

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

Regular Meeting

**MINUTES**

February 21, 2024  
4:30 p.m.

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

**Members Present:**

John Linn, P.E.  
Michelle Migliore, DO  
Robert Hays, MD,  
Elizabeth Lindenman, MD  
Ellen Reilander, Esq.  
Jill Kaps VanBrouene

**Members Absent:**

Kristin Vincent, CNM  
Vacant Position  
Vacant Position

**Also Present:**

Diana Purushotham, MD  
Amy Ruppe  
Jennifer S. Parcell  
Mark Espich  
Carolyn Smith  
Robin Vida  
Renata Williams  
Ericka Tijerina

Alissa Balke  
Jodie Pairitz  
Tiffany Chukwuma  
Kim Dreibelbeis - Zoom  
Brett Davis  
Karen Teague  
Marcellus Lebbin, Counsel

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

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**

It is recommended the Board of Health members adopt the agenda for February 21, 2024.

There was a request to amend the agenda to include a Discussion and Vote to apply for the Safety PIN Grant.

Upon a motion by Michelle Migliore, DO., being seconded by Ellen Reilander, Esq. and unanimously carried, the agenda for February 21, 2024, was adopted as amended.

**III. APPROVAL OF MINUTES**

It is recommended the Board of Health members approve the minutes of the regular meeting of January 24, 2024.

Upon a motion by Michelle Migliore, DO., being seconded by Robert Hays, MD and unanimously carried, the minutes of the January 24, 2024, regular meeting of the St. Joseph County Board of Health were approved.

**IV. BOARD PRESIDENT ANNOUNCEMENTS**

There were no Board President announcements.

**V. HEALTH OFFICER PRESENTATION and REPORT**

24-01 Discussion – Health Officer’s Report  
Community, Access, Resources, and Education (CARE)  
Environmental Health  
Finance  
Food Services - Spotlight  
Health Outreach, Promotion & Education (HOPE)  
Nursing – Immunizations, Mobile Clinic & Public Health Nursing  
Vital Records  
Lead Report  
Health First Indiana (HFI)

Ellen Reilander, Esq asked questions on the Overdose Snapshot Pilot project. Robin Vida explained the purpose of the pilot project – she reiterated the more timely and accurate the overdose reports are the better we can respond.

Ellen Reilander, Esq. mentioned a pipe burst at a retail store and the fire department had to be called and several had to close due to no water. She asked if it had been resolved and for further information.

Carolyn Smith, Director of Food Services stated it was a strip mall on Western Avenue and one store opened back up immediately, the other stores opened two days later.

Carolyn Smith presented the Food Services and Pool Program spotlight.

Karen Teague presented the pool and spa program spotlight.

Ellen Reilander asked how long it takes to complete a typical inspection.

Carolyn Smith stated it depends on if the manager accompanies you, it could take up to 30-45 minutes.

Ellen Reilander asked if a new restaurant opens does the owner have some type of training requirements under Indiana law?

Carolyn Smith stated they are supposed to have someone certified in Food Safety Management. Typically, plans are submitted to the State, and we get them as well so we can see what ceilings and floors are made of, what type of equipment they are using, the placement of sinks, etc. When we go in and do an opening inspection that is just again making sure they did what they said, then they get a permit issued. In about four weeks we go out unannounced for an inspection.

**VI. NEW BUSINESS**

24-08 St. Joseph County Department of Health: Strategic Plan 2024-2028

John Linn asked that this be tabled until the March 20, 2024, meeting as he did not have a chance to review it in its entirety.

Upon a motion by Ellen Reilander, Esq. being seconded by Michelle Migliore, DO, and unanimously carried, the St. Joseph County Department of Health: Strategic Plan 2024-2028 was tabled to the March 20, 2024, meeting of the Board of Health.

**VII. GRANT REQUESTS**

24-09 Discussion and Vote – Apply – Immunization CoAg Grant

Upon a motion by Michelle Migliore, DO, being seconded by Robert Hays, MD and unanimously carried, permission to apply for the Immunization CoAg grant was sent to the County Commissioners favorably.

24-10 Discussion and Vote – Apply – Safety PIN Grant

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBruaene and unanimously carried, permission to apply for the Safety PIN grant was sent to the County Commissioners favorably.

**VIII. OLD BUSINESS**

There was no old business to discuss.

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

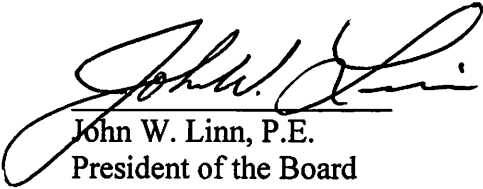
No one present signed in to speak during public comment.


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

March 20, 2024 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XI. ADJOURNMENT**

Upon a motion by Robert Hays, MD, being seconded by Michelle Migliore, DO., and unanimously carried, the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:34 p.m.

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

  
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Diana Purushotham, MD  
Secretary of the Board