
	<b>TOTAL EXPENDITURES</b>		\$232,133.75	\$54,273.35	\$275,522.49	<b>\$1,244,396.41</b>	
	<b>Total Unexpended</b>						<b>\$2,048,859.05</b>
	<b>Net (Monthly)</b>		<b>(\$232,133.75)</b>	<b>(\$54,273.35)</b>	<b>(\$275,522.49)</b>		
	<b>FUND BALANCE</b>		<b>\$2,378,654.89</b>	<b>\$2,324,381.54</b>	<b>\$2,048,859.05</b>		

# MIH Initiatives

LEAD: Renata Williams - SUPPORT: Alissa Balke

No Expiration		Budget	October	November	December	YTD TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$7,871.60				\$7,871.60		
	<b>TOTAL REVENUE</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,871.60</b>		
	<b>EXPENDITURES</b>							
Acct	30000 Series					Expenditures	Unexpended	
33368	Public Info & Educ	\$7,871.60	\$3,181.55	\$356.78	\$1,744.85	\$7,871.60	\$0.00	
	<b>Total 30000 Series</b>	<b>\$7,871.60</b>	<b>\$3,181.55</b>	<b>\$356.78</b>	<b>\$1,744.85</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	
	<b>Total Budget</b>	<b>\$7,871.60</b>						
	<b>Total Expenditures</b>		<b>\$3,181.55</b>	<b>\$356.78</b>	<b>\$1,744.85</b>	<b>\$7,871.60</b>		
	<b>Total Unexpended</b>						<b>\$0.00</b>	
	<b>Net (Monthly)</b>		<b>(\$3,181.55)</b>	<b>(\$356.78)</b>	<b>(\$1,744.85)</b>			
	<b>FUND BALANCE</b>		<b>\$2,101.63</b>	<b>\$1,744.85</b>	<b>\$0.00</b>			

## County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

## Health Immunization CoAg

*LEAD: Ashley Helman*

Valid: 07/01/2024-06/30/2025		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$32,871.93	\$30,615.60	\$36,784.60	\$482,761.87	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$0.00	\$1,018.88	
	<b>TOTAL REVENUE</b>	<b>(\$62,224.56)</b>	<b>\$32,871.93</b>	<b>\$30,615.60</b>	<b>\$36,784.60</b>	<b>\$421,556.19</b>	
	<b>EXPENDITURES</b>						
Acct	10000 Series						
11077	Admin Assistant	\$60,646.00	\$3,307.70	\$3,307.70	\$3,307.62	\$36,709.96	\$23,936.04
11155	Nurses/Other Medical	\$89,434.00	\$0.00	\$4,883.24	\$4,883.22	\$29,600.56	\$59,833.44
11781	Imm Outreach Coordinator	\$81,828.04	\$4,038.46	\$4,038.46	\$4,038.47	\$43,413.45	\$38,414.59
11193	Part Time	\$421,123.00	\$17,826.55	\$17,085.10	\$16,353.89	\$224,898.80	\$196,224.20
14800	FICA Taxes	\$50,120.13	\$1,903.31	\$2,220.14	\$2,132.08	\$25,277.50	\$24,842.63
14810	PERF	\$25,893.00	\$822.76	\$1,369.68	\$1,369.67	\$12,288.97	\$13,604.03
14840	Health Insurance	\$78,050.00	\$0.00	\$0.00	\$3,050.00	\$24,400.00	\$53,650.00
	<b>Total 10000 Series</b>	<b>\$807,094.17</b>	<b>\$27,898.78</b>	<b>\$32,904.32</b>	<b>\$35,134.95</b>	<b>\$396,589.24</b>	<b>\$410,504.93</b>
Acct	20000 Series						
21030	Office Supplies	\$41,764.29	\$0.00	\$1,764.96	\$0.00	\$31,105.56	\$10,658.73
22406	Immunization Supplies	\$20,125.32	\$1,318.12	\$647.98	\$0.00	\$6,958.28	\$13,167.04
	<b>Total 20000 Series</b>	<b>\$61,889.61</b>	<b>\$1,318.12</b>	<b>\$2,412.94</b>	<b>\$0.00</b>	<b>\$38,063.84</b>	<b>\$23,825.77</b>
Acct	30000 Series						
32020	Travel /Mileage	\$1,697.58	\$63.55	\$0.00	\$0.00	\$451.93	\$1,245.65
32203	Cell Phones	\$8,493.04	\$299.80	\$599.84	\$0.00	\$3,301.68	\$5,191.36
33368	Public Info & Educ	\$28,050.30	\$414.39	\$0.00	\$0.00	\$3,999.61	\$24,050.69
36015	Contractual Services	\$35,108.44	\$620.96	\$867.50	\$6,373.23	\$12,765.09	\$22,343.35
	<b>Total 30000 Series</b>	<b>\$73,349.36</b>	<b>\$1,398.70</b>	<b>\$1,467.34</b>	<b>\$6,373.23</b>	<b>\$20,518.31</b>	<b>\$52,831.05</b>
Acct	40000 Series						
44010	Equipment	\$10,343.91	\$0.00	\$0.00	\$1,128.39	\$9,021.37	\$1,322.54
	<b>Total 40000 Series</b>	<b>\$10,343.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,128.39</b>	<b>\$9,021.37</b>	<b>\$1,322.54</b>
	<b>Total Budget</b>	<b>\$952,677.05</b>					
	<b>Total Expenditures</b>		<b>\$30,615.60</b>	<b>\$36,784.60</b>	<b>\$42,636.57</b>	<b>\$464,192.76</b>	
	<b>Total Unexpended</b>						<b>\$488,484.29</b>
	<b>Net (Monthly)</b>		<b>\$2,256.33</b>	<b>(\$6,169.00)</b>	<b>(\$5,851.97)</b>		
	<b>FUND BALANCE</b>		<b>(\$30,615.60)</b>	<b>(\$36,784.60)</b>	<b>(\$42,636.57)</b>		

# Health PHEP

*LEAD: Cameron Harris*

Valid: 07/01/2024-06/30/2025		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$609.23)				(\$609.23)	
02708	Federal/Grants Reimbursements		\$31,514.14	\$4,799.70	\$3,359.79	\$44,893.53	
	<b>TOTAL REVENUE</b>	<b>(\$609.23)</b>	<b>\$31,514.14</b>	<b>\$4,799.70</b>	<b>\$3,359.79</b>	<b>\$44,284.30</b>	
	<b>EXPENDITURES</b>						
Acct	10000 Series						
11195	Public Health Coordinator	\$21,079.60	\$17,769.22	\$0.00	\$3,310.38	\$21,079.60	\$0.00
14800	FICA Taxes	\$1,591.05	\$1,359.34	\$0.00	\$231.71	\$1,591.05	\$0.00
14810	PERF	\$2,329.35	\$1,990.12	\$0.00	\$339.23	\$2,329.35	\$0.00
14840	Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total 10000 Series</b>	<b>\$25,000.00</b>	<b>\$21,118.68</b>	<b>\$0.00</b>	<b>\$3,881.32</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
Acct	30000 Series						
32550	Miscellaneous Costs	\$19,808.62	\$0.00	\$0.00	\$0.00	\$19,805.83	\$2.79
	<b>Total 30000 Series</b>	<b>\$19,808.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,805.83</b>	<b>\$2.79</b>
	<b>Total Budget</b>	<b>\$44,808.62</b>					
	<b>Total Expenditures</b>		<b>\$21,118.68</b>	<b>\$0.00</b>	<b>\$3,881.32</b>	<b>\$19,805.83</b>	
	<b>Total Unexpended</b>						<b>\$2.79</b>
	<b>Net (Monthly)</b>		<b>\$10,395.46</b>	<b>\$4,799.70</b>	<b>(\$521.53)</b>		
	<b>FUND BALANCE</b>		<b>(\$4,799.70)</b>	<b>\$0.00</b>	<b>(\$521.53)</b>		

## Health CHWs for COVID

*LEAD: Renata Williams - SUPPORT: Alissa Balke*

Valid: 08/30/2024-08/30/2025		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$62,543.83	\$0.00	\$174,029.80	\$799,254.13	
	<b>TOTAL REVENUE</b>	<b>(\$47,723.92)</b>	<b>\$62,543.83</b>	<b>\$0.00</b>	<b>\$174,029.80</b>	<b>\$751,530.21</b>	
EXPENDITURES							
Acct	10000 Series						
11030	Administrator	\$5,081.76	\$0.00	\$0.00	\$0.00	\$5,081.76	\$0.00
11055	Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11077	Admin. Assistant	\$22,280.22	\$0.00	\$0.00	\$0.00	\$22,280.22	\$0.00
11167	Community Health Worker	\$530,265.20	\$23,008.63	\$21,690.54	\$21,641.29	\$300,458.58	\$229,806.62
11170	Director of CARE	\$22,713.66	\$0.00	\$0.00	\$0.00	\$22,713.66	\$0.00
11176	Assistant Dir of CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11196	Health Promotion Specialist	\$490.83	\$0.00	\$0.00	\$0.00	\$490.83	\$0.00
11197	Director of HOPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11976	Deputy Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12014	Data Analyst	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14800	FICA Taxes	\$43,998.72	\$1,716.16	\$1,623.29	\$1,619.50	\$26,302.42	\$17,696.30
14810	PERF	\$65,043.70	\$2,576.96	\$2,429.33	\$2,423.81	\$39,305.33	\$25,738.37
14840	Health Insurance	\$174,992.31	\$0.00	\$0.00	\$13,725.00	\$100,842.31	\$74,150.00
	<b>Total 10000 Series</b>	<b>\$864,866.40</b>	<b>\$27,301.75</b>	<b>\$25,743.16</b>	<b>\$39,409.60</b>	<b>\$517,475.11</b>	<b>\$347,391.29</b>
Acct	20000 Series						
22148	Field Supplies	\$1,751.87	\$0.00	\$0.00	\$0.00	\$1,751.87	\$0.00
	<b>Total 20000 Series</b>	<b>\$1,751.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,751.87</b>	<b>\$0.00</b>
Acct	30000 Series						
31015	Consultant Services	\$122,400.00	\$6,000.00	\$6,000.00	\$6,000.00	\$72,000.00	\$50,400.00
32020	Travel/Mileage	\$3,442.76	\$167.58	\$265.50	\$172.13	\$1,902.30	\$1,540.46
32050	Conferences & Training	\$6,078.49	\$0.00	\$0.00	\$175.89	\$3,808.63	\$2,269.86
32203	Cell Phones	\$5,593.10	\$358.08	\$716.48	\$0.00	\$4,008.17	\$1,584.93
33368	Public Information & Education	\$284,395.53	\$17,342.12	\$24,104.33	\$17,438.18	\$146,652.93	\$137,742.60
36015	Contractual Services	\$5,365.26	\$2,065.50	\$594.00	\$175.50	\$3,931.20	\$1,434.06
39010	Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total 30000 Series</b>	<b>\$427,275.14</b>	<b>\$25,933.28</b>	<b>\$31,680.31</b>	<b>\$23,961.70</b>	<b>\$232,303.23</b>	<b>\$194,971.91</b>
	<b>Total Budget</b>	<b>\$1,293,893.41</b>					
	<b>Total Expenditures</b>		<b>\$53,235.03</b>	<b>\$57,423.47</b>	<b>\$63,371.30</b>	<b>\$751,530.21</b>	
	<b>Total Unexpended</b>						<b>\$542,363.20</b>
	<b>Net (Monthly)</b>		<b>\$9,308.80</b>	<b>(\$57,423.47)</b>	<b>\$110,658.50</b>		
	<b>FUND BALANCE</b>		<b>(\$53,235.03)</b>	<b>(\$110,658.50)</b>	<b>\$0.00</b>		

## Health School Liaison

*LEAD: Ashley Helman*

## Health Local Health Services

*LEAD: Brett Davis*

Valid: 01/01/2024-12/31/2024		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$81,325.75				\$81,325.75	
	<b>TOTAL REVENUE</b>	<b>\$81,325.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,325.75</b>	
	<b>EXPENDITURES</b>						
Acct	10000 Series						
11066	Vector/Env Health Specialist	\$54,600.00	\$4,200.00	\$4,200.00	\$4,200.00	\$31,500.00	\$23,100.00
14800	FICA Taxes	\$4,177.00	\$307.51	\$307.51	\$307.51	\$2,336.17	\$1,840.83
14810	PERF	\$6,116.00	\$470.40	\$470.40	\$470.40	\$3,528.00	\$2,588.00
14840	Health Insurance	\$16,439.00	\$0.00	\$0.00	\$4,575.00	\$10,675.00	\$5,764.00
	<b>Total 10000 Series</b>	<b>\$81,332.00</b>	<b>\$4,977.91</b>	<b>\$4,977.91</b>	<b>\$9,552.91</b>	<b>\$48,039.17</b>	<b>\$33,292.83</b>
	<b>Total Budget</b>	<b>\$81,332.00</b>					
	<b>Total Expenditures</b>		<b>\$4,977.91</b>	<b>\$4,977.91</b>	<b>\$9,552.91</b>	<b>\$48,039.17</b>	
	<b>Total Unexpended</b>						<b>\$33,292.83</b>
	<b>Net (Monthly)</b>		<b>(\$4,977.91)</b>	<b>(\$4,977.91)</b>	<b>(\$9,552.91)</b>		
	<b>FUND BALANCE</b>		<b>\$47,817.40</b>	<b>\$42,839.49</b>	<b>\$33,286.58</b>		

# Health Trust Fund

Lead: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$373,482.35				\$373,482.35	
	<b>TOTAL REVENUE</b>	<b>\$373,482.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$373,482.35</b>	
	<b>EXPENDITURES</b>						
	<b>Acct 10000 Series</b>						
11048	Vector Coordinator	\$56,000.00	\$4,307.70	\$4,307.70	\$4,307.63	\$36,615.38	\$19,384.62
11950	Part Time (\$17/hour)	\$12,500.00	\$0.00	\$0.00	\$0.00	\$5,180.75	\$7,319.25
14800	FICA Taxes	\$5,241.00	\$323.85	\$323.85	\$323.84	\$3,151.91	\$2,089.09
14810	PERF	\$6,272.00	\$482.46	\$482.46	\$482.45	\$4,100.90	\$2,171.10
14840	Health Insurance	\$20,161.00	\$0.00	\$0.00	\$4,575.00	\$12,200.00	\$7,961.00
	<b>Total 10000 Series</b>	<b>\$100,174.00</b>	<b>\$5,114.01</b>	<b>\$5,114.01</b>	<b>\$9,688.92</b>	<b>\$61,248.94</b>	<b>\$38,925.06</b>
	<b>Acct 20000 Series</b>						
21030	Office Supplies	\$2,000.00	\$57.99	\$36.23	\$0.00	\$358.10	\$1,641.90
22120	Gas/Motor Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
22148	Field Supplies	\$3,000.00	\$513.13	\$58.32	<b>\$0.00</b>	\$1,692.42	\$1,307.58
	<b>Total 20000 Series</b>	<b>\$8,500.00</b>	<b>\$571.12</b>	<b>\$94.55</b>	<b>\$0.00</b>	<b>\$2,050.52</b>	<b>\$6,449.48</b>
	<b>Acct 30000 Series</b>						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$267.00	\$733.00
32050	Conferences & Trainings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
32203	Cell Phones	\$1,800.00	\$134.28	\$268.68	\$0.00	\$963.30	\$836.70
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
33368	Public Info & Educ	\$5,000.00	\$0.00	\$0.00	\$590.44	\$1,407.10	\$3,592.90
33938	Vector	\$57,000.00	\$1,076.29	\$19,960.24	\$9,210.31	\$52,896.04	\$4,103.96
36500	Service Contract	\$3,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$600.00
39750	Information Technology	\$8,500.00	\$1,184.83	\$0.00	\$0.00	\$4,533.11	\$3,966.89
	<b>Total 30000 Series</b>	<b>\$78,300.00</b>	<b>\$2,395.40</b>	<b>\$20,228.92</b>	<b>\$9,800.75</b>	<b>\$62,466.55</b>	<b>\$15,833.45</b>
	<b>Acct 40000 Series</b>						
44010	Equipment	\$45,000.00	\$1,250.92	\$66.87	\$0.00	\$33,256.68	\$11,743.32
45010	Vehicles	\$107,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,500.00
	<b>Total 40000 Series</b>	<b>\$152,500.00</b>	<b>\$1,250.92</b>	<b>\$66.87</b>	<b>\$0.00</b>	<b>\$33,256.68</b>	<b>\$119,243.32</b>
	<b>Total Budget</b>	<b>\$339,474.00</b>					
	<b>Total Expenditures</b>		<b>\$9,331.45</b>	<b>\$25,504.35</b>	<b>\$19,489.67</b>	<b>\$159,022.69</b>	
	<b>Total Unexpended</b>						<b>\$180,451.31</b>
	<b>Net (Monthly)</b>		<b>(\$9,331.45)</b>	<b>(\$25,504.35)</b>	<b>(\$19,489.67)</b>		
	<b>FUND BALANCE</b>		<b>\$259,453.68</b>	<b>\$233,949.33</b>	<b>\$214,459.66</b>		

# CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2025		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$35,105.34	\$16,628.00	\$16,540.23	\$238,620.09	
	<b>TOTAL REVENUE</b>	<b>(\$23,172.91)</b>	<b>\$35,105.34</b>	<b>\$16,628.00</b>	<b>\$16,540.23</b>	<b>\$215,447.18</b>	
	<b>EXPENDITURES</b>						
Acct	10000 Series						
11167	Community Health Worker	\$137,246.46	\$9,152.36	\$9,078.51	\$9,152.63	\$112,125.79	\$25,120.67
11782	MIH Coordinator	\$74,853.13	\$4,883.24	\$4,883.24	\$4,883.15	\$43,704.91	\$31,148.22
14800	FICA Taxes	\$16,125.27	\$1,020.42	\$1,014.77	\$1,025.52	\$11,521.77	\$4,603.50
14810	Perf	\$23,608.24	\$1,571.98	\$1,563.71	\$1,571.99	\$17,453.00	\$6,155.24
14840	Health Insurance	\$106,750.00	\$0.00	\$0.00	\$18,300.00	\$65,575.00	\$41,175.00
	<b>Total 10000 Series</b>	<b>\$358,583.10</b>	<b>\$16,628.00</b>	<b>\$16,540.23</b>	<b>\$34,933.29</b>	<b>\$250,380.47</b>	<b>\$108,202.63</b>
	<b>Total Budget</b>	<b>\$358,583.10</b>					
	<b>Total Expenditures</b>		<b>\$16,628.00</b>	<b>\$16,540.23</b>	<b>\$34,933.29</b>	<b>\$250,380.47</b>	
	<b>Total Unexpended</b>						<b>\$108,202.63</b>
	<b>Net (Monthly)</b>		<b>\$18,477.34</b>	<b>\$87.77</b>	<b>(\$18,393.06)</b>		
	<b>FUND BALANCE</b>		<b>(\$16,628.00)</b>	<b>(\$16,540.23)</b>	<b>(\$34,933.29)</b>		

# NACCHO Mentor Program

LEAD: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	October	November	December	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$51,507.69				\$51,507.69	
	<b>TOTAL REVENUE</b>	<b>\$51,507.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,507.69</b>	
	<b>EXPENDITURES</b>						
Acct	20000 Series						
21030	Office Supplies	\$1,582.00	\$1.00	\$0.00	\$0.00	\$1,582.00	\$0.00
	<b>Total 20000 Series</b>	<b>\$1,582.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,582.00</b>	<b>\$0.00</b>
Acct	30000 Series						
31015	Consultant Services	\$18,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,450.00
32020	Travel/Mileage	\$4,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,285.00
32550	Miscellaneous Costs	\$10,690.69	\$458.98	\$0.00	\$8,500.00	\$9,095.34	\$1,595.35
33020	Advertising	\$14,322.24	\$100.00	\$365.40	\$0.00	\$465.40	\$13,856.84
33100	Printing	\$2,177.76	\$0.00	\$2,177.76	\$0.00	\$2,177.76	\$0.00
	<b>Total 30000 Series</b>	<b>\$49,925.69</b>	<b>\$558.98</b>	<b>\$2,543.16</b>	<b>\$8,500.00</b>	<b>\$11,738.50</b>	<b>\$38,187.19</b>
	<b>Total Budget</b>	<b>\$51,507.69</b>					
	<b>Total Expenditures</b>		<b>\$559.98</b>	<b>\$2,543.16</b>	<b>\$8,500.00</b>	<b>\$13,320.50</b>	
	<b>Total Unexpended</b>						<b>\$38,187.19</b>
	<b>Net (Monthly)</b>		<b>(\$559.98)</b>	<b>(\$2,543.16)</b>	<b>(\$8,500.00)</b>		
	<b>FUND BALANCE</b>		<b>\$49,230.35</b>	<b>\$46,687.19</b>	<b>\$38,187.19</b>		

## FOOD SERVICES

	October	November	December	4 <sup>th</sup> Quarter totals 2024	4 <sup>th</sup> Quarter totals 2023	YTD Jan-Dec 2024	YTD Jan-Dec 2023	%Difference YTD Jan-Dec 2024 vs 2023
Food Store Complaints	3	1	1	5	10	26	30	-13.3%
Food Service Complaints	19	12	12	43	44	162	205	-21%
Civil Penalties	1	0	1	2	0	4	0	400%
Health Officer Hearings	0	0	0	0	0	1	0	100%
Abatements Correspondence	3	0	2	5	1	9	4	125%
Possible Foodborne Illness Investigations	1	0	1	2	1	3	9	-66.7%
Opening Inspections	22	1	10	33	27	167	112	49.1%
Inspections	407	318	270	995	914	3204	3441	-6.9%
Plan & Review/New Constr./Remodel	7	4	4	15	7	53	32	65.6%
Fire Investigations	0	1	3	4	1	9	5	80%
# Establishments Requested to Close	0	0	0	0	0	1	0	100%
Number of Temporary Events	41	12	17	70	49	276	267	11.9%
Temporary Inspections	44	23	15	82	78	714	638	11.9%
Mobile Inspections	23	0	39	62	36	102	56	82.1%
Meetings	14	11	7	32	21	154	86	78%
<b>Smoking Information</b>								
Smoking Complaints	0	0	0	0	0	1	5	-80%
Smoking Appeals Hearings	0	0	0	0	0	0	0	
<b>Pool Information</b>								
Pool Inspections	24	0	2	26	19	137	145	-5.5%
Pool Consultations	0	0	0	0	0	0	2	-100%
Pool Complaints	0	0	0	0	0	2	6	-66.7%
Pool Closings	14	0	2	16	18	90	123	-26.8%

December 1 - SBFire left message reporting a fire at the Yellow Cat Cafe. Debris under/behind grill caught fire, SB Fire extinguished the fire. Establishment closed for cleaning, replacing damaged grill, cleaning the hood and resetting the ansul system. Establishment inspected and approved to reopen on December 10, 2024.

December 15 - Fire on truck that was on the toll road heading to Ohio. Brake line fire with burns on outside of trailer. Product inside: frozen pastries, goat cheese, parmesan, and sausages. Verified product at proper temperature prior to transfer to a different trailer to continue transport.

December 20 - Asst Food Service Director and four (4) food inspection staff completed 62 inspections at the playoff game between Notre Dame and Indiana.

December 28 - Fire at South Bend Chocolate Factory, location in laundry room dryer. Dryer removed and area being cleaned

December 28 - Sewer back up at Speedway on SB Ave. Minor water pooling at floor grease trap in back stockroom. Restrooms closed due to back up, repairs ongoing. Staff have key to lock the store if needing to go to the other nearby Speedway. Portable toilet being ordered. Outside on Ironwood, SB Water is working on lines in the street.

## 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 3.5 $\mu$ g/dL is considered elevated. Any confirmed result of 5 $\mu$ g/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9 $\mu$ g/dL are monitored until the level drops to below 3.5 $\mu$ g/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, 2025, the report will include all lead tests drawn in November of 2024.

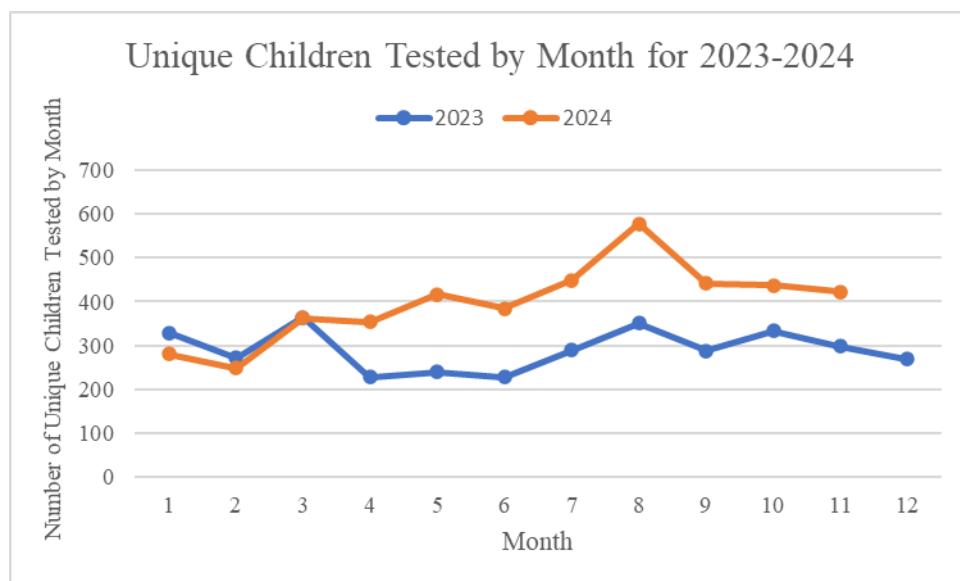
Tests drawn from November 1, 2024 – November 30, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
<b>0</b>	27	60	0	87
<b>0.1-&lt;2</b>	30	195	6	231
<b>2-3.4</b>	13	27	2	42
<b>3.5-4.9</b>	8	21	0	29
<b>5-9.9</b>	15	12	2	29
<b>10-19.9</b>	0	1	1	2
<b>20-29.9</b>	3	0	0	3
<b>30-39.9</b>	0	0	0	0
<b>40-49.9</b>	0	0	0	0
<b><u>&gt;50</u></b>	0	0	0	0
<b>Total</b>	<b>96</b>	<b>316</b>	<b>11</b>	<b>423</b>

There were 27 duplicate tests in the month of November, 423 unique children were tested.

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 2023, 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 2024	YTD 2024
<b>46613</b>	9 elevated	52 elevated
<b>46619</b>	2 elevated	47 elevated
<b>46628</b>	8 elevated	43 elevated
<b>46614</b>	4 elevated	28 elevated
<b>46601</b>	0 elevated	20 elevated
<b>46545</b>	3 elevated	19 elevated
<b>46544</b>	3 elevated	18 elevated
<b>46616</b>	2 elevated	14 elevated
<b>46615</b>	1 elevated	15 elevated
<b>46637</b>	2 elevated	9 elevated
<b>46530</b>	0 elevated	5 elevated
<b>46617</b>	0 elevated	3 elevated
<b>46574</b>	0 elevated	2 elevated
<b>46652</b>	0 elevated	1 elevated
<b>46635</b>	0 elevated	1 elevated
<b>46561</b>	0 elevated	1 elevated
<b>46554</b>	0 elevated	1 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 Events	# of events
October 2024	5	48	October 2024	5
November 2024	1	8	November 2024	0
December 2024	0	0	December 2024	0

YTD	# of events	# of tests
YTD 2024	76	377
YTD 2023	40	265

## 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  $\geq 10$  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 3.5-4.9 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 12/31/2024

Case Management	Case Monitoring	Unconfirmed Cases
91	89	61

## 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.

<b>Activity</b>	<b>Dec 2024</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>
A. Lead Risk Assessments	10	147	117	73	57	56
i. EBLL Assessments	4	59	60	33	20	22
ii. Parent Requests	6	88	57	40	48	34
B. Clearances	6	90	69	18	23	24

## NURSING

### Immunization Clinics

The nursing team has been busy providing seasonal and travel vaccines at our Mishawaka and South Bend Clinics and through the Mobile Immunization Team. An average of 10 patients were seen daily at each clinic, and clinics have been accepting walk-ins when possible. From October through December 2024, combined the clinics saw 1,410 patients and administered 2,991 immunizations.

### Mobile Clinics

In the months of October, November and December, the Mobile Immunization Team focused on Flu and Covid vaccines while still offering age-appropriate immunizations in schools. Along with schools, clinics have been held at community centers, churches, food banks, apartment complexes and medical facilities. This quarter, the Mobile Immunization Team has reached 369 patients and have administered 666 vaccines.

### Clinics

10/1/2024	St. Vincent De Paul
10/2/2024	Holladay Properties
10/3/2024	St. Joseph High School
10/5/2024	Just Show Up Family Expo
10/8/2024	Karl King River Bend Tower
10/9/2024	St. Augustine Soup Kitchen
10/15/2024	Briarcliff
10/16/2024	Broadway Christian Parish
10/16/2024	Motels4Now
10/18/2024	OneRoof
10/21/2024	1st United
10/23/2024	Washington High School
10/23/2024	Wilson Elementary School
10/24/2024	Oaklawn
10/25/2024	Our Lady of the Road
10/28/2024	Riley High School
10/29/2024	Babe Store
10/30/2024	LaSalle Academy
10/31/2024	Purdue Polytechnic High School
11/6/2024	Navarre Middle School
11/7/2024	Babe Store
11/13/2024	La Casa
10/14/2024	New Carlisle Library
11/18/2024	Monroe Elementary School
11/19/2024	Success Academy
11/20/2024	Adams High School
11/20/2024	Washington High School

11/26/2024 Liberty Family Medical Center  
 12/3/2024 Babe Store  
 12/11/2024 Jefferson Traditional Middle School  
 12/12/2024 Oaklawn  
 12/16/2024 Charles Black Community Center  
 12/19/2024 Babe Store  
 12/30/2024 100 Center Hi Rise

### Tuberculosis

	OCT. 2024	YTD 2024	YTD 2023
<b>Directly Observed Therapies</b>	45	371	289
Nurse Visits	34	327	283
QFT Ordered	12	99	22
CXR	0	5	5
New Active Cases	0	3	2
<b>Active TB Cases Following</b>	1	5	3
<b>Latent TB Cases Following</b>	34	85	62
	Nov 2024	YTD 2024	YTD 2023
Directly Observed Therapies	57	428	333
Nurse Visits	40	367	314
QFT Ordered/ Collected	23	122	27
CXR	9	14	6
New Active Cases	1	4	2
<b>Active TB Cases Following</b>	2	6	3
<b>Latent TB Cases Following</b>	30	88	67
	Dec 2024	YTD 2024	YTD 2023
Directly Observed Therapies	77	505	376
Nurse Visits	38	405	352
QFT Ordered	14	136	35
CXR	2	16	6
New Active Cases	0	4	2
<b>Active TB Cases Following</b>	2	6	3
<b>Latent TB Cases Following</b>	36	96	75

### VITAL RECORDS

	<u>Records Filed 4th Qrt 2024</u>	<u>YTD 2024 Occurrences</u>	<u>YTD 2023 Occurrences</u>
<u>Statistics*</u>			
Total Births	1,115	4016	3906
Total Deaths	754	3,193	3,414
Paternities	9	62	78
Corrections	7	31	45
Genealogy	7	9	2
	<u>YTD 2024- Requestors</u>	<u>YTD 2024- Number of Records Issued</u>	<u>YTD 2024 Pending Requests</u>
Birth Cert Asst.	31	14	17
	<u>Records Issued 4<sup>th</sup> Qrt 2024</u>	<u>YTD 2024 Issued</u>	<u>YTD 2023 Issued</u>
Birth Certs Total	3,355	14,492	14,552
Death Certs Total	4,357	18,268	16,640

Birth & Death data reflected as of 01/06/2025.

\*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

**Saint Joseph County, Indiana**  
**Form D - Appropriation/(Budget Reduction)**

**Department Name - Department of Health**  
**Fund Names - Local Public Health Services**

**Reviews:**

Department

*Amy L. Ruppe*

1/8/2025

Auditor

Signature

Date

Auditor

Signature

Date

Auditor

Signature

Date

Auditor

Signature

Date

Fund.Acct.Obj.Loc	Account Name	Amount	
1161.37010.00000.0055	Rent - Bldgs & Office Space	329,325.00	xxxx.xxxx.xxxx.xxxx
<b>Total</b>		<b>329,325.00</b>	

**Salary Amendment**

Position Name

Current Salary \$0.00  
 Proposed Salary \$0.00

**Justification**

We are requesting to appropriate unused funds from 2024 in our Local Public Health Services fund. Of the \$329,325 available to use towards capital outlays, we did not have any expenditures in that category. We would like to request to appropriate it to use in 2025 along with the 2025 amount already budgeted (\$636,475) for any upcoming needs for the Department of Health.



<b>Saint Joseph County, Indiana</b> <b>Form D - Appropriation/(Budget Reduction)</b>			<b>Reviews:</b> <hr/>																																																																																																										
<b>Department Name -</b> <b>Department of Health - 0055</b>		Department	<u>Amy Ruppe</u>	1/8/2025																																																																																																									
<b>Fund Names -</b> <b>Health School Liaison</b>		Auditor	Signature	Date																																																																																																									
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Proposed Salary	\$66,657.00	Proposed Salary	\$0.00																																																																																																										
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<b>Justification</b>	<p>This grant allows us to employ a School Health Liaision to create a process to work with IDoH, the St. Joseph County Department of Health, and School staff to improve student health and well-being outcomes by keeping the children in class and out of the nurses office. We would like to appropriate the funds listed above from the fund balance of \$1,413,586.35 as of 12/31/24.</p>																																																																																																												



<b>Saint Joseph County, Indiana</b> <b>Form D - Appropriation/(Budget Reduction)</b>		<b>Reviews:</b> Department _____ <b>Amy Ruppe</b> 1/8/2025 Signature _____ Date _____ Auditor _____ Signature _____ Date _____ Fund Names - <b>Health Trust Fund</b>																																																																																																																	
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**Saint Joseph County, Indiana**  
**Form D - Appropriation/(Budget Reduction)**

Department Name - Department of Health  
Fund Names - NACCHO Mentor Program

## Reviews:

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## Department

*Amy Ruppe*

1/8/2025

## Auditor

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**Signature**

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Date

### Auditor

Signature

Date

112

**Signature**

Date

Auditor

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**Signature**

## Data

## Salary Amendment

Position Name

Current Salary \$0.00

**Position Name**

Current Salary \$0.00

Ergonomics

**Position Name**

### Position Name

### Justification

The NACCHO Mentor grant expired July 31, 2023 and has unspent funds. We would like to re-appropriate the funds as outlined above and includes: travel to conferences and trainings related to substance use disorders (i.e. RX and Illicit Drug Summit); purchase of up to 30 additional NaloxBoxes; public education campaign focused on substance use disorder, stigma reduction and the importance of harm reduction; and printing of materials for Narcan and the NaloxBoxes.

# **Saint Joseph County Department of Health Supplement to the Saint Joseph County Indiana Handbook**

Proposed December 9, 2024,  
Adopted by SJCDoH Board of Health January 15, 2025

## **About this Supplement to the Saint Joseph County Indiana Handbook**

The following supplement will apply to the members of the Saint Joseph County Department of Health (SJCDoH) as they serve both the SJCDoH and the County. The SJCDoH intends to adopt and follow the County Handbook, and the policies contained within it, *with the exceptions as noted within this Supplement*. The Supplement will address ONLY those areas the SJCDoH will modify for SJCDoH use; any policy not noted in this Supplement will be observed per the Saint Joseph County Indiana Handbook that is effective January 1, 2025.

This Supplement will supersede all prior SJCDoH policy handbooks and will apply to all full-time and part-time employees of the SJCDoH. This Supplement states general SJCDoH guidelines. The St. Joseph County Board of Health, with guidance from the Health Officer, may, at any time, in its discretion, modify or vary any part of this Supplement, with or without notice.

## Table of Contents

Section 0 – SJC Department of Health Administration and Chain of Command	
0-1 Saint Joseph County Department of Health Board.....	4
0-2 Health Officer.....	4
0-3 Department of Health Attorney.....	5
0-4 Organization of the SJCDoh.....	6
0-5 Resolution of Adoption.....	6
Section 1 – Governing Principles of Employment	
1-5 Workplace Violence.....	7
Section 2 – Operational Policies	
2-1 Employee Classifications.....	8
2-4 Working Hours and Schedule.....	8
2-5 Remote Work/ Telecommuting .....	8
2-7 Overtime; Flex-Time.....	9
2-8 Travel Time for Non-Exempt Employees; Reimbursement of Travel Expenses.....	9
Section 3 – Benefits	
3-2 Paid Holidays .....	10
3-6 Worker's Compensation .....	10
Section 4 – Leaves of Absence .....	11
Section 5 – General Standards of Conduct	
5-9 Solicitation and Distribution .....	12
5-11 Confidential County Information .....	12
5-15 Health and Safety .....	12
5-16 Hiring Relatives/ Employee Relationships.....	13
5-17 Employee Dress and Personal Appearance .....	13
5-18 Publicity/ Statements to the Media.....	13
5-23 Exit Interviews.....	13
Section 6 – Statement on Discipline.....	14
In Closing.....	14
Appendix B.....	15
Appendix C – Organization of the Department of Health as of January 2025.....	16

## **Section 0 - SJC Department of Health Administration and Chain of Command**

### **0-1 Saint Joseph County Department of Health Board**

The St. Joseph County Board of Health shall be comprised of members chosen in compliance with Indiana Code §16-20-2-5 *et seq.* as amended.

Members of the Board of Health may receive compensation for the performance of their duties as determined by the St. Joseph County Commissioners and the St. Joseph County Council. (IC 16-20-2-9)

The officers of the Board of Health shall consist of a Chairman and Vice Chairman, who shall be selected by the Board as part of its organization at the start of the first meeting of the year, pursuant to Roberts Rules of Order. Any committees the Board deems necessary to assist with the administration of the Department of Health also be formed at the first meeting of the year pursuant to Roberts Rules of Order. (IC 16-20-1-4; IC 16-20-2-14)

The Health Officer, pursuant to statute, serves as secretary to the Board. (IC 16-20-2-16) In this capacity, the Health Officer keeps full and permanent records of the public health work of the SJCDoH and compiles minutes of all St. Joseph County Board of Health meetings. (IC 16-20-1-10)

The Board of Health is the governing body of the SJCDoH. It has the general power to adopt procedural rules for the Board's guidance and to establish administrative and personnel policies of the SJCDoH. (IC 16-20-1-3) The Board of Health shall also prescribe the duties of all officers and employees of the Department. (IC 16-20-1-9)

### **0-2 Health Officer**

The Health Officer, by statute, must hold an unlimited license to practice medicine in the State of Indiana, with limited exceptions. (IC 16-20-1-9.5) He/She is appointed by the Board of Health to serve for a term of four (4) years. The appointment shall be approved by the St. Joseph County Council, certified by the St. Joseph County Board of Commissioners, and sent to the Indiana Department of Health, which maintains a record of the certification. (IC 16-20-2-16) The Health Officer is responsible for all aspects of public health in St. Joseph County. The Health Officer is the Executive Officer for the SJCDoH and is responsible for the day-to-day operation of the Department in accordance with the policies established by the Board of Health and the statutes, ordinances, rules, and regulations of the State of Indiana and local governmental units served by the Department.

Each year the Health Officer shall see to the preparation of an annual report on the activities of the Department during the preceding year. This report will be presented to the Board of Health for

approval and, upon approval, shall be published in pamphlet form within 90 days after January 1, for free distribution. A copy of the annual report shall also be submitted to the Indiana Department of Health. (IC 16-20-1-7)

Each year at a time to be determined by the Board of County Commissioners, the Board of Health, with the assistance of the Health Officer, shall submit an annual budget to the Board of Commissioners and the County Council. (IC 16-20-1-5.) This budget will contain the Health Officer's suggestions and guidance with respect to operating and maintaining the Department and providing all services which he/she deems to be required to insure the maintenance of general health of the citizens of the county. The Health Officer will present his/her proposed budget to the Board of Health in sufficient time so that they may study his/her recommendations. The Board of Health, preferably at a regular meeting, will discuss the budget, propose any changes or amendments, and adopt a final proposed budget to be submitted to the Board of County Commissioners and County Council as provided by law.

### **0-3 Department of Health Attorney**

The SJCDoH Attorney shall be appointed by the Board of Health, in conjunction with the Board of Commissioners, and will answer directly to it. The Attorney is responsible for advising the Board of Health on all legal matters involving the department and will act as the legal advisor to the Health Officer. The Attorney is not subordinate to the Health Officer.

The Department Attorney has preliminary responsibility for representing the Department in the enforcement of statutes, ordinances, and orders of the Department. Additionally, the attorney is preliminarily responsible for defending the Department if it is sued. However, in the event of any major litigation, which will require substantial time, the attorney may seek assistance from other County Attorneys and/or outside counsel.

Other duties include the following:

- Drafting necessary ordinances.
- Consulting with and giving legal advice to various members of the Department.
- Drafting any additions or modifications to the SJCDoH's policy and procedure handbook for approval by the Board of Health.
- Performing independent investigations of possible disciplinary infractions by Department employees and, if necessary, preparing the case for presentation, including calling witnesses and introducing other evidence.
- Attending the Board of Health meetings and addressing any legal questions that arise.

### **0-4 Organization of the SJCDoH**

The organizational chart, attached as Appendix (C), delineates the lines of authority and responsibility for the administration of the SJCDoH. The Health Officer is charged with the responsibility of leadership to the entire Department and working closely with the leaders of each Unit.

The Unit Directors and supervisors, in turn, are charged with the oversight of all activities related to their areas of responsibility and will work closely with and report directly to the Health Officer.

## **0-5 Resolution of Adoption**

Whereas, the St. Joseph County Department of Health (hereinafter the SJCDoH) was duly organized pursuant to Sec. 424, Ch. 157, Acts of Indiana, 1949 as amended by Sec. 12, Ch. 358, Acts of Indiana, 1965, and

Whereas, the SJCDoH was formally created by resolution of the Board of County Commissioners on April 21, 1961 (App. A) and began its operations as a full-time county Health Department on January 1, 1962, pursuant to the terms of said resolution, and

Whereas, the St. Joseph County Board of Health (herein Board) has from time to time promulgated various rules, regulations, and policies for the Department, and

Whereas, the Board has determined that it is in the best interest of the SJCDoH to revise the various policies and procedures of the Department, and to repeal and rescind all provisions heretofore enacted which may be in conflict therewith,

Be it hereby resolved that the attached rules, regulations, and statements of policy shall be known as "St. Joseph County Department of Health's Supplement to the Saint Joseph County Handbook," effective January 1, 2025, and

Be it further resolved that the attached Supplement is hereby adopted effective the 1st day of January 2025; and

Be it further resolved that the Saint Joseph County Handbook and the SJCDoH Supplement shall govern the operations of the SJCDoH and that any and all rules, regulations, or policies previously adopted which are directly or indirectly in conflict therewith shall be deemed rescinded and repealed.

Adopted by unanimous vote of all members present this 15<sup>th</sup> day of January, 2025.

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\_\_\_\_\_ John Linn, Chairperson, St. Joseph County Board of Health

## **Section 1 – Governing Principles of Employment**

### **1-5 Workplace Violence**

**Duty to Warn:** Employees of the SJCDoH have a duty to warn their supervisor, the Health Officer, or the St. Joseph County Human Resources Department if they are aware of or suspect any problematic workplace activity, situation, or incident that involves other employees, former employees, customers, or visitors. This would include acts of violence, aggressive behavior, threatening or offensive acts or comments, or sabotaging the work of others. Employee reports will be held in confidence to the maximum possible extent. Any form of retaliation against any employee for making a report will not be tolerated.

**Virtual and Electronic Threats Made at Non-County Work Locations:** Employees subject to hostile actions or in-person, written, or virtual/electronic threats occurring at non-County work locations should follow these procedures:

1. Hostile actions and threats must be made known to the Health Officer immediately via the employee's director or supervisor. The Health Officer will direct the Director of Operations to contact the St. Joseph County Human Resources Department to determine the next steps to be taken and to determine the appropriateness of contacting local law enforcement agencies.
2. The employee's director or supervisor (or the Health Officer or Director of Operations) will record details of the incident for analysis and review by the St. Joseph County Human Resources Department and law enforcement officials if necessary.

**Communication with the Media:** All communications with the press and other news media about a violent workplace incident will be handled solely by the Health Officer in coordination with the St. Joseph County Human Resources Department and the SJCDoH Attorney.

## Section 2 – Operational Policies

### 2-1 Employee Classifications

**Part-Time Benefit Eligible:** Employees who regularly work more than 30 hours per week, but less than 37.5 hours per week, and who were not hired on a short-term basis are eligible for benefits. Certain benefits may be awarded to this group of employees on a pro-rated basis.

**Short-term Employees:** In SJCDoH parlance, short-term employees are known as seasonal or temporary employees. It is understood that SJCDoH may use any of these terms interchangeably to designate the same employee type.

### 2-4 Working Hours and Schedule

SJCDoH has designated usual working hours for employees as typically being 8:00 am to 4:30 pm, with a one (1) hour lunch break, Monday through Friday. Hours may be worked outside this schedule, depending on an individual's position and assigned duties including working at events and attending necessary meetings. All hourly staff should have prior approval from their direct supervisors prior to working hours outside of the usual schedule. Changes to the schedule must be approved by the employee's direct supervisor and/or the Health Officer.

Total hours for each workday must be from worked hours, overtime, paid time off (PTO), Comp Time, Holiday, or in rare circumstances, approved unpaid time off.

The SJCDoH, as of August 2020, has elected to NOT utilize Flex Time for SJCDoH employees. This continues with the adoption of this Supplement.

### 2-5 Remote Work/ Telecommuting

SJCDOH may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Health Officer. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work. Unit Directors are responsible for auditing the work of their remote employees. Failure to do so may result in disciplinary action for the Unit Director. Employees who do not reside in the state of Indiana will be ineligible for remote work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should be familiar with the conditions allowing for their remote

work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information. Failure to comply with the conditions for remote work/telecommuting may result in termination of the privilege to work remotely, as well as other discipline, including but not limited to termination.

Any remote work/telecommuting arrangement may be discontinued by the SJCDoh at any time and at the discretion of the Health Officer. Employees may also discontinue the arrangement but may not be guaranteed office space at the SJCDoh's location. The allowance for remote work is not intended to promote or permit the hiring of employees who are not residents of the State of Indiana.

## **2-7 Overtime; Flex-Time**

The SJCDoh, as of August 2020, has elected to NOT utilize Flex Time for SJCDoh employees. This continues with the adoption of this Supplement.

# **Section 3 – Benefits**

## **3-2 Paid Holidays**

The SJCDoh will follow 3-2 Paid Holidays with the following exception: Part-Time employees will be paid at a prorated rate depending on the usual hours they are scheduled. Part-Time employees whose regular schedule is less than 30 hours per week will receive 4.0 hours of Holiday pay, and those who work at least 30 but not more than 37.5 hours will receive 6.0 hours.

## **3-6 Workers' Compensation**

The SJCDoh will require those staff whose duties involve bodily fluid exposure to have yearly training in observing Universal Precautions and Blood-borne Pathogens. All staff will complete HIPAA training yearly.

# **Section 4 – Leaves of Absence**

**The SJCDoh will adopt Section 4 - Leaves of Absence in its entirety.**

## **Section 5 – General Standards of Conduct**

### **5-9 Solicitation and Distribution**

The SJCDoH limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the Department, can be detrimental to employee efficiency, can be annoying to the public, and can pose a threat to security.

The SJCDoH does authorize a limited number of fund solicitations or drives on behalf of charitable organizations.

Solicitations must be approved by the Health Officer. Approved solicitations are permitted during non-working time such as break periods, mealtimes, or other similar specified periods during the workday when an employee is not engaged in performing their work.

Non-employees are prohibited from soliciting or distributing materials at any time.

### **5-11 Confidential County Information**

In addition, SJCDoH employees are required to renew HIPAA and Confidentiality training on a yearly basis.

### **5-15 Health and Safety**

The health and safety of employees and others on County property are of critical concern to the SJCDoH. The SJCDoH intends to comply with all health and safety laws applicable to our Department. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and to recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to have been corrected. Any suspicion of a concealed danger present at the SJCDoH's premises, or in a product, facility, piece of equipment, process, or practice for which the SJCDoH is responsible should be brought immediately to the attention of their supervisor, who should report to the Health Officer.

Periodically, the SJCDoH may issue rules and guidelines governing workplace safety and health. The SJCDoH may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. At a minimum, this will include training on Universal Precautions and Blood-borne Pathogens for Department employees whose duties involve bodily fluid exposure.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon

as possible, regardless of the severity of the injury or accident, and the Health Officer should be made aware in a timely manner following the occurrence.

## **5-16 Hiring Relatives/ Employee Relationships**

For the purposes of this policy, a relative is any person who is related to an employee by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The SJCDoh and St. Joseph County must comply with applicable anti-nepotism laws. A familial relationship among employees can create an actual or potential conflict of interest in the employment setting, especially when one relative supervises another relative. To avoid this problem, SJCDoh may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists or where applicable laws prohibit such hiring.

In other cases, such as personal relationships where a conflict of interest or the potential for such a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment at the discretion of the Health Officer.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation and/or other terms or conditions of employment of the other individual. The SJCDoh generally will attempt to identify other available positions where such a conflict would no longer exist, but if no alternate position is available, the Health Officer retains the right to decide which employee will remain with the SJCDoh.

## **5-17 Employee Dress and Personal Appearance**

The SJCDoh will observe County rules regarding employee dress and personal appearance. At the discretion of the Health Officer, additional guidelines may be issued as needed.

## **5-18 Publicity/ Statements to the Media**

Official statements on behalf of the Department of Health can only be made by the Board of Health or through the Health Officer.

## **5-23 Exit Interviews**

Employees who resign are requested to participate in an exit interview with the Health Officer and the Director of Operations, if possible.

## **Section 6 – Statement on Discipline**

The SJCDoh will follow the County's Section 6 – Statement on Discipline with the following exception to "B. County's Discretion Clause":

The Health Officer reserves the right to skip any step in the progressive discipline process and proceed directly to termination, depending on the severity of the misconduct.

## **In Closing**

This Department of Health Supplement to the St. Joseph County Human Resources Handbook is intended to provide employees with a summary of those policy and procedure areas unique to the Department. Any item within this Supplement is considered to supersede County policy. For any item NOT addressed within the Supplement, the Department intends to follow County policy per the Handbook.

This Supplement may be amended, added to, deleted from, or modified at the discretion of the Board of Health.

Employees should not hesitate to speak to the Health Officer if they have questions about the contents of this Supplement or the County Handbook and its policies and practices.

## **Appendix B**

The SJCDoh will follow the direction provided by the County for all sections of Appendix B with the exception of "2. Flex Time Policy – Section 2-7." As previously stated, the Department of Health eliminated the use of Flex Time in August 2020, and so this section will not apply.

A note on forms: The SJCDoh will, at its discretion, utilize forms that replace or supplement County forms. These forms and their use will be reviewed as part of new hire orientation, and at any time they are introduced, significantly modified, or eliminated from use. All employees should seek guidance from their direct supervisor to ensure they are using the correct forms for SJCDoh and County use.

## **Appendix C – Organization of the Department of Health as of January 2025**

