

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
February 19, 2025
4:30 p.m.**

Join Zoom Meeting

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I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

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

III. APPROVAL OF MINUTES

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

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

25-08 Discussion and Vote - Health Officer's Report (January)

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

VI. NEW BUSINESS:

25-09 Job Description – Assistant Director of Finance

25-10 2024 St. Joseph County Department of Health Annual Report

VII. GRANT REQUESTS:

25-11 Discussion and Vote – Apply – PHEP

25-12 Discussion and Vote – Apply – Naloxone Kit Grant Opportunity

VIII. OLD BUSINESS:

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

IX. 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.

X. TIME AND PLACE OF NEXT REGULAR MEETING:

March 19, 2025 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

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

Regular Meeting

MINUTES

January 15, 2025
4:30 p.m.

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

Members Present:

John Linn, P.E., Chair
Elizabeth Lindenman, MD, Vice Chair
Jill Kaps VanBraeue
Robert Hays, MD
Kristin Vincent, CNM
Michael A. Harding, EdD.

Members Absent:

Ellen Reilander, Esq. - Zoom
Vacant Position
Vacant Position

Others 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	Emily Miller
Mark Espich	Marcellus Lebbin - Counsel

I. ELECTION OF OFFICERS

Marcellus Lebbin Esq. asked for nominations for 2025 Chair of the Board.

John Linn was nominated by Elizabeth Lindenman, MD, as Chair of the Board for 2025.

Upon a motion by Elizabeth Lindenman, MD being seconded by Robert Hays, MD, and unanimously carried, John Linn was appointed Chair of the Board.

Marcellus Lebbin, Esq. asked for nomination for Vice-Chair of the Board.

Elizabeth Lindenman, MD, was nominated by Robert Hays, MD, as Vice-Chair of the Board for 2025.

Upon a motion by Robert Hays, MD being seconded by Jill Kaps VanBraeue, and unanimously carried, Elizabeth Lindenman, MD was appointed Vice-Chair of the Board for 2025.

II. 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.

III. ADOPTION OF THE AGENDA

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

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried, the agenda for January 15, 2025, was adopted.

IV. APPROVAL OF MINUTES

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

Upon a motion by Jill Kaps VanBruaene being seconded by Elizabeth Lindenman, MD, and unanimously carried, the minutes of the December 18, 2024, meeting of the Board of Health were approved.

V. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President announcements.

VI. HEALTH OFFICER PRESENTATION and REPORT

- 25-01 Discussion and Vote – Health Officer’s Report (4th Quarter)
 - 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 brought to attention a couple of corrections to the Health Officer’s Report.
Environmental Health Report under Residential Replacement YTD 2023 Inspections should be

716 not 176. Food Services the Pool Complaints should be -66.7% and Pool Closings should be -26.8%, they are both being shown as positive in the report. On the budget there were some questions about the zeros in red versus zeros in black. It is just a programming error, there is no difference.

January is Radon Awareness Month and we have been getting the word out on Radon through social media and local news interviews.

Kristen Vincent, CNM asked how many test kits we have.

John Linn asked what we were doing to get the word out and Dr. Migliore responded that we have been doing social media blitzes, we also have contact with a couple of people to get it out in print as well.

Mark Espich, Director of Environmental Health spoke from the gallery and was unable to be heard in the recording.

Renata Williams, Director of Community Access, Resources and Education (CARE) explained the numbers in the 4th quarter because it looks like they dropped. Some of the partner areas were closed for the holidays, and we had quite a few CHW's on vacation.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD, and unanimously carried, the 4th quarter 2024 Health Officer's Report was approved as presented.

VII. NEW BUSINESS

25-02 Discussion and Vote – 2025 Budgets

- 2025 Budget – Local Public Health Services

There was a request to remove this item from the agenda by Amy Ruppe, Director of Finance.

Upon a motion by Jill Kaps VanBruaene, being seconded by Robert Hays, MD and unanimously carried 2025 Budget – Local Public Health Services was removed from the agenda.

- 2025 Budget – County-Wide Lead Initiative

Renata Williams, Director of CARE requested to appropriate the funds for the County-Wide Lead Initiative for the 2025 CHW salaries.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried 2025 Budget – County-Wide Lead Initiative was approved as presented.

- 2025 Budget – Health School Liaison

Ashley Helman, RN, Director of Nursing asked to appropriate funds are for the School Health Liaison and explained what the School Health Liaison has done in the past 9 months since it was just new in March of 2024.

Kristen Vincent, CNM asked if the grant from 2024 is still being used.

Ashley Helman, RN, stated it was still being used.

Michael A. Harding, EdD. asked about the donation of \$50,000.

Ashley Helman stated it was a special donation from the Barb and John Phair Foundation. When they heard about our program last year, they were so excited that they wanted to see every school in St. Joseph County receive \$500.00 to be able to request \$500.00 in items from the program.

Michael A. Harding, EdD. mentioned that each Hospital System has a “Community Fund” that they are required to give back to the community. Have we reached out to them?

Ashley Helman, RN, typically we have seen the opposite with school nurses in our county. They are employed by the major health systems in our community. Beacon and St. Joseph Hospital support the schools by employing the nurses, health aids, etc.

Michael A. Harding, EdD. hopes we would be able to fund more School Health Liaisons in the near future as this is a big task with 50,000 students.

Upon a motion by Michael Harding, EDd, being seconded by Robert Hays, MD and unanimously carried 2025 Budget – Health School Liaison was approved as presented.

- 2025 Budget – Health Local Health Services

Brett Davis, Vector Coordinator stated this is our legacy fund we are looking to use up most goes towards the Vector Coordinator salary and other benefits.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBraeue, and unanimously carried 2025 Budget – Health Local Health Services was approved as presented.

- 2025 Budget – Health Trust Fund

Brett Davis, Vector Coordinator stated this is another Legacy account that we are looking to zero out, funding is split between Vector Coordinator, Vector EHS, and other parts of the vector program.

Upon a motion by, Robert Hays, MD, being seconded by Elizabeth Lindenman, MD, and unanimously carried 2025 Budget – Health Trust Fund was approved as presented.

- 2025 Budget – NACCHO Mentor Program

Renata Williams explained this is from the 2023 NACCHO Mentor Program, we have hired a Health Promotions Specialist in September who has been working on mental health, and substance abuse education. We would like to spend down the money to purchase boxes and supplies.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD, and unanimously carried 2025 Budget – NACCHO Mentor Program was approved as presented.

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

Mike Wruble, Director of Operations explained the process to adopt the handbook began about three years ago through the County Council and Commissioners. The old handbook went back to 2000, so subject matter was fairly old.

Upon a motion by Betsy Lindenman, MD, being seconded by Michael Harding, EdD, and unanimously carried the Saint Joseph County Department of Health Supplement to the Saint Joseph County Indiana Handbook was approved as well Item 24-50 (below) replacing the December 7, 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.

- 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 (HFSJC) Committee

It was recommended to keep the Committees the same as 2024. (Items 25-04 through 25-07 were voted on together).

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD, and unanimously carried the Board of Health Personnel Committee, Finance Committee, Appeals Committee, and the Health First St. Joseph County (HFSJC) Committee members were approved and shall be: **Appeals:** John Linn, PE, Elizabeth Lindenman, MD, Ellen Reilander, Esq. **Finance:** John Linn, PE, Elizabeth Lindenman, MD, Jill Kaps VanBruaene, Kristin Vincent, CNM. **Health First St. Joseph County (HFSJC):** John Linn, PE, Elizabeth Lindenman, MD; Ellen Reilander; Esq. **Personnel:** John Linn, PE, Michael A. Harding, EDd, Elizabeth Lindenman, MD; Ellen Reilander, Esq.; Robert Hays, MD

IX. GRANT REQUESTS

There were no grant requests for consideration at this time.

X. OLD BUSINESS

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

Revisions were received earlier in the day, so, to allow time to review those revisions there was a request to table this to the February 19, 2025, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD, and unanimously carried, Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code, as tabled, was tabled to the February 19, 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, as tabled.

This item was discussed and voted on above under item 25-03 - Discussion and Vote – Saint Joseph County Department of Health Supplement to the Saint Joseph County Indiana Handbook.

XI. PUBLIC COMMENT (3 Minute Limit)

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

XII. TIME AND PLACE OF NEXT REGULAR MEETING

February 19, 2025 – 4:30 p.m. 4th Floor Council Chambers.

XIII. ADJOURNMENT

Upon a motion by Elizabeth Lindenman, MD being seconded by Robert Hays, MD, and unanimously carried, the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:18 p.m.

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

Michelle Migliore, D.O.
Secretary of the Board



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

Health Officer's Report of Unit Activities

January 2025

COMMUNICATIONS AND EVENTS

	Total Number of Releases by DoH	Media Stories Featuring DoH
Media Engagement	2 Unique 1 Public Notice 1 Media Roundtable 0 Press Conference	SB Tribune = 3 WSBT = 2 WNDU = 2 ABC57 = 3 WVPE = 0 IIB = 2

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions	Total Views (videos, posts, stories, and ads).
Social Media	23	230,513	2,248	760,009

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

In January, our team completed 98 Social Needs Assessments, identifying food, transportation, and health insurance as the top needs. We participated in 55 community outreach events, promoting our programs and providing health education. Our Maternal Infant Health CHWs saw 26 new patients across three Women's Care Center locations, completed 23 new requests for insurance navigation, and referred 16 patients to prenatal care. Additionally, our chronic disease health promotion specialist taught her first fall prevention class to 17 seniors.

COMMUNITY PARTNERSHIPS AND DEVELOPMENT

KPI Progress:

Collective KPI 1 122.78%

Collective KPI 2 295.91%

Collective KPI 3 228.50%

Collective KPI 4 261.57%

Collective KPI 5 401.00%

Collective KPI 6 134.50%

Collective KPI 7 173.30%

26/36 KPIs have a goal that has been reached.

As you can see, we saw significant increases in KPI progress during our Quarter 4 submissions with some organizations meeting or exceeding their KPIs. Collectively, we can see that 26/36 KPIs have a goal that has been reached.

Outside of KPI progress, financial reporting was completed for November. We are currently waiting for December's financial reporting. During this month, we collected contracts by December 27th, 2024, allowing all awardees to be executed in January. We also scheduled an internal Health First Indiana Committee to begin brainstorming for 2026 and scheduled HFJSC Office Hours for 2025 awardees.

ENVIRONMENTAL HEALTH

January is National Radon Action Month. As part of the St Joseph County Radon Free Homes Initiative, the Environmental team did a media round table to encourage St Joseph County residents to pick up a testing kit at the County-City Building or any St Joseph County Public Library. Awareness of the DOH Radon Initiative was also made public on Facebook, the South Bend Tribune, Inside Indiana Business, ABC57, and WNDU. Posters were hung around the County-City building to point the public and employees towards the 9th floor to obtain a kit. Staff filmed videos on how to set up the testing kit and filmed a remediation system being installed. Our team's attention to radon exposure allowed us to distribute 221 testing kits in January alone!

County Health Department

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

Valid: 01/01/2025-12/31/2025		Budget	January	February	March	YTD TOTALS		
REVENUE								
Beginning Balance		\$4,003,259.26				\$4,003,259.26		
Property, FIT, Excise, Vehicle Excise Tax						\$0.00		
Federal Reimbursements						\$0.00		
Miscellaneous Revenue						\$0.00		
TOTAL Tax, Fed Reimb and Misc Revenue			\$0.00	\$0.00	\$0.00	\$4,003,259.26		
Environmental Health			\$57,825.00			\$57,825.00		
Food Services			\$206,130.00			\$206,130.00		
Immunization Clinic (South Bend)			\$15,342.28			\$15,342.28		
Vital Records (South Bend)			\$46,180.00			\$46,180.00		
Immunization Clinic (Mishawaka)			\$6,752.00			\$6,752.00		
Vital Records (Mishawaka)			\$3,030.00			\$3,030.00		
Fees (Charge 2, Coroner Fee)			(\$6,527.50)			(\$6,527.50)		
Total Fee Revenue			\$328,731.78	\$0.00	\$0.00	\$328,731.78		
TOTAL REVENUE			\$328,731.78	\$0.00	\$0.00	\$4,331,991.04		
EXPENDITURES								
10000 Series	Budget	January	February	March	Expenditures	Unexpended		
11046 Director of Operations	\$76,650.00	\$8,844.24			\$8,844.24	\$67,805.76		
11055 County Health Officer	\$131,250.00	\$30,288.45			\$30,288.45	\$100,961.55		
11077 Admin. Assistant (3)	\$135,450.00	\$12,155.78			\$12,155.78	\$123,294.22		
11143 Registrars (3)	\$119,358.00	\$13,731.26			\$13,731.26	\$105,626.74		
11144 Nursing Registrars (2)	\$79,572.00	\$9,181.38			\$9,181.38	\$70,390.62		
11145 Staff Assistants (2)	\$79,572.00	\$10,583.13			\$10,583.13	\$68,988.87		
11151 Director of Vital Records	\$70,053.00	\$8,083.05			\$8,083.05	\$61,969.95		
11154 Asst. Director Vital Records	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74		
11155 Nurses/Other Medical (7)	\$415,861.00	\$47,992.00			\$47,992.00	\$367,869.00		
11161 Director of Env Health	\$70,053.00	\$8,083.05			\$8,083.05	\$61,969.95		
11162 Asst. Dir Environmental Health	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74		
11163 Director of Food Services	\$70,053.00	\$8,083.05			\$8,083.05	\$61,969.95		
11165 Asst Dir Food Services	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74		
11170 Director of CARE	\$70,053.00	\$8,083.05			\$8,083.05	\$61,969.95		
11172 Environmental Health Specialist (10)	\$515,970.00	\$45,364.20			\$45,364.20	\$470,605.80		
11174 Food Service Specialist (5)	\$286,650.00	\$33,075.00			\$33,075.00	\$253,575.00		
11183 Communications and Events Specialist	\$63,945.00	\$7,165.11			\$7,165.11	\$56,779.89		
11195 Public Health Coordinator	\$58,656.00	\$6,768.00			\$6,768.00	\$51,888.00		
11305 Deputy County Attorney	\$17,713.00	\$2,043.81			\$2,043.81	\$15,669.19		
11650 Executive Secretary	\$50,400.00	\$5,815.38			\$5,815.38	\$44,584.62		
11701 Director of Nursing	\$91,111.00	\$2,776.85			\$2,776.85	\$88,334.15		
11988 Director of Finance	\$76,650.00	\$8,844.24			\$8,844.24	\$67,805.76		
12010 Data Analyst	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74		
14800 FICA Taxes @ 7.65%	\$209,231.17	\$22,854.78			\$22,854.78	\$186,376.39		
14810 PERF @ 11.2%	\$304,340.60	\$29,798.71			\$29,798.71	\$274,541.89		
14840 Health Insurance @ \$18.500	\$814,000.00	\$203,500.00			\$203,500.00	\$610,500.00		
Total 10000 Series	\$4,062,371.77	\$562,627.56	\$0.00	\$0.00	\$562,627.56	\$3,499,744.21		
Acct	20000 Series	Budget	2024 PO's	January	February	March	Expenditures	Unexpended
21030 Office Supplies	\$22,742.00	\$39.00		\$475.80			\$475.80	\$22,305.20
22120 Garage & Motor Supplies	\$11,980.00	\$1,932.12		\$1,932.12			\$1,932.12	\$11,980.00
22148 Field Supplies	\$4,000.00	\$76.88		\$32.85			\$32.85	\$4,044.03
22328 Equipment Repairs	\$2,250.00	\$0.00		\$0.00			\$0.00	\$2,250.00
22406 Immunization Supplies	\$208,924.64	\$0.00		\$0.00			\$0.00	\$208,924.64
23243 Fuel Allocation	\$10,500.00	\$0.00		\$0.00			\$0.00	\$10,500.00
Total 20000 Series	\$260,396.64	\$2,048.00	\$2,440.77	\$0.00	\$0.00	\$2,440.77	\$257,955.87	
Acct	30000 Series	Budget	2024 PO's	January	February	March	Expenditures	Unexpended
31010 Legal Services	\$80,000.00	\$0.00		\$0.00			\$0.00	\$80,000.00
31070 Other Contractual Services	\$136,000.00	\$0.00		\$10,500.00			\$10,500.00	\$125,500.00
31150 Medical Services	\$3,000.00	\$300.00		\$519.45			\$519.45	\$2,780.55
32020 Travel/Mileage	\$13,941.00	\$0.00		\$110.00			\$110.00	\$13,831.00
32203 Cell Phones	\$20,025.00	\$0.00		\$3,045.38			\$3,045.38	\$16,979.62
32350 Postage	\$250.00	\$0.00		\$0.00			\$0.00	\$250.00
32550 Miscellaneous Costs	\$5,000.00	\$0.00		\$0.00			\$0.00	\$5,000.00
33128 Environmental Health	\$3,500.00	\$0.00		\$0.00			\$0.00	\$3,500.00
33243 Fleet Allocation	\$76,230.00	\$0.00		\$19,057.50			\$19,057.50	\$57,172.50
33368 Public Info & Educ	\$5,000.00	\$0.00		\$0.00			\$0.00	\$5,000.00
34030 Liability Insurance Coverage	\$187,406.00	\$0.00		\$46,851.50			\$46,851.50	\$140,554.50
36500 Service Contract	\$17,000.00	\$0.00		\$0.00			\$0.00	\$17,000.00
39010 Dues & Subscriptions	\$3,000.00	\$0.00		\$0.00			\$0.00	\$3,000.00
39600 Refunds, Awards & Indemnities	\$0.00	\$0.00		\$45.00			\$45.00	(\$45.00)
39750 Information Technology	\$5,000.00	\$0.00		\$474.10			\$474.10	\$4,525.90
Total 30000 Series	\$555,352.00	\$300.00	\$80,602.93	\$0.00	\$0.00	\$80,602.93	\$474,749.07	
Total Budget	\$4,878,120.41	\$2,348.00						
TOTAL EXPENDITURES				\$645,671.26	\$0.00	\$0.00	\$645,671.26	\$4,232,449.15
Total Unexpended								
Net (Monthly)				(\$316,939.48)	\$0.00	\$0.00		
FUND BALANCE				\$3,686,319.78	\$3,686,319.78	\$3,686,319.78		

Local Public Health Services

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

Valid: 01/01/2025-12/31/2025		Budget	January	February	March	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$2,048,859.05				\$2,048,859.05	
01412	State Grant		\$6,364,751.97			\$6,364,751.97	
	TOTAL REVENUE	\$2,048,859.05	\$6,364,751.97	\$0.00	\$0.00	\$8,413,611.02	
	EXPENDITURES						
Acct	10000 Series	Budget	January	February	March	Expenditures	Unexpended
11048	Vector Coordinator	\$60,638.00	\$0.00			\$0.00	\$60,638.00
11066	Vector/Env Health Specialist	\$57,330.00	\$0.00			\$0.00	\$57,330.00
11155	Nurses/Other Medical	\$66,657.00	\$7,434.82			\$7,434.82	\$59,222.18
11167	Community Health Workers (15)	\$629,327.00	\$0.00			\$0.00	\$629,327.00
11172	Environmental Health Specialist	\$57,330.00	\$6,615.00			\$6,615.00	\$50,715.00
11174	Food Service Specialist	\$57,330.00	\$6,615.00			\$6,615.00	\$50,715.00
11176	Assistant Director of CARE	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74
11180	School Health Liaison	\$66,657.00	\$0.00			\$0.00	\$66,657.00
11181	Lead Program Coordinator	\$4,410.00	\$500.78			\$500.78	\$3,909.22
11182	Director of Community Partnerships & Development	\$70,053.00	\$8,083.05			\$8,083.05	\$61,969.95
11196	Health Promotion Specialist (2)	\$110,250.00	\$12,721.14			\$12,721.14	\$97,528.86
11199	Perinatal Coordinator	\$59,535.00	\$6,869.43			\$6,869.43	\$52,665.57
11197	MIH Coordinator	\$66,657.00	\$0.00			\$0.00	\$66,657.00
11950	Part Time	\$13,125.00	\$0.00			\$0.00	\$13,125.00
14800	FICA Taxes @ 7.65%	\$105,678.00	\$4,197.64			\$4,197.64	\$101,480.36
14810	PERF @ 11.2%	\$153,256.00	\$6,296.38			\$6,296.38	\$146,959.62
14840	Health Insurance @ \$18,500	\$499,500.00	\$124,875.00			\$124,875.00	\$374,625.00
	Total 10000 Series	\$2,141,678.00	\$191,586.50	\$0.00	\$0.00	\$191,586.50	\$1,950,091.50
	Acct 20000 Series	Budget	January	February	March	Expenditures	Unexpended
21030	Office Supplies	\$47,539.00	\$66.58			\$66.58	\$47,472.42
22148	Field Supplies	\$476,250.00	\$37.99			\$37.99	\$476,212.01
22328	Equipment Repairs	\$100,000.00	\$0.00			\$0.00	\$100,000.00
	Total 20000 Series	\$623,789.00	\$104.57	\$0.00	\$0.00	\$104.57	\$623,684.43
	Acct 30000 Series	Budget	January	February	March	Expenditures	Unexpended
31015	Consultant Services	\$75,600.00	\$0.00			\$0.00	\$75,600.00
31059	Lead Program	\$9,000.00	\$0.00			\$0.00	\$9,000.00
31070	Other Contractual Services	\$6,000.00	\$0.00			\$0.00	\$6,000.00
32020	Travel/Mileage	\$12,070.00	\$0.00			\$0.00	\$12,070.00
32050	Conferences & Trainings	\$18,500.00	\$14.71			\$14.71	\$18,485.29
32203	Cell Phones	\$25,929.00	\$1,433.12			\$1,433.12	\$24,495.88
32350	Postage	\$6,000.00	\$0.00			\$0.00	\$6,000.00
32550	Miscellaneous Costs	\$348,318.96	\$12,754.91			\$12,754.91	\$335,564.05
32705	Other Services	\$1,500.00	\$0.00			\$0.00	\$1,500.00
33020	Advertising	\$81,302.57	\$11,140.57			\$11,140.57	\$70,162.00
33034	Grant	\$1,541,194.12	\$20,403.66			\$20,403.66	\$1,520,790.46
33100	Printing	\$37,500.00	\$112.32			\$112.32	\$37,387.68
33128	Environmental Health	\$283,557.00	\$1,860.00			\$1,860.00	\$281,697.00
33648	Rebinding Records	\$201,116.00	\$21,600.00			\$21,600.00	\$179,516.00
34030	Liability Insurance Coverage	\$50,000.00	\$12,500.00			\$12,500.00	\$37,500.00
36015	Contractual Services	\$19,200.00	\$4,600.00			\$4,600.00	\$14,600.00
37010	Rent - Bldgs & Office Space	\$636,475.00	\$0.00			\$0.00	\$636,475.00
39262	Chronic Disease Prevention	\$150,000.00	\$107.96			\$107.96	\$149,892.04
39263	Injury Prevention	\$150,000.00	\$32.72			\$32.72	\$149,967.28
39264	Maternal and Child Health	\$150,000.00	\$4,761.55			\$4,761.55	\$145,238.45
39268	Immunization	\$20,000.00	\$0.00			\$0.00	\$20,000.00
	Total 30000 Series	\$3,823,262.65	\$91,321.52	\$0.00	\$0.00	\$91,321.52	\$3,731,941.13
	Acct 40000 Series	Budget	January	February	March	Expenditures	Unexpended
44010	Equipment	\$19,000.00	\$0.00	\$0.00	\$0.00	\$7,588.00	\$11,412.00
	Total 40000 Series	\$19,000.00	\$0.00	\$0.00	\$0.00	\$7,588.00	\$11,412.00
	Total Budget	\$6,607,729.65					
	TOTAL EXPENDITURES		\$283,012.59	\$0.00	\$0.00	\$290,600.59	
	Total Unexpended						\$6,317,129.06
	Net (Monthly)		\$6,081,739.38	\$0.00	\$0.00		
	FUND BALANCE		\$8,130,598.43	\$8,130,598.43	\$8,130,598.43		

County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$114,202.02				\$114,202.02	
	TOTAL REVENUE	\$114,202.02	\$0.00	\$0.00	\$0.00	\$114,202.02	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker (4)		\$16,426.02			\$16,426.02	(\$16,426.02)
14800	FICA Taxes @ 7.65%		\$1,234.00			\$1,234.00	(\$1,234.00)
14810	PERF @ 11.2%		\$1,839.72			\$1,839.72	(\$1,839.72)
14840	Health Insurance @ \$18,500		\$0.00			\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$19,499.74	\$0.00	\$0.00	\$19,499.74	(\$19,499.74)
Acct	20000 Series						
21030	Office Supplies					\$0.00	\$0.00
22148	Field Supplies					\$0.00	\$0.00
	Total 20000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acct	30000 Series						
32020	Travel/Mileage					\$0.00	\$0.00
32050	Conferences & Training					\$0.00	\$0.00
32203	Cell Phones					\$0.00	\$0.00
32350	Postage					\$0.00	\$0.00
33368	Public Information & Education					\$0.00	\$0.00
39750	Information Tech					\$0.00	\$0.00
	Total 30000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$0.00					
	Total Expenditures		\$19,499.74	\$0.00	\$0.00	\$19,499.74	
	Total Unexpended						(\$19,499.74)
	Net (Monthly)		(\$19,499.74)	\$0.00	\$0.00		
	FUND BALANCE		\$94,702.28	\$94,702.28	\$94,702.28		

Health Immunization CoAg

LEAD: Ashley Helman

Valid: 07/01/2024-06/30/2025		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$42,636.57)				(\$42,636.57)	
02708	Federal/Grants Reimbursements		\$42,636.57			\$42,636.57	
05603	Return of 2 Year Warrant Funds		\$0.00			\$0.00	
	TOTAL REVENUE	(\$42,636.57)	\$42,636.57	\$0.00	\$0.00	\$0.00	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant		\$5,209.62			\$5,209.62	(\$5,209.62)
11155	Nurses/Other Medical		\$7,691.19			\$7,691.19	(\$7,691.19)
11781	Imm Outreach Coordinator		\$6,768.00			\$6,768.00	(\$6,768.00)
11193	Part Time (6)		\$22,949.71			\$22,949.71	(\$22,949.71)
14800	FICA Taxes @ 7.65%		\$3,211.41			\$3,211.41	(\$3,211.41)
14810	PERF @ 11.2%		\$2,202.90			\$2,202.90	(\$2,202.90)
14840	Health Insurance @ \$18,500		\$0.00			\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$48,032.83	\$0.00	\$0.00	\$48,032.83	(\$48,032.83)
Acct	20000 Series						
21030	Office Supplies		\$137.72			\$137.72	(\$137.72)
22406	Immunization Supplies		\$692.88			\$692.88	(\$692.88)
	Total 20000 Series	\$0.00	\$830.60	\$0.00	\$0.00	\$830.60	(\$830.60)
Acct	30000 Series						
32020	Travel /Mileage		\$0.00			\$0.00	\$0.00
32203	Cell Phones		\$599.90			\$599.90	(\$599.90)
33368	Public Info & Educ		\$0.00			\$0.00	\$0.00
36015	Contractual Services		\$1,922.90			\$1,922.90	(\$1,922.90)
	Total 30000 Series	\$0.00	\$2,522.80	\$0.00	\$0.00	\$2,522.80	(\$2,522.80)
Acct	40000 Series						
44010	Equipment		\$0.00			\$0.00	\$0.00
	Total 40000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$0.00					
	Total Expenditures		\$51,386.23	\$0.00	\$0.00	\$51,386.23	
	Total Unexpended						(\$51,386.23)
	Net (Monthly)		(\$8,749.66)	\$0.00	\$0.00		
	FUND BALANCE		(\$51,386.23)	(\$51,386.23)	(\$51,386.23)		

Health PHEP

LEAD: Cameron Harris

Valid: 07/01/2024-06/30/2025		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$521.53)				(\$521.53)	
02708	Federal/Grants Reimbursements		\$521.53	\$0.00	\$0.00	\$521.53	
	TOTAL REVENUE	(\$521.53)	\$521.53	\$0.00	\$0.00	\$0.00	
	EXPENDITURES						
Acct	10000 Series						
11195	Public Health Coordinator		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14800	FICA Taxes @ 7.65%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14810	PERF @ 11.2%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14840	Health Insurance @ \$18,500		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$0.00					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Unexpended						\$0.00
	Net (Monthly)		\$521.53	\$0.00	\$0.00		
	FUND BALANCE		\$0.00	\$0.00	\$0.00		

Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/30/2024-08/30/2025		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
02708	Federal/Grants Reimbursements					\$0.00	
	TOTAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker (8)		\$36,133.02			\$36,133.02	(\$36,133.02)
14800	FICA Taxes @ 7.65%		\$2,720.09			\$2,720.09	(\$2,720.09)
14810	PERF @ 11.2%		\$4,046.90			\$4,046.90	(\$4,046.90)
14840	Health Insurance @ \$18,500		\$0.00			\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$42,900.01	\$0.00	\$0.00	\$42,900.01	(\$42,900.01)
Acct	30000 Series						
31015	Consultant Services		\$6,300.00			\$6,300.00	(\$6,300.00)
32020	Travel/Mileage		\$140.01			\$140.01	(\$140.01)
32050	Conferences & Training		\$0.00			\$0.00	\$0.00
32203	Cell Phones		\$716.56			\$716.56	(\$716.56)
33368	Public Information & Education	\$683.90	\$14,325.29			\$14,325.29	(\$13,641.39)
36015	Contractual Services		\$297.00			\$297.00	(\$297.00)
	Total 30000 Series	\$683.90	\$21,778.86	\$0.00	\$0.00	\$21,778.86	(\$21,094.96)
	Total Budget	\$683.90					
	Total Expenditures		\$64,678.87	\$0.00	\$0.00	\$64,678.87	
	Total Unexpended						(\$63,994.97)
	Net (Monthly)		(\$64,678.87)	\$0.00	\$0.00		
	FUND BALANCE		(\$64,678.87)	(\$64,678.87)	(\$64,678.87)		

Health School Liaison

LEAD: Ashley Helman

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$1,413,586.35				\$1,413,586.35	
02708	Federal/Grants Reimbursements		\$0.00			\$0.00	
06400	Donations		\$0.00			\$0.00	
	TOTAL REVENUE	\$1,413,586.35	\$0.00	\$0.00	\$0.00	\$1,413,586.35	
	EXPENDITURES						
	Acct 10000 Series						
11180	School Health Liasion		\$7,735.96			\$7,735.96	(\$7,735.96)
14800	FICA Taxes @ 7.65%		\$585.35			\$585.35	(\$585.35)
14810	PERF @ 11.2%		\$866.43			\$866.43	(\$866.43)
14840	Health Insurance @ \$18,500		\$0.00			\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$9,187.74	\$0.00	\$0.00	\$9,187.74	(\$9,187.74)
	Acct 20000 Series						
21030	Office Supplies		\$0.00			\$0.00	\$0.00
24120	Medical Supplies		\$0.00			\$0.00	\$0.00
	Total 20000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Acct 30000 Series						
32020	Travel/Mileage		\$0.00			\$0.00	\$0.00
32050	Conferences/Trainings		\$0.00			\$0.00	\$0.00
32203	Cell Phones		\$89.57			\$89.57	(\$89.57)
32550	Miscellaneous Costs		\$0.00			\$0.00	\$0.00
33368	Public Info & Educ	\$850.85	\$820.85			\$820.85	\$30.00
39243	Donations		\$0.00			\$0.00	\$0.00
	Total 30000 Series	\$850.85	\$910.42	\$0.00	\$0.00	\$910.42	(\$59.57)
	Total Budget	\$850.85					
	Total Expenditures		\$10,098.16	\$0.00	\$0.00	\$10,098.16	
	Total Unexpended						(\$9,247.31)
	Net (Monthly)		(\$10,098.16)	\$0.00	\$0.00		
	FUND BALANCE		\$1,403,488.19	\$1,403,488.19	\$1,403,488.19		

Health Local Health Services

LEAD: Brett Davis

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$33,286.58				\$33,286.58	
	TOTAL REVENUE	\$33,286.58	\$0.00	\$0.00	\$0.00	\$33,286.58	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator					\$0.00	\$0.00
11066	Vector/Env Health Specialist		\$6,615.00			\$6,615.00	(\$6,615.00)
14800	FICA Taxes @ 7.65%		\$491.77			\$491.77	(\$491.77)
14810	PERF @ 11.2%		\$740.88			\$740.88	(\$740.88)
14840	Health Insurance @ \$18,500		\$0.00			\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$7,847.65	\$0.00	\$0.00	\$7,847.65	(\$7,847.65)
	Total Budget	\$0.00					
	Total Expenditures		\$7,847.65	\$0.00	\$0.00	\$7,847.65	
	Total Unexpended						(\$7,847.65)
	Net (Monthly)		(\$7,847.65)	\$0.00	\$0.00		
	FUND BALANCE		\$25,438.93	\$25,438.93	\$25,438.93		

Health Trust Fund

Lead: Brett Davis

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$214,459.66				\$214,459.66	
	TOTAL REVENUE	\$214,459.66	\$0.00	\$0.00	\$0.00	\$214,459.66	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator	\$6,996.69				\$6,996.69	(\$6,996.69)
11066	Vector/Env Health Specialist	\$0.00				\$0.00	\$0.00
11950	Part Time (\$17/hour)	\$0.00				\$0.00	\$0.00
14800	FICA Taxes @ 7.65%	\$529.50				\$529.50	(\$529.50)
14810	PERF @ 11.2%	\$783.63				\$783.63	(\$783.63)
14840	Health Insurance @ \$18,500	\$0.00				\$0.00	\$0.00
	Total 10000 Series	\$0.00	\$8,309.82	\$0.00	\$0.00	\$8,309.82	(\$8,309.82)
Acct	20000 Series						
21030	Office Supplies	\$0.00				\$0.00	\$0.00
22120	Gas/Motor Supplies	\$0.00				\$0.00	\$0.00
22148	Field Supplies	\$0.00				\$0.00	\$0.00
	Total 20000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acct	30000 Series						
32020	Travel /Mileage	\$0.00				\$0.00	\$0.00
32050	Conferences & Trainings	\$0.00				\$0.00	\$0.00
32203	Cell Phones	\$268.71				\$268.71	(\$268.71)
32350	Postage	\$0.00				\$0.00	\$0.00
33368	Public Info & Educ	\$0.00				\$0.00	\$0.00
33938	Vector	\$0.00				\$0.00	\$0.00
36500	Service Contract	\$0.00				\$0.00	\$0.00
39750	Information Technology	\$0.00				\$0.00	\$0.00
	Total 30000 Series	\$0.00	\$268.71	\$0.00	\$0.00	\$268.71	(\$268.71)
Acct	40000 Series						
44010	Equipment	\$5,349.90	\$5,349.90			\$5,349.90	\$0.00
45010	Vehicles		\$0.00			\$0.00	\$0.00
	Total 40000 Series	\$5,349.90	\$5,349.90	\$0.00	\$0.00	\$5,349.90	\$0.00
	Total Budget	\$5,349.90					
	Total Expenditures		\$13,928.43	\$0.00	\$0.00	\$13,928.43	
	Total Unexpended						(\$8,578.53)
	Net (Monthly)		(\$13,928.43)	\$0.00	\$0.00		
	FUND BALANCE		\$200,531.23	\$200,531.23	\$200,531.23		

CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

NACCHO Mentor Program

LEAD: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$38,187.19				\$38,187.19	
	TOTAL REVENUE	\$38,187.19	\$0.00	\$0.00	\$0.00	\$38,187.19	
	EXPENDITURES						
Acct	30000 Series						
31015	Consultant Services					\$0.00	\$0.00
32020	Travel/Mileage					\$0.00	\$0.00
32550	Miscellaneous Costs					\$0.00	\$0.00
33020	Advertising					\$0.00	\$0.00
33100	Printing					\$0.00	\$0.00
	Total 30000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$0.00					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Unexpended						\$0.00
	Net (Monthly)		\$0.00	\$0.00	\$0.00		
	FUND BALANCE		\$38,187.19	\$38,187.19	\$38,187.19		

FOOD SERVICES

All food establishment permits are required to be renewed by January 31st, of each year. Approximately 52% of the 1744 entities that held food permits, at the beginning of 2025, had renewed their permits, by January 31st. A 75% late fee is added, to the permit renewal fee, for all establishments that do not renew their permit by January 31st. This year's renewal season had the added challenges of county system glitches, retirement of our staff assistant, and the extended absence of our Administrative Assistant, due to illness. The Assistant Unit Director and one inspector worked every day retrieving, reviewing, processing applications and then mailing permits. Additional inspection staff also assisted daily.

January 7 - Fire at Popeyes Lincoln Way West. Area inaccessible, boarded entry. Further assessment/remediation will be completed prior to calling for a Re-opening inspection.

January 11 - Call received, at 8 PM from Assistant Fire Chief Derek Erquhart, about unreported fire and related activities that occurred earlier in the day, at the McDonald's located at 1850 Lincoln Way East, SB. After speaking with Chief Erquhart, communication was made with McDonald's shift manager, Tyler Perez and GM, Kristen Turnage and it was determined that appropriate protocols had been followed relative to cleanup and food safety/sanitization. The establishment was given a verbal approval to continue their operation. An onsite follow-up was conducted on 1-12-2025. No residue or evidence of ansul discharge was visible on equipment or supplies on or around the deep fryers were ansul discharge occurred.

January 22 - Call received from SB Fire requesting a Food Safety Inspector at the South Bend Public House at the Dinosaur Museum. Ansul system had been triggered by a cook. The inspector found the suppression chemical coating all equipment in the kitchen area and portions of the service station. The kitchen was closed for the day until the Ansul System could be reset and the entire kitchen area, equipment and utensils were cleaned and sanitized. A follow-up inspection was made the next day and the establishment was approved to reopen.

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 μ g/dL is considered elevated. Any confirmed result of 5 μ g/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9 μ g/dL are monitored until the level drops to below 3.5 μ 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 February 1, 2025, the report will include all lead tests drawn in December of 2024.

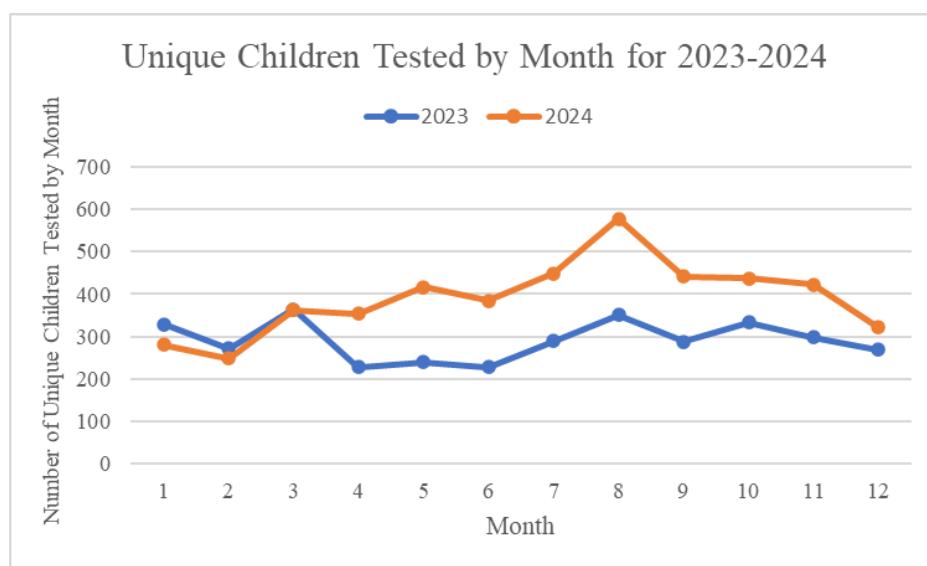
Tests drawn from December 1, 2024 – December 31, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	29	37	0	66
0.1-<2	20	92	56	168
2-3.4	20	23	10	53
3.5-4.9	6	8	1	15
5-9.9	6	7	2	15
10-19.9	1	2	0	3
20-29.9	0	0	0	0
30-39.9	1	0	0	1
40-49.9	0	0	0	0
\geq50	0	0	0	0
Total	83	169	69	321

There were 44 duplicate tests in the month of December, 321 unique children were tested.

2024 YTD = 4,693

2023 YTD = 3,484



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	December 2024	YTD 2024
46613	3 elevated	55 elevated
46628	7 elevated	50 elevated
46619	1 elevated	48 elevated
46614	1 elevated	29 elevated
46601	1 elevated	21 elevated
46545	2 elevated	21 elevated
46544	0 elevated	18 elevated
46615	1 elevated	15 elevated
46616	0 elevated	14 elevated
46637	1 elevated	10 elevated
46530	1 elevated	6 elevated
46617	0 elevated	3 elevated
46574	1 elevated	3 elevated
46552	0 elevated	1 elevated
46635	0 elevated	1 elevated
46561	0 elevated	1 elevated
46554	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
January 2025	0	0	January 2025	0

YTD	# of events	# of tests
YTD 2025	0	0
YTD 2024	1	0

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 ≥ 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 1/31/2025

Case Management	Case Monitoring	Unconfirmed Cases
86	75	54

Risk Assessments

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

Activity	Jan 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
A. Lead Risk Assessments	9	4	8	2	2
i. EBLL Assessments	3	2	6	2	0
ii. Parent Requests	6	2	2	0	2
B. Clearances	8	9	3	3	2

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

YTD	# of events	# of tests
YTD 2024	75	369

Case Numbers

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

Current Case Numbers as of 10/31/2024

Case Management	Case Monitoring	Unconfirmed Cases
87	100	70

Risk Assessments

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

Activity	October 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
C. Lead Risk Assessments	13	120	98	61	62	46
iii. EBLL Assessments	4	47	49	27	18	18
iv. Parent Requests	9	73	49	34	44	28
D. Clearances	9	80	55	14	18	22

NURSING

Immunizations

Across our three clinics, we served 135 adults and 148 children, totaling 283 unique individuals. The staff has administered 565 immunizations. Our vaccinators worked on updating their annual vaccine training for 2025.

Mobile Immunization Team

In January, our mobile immunization team provided vaccines at local schools, including one clinic after school dismissal for parents' convenience. They collaborated with community partners, holding clinics on a Saturday and one evening for influenza and COVID-19 vaccines. They also offered these vaccines at a low-income housing complex where transportation to care could be a barrier.

Our team continued their outreach to nursing homes, where they shared recommendations about vaccines for the respiratory season and what services the mobile immunization team can offer. In addition, they collaborated with St Joseph County Community Health Workers to plan a clinic for pregnant mothers and their families during one of their upcoming EMBER classes. They will offer education and vaccines to keep family members healthy and to protect their newborns.

Clinics

1/8/2025 Adams High School

1/15/25 Paramount School of Excellence

1/22/2025 Karl King Tower

1/25/2025 Virginia M. Tutt Branch Library (Miami Village neighborhood Association)

1/27/2025 La Casa De Amistad

Public Health Nursing

There were 30 animal bites and 39 communicable disease cases in December. We presented a quarterly update for local providers with a focus on vaccine preventable illness, respiratory virus updates, and lead.

School Health

Our school health liaison supplied support for county k-12 schools, including 65 separate school contacts made via phone, email, and in person. The school liaison represented the Department of Health as a member of the School City of Mishawaka & South Bend Community School Corporation Wellness Committees. Physical resources were distributed to 30 local schools.

TB

Tuberculosis					
	Jan 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	72	72	50	26	123
Nurse Visits	45	45	38	28	14
QFT Ordered	11	11	2	1	1
CXR	0	0	0	0	0
New Active Cases	0	0	0	0	0
Active TB Cases Following	2	2	2	1	5
Latent TB Cases Following	42	42	35	28	16

VITAL RECORDS

	<u>Records Filed in Jan 2025</u>	<u>YTD 2025 Occurrences</u>	<u>YTD 2024 Occurrences</u>
<u>Statistics*</u>			
Total Births	320	320	324
Total Deaths	284	284	314
Paternities	3	3	5
Corrections	2	2	0
Genealogy	0	0	0
	<u>YTD 2025- Requestors</u>	<u>YTD 2025- Number of Records Issued</u>	<u>YTD 2025 Pending Requests</u>
Birth Cert Asst.	9	7	2
	<u>Records Issued Jan 2025</u>	<u>YTD 2025 Issued</u>	<u>YTD 2024 Issued</u>
Birth Certs Total	1016	1016	904
Death Certs Total	2274	2274	1457

Birth & Death data reflected as of 02/10/2025.

*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

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

POSITION: Assistant Director of Finance
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 2025
DATE REVISED: NA

STATUS: Full Time
FLSA STATUS: **TBD**

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

Incumbent serves as Assistant Director of Finance for the St. Joseph County Department of Health (DoH), responsible for assisting the Director of Finance in maintaining DoH financial and accounting operations. This position will also perform payroll duties, manage DoH fleet vehicles, oversee APRA functions, and will be the Billing Specialist for services rendered by the Nursing unit.

DUTIES:

Performs DoH accounts receivable/payable functions and serves as purchasing agent for all DoH units.

Reviews and approves all departmental requests sent to the County Commissioners and County Council, including, but not limited to, travel requests, budget and grant appropriations, training requests and purchases.

Serves as the DoH Billing Specialist for the Nursing and Environmental units. Will oversees all aspects of the billing processes including but not limited to: Preparing, submitting, and processing claims to Medicare, Medicaid, and third-party payers for payment of services rendered. Will prepare and mail billing statements to our consumers, businesses, laboratories, physicians and others for payment of services rendered. Will process received payments, work accounts appropriately, and provide follow-up communication to collect outstanding balances.

Will assist Director of Finance with various duties as needed. Areas may include budgeting, department accounting, financial reporting.

Will perform and oversee payroll functions for the department. Will provide guidance and assistance to unit directors and their designees for payroll.

Will manage the DoH's fleet of county vehicles in conjunction with the Director of Fleet Services.

Will oversee the DoH portion of APRA (American Privacy Rights Act) Request process. Will coordinate with County staff and DoH unit staff to determine appropriate and timely responses.

Assist the Director of Finance and other staff with grant funding activities. This may include investigating grants, writing and applying for grants, providing assistance to unit directors and staff, documenting deliverables, etc.

May help provide coverage for the Executive Administrative Assistant in his/her absence or as needed.

Incumbent is required to occasionally work extended, evening and/or weekend hours and may travel out of town for meetings/conferences, sometimes overnight.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Minimum of an Associate's degree in business required. Baccalaureate Degree in finance, accounting, or business management with a minimum two (2) years' experience in financial management (or demonstrated work experience) preferred.

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

Thorough knowledge of bookkeeping and financial accounting, with ability to perform arithmetic operations, maintain complete and accurate accounting records, and prepare related reports and documents as required.

Ability to effectively communicate with co-workers, other County departments, vendors, and the public.

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

Ability to maintain current knowledge of applicable statutes and guidelines, adapt to changes in procedures, and solve problems that are new or unusual, such as grant accounting and other uncommon financial situations.

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

II. DIFFICULTY OF WORK:

Incumbent's work is broad-ranging and often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with generally applicable procedures and legal guidelines, exercising judgment to effectively administer, assess and improve Department operations, supervise personnel, respond to complaints, and ensure compliance with legal requirements. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and seasonal deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, procedures, or expenditures are thought necessary. On rare occasions, decisions are made in the absence of specific policies/procedures and/or guidance from supervisor. Work is primarily reviewed for accuracy and completeness. Errors in work are usually detected or prevented through standard bookkeeping checks or notification from other departments or agencies. Undetected errors could result in inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, vendors, and the public for purposes of exchanging information and negotiating/resolving problems.

Incumbent reports directly to the Director of Finance.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, keyboarding, bending, reaching, crouching/kneeling, close vision, speaking clearly, and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Yes No

Applicant/Employee Signature

Date

Print or Type Name

Assistant Director of Finance

Health

Factors: COMOT

Status: Full Time

FLSA Status: Exempt

Written: February 2025

Revised: NA

Incumbent: **TBD**

Disc: St. Joseph County

File: Assistant Director of Finance

Approved by Board of Health: **TBD**

DRAFT

Annual Snapshot 2024



Dear St. Joseph County Neighbors,

The St. Joseph County Department of Health (SJCDoH) began work on our 2024-2028 strategic plan to improve the health and education of our community. Dr. Diana Purushotham, MD, passed the baton to me as Health Officer in June 2024, but has fortunately remained as a trusted consultant for our team. We appreciate her ongoing guidance in delivering our mission and vision.

Our strategic plan includes goals to:

- Improve community education
- Develop community partnerships
- Strengthen the structure of our SJCDoH
- Improve the public's experience with the SJCDoH
- Develop impactful and evidence-based programming
- Strengthen SJCDoH services and programming

As our Annual Report for 2024 demonstrates, we have had a busy year. I am proud of our department's work, their commitment to public service and their dedication to improving the education and health of our community.

In 2024 we achieved significant growth in our ability to serve our community to improve public health. We focused on improving Infant and Maternal health, screening more children for blood lead levels, improving our childhood immunization rates, beginning a pilot radon testing program, building an Addictions, Substance Use and Mental Health program, as well as creating a school health liaison position in the SJCDoH.

This was the inaugural year for our state's Health First Indiana initiative and an opportunity to increase our use of evidence-based programming and data collection. We have been building relationships with community health partners and formulated a plan to better deliver all our core public health services.

The SJCDoH has embarked on several new initiatives. A few notable ones include:

- A school health liaison to support school health staff and administration
- Building a Maternal-Fetal Health program from the ground up: EMBER
- Increasing our Lead testing, education and remediation to record numbers
- Beginning the first county-wide Radon testing program in Indiana
- Expanding our already top-notched Indiana Vector program
- Starting robust educational programs for Seniors in hypertension, diabetes, obesity, and nutrition
- Growing our community partnerships

As we move into 2025, I am very excited about bolstering our programming opportunities and initiatives. We will continue to use our 2024-28 Strategic Plan to carry out our Vision of "Optimal health for a thriving St. Joseph County," and our mission "To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy of all who reside in and visit St. Joseph County."

I appreciate the opportunity and privilege of leading the SJCDoH. We look forward to making strides in improving our community's health, and the DOH remains prepared to professionally serve our county to the best of our abilities.

Respectfully,

Dr. Michelle Migliore

Health Officer

Our Organization



OUR VISION

Optimal health for a thriving St. Joseph County

OUR MISSION

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

Board of Health

The Board of Health sets policy and oversees the Department of Health. It is composed of community members appointed by the mayors of South Bend, Mishawaka, the County Council, and the County Commissioners.

Chairman —John W. Linn, PE

Vice Chairperson—Elizabeth Lindenman, MD

Counsel—Marcel M. Lebbin, Esq.

Member(s) - Robert Hays, MD, Michael A. Harding, EdD., Ellen Reilander, Esq., Jill Kaps VanBraeue, Kristin Lynn Vincent, CNM

Health Officer

Michelle Migliore, D.O.

(June 7th, 2024 - Current)

Diana Purushotham, M.D.

(July 24, 2023—June 6th, 2024)

The Health Officer is the chief executive of the Department of Health. Dr. Migliore brings her passion for helping others to the department.

Administration

Health Officer—Michelle Migliore, D.O. (June 7th, 2024 - Current)

Diana Purushotham, M.D. (July 24, 2023—June 6th, 2024)

Director of Operations—Michael Wruble

Director of Finance—Amy Ruppe

Executive Administrative Assistant—Jennifer Parcell

Data Analyst(s) - Brandon Gary, Peter Duffey

Our Organization: Units and Staff



Environmental Health

Director—Mark Espich
Assistant Director— Briannah McCall
Administrative Assistant—Melanie Martinez
Staff Assistant— Jozie Mikel
Vector Coordinator—Brett Davis
Vector/Environmental Health Specialist—
Josiah Hartman
Environmental Health Specialists— David
Ekkens; Jeff Murawski; Jessica Dilling; Kara
Dishman; Kately Myers; Patrick Sovinski;
Stephan Sass

Nursing

Director—Jodie Pairitz (11/14/2024), Ashley
Helman
Administrative Assistant—Mary Vanvooren
Registrars—Ana Otero-Torres, Loida Acosta,
Marisol Cruz-Casteneda, Paula Sulentic
Immunization Outreach Coordinator—Emily
Miller
Immunization Nurses—Delores Washington,
Kayla Mondich, Abby Maxwell, Stephanie
Swanson, Elaine Flemming
Public Health Nurses—Lauren Gunderson, Lori
Montgomery, Page Dewald, Vicki Figueroa
Disease Investigation Specialist(s) - Danielle
Sims, Fran Woodcox, Micaela Enright

Food Services

Director—Carolyn Smith
Assistant Director—Karen Teague
Administrative Assistant— Sarah DeFreeuw
Food Safety Inspection Officer— Jamie Young,
Jacob Parcell, Kaitlyn Hammes, Lynette Wes-
by, Melissa Papp, Sara Schaefer

Communications and Events

Communication & Events Specialist—Matt Gotsch

Community Partnerships and Development

Director—Jenna Rose

Emergency Preparedness

Public Health Coordinator— Cameron Harris

Vital Records

Director—Ericka Tijerina
Assistant Director—Denise Kingsberry
Registrars— Angie Weatherspoon, Lisa Murray, Shannon Koziatek

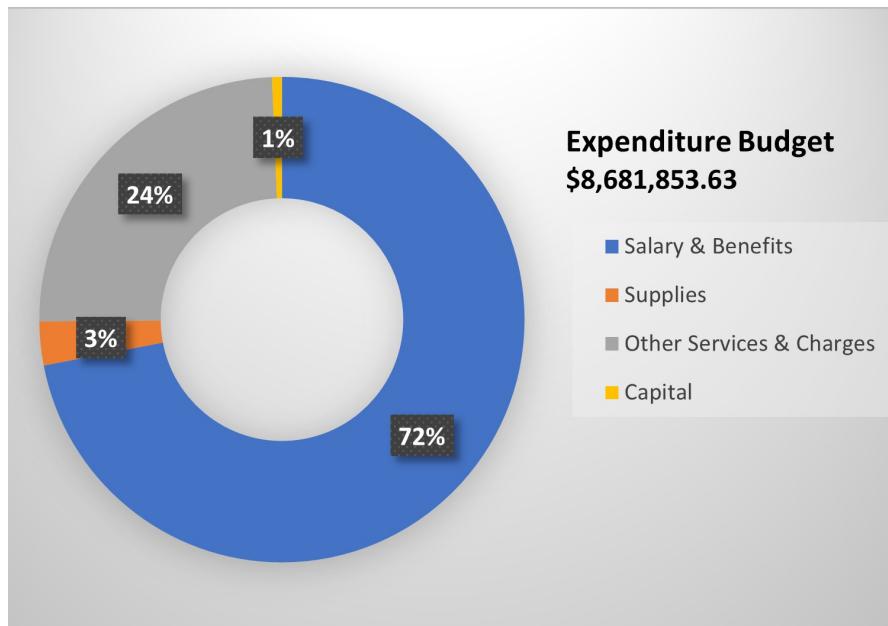
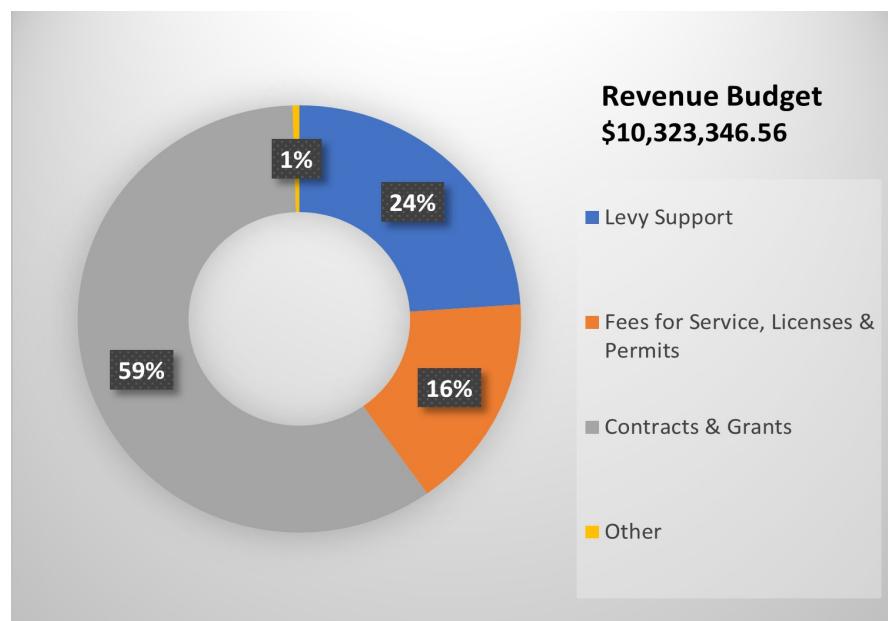


Community Access, Resources, and Education

Director—Renata Williams
Assistant Director—Alissa Balke
Administrative Assistant—Amy Schnick
MIH Coordinator—Chaquisha Jordan
Health Promotion Specialist—Tiffany Chukwuma
Health Promotion Specialist—Lindsey Stevenson
Prenatal/Perinatal Lead Program Coordinator—Nancy Coiro

Community Health Workers—Andrea Romo; Andrea To-
bar; Jessica Robinson; Jonathan Carmona; Kayla Clemons;
Kim Dreibelbis; Koraima Lopez-Santacruz; LaRhonda
Hosea; LaShawna Love; Maria Canul; Mercedes Lopez;
Veronica Escobedo; Virginia Solis

Financials



Environmental Health Unit



LEAD

The St. Joseph County Department of Health's lead risk assessors completed a record-breaking 147 lead risk assessments. This is up 26% from 2023. The Environmental health team, in conjunction with the Nursing Unit, held a Lead Free by 3 Conference that hosted local property owners and landlords to discuss Indiana laws regarding lead-based paint for rental properties. Additionally, the Environmental Unit utilized Health First Indiana funds to train 11 maintenance workers to be certified in lead-based paint remediation, thus preventing tenants from being exposed to lead paint residue in homes built before 1978.

RADON

The Environmental team launched their Radon pilot program in June of 2024. The team distributed 337 radon test kits throughout St. Joseph County with 91 turning their kits in for results, providing a 27% return rate. Of those returned, 23 resulted in elevated levels of radon. Roughly 1 in 4 homes in St. Joseph County have elevated levels of radon. Radon kits are available for pickup at the County-City Building and every public library in St. Joseph County.

VECTOR CONTROL

There was a large investment of personnel and resources towards the Vector program in 2024. The dedicated Vector program led to the drastic increase (1444%) in inspections performed, and mosquito populations county-wide were subsequently down 37% compared to 2023. Control efforts also contributed to a dramatic decrease in West Nile Virus positive test pools, and no human cases were documented in St. Joseph County.

NUMBERS AT A GLANCE

- Conducted 147 lead risk assessments
- Conducted 1,008 septic inspections/consultations
- Conducted 157 Wellhead Protection Area inspections
- Conducted 88 routine massage establishment inspections and 35 tattoo/body piercing establishments
- 811 complaint responses regarding housing:
 - Pests
 - Cleanliness
 - Water shutoff
 - Waste disposal
- Sent 454 Orders of Abatement

Nursing Unit



IMMUNIZATIONS

In 2024, the mobile team made a remarkable impact by providing essential vaccines across the county, particularly in underserved areas. The team's flexible schedule allowed for evening and weekend clinics, cutting through barriers of location, time and accessibility. The mobile team partnered with HealthLinc to provide holistic healthcare and, with Real Services to reach a wider audience. Local schools also welcomed the mobile team, resulting in higher immunization rates for students. One day, the mobile team administered 99 shots!

Our South Bend and Mishawaka immunization clinics are open Monday through Friday, and provide vaccines for infants, school, seasonal illnesses, and travel, along with vaccine education. Our staff provide compassionate care to people of all backgrounds while supporting the control of vaccine-preventable illness. In 2024, our three teams administered 7,514 vaccines to 3,763 individuals

SCHOOL HEALTH

In 2024 we were excited to add a full-time school health liaison to our team. The liaison provides support to all K-12 schools in our county. This includes in-person support (training, screenings, etc.), phone and email support (over 120 contacts from schools thus far this school year), and supporting wellness policy (by serving on wellness committees in multiple districts).

We held our first annual School Health Conference in September, to build relationships and provide educational updates. We also developed and launched a community partner program to provide community support to schools for clothing, hygiene, and food items. We were able to support schools with health supplies, including testing equipment, durable equipment, emergency supplies (including 20 AEDs), and single-use items.

NUMBERS AT A GLANCE

- Mobile Clinics
Conducted: 118
- Immunizations
Provided: 7,514
- Number of Individuals
Immunized: 3,763
- Active TB Case
Management: 6
- Directly Observed
Therapies (DOT): 505
- Nurse Visits by TB
Nurse Lauren
Gunderson RN and
Disease Investigation
Specialist (DIS) Danielle
Sims: 405
- Lead Managed Cases
(>5ug/dL): 48
- Lead Monitoring Cases (3.5-
4.9ug/dL): 335

Nursing Unit (cont.)



Tuberculosis (TB)

The TB team provides directly observed therapy (DOT) and case management services for persons with active TB disease and latent TB infection. Patients receive medication through the St. Joseph County Department of Health at no cost. Our TB team also assists the refugee clinic with state requirements regarding TB. They work closely with immigrants and refugees with TB Class B status to fulfill CDC requirements. In addition, the team provides education and contact tracing for anyone exposed to active TB. They are a resource to local healthcare providers regarding TB.

In 2023 we began offering a new service at our clinic called a QuantiFERON Gold Plus (TB blood test) at an affordable price of \$35 and we have continued to grow this service throughout 2024. This year, we are adding necessary equipment to control specimen temperatures, which reduces the limitations on collecting and testing samples.



PUBLIC HEALTH NURSING

In our Nursing Unit, the Lead Disease Investigation Specialist receives all elevated blood lead levels (EBLLs) from the Indiana Department of Health and assigns each case to either a Public Health Nurse or a Community Health Worker to investigate. Public Health Nurses and Community Health Workers provide case management services for children under the age of 7 with confirmed lead levels greater than 5 $\mu\text{g}/\text{dL}$. In 2024 we began reaching out to local clinical providers to strengthen relationships and to review guidelines on childhood lead poisoning prevention, testing, and reporting. We hosted the Department of Health's first Lead Free By 3 Workshop and Luncheon. We hosted local property owners and clinical providers to discuss lead poisoning and reducing lead exposure in our community. We also visited four providers' offices individually and spoke with their staffs about the importance of testing and reporting.

Public Health Nursing assisted with 545 Animal Bites and, excluding Covid-19, 1,571 Communicable Disease cases. We are fully staffed and have resumed responsibility for all local health department investigations. The Nursing Division looks forward to providing the residents of St. Joseph County with needed resources and education to prevent the spread of infectious disease.

Food & Pool Services Unit



FOOD SERVICES

Our Certified Food Protection inspection staff supports the Health Department's vision of 'Optimal health for a thriving St. Joseph County by ensuring consumers are served safe, wholesome food that is prepared in a sanitary environment and is honestly presented'. Each inspection is a compliance investigation, designed to insure food handlers adhere to food safety rules and regulations. 3204 routine and 714 temporary food inspections were completed in 2024. Inspectors provide information and education on risk factors identified by industry as being more likely to contribute to food-related illness. Safeguarding the consumer's health and wellness is the main goal of any inspection.

TEMPORARY EVENTS

Temporary food operations present unique circumstances that can require even more vigilant adherence to safe food handling guidelines. In addition to temperature and handwashing requirements, food prepared and served outside may be at higher risk for environmental contamination. The 276 temporary events in 2024 included, but were not limited to, annual fairs, festivals, sporting events, a two-day multicultural Fusion Festival, and Notre Dame's playoff game against Indiana University. Our inspectors completed 714 temporary inspections last year.

POOL SERVICES

In accordance with 410 IAC 6-2.1, all public and semi-public pools and spas, both annual and seasonal, in St. Joseph County, are permitted and inspected. There were 149 pools/spas permitted in 2024. Pool inspections may include checking water quality and cleanliness, reviewing bacterial reports, verifying that life saving and safety equipment is present and in good repair, checking for posted warning signs, and ensuring the pool and surrounding areas are clean, sanitary, and free from defect.

NUMBERS AT A GLANCE

- Service Complaints: 162
- Food Store Complaints: 26
- Perfect Inspections certificates: 980
- Abatement Correspondence: 9
- Opening Inspections: 167
- Retail Inspections : 3204
- Temporary Events: 276
- Temporary Inspections: 714
- Possible Food Borne Illness Investigations: 3
- Smoking Complaints: 1
- Fire Investigations: 9
- Pool Inspections: 137
- Pool Consultations: 0
- Pool complaints: 2
- Pools Closed: 90

Vital Records Unit



BACKGROUND and UPDATES

St. Joseph County Vital Records provides records for birth and death events that occurred in St. Joseph Co., IN. Gladly serving in two locations, our offices offer appointments to establish paternity and correct minor changes to birth certificates. We offer the additional service of online ordering through our webpage or utilizing a third-party vendor for overnight requests.

Our team consists of five registrars in our South Bend location, and one in our Mishawaka office. Together, we offer over 70 years of experience.

We continue to work closely with community partners and utilize in-house programs to better serve our community. We have incorporated a birth certificate assistance program that can be accessed through our CARE unit. An upcoming project includes a paperless application process within our office as an effort to become more environmentally friendly. Completed projects include the rebounding of all birth and death record books in our South Bend location, and the addition of a new microfilm imaging reader.

Vital Records will continue working toward new and innovative ways to efficiently serve the people of St. Joseph County and beyond.

Numbers at a Glance

- Total Births: 4047
- Total Deaths: 3215
- Births Records
Issued: 14,499
- Deaths Records
Issued: 18,268
- Corrections/
Amendments: 31
- Correction/
Amendment Copy: 1
- Paternities: 62
- Paternity Copy: 76

Emergency Preparedness Unit



EMERGENCY PREPAREDNESS

The focus of 2024 year was Community Preparedness and fostering partnerships to provide supplies, resources, and educational items to keep St. Joseph County residents and guests better protected. Our Local Public Health Coordinator has forged and reconnected relationships with emergency responders, community groups, emergency management, and our volunteers.

SAFETY BAGS

Safety bags provide some of our more vulnerable community members items that are necessities to stay healthy. Over the summer, 50 summer safety bags with hygiene packs, first aid kits, cooling towels, tick removal information, hand sanitizer, and summer safety information were assembled using PHEP grant funds. Community organizations were able to provide much needed supplies to individuals and families that needed them. This led to providing Halloween safety bags for our Cops & Goblins event that had a Prepare With Pedro coloring book, flashlight, reflective armband, first-aid kit, and Halloween safety information. Many parents expressed gratitude to us for teaching their kids the value of emergency preparedness.

SCHOOLS

The Local Public Health Coordinator has begun working with schools to provide students and parents with information and emergency supplies. Joining with the Immunization Nurses at school vaccination events, allowed us to reach more of our residents. Showing parents that getting your child vaccinated was a great example of emergency preparedness; they were less intimidated by the topic. Parents received SJC Family Preparedness Workbooks and emergency supply items, and children got a preparedness coloring book.

LOOK AHEAD

2025 will be focused on strengthening our capabilities, more prevention programs, working with more schools, and working with our rural communities.

Numbers at a Glance

- Summer Safety Bags: 50
 - Halloween Safety Bags: 500
 - Covid Tests: 2,980
 - Distributed a total of 4,230 PPE items including gloves, face masks, gowns, goggles, hand sanitizer, etc.

Emergency Items	Distributed
First Aid Kits	707
Flashlights	653
Weather Radios	7
Whistles	605
Handwarmers	323
Rescue Blanket	137
Emergency Car Tool	13
Portable Charger	76

Community Partnership and Development



HEALTH FIRST COMMUNITY PARTNERS

In 2024, the St. Joseph County Department of Health (SJCDoh) funded community programming under the following Core Services outlined by the Indiana Department of Health: Maternal Child Health, Chronic Disease, Tobacco Prevention and Cessation, Infectious Disease Surveillance, and School Wellness. Programming examples include: a Pop-Up Pregnancy Village, Smoking Cessation Classes, Youth Vaping Prevention, Healthy Eating on a Budget Program (NOURISH), Expansion of HEP C Testing and Treatment, a Backpack Weekend Meal Program, and more.

HEALTH FIRST INTERNAL PROGRAMS

In 2024, the SJCDoh funded internal programming under the following Core Services outlined by the Indiana Department of Health: Maternal Child Health, Environmental Health, TB, Immunizations, Vital Records, Chronic Disease, School Wellness, and Lead Poisoning Prevention. Programming examples include: Radon; Renovation, Repair, and Painting Training; Lead Conference; EMBER and more.

Numbers at a Glance

- Total Funding for Community Programs Under Maternal Child Health: **\$295,893**
- Total Funding for Community Programs Under Tobacco Cessation and Prevention: **\$57,851**
- Total Funding for Community Programs Under Chronic Disease: **\$383,581.46**
- Total Funding for Community Programs Under Infectious Disease Surveillance: **\$65,014**
- Total Funding for Community Programs Under School Wellness: **\$171,416**

Communications and Events



COMMUNICATIONS

In 2024, the communication strategy was to enhance social media, TV, print, and radio presence by promoting monthly and weekly health themes. We want to increase DoH transparency in the community, and focus awareness on topics that align with DoH priorities and programs.

In response to requests from the Department and Units, we developed and/or reprinted more than 200 promotional materials, including flyers, brochures, stickers, magnets, posters, door hangers, postcards, and coloring books. A new coloring book was also designed for our DoH-hosted Halloween Spooktacular.

The website was substantially revised and improved, and better utilized to promote department activities and events. The radon page, school health liaison page, and rabies and animal bites page received total overhauls and were built from the ground up. The website and related social media pages saw a substantial increase in viewership compared to the previous year.

For the first time, we created an in-house video production workshop supporting various DoH programs and initiatives. The initial focus has been on the School Health community partnership program and radon mitigation, but other videos are in the planning stage.

EVENTS

The Communications and Events Specialist engaged with community partners to host and participate in events like the North Liberty Health Fair and the Halloween Spooktacular/Lead Testing Fairs.

To continue promoting the DoH at events, the communications & events team ordered DoH-branded items, like pens, stress balls, flashlights, first-aid kits, and more.

LOOKING AHEAD

In 2025, we will create more videos and health-promotion materials for our programs, continue to make the website more user-friendly, and increase our presence in the community by hosting and promoting more community events.

Numbers at a Glance

News and content

- 71 News/Media Stories
- 11 Press Releases
- 200+ flyer requests

Social media:

- 519K Reach
- 3.7K Content interactions
- 2.6K Link clicks
- 17.7K Visits

Events:

- DoH Hosted: 3
- Co-participant: 30+



Community Access, Resources, and Education



Health Promotion

The **Mental Health and Substance Abuse Education Program** aims to educate the community about addiction, substance use, mental health, and available area resources. Our Mental Health and Addiction Health Promotion Specialist participates in events to provide education on these topics and reduce the associated stigma. In 2024, we provided 27 naloxone training sessions to community members and organizations, distributed 3,485 doses of naloxone, and provided 22 Public Access Naloxone Cabinets throughout the community to ensure this lifesaving medication is readily accessible.

In 2024, we launched community-based **Chronic Disease Education** classes, which offer health education presentations on hypertension, diabetes, and nutrition/obesity. These sessions simplify the definitions of these chronic conditions, provide prevention strategies, and deliver essential information for those diagnosed. The goal is to promote community health and enhance understanding and awareness of these chronic medical conditions. Since the program's launch in March 2024, our Chronic Disease Health Promotion Specialist has taught 18 classes in the community, engaging with 291 participants.

Numbers at a Glance

- 3,485 doses of naloxone distributed to community members & partners
- 22 Public Access Naloxone Cabinet
- 27 naloxone training sessions conducted
- 2 community events

Classes Held

- 10 hypertension classes
- 5 diabetes classes
- 3 nutrition classes
- 2 community events

Community Access, Resources, and Education (cont.)



Maternal Child Health

The **Maternal/Infant Health (MIH) CHWs** are embedded within three Women's Care Center (WCC) locations to provide insurance navigation, resource referral, and prenatal care support to pregnant individuals. Clients are referred to the MIH CHWs by WCC counselors when there is a need for insurance assistance or other social resources. In 2024, MIH CHWs served 404 clients. For 263 of these individuals, it was their first pregnancy. 99 clients were classified as high risk due to current or past medical conditions. Overall, MIH CHWs received 325 social needs assessments (SNAs) which reported 671 social needs and assisted 224 individuals in applying for or switching to a pregnancy insurance plan.

The **Perinatal Childhood Lead Poisoning Prevention Program** was launched in February 2024. This initiative focuses on assessing and mitigating potential lead hazards in residential homes during pregnancy and after pregnancy. We aim to address these hazards before the child is born and begins exploring their environment. In 2024, our Perinatal Education and Program Coordinator provided 17 lead screening kits to mothers and referred 16 mothers to our licensed lead risk assessor in the SJCDH Environmental Unit.

The **Empowering Mothers & Babies Through Education & Resilience (EMBER)** program is designed to equip and empower women who are pregnant or of childbearing age with essential information for a safe and healthy pregnancy. The maternal education classes cover a range of subjects, including nutrition, exercise, safe sleep, maternal mental health, management of preexisting medical conditions, and recognizing pregnancy warning signs. Classes are taught by our Maternal and Infant Health (MIH) Coordinator, and a registered nurse with labor and delivery experience. In addition to these classes, the program offers a postpartum peer support group led by a licensed doula, providing resources and emotional support to women during and after pregnancy. We successfully completed our EMBER pilot which was hosted at the BEACON Resource Center located at 4210 Lincoln Way West. We engaged with 44 unique women and 23 support people, with a total of 179 attendees across all classes and support groups.

Numbers at a Glance

- Supported 404 pregnant clients
- Assisted 224 pregnant individuals with insurance navigation
- Supported 263 first time mothers
- Referred 33 pregnant women to lead home risk assessments
- 179 maternal education and support group attendees

Community Access, Resources, and Education



Community Health Workers

The Community Health Worker (CHW) program aims to reduce health disparities and improve community well-being by engaging residents around health priorities and assisting them in accessing health resources. The CHWs respond to Social Needs Assessments (SNAs) that residents complete online or through community partners. In 2024, eight CHWs focused on twelve St. Joseph County census tracts with the highest social vulnerability index to build relationships with residents, provide resource connections, assist with insurance navigation, and work with community partners to identify pressing community health needs.

In 2024, 1,478 individuals filled out an SNA requesting assistance accessing community resources. In total, the CHWs assisted 2,436 people, connecting them to 2,281 resources, and helped 294 residents apply for insurance. Those who were ineligible for insurance were referred to health providers offering sliding-scale services.

The **Lead Community Health Workers (Lead CHWs)** work with families to provide community-based lead screenings, education, case management/monitoring, and support for the social needs of families with children who have elevated blood lead levels (EBLL). In 2024, Lead CHWs participated in 76 lead events and tested 377 children for elevated blood lead levels.

Outreach

To broaden the awareness and impact of our programs, CHWs regularly engage in community outreach. These efforts include hosting lead awareness events, attending community health outreach events, canvassing, and making regular visits to partner sites. In 2024, CHWs participated in 795 outreach activities.

Numbers at a Glance

- Conducted 1478 Social Needs Assessments
- Provided social support resources to 2,436 St. Joseph County residents
- Provided insurance assistance to 294 St. Joseph County residents
- Participated in 795 outreach activities
- 76 lead poisoning prevention events
- 377 children tested for lead

Annexes:

Environmental Health

	Difference 2024 vs 2023	2024	2023	2022
SEPTIC PROGRAM				
Residential - New Construction				
A. Inspections	-20.10%	155	194	200
B. Consultations	-60.00%	4	10	14
RESIDENTIAL - REPLACEMENT				
A. Inspections	1.28%	790	780	666
B. Consultations	-5.00%	19	20	56
COMMERCIAL				
A. Inspections	28.57%	36	28	33
B. Consultations	0.00%	2	2	13
C. Cluster System Inspections	100%	2	1	1
Abandonments without Replacements	-16.28%	36	43	38
Permit Applications Received	-3.98%	507	528	480
Permits Issued	11.09%	521	469	455
Public Information Events	-100%	0	1	1
SUBDIVISION PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Health Officer Reports	40%	49	35	28
B. Subdivision Reviews	-1.61%	61	62	39
C. Rezoning and Replat Reviews	400%	5	1	8
WELLHEAD PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Inspections Performed	3.29%	157	152	131
WELL DRILLING PROGRAM	Difference 2024 vs 2023	2024	2023	2022
Residential				
A. Inspections	7.43%	188	175	184
B. Well Abandonments	-5.78%	212	225	238
Commercial				
A. Inspections	0%	3	3	3
B. Well Abandonment Inspections	-20.00%	4	5	3
New Construction				
A. Permit Applications Received	-3.49%	83	86	78
B. Permits Issued	7.04%	76	71	77
Replacement				
A. Permit Applications Received	2.22%	230	225	214
B. Permits Issued	5.58%	227	215	214
Public Information Events	500%	6	1	12

Environmental Health (continued)

SOURCE WATER PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Phase I Inquiries	9.00%	218	200	193
B. Spill Responses	0.00%	3	3	4
C. Meth Lab Occurrence Response	100%	1	0	0
D. Well/GroundWater Sampling	32.41%	192	145	0
E. Microbe Treatments/Pumping Inspections	-44.00%	14	25	0
F. Other	40.00%	28	20	12
AIR QUALITY PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Burn Permits	-18.64%	48	59	70
b. Indoor Air Quality Investigations	0.00%	0	0	0
C. Mold Investigations	0.00%	4	4	6
VECTOR PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Inspections Performed	1444.83%	448	29	68
B. Sites Treated	586.21%	199	29	30
C. Traps Collected	4.33%	289	277	198
D. ISDH Submissions	-32.65%	297	441	171
E. Public Information Events	14.29%	8	7	4
LEAD	Difference 2024 vs 2023	2024	2023	2022
A. Lead Risk Assessments	25.64%	147	117	73
a. EBLL Assessments	-1.67%	59	60	33
b. Parent Request Assessments	54.39%	88	57	40
B. Clearances	30.43%	90	69	18
C. Children Tested for Lead Levels	34.70%	4693	3484	3556
HEALTHY HOMES PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Initial Complaints	-12.43%	162	185	181
a. No Water	2.70%	38	37	41
b. Garbage/Food Waste	0.00%	58	58	53
c. Feces	-30.77%	36	52	53
d. Rodents/Cockroaches	-21.05%	30	38	34
B. Follow-up Complaints	534.78%	146	23	196
a. No Water	-51.11%	66	135	93
b. Garbage/Food Waste	-10.20%	44	49	66
c. Feces	-9.10%	20	22	26
d. Rodents/Cockroaches	-33.33%	16	24	11
C. Dwellings Declared Unfit	-15.38%	33	39	28

Environmental Health (continued)

MESSAGE	Difference 2024 vs 2023	2024	2023	2022
A. Establishment Inspections	-6.38%	88	94	114
TATTOO/BODY PIERCING PROGRAM	Difference 2024 vs 2023	2024	2023	2022
A. Inspections Performed	-25.53%	35	47	49
COMPLAINTS / INVESTIGATIONS	Difference 2024 vs 2023	2024	2023	2022
A. Garbage/Food Waste	9.73%	124	113	132
B. Sewage	-34.46%	77	114	102
C. Water (ditches, lakes, ponds & swells)	-66.67%	2	6	4
D. Motels/Hotels	-88.24%	2	17	4
E. Burning	8.69%	25	23	16
I. Other	86.99%	273	146	404
SUBSURFACE INVESTIGATIONS	Difference 2024 vs 2023	2024	2023	2022
A. Internal	100%	16	0	29
B. External	-50.00%	1	2	0
ABATEMENT LETTERS	Difference 2024 vs 2023	2024	2023	2022
A. Abatement Correspondence Letters Mailed	-10.80%	355	398	394
B. Immediate Threat to Public Health Letters Mailed	-25.00%	6	8	13
C. Order to Vacate/Condemn Letters Mailed	-14.04%	49	57	41
D. Impending Legal Action Letters Mailed	450%	44	8	13

Finance

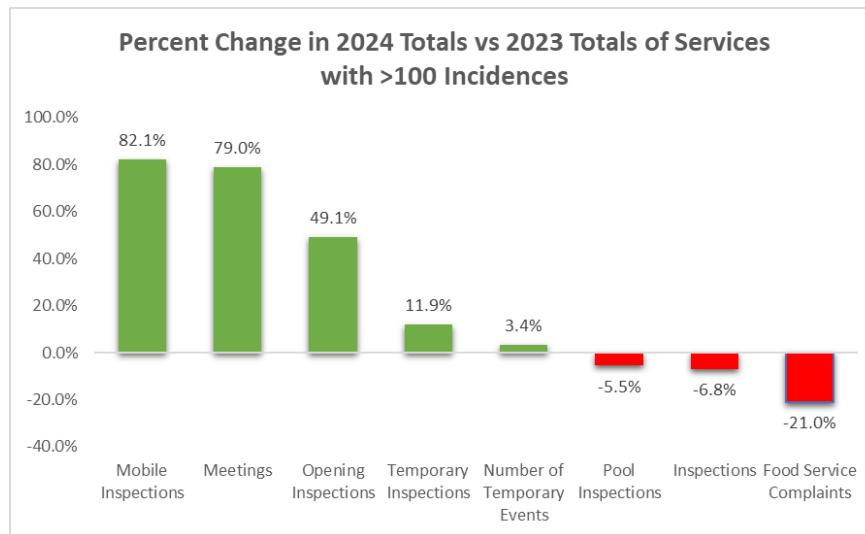
Overview of Revenue and Expenditures

	2022	2023	2024
County Health Fund Revenue	\$5,529,274.92	\$4,609,147.74	\$4,548,428.16
Local Public Health Services Revenue	N/A	N/A	\$3,293,255.46
County-Wide Lead initiative Revenue	\$201,058.12	\$291,701.55	\$0.00
Grant Revenue	\$2,518,071.43	\$2,665,491.58	\$2,431,662.94
Donations	\$0.00	\$0.00	\$50,000.00
TOTAL REVENUE	\$8,248,404.47	\$7,566,340.87	\$10,323,346.56

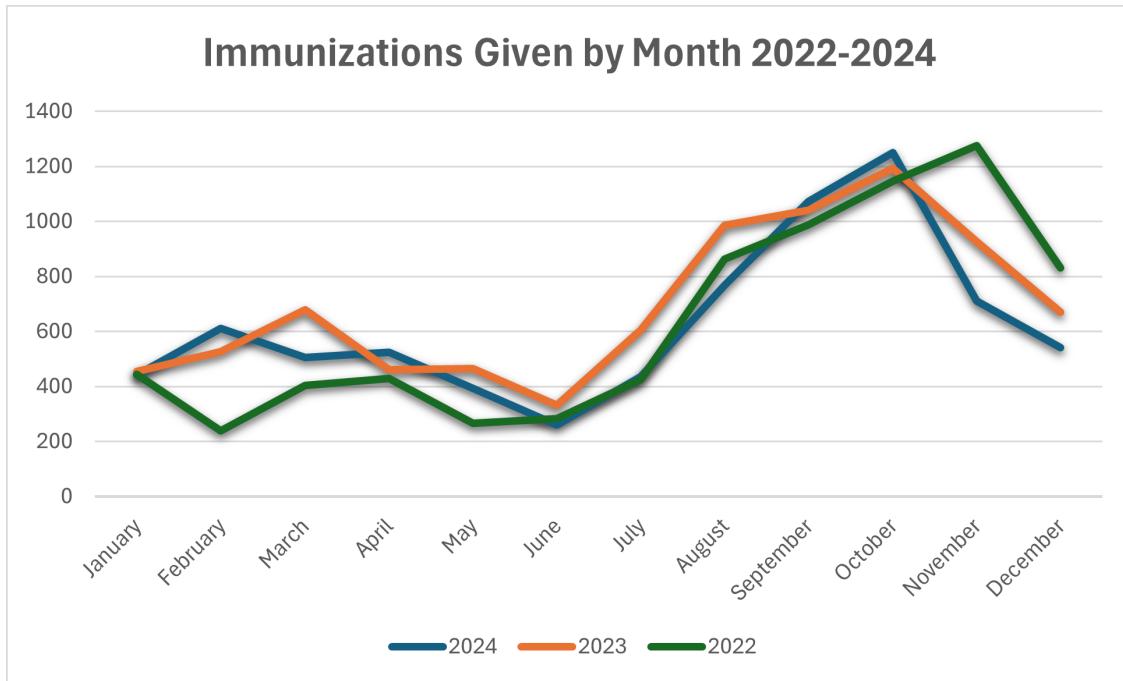
	2022	2023	2024
County Health Fund Expenditures	\$3,693,682.30	\$4,053,970.60	\$4,833,633.53
Local Public Health Services Expenditures	N/A	N/A	\$1,244,396.41
County-Wide Lead initiative Expenditures	\$253,185.48	\$283,542.04	\$272,796.73
Grant Expenditures	\$2,565,415.06	\$1,991,317.98	\$2,286,204.46
TOTAL EXPENDITURES	\$6,512,282.84	\$6,328,830.62	\$8,637,031.13

Food Services

	2022	2023	2024	Difference 2024
Food Store Complaints	27	30	26	-13.3%
Food Service Complaints	205	205	162	-21%
Civil Penalties	3	0	4	400%
Health officer Hearings	1	0	1	100%
Abatements Correspondence	16	4	9	125%
Possible Foodborne Illness Investigations	8	9	3	-66.7%
Opening Inspections	152	112	167	49.1%
Inspections	2452	3440	3206	-6.8%
Plan & Review/New Constr./Remodel	40	32	53	65.6%
Fire Investigations	10	5	9	80%
# Establishments Requested to Close	1	0	1	100%
Number of Temporary Events	234	267	276	3.4%
Temporary Inspections	599	638	714	11.9%
Mobile Inspections	23	56	102	82.1%
Meetings	70	86	154	79%
Smoking Complaints	2	5	1	-80%
Smoking Appeals Hearings	0	0	0	-
Pool Inspections	145	145	137	-5.5%
Pool Consultations	0	2	0	-100%
Pool Complaints	3	6	2	-66.7%
Pool Closings	67	123	90	-26.8%



Nursing



Month	2022	2023	2024
January	443	454	442
February	239	526	611
March	404	679	506
April	428	460	525
May	266	464	392
June	283	331	259
July	424	605	435
August	862	986	768
September	988	1040	1073
October	1147	1193	1250
November	1276	926	711
December	831	670	542

Immunization trends in 2024 remained consistent with trends from previous years. A spike is seen starting in August which then decreases near the end of the calendar year.

Community Partnership and Development

Beacon Health System	
Core Service:	Maternal Child Health
Project Summary:	Initiative to address hypertension (high blood pressure) during pregnancy
Key Performance Indicators:	Reported:
High-Risk Mothers:	99
Patients Achieving Target Blood Pressure:	18
High-Risk Pregnant Patients Receiving RPM Devices & FISP Care Coordination:	99
E Blair Warner Family Medicine Center	
Core Service:	Maternal Child Health
Project Summary:	Comprehensive prenatal education and activities to support positive birth outcomes
Key Performance Indicators:	Reported:
New OB Patients:	229
New OB Patients Offered Classes In-Person or Virtually:	148
Patients Signing Up For Classes:	12
Patients Attending at Least 1 Class or Educational Activity:	7
Patients Completing 80% of Class Coursework:	4
Northern Indiana Maternal and Child Health Network	
Core Service:	Maternal Child Health
Project Summary:	Increase awareness of reproductive health care and access to care for all people
Key Performance Indicators:	Reported:
Website Visits:	13,618
Patients Receiving Travel Vouchers:	0
% of Staff Receiving Cultural Competency Training:	100
Individuals Reached Through Community Outreach Events:	4,110
New Patients Brought to the Clinic:	642
% of OB/GYN Offices that Received Provider Packets	62
Telehealth Visits	10
University of Notre Dame	
Core Service:	Maternal Child Health
Project Summary:	Implement a pop-up pregnancy/family village program supporting those at highest risk for infant mortality
Key Performance Indicators:	Reported:
Resources/Referrals Provided:	509
Program Participants:	101
Community Partners Involved:	56
Vendors:	55

Community Partnership and Development (cont.)

Women's Care Center	
Core Service:	Maternal Child Health
Project Summary:	Creation of a one-on-one CARE program addressing mom's needs through all 4 trimesters of pregnancy
Key Performance Indicators:	Reported:
Pregnant Women Served:	2,358
CARE Program Sessions:	1,321
% of Women Referred to Prenatal Care:	76
Women Qualified for Prenatal Vitamins:	85
Average Client Satisfaction Score:	90
St. Joseph Regional Medical Center	
Core Service:	Tobacco Prevention and Cessation
Project Summary:	Continuation and expansion of smoking cessation classes and youth vaping prevention
Key Performance Indicators:	Reported:
Courage to Quit Cohorts:	4
Participants in Courage to Quit Sessions:	676
Weekly Vaping Prevention Education Sessions:	26
Youth Reached Through Tobacco / Vaping Prevention Sessions:	4,686
Bike Michiana Coalition	
Core Service:	Chronic Disease Prevention
Project Summary:	Create and implement a bike safety education program in St. Joseph County
Key Performance Indicators:	Reported (as of Q3):
Participants:	32
Workshops:	1
Helmets Offered or Approved:	32
Portage Township	
Core Service:	Chronic Disease Prevention
Project Summary:	Development and implementation of Healthy Eating on a Budget program focused on reducing obesity by creating awareness around proper nutrition
Key Performance Indicators:	Reported:
Website Visits and Views:	367
Students and Individuals Reached in Classes and Group Sessions:	235
Purdue Extension St. Joseph County	
Core Service:	School Wellness
Project Summary:	Pilot a Junior Master Gardeners class and nutrition education at a local elementary school
Key Performance Indicators:	Reported:
% of Students Who Participated in 15+ Sessions of Junior Master Gardener:	92
% of Students Participating in Field Trips:	92
% Increase in Vegetable Preference Amongst Student Participants:	29.82
% of Students Who Participate in 30+ Minutes of Daily Physical Activity:	90

Community Partnership and Development (cont.)

REAL Services	
Core Service:	Chronic Disease Prevention
Project Summary:	Implement Chronic Disease Self-Management and Stay Active and Independent for Life program targeting older adults
Key Performance Indicators:	Reported:
Participants Reached:	118
Seniors Receiving Education or Fruits/Vegetables:	118
New Sites:	5
Total Improvements in Physical and Psycho-Social Health Indicators?	61
St. Margaret's House	
Core Service:	Chronic Disease Prevention
Project Summary:	Expansion and overhaul of their food program
Key Performance Indicators:	Reported:
Nutrition and Cooking Classes:	10
Field Trips:	3
Individuals Served:	1,422
Professional Development Opportunities Pursued by Kitchen Manager:	2
Zip Codes Identified With Higher Rates of Food Insecurity:	7
United Health Services	
Core Service:	Chronic Disease Prevention
Project Summary:	Creation of Prevention: Health First program – screening, intervention, and prevention program for chronic diseases associated with obesity: hypertension and obesity
Key Performance Indicators:	Reported:
Participants Served:	46
Participants Returning for a Rescreen Appointment:	41
Test Scores that Show Improvement:	84
Unity Gardens	
Core Service:	Chronic Disease Prevention
Project Summary:	Educational Expansion program to grow more food and increase access to nature and shade
Key Performance Indicators:	Reported:
Pounds of Produce:	191,156.025
Visitors to Main Campus:	14,398
Field Trips Completed:	46
Students Reached:	756
Classes Hosted:	96
Class Participants:	1,345
Outreach Visits – Edgy Veggie:	26
Urban Orchards Established:	10
Satisfaction Rate of Participants:	90

Community Partnership and Development (cont.)

HealthLinc Inc.	
Core Service:	Infectious Disease Surveillance
Project Summary:	Expand HEP C testing and treatment
Key Performance Indicators:	Reported:
Partners Given Treatment Without Being Seen:	0
Patients Tested for All Testable STIs:	8,261
Rapid Tests Given:	20
% of Patients Who Receive Same Day HIV Testing in Addition to STI Testing:	29
% of Patients 15-65 Who Are Tested for HIV:	68.3
% of Patients 13+ y/o Who Have Been Screened for HCV 1+ Times:	62
% of Patients with HCV Who Are Linked To Care:	75
% of Newly Diagnosed Patients Returning for Care Within 30 Days:	100

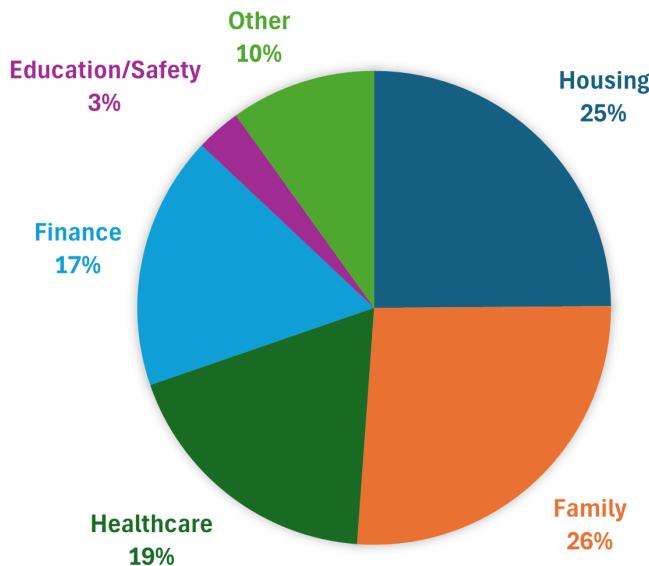
Street Medicine of South Bend	
Core Service:	Infectious Disease Surveillance
Project Summary:	Expand HEP C testing and treatment with unhoused individuals
Key Performance Indicators:	Reported:
Individuals Tested for HCV:	79
Individuals Who Started Treatment:	6
Individuals Who Completed Treatment:	3

Cultivate Food Rescue	
Core Service:	School Wellness
Project Summary:	Expand the Backpack Weekend Meal Program
Key Performance Indicators:	Reported:
Total New Students Served:	117
Total Meals Distributed:	8,674
Total Schools/Partners:	5
% of Families Indicating the Food Helps:	91

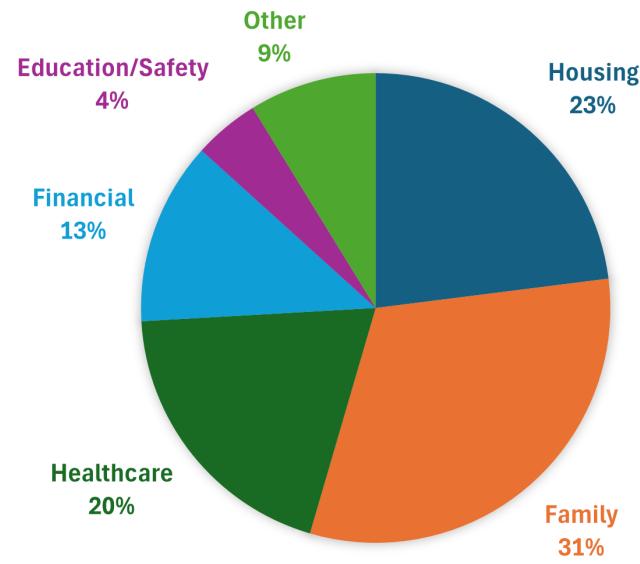
Mental Health Awareness Michiana	
Core Service:	School Wellness
Project Summary:	Creation of programming focused on mental well-being and healthy relationships
Key Performance Indicators:	Reported:
Total Classes:	6
Students Reached Through Classes:	340
% of Participants with Increased Knowledge of Mental Health Promoting Tools:	45
% of Participants with Increased Knowledge of Tools Promoting Healthy Relationships:	82
% of Participants with Increased Likelihood to Talk to an Adult About Mental Health:	39
% of Participants with Increased Likelihood of Completing a Mental Health Screening:	32

Community, Access, Resources, and Education

CATEGORICAL DISTRIBUTION OF NEEDS REPORTED IN
2024



CATEGORICAL DISTRIBUTION OF NEEDS REPORTED IN
2023





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

St. Joseph County Department of Health

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

February 11, 2025

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

Members of the Board of Health,

The Department of Health would like your support to apply for the PHEP grant. The funding supplied by the State allows LHDs to create, strengthen, and address issues related to emergency preparedness. The funding will be used for training, supplies, and/or planning.

Attached is the Grant Application Data sheet, prepared by Cameron Harris, Public Health Coordinator

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:CH:jsp

APPROVED _____ DENIED _____

This 19th Day of February 2025 by a vote of (Aye) _____ to (Nay) _____

Abstain _____

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

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

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



GRANT APPLICATION DATA

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

The funding supplied by the State allows LHDs to create, strengthen, and address issues related to emergency preparedness. The funding will be used for training, supplies, and/or planning.

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

+250,000 individuals in St. Joseph County

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

The number of supplies that are handed out will be tracked as well as the amount of community events attended. The increase of community partnerships to aid in distribution and education will also show success in the grant. The ultimate show of success is seeing our community prepared for any adversity.

Who will be accountable for fiscal information?

Amy Ruppe – Director of Finance

Cameron Harris- Local Public Health Coordinator

Who will be responsible for compliance with grant guidelines?

Cameron Harris- Local Public Health Coordinator

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

July 1st, 2025 – June 30th, 2026

What is the total grant award?

\$25,000

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

Yes, Indefinitely

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

No

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

No

Give the number of employees the grant would support?

0

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

Continue to grow our emergency preparedness services with outreach and providing education. Working with Emergency Management Agency, Fire Departments, Police Departments, and other organizations, to coordinate emergency response protocols and support.



St. Joseph County Department of Health

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

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

February 7, 2025

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

Members of the Board of Health,

The Department of Health would like your support to apply for the Naloxone (Narcan) grant. This grant, awarded by the Indiana Department of Health is to supply local departments of health Naloxone (Narcan) to distribute to organizations, lay community members, etc.

Attached is the Grant Application Data sheet, prepared by Lindsey Stevenson, Health Promotions Specialist.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:LS:jsp

APPROVED _____ DENIED _____

This 19th Day of **February 2025** by a vote of (Aye) _____ to (Nay) _____

Abstain _____

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

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

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



@stjosephcountyhealth



@sjchealth

GRANT APPLICATION DATA

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

This grant, awarded by the Indiana Department of Health is to supply local departments of health Naloxone (Narcan) to distribute to organizations, lay community members, etc.

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

We will request 6,000 doses for this grant cycle.

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

Naloxone distribution is tracked by amount distributed and to what organization, etc. We can also see a decrease in overdose deaths in the county from 2023 to 2024, despite our average number of overdoses increasing, which may be attributed to the availability of Naloxone in the community.

Who will be accountable for fiscal information?

N/A

Who will be responsible for compliance with grant guidelines?

Lindsey Stevenson, Health Promotion Specialist at St. Joseph County Department of Health

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

Unspecified, reports are bimonthly until maximum number of Naloxone doses has been distributed to local department of health.

What is the total grant award?

\$0- there is no money with this grant, it is just physical Naloxone doses

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

It is unknown at this time if the grant will be renewable.

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

There is no match required.

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

No

Give the number of employees the grant would support?

0

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

We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.



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

St. Joseph County Department of Health

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

February 11, 2025

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

Members of the Board of Health,

The Department of Health would like your support to amend and supplement TITLE XI, Business Regulations, Chapter 117, St. Joseph County Food Establishments, of the St. Joseph County Code.

If you have any questions, I can be reached at 574-235-9750 Ext. 7957.

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.

Health Officer

MM:CS:jsp

APPROVED DENIED

This 19th Day of **February 2025** by a vote of (Aye) to (Nay) Abstain

John W. Linn, PE
President, Board of Health

Elizabeth Lindenman, MD
Vice President, Board of Health

CHAPTER 117: ST. JOSEPH COUNTY FOOD ESTABLISHMENTS

Section

- 117.01 Definitions
- 117.02 Permit
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§ 117.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANNUAL TEMPORARY RETAIL FOOD ESTABLISHMENT. A food operation conducted, under a tent or other nonpermanent structure, for fifteen (15) or more days throughout a singular calendar year, in conjunction with a single event and/or celebration. The ANNUAL TEMPORARY RETAIL FOOD ESTABLISHMENT shall possess a commissary permit.

APPLICANT. Any person applying for renewal, new or temporary permit under this chapter.

APPROVAL OF PLANS. All retail food establishments that are hereafter constructed or extensively renovated shall conform to the applicable requirements of the Indiana Department of Health and all applicable Building, Zoning, and Fire Codes. The St. Joseph County Department of Health shall review and approve all properly prepared plans and specifications before construction begins. Failure to obtain the Health Officer's approval shall be the basis for the issuance of a stop work order by the Health Officer.

BED AND BREAKFAST ESTABLISHMENT. As defined in 410 I.A.C. 5-15.5, an operator- occupied residence that meets all the following:

- (1) Provides sleeping accommodations to the public for a fee;

- (2) Has no more than 14 guest rooms; and
- (3) Provides sleeping accommodations for no more than 30 consecutive days to guests.

CERTIFIED FOOD PROTECTION MANAGER As amended by (HEA 1210) is equivalent to the prior term defined in 410 I.A.C. 7-22, a food handler who holds a certificate recognized by the Conference for Food Protection or an equivalent nationally recognized certification program as determined by the Indiana Department of Health.

CONFLICT OF INTEREST. As derived from 68 I.A.C. 9-1-1 (b)(2), means a situation in which the private financial interest of the Health Officer, Health Officer's spouse, ex-spouse, siblings, in-laws, children or unemancipated child may influence the Health Officer's judgment in the performance of a public duty.

EVENT COORDINATOR. The person who has oversight of a temporary event and coordinates communication with temporary food vendor(s) to attend the event. It shall be the responsibility of the Event Coordinator to inform the temporary food vendor(s) of the requirements to receive a permit from the St. Joseph County Department of Health. The Event

Coordinator shall submit to the St. Joseph County Department of Health a "temporary event plan and review" 30 days prior to the event.

FARMERS MARKET. A common facility where two or more farmers or growers gather on a regular recurring basis to sell a variety of fruits, vegetables, and other farm products directly to the consumer.

FOOD. A raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

FOOD DELIVERY VEHICLE. A vehicle that is motorized or is propelled by human power and used for delivering potentially hazardous foods to the public. The term does not include any vehicle used to deliver food that has been prepared and sealed or packaged in a permitted food establishment when the food is intended for immediate consumption by the consumer.

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP). A written document that delineates the formal procedures for following the safety principles for analyzing hazards at critical control points as developed by the National Advisory Committee on Microbiological Criteria for Foods.

HEALTH OFFICER. The Health Officer having jurisdiction in St. Joseph County or his or her representative(s).

HEALTH OFFICER HEARING. A hearing called by the Health Officer for failure to comply with this chapter or 410 I.A.C. 7-15.5 or 410 I.A.C. 7-24.

HEARING OFFICER. Shall mean an individual acting in the capacity of Hearing Officer in the appeals process. The Hearing Officer is not the Health Officer or any other employee of the St. Joseph County Department of Health. The St. Joseph County Board of Health shall designate a Hearing Officer and decide all appeals under this chapter.

IMMINENT HEALTH HAZARD. As defined in 410 I.A.C. 7-24

INSPECTION REPORT. The document prepared by the St. Joseph County Department of Health that is completed as the result of an inspection and provided to the operator/person in charge of the establishment at the time of the inspection.

INVOLUNTARY CLOSURE. Any occurrence wherein the Department of Health posts a closure sign and orders the establishment to cease operation. This sign shall not be removed by anyone except the Health Officer. After a re-opening inspection, the establishment must re-apply for a new permit and pay all applicable fees associated with it.

MOBILE RETAIL FOOD ESTABLISHMENT. A retail food establishment that is readily movable. The term includes a retail food establishment that:

- (a) has wheels,
- (b) is on skids,
- (c) is mounted on a vehicle,
- (d) is a marine vessel, or
- (e) is otherwise readily movable, such as a pushcart or trailer.

MULTI-UNIT OPERATION. Any establishment that houses several retail food service establishments or retail food market establishments in one building. There must be one operator/person in charge of the Multi-Unit Operation.

NONPROFIT ORGANIZATION. Any organization that operates without being required to pay federal taxes and operates without exemption as stated in applicable state statutes and regulations. The Nonprofit Organization shall possess and, upon request from the St. Joseph County Department of Health, shall provide the federal tax identification number and letter from the IRS evidencing the organization's tax-exempt status.

OPENING INSPECTION. A pre-operational inspection performed before a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment can begin operation or obtain a food permit in St. Joseph County. The owner/operator of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment must contact the Health Department to schedule an Opening Inspection.

OPERATOR. The person who has primary oversight responsibility for the operation of the establishment through ownership, or lease or contractual agreement, and who is responsible for the storage, preparation, display, transportation, or serving of food to the public.

ORDER. As derived from I.C. 4-21.5-1-9, means a Department of Health action of particular applicability that determines the legal rights, duties, privileges, immunities or other legal interest of one or more specific persons. This term also includes the permit.

PERMIT. The document issued by the St. Joseph County Department of Health that allows a person to operate a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment.

PERSON. An association, corporation, individual, partnership or other legal entity, as well as a governmental subdivision or agency.

POTENTIALLY HAZARDOUS FOOD(S).

(1) A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

- (a) The rapid and progressive growth of infectious or toxigenic microorganisms;
- (b) The growth and toxin production of *Clostridium botulinum*; or
- (c) The growth of *Salmonella enteritidis* in raw shell eggs.

(2) POTENTIALLY HAZARDOUS FOOD does not include:

(a) Foods that have a pH level of 4.6 or below or a water activity (Aw) value of 0.85 or less under standard conditions.

(b) Food products in hermetically sealed containers processed to prevent spoilage; or

(c) An air-cooled hard-boiled egg with shell intact or a shell egg that is not hard-boiled but has been treated to destroy all viable salmonella.

RETAIL FOOD SERVICE ESTABLISHMENT. As defined in 410 I.A.C. 7-24, means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, such as a restaurant, a satellite or catered feeding location, or a catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people. This definition does not include private homes where food is prepared or served for individual family members', friends' or acquaintances' consumption. Private parties where an invitation is required (the general public is not invited) do not require a permit.

RETAIL FOOD STORE ESTABLISHMENT.

(1) Any building, room, basement, or vehicle of transportation including, but not limited to, the following:

- (a) Grocery;
- (b) Meat market;
- (c) Poultry market;
- (d) Fish market;
- (e) Confectionery;
- (f) Candy kitchen;
- (g) Nut store;
- (h) Retail bakery store; and

(i) Any food store establishment, whether fixed or movable, where food is intended for human consumption off the premises and is manufactured, produced, stored, prepared, handled, sold, or offered free or for a charge.

(2) This term does not include the following:

(a) Establishment(s) that handle only prepackaged non-potentially hazardous food;

(b) Produce stands that offer only fresh, whole, uncut fruits and vegetables for sale from farm to table;

(c) Slaughterhouses;

(d) Retail food service establishment(s); and

(e) Food and beverage vending machines.

ST. JOSEPH COUNTY DEPARTMENT OF HEALTH. The Local Department of Health in St. Joseph County, Indiana, having jurisdiction over bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, and temporary food establishments.

STOP WORK ORDER. An order issued by the Health Officer to cease and desist any and all extensive remodeling and/or new construction until the Health Officer has had an opportunity to review and approve all plans as required.

TEMPORARY FOOD ESTABLISHMENT. As defined in 410 I.A.C. 7-24, a retail food service establishment that operates for no more than fourteen (14) consecutive days in conjunction with a single event or celebration.

VOLUNTARY CLOSURE. The voluntary posting of a "Closed" sign on an establishment's premises due to noncompliance with this chapter or 410 I.A.C. 7-24, as identified and documented by the Health Officer during an inspection. The establishment agrees not to open until the Health Officer gives approval.

(Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.02 PERMIT.

(A) General. Under no circumstances shall any bed and breakfast establishment, food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment permit issued under this chapter be transferable between locations, operators, and/or owners.

(1) It is unlawful for a person to operate any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment in St. Joseph County without first obtaining a valid permit from the Health Officer. The valid permit must be posted in a conspicuous location in the establishment.

(2) Only establishments in compliance with the applicable requirements of 410 I.A.C. 7-15.5 and/or 410 I.A.C. 7-24 shall be entitled to obtain and hold a permit.

(3) A separate permit shall be required for each bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment to be operated by any person.

(4) An establishment permitted by the Health Officer shall be considered registered as required in I.C. 16-42-1-6.

(5) For new construction and extensive renovation (remodeling), plans and reviews regarding the work to be completed must be reviewed and approved by the Health Officer prior to beginning any new construction or extensive renovation (remodeling).

(B) Application for permit. A person desiring to operate a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment shall submit to the Department of Health a complete written application for a permit on a form provided by the Department of Health.

(C) Content of the application. The application shall include the following information:

(1) The name, title, address, and telephone number of the person directly responsible for or having legal ownership of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment;

(2) Information specifying whether ownership is by an association, corporation, individual, partnership or other legal entity;

(3) The name, mailing address, telephone number, and original signature of the person applying for the permit and the name, address, and location of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment;

4) Other information as required by the Health Officer.

(D) Qualifications. To qualify for a permit, an applicant must:

(1) Be an owner/operator of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment;

(2) Comply with the requirements of this chapter, 410 I.A.C. 7-15.5, and 410 I.A.C. 7-24;

(3) Agree to allow access to the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment and its records as specified in 410 I.A.C. 7-15.5 and 410 I.A.C. 7-24;

- (4) Pay the applicable permit fee at the time the application is submitted; and
- (5) Pass an opening inspection.

(E) Permit content. Any permit issued by the Health Officer shall contain the following information:

- (1) The name and address of the establishment;
- (2) The owner or corporation name;
- (3) The permit number;
- (4) The expiration date of the permit; and
- (5) Other pertinent information as required by the St. Joseph County Health Officer.

(F) Permit period.

(1) A permit for a bed and breakfast establishment or retail food service/store establishment shall be for a term beginning January 1 in a given year and expiring January 31 of the following year. The permit must be renewed annually.

(2) A permit for a mobile retail food establishment or an annual temporary retail food establishment shall be for a term of no more than one calendar year's continuous operation. Holders of a temporary food establishment permit shall have seasonal opening inspections and obtain the permit before the first day of operation in St. Joseph County.

(G) Interim permit. A new owner/operator taking ownership over a continuously operating bed and breakfast establishment or retail food service/store establishment shall be entitled to a nonrenewable interim permit. This permit allows the new operator to make any necessary changes (i.e., adding a mop sink, changing ceiling tiles, or relocating equipment, etc.), prior to receiving an annual permit.

(1) The new owner/operator taking ownership of a continuously operating bed and breakfast establishment or retail food service/store establishment shall call the Department of Health for an opening inspection.

(2) The operator shall complete an application for an annual bed and breakfast establishment or retail food service/store establishment interim permit and pay all applicable fees. The interim permit shall be issued after an opening inspection has been completed.

(3) The interim permit shall be valid for a period not to exceed 90 days and shall be effective on the date of the application. The interim permit cannot be extended or renewed.

(4) The new owner/operator shall obtain the annual permit within the time frame noted on the interim permit or the Health Officer will revoke the interim permit, and the owner/operator will need to begin the application and permit process over. The annual permit will only be issued after the owner/operator has complied with all applicable code requirements.

(H) Change of ownership. The Health Officer may issue a permit to a new owner/operator of an existing bed and breakfast establishment or retail food service/store

establishment after an opening inspection has been completed. After the Health Officer has granted permit approval, the owner/operator shall complete the application form supplied by the Department of Health. The permit shall be issued after all applicable fees have been paid.

(I) Separate permits. If a person owns a retail food service/store establishment that has different entities that are in the same building, the person must obtain a separate permit for each entity.

(J) Temporary food establishment. A permit for a temporary food establishment shall be for a term not to exceed a specified number of consecutive days, in conjunction with any single event or location. A temporary permit will not be issued without the temporary food establishment first having a yearly opening inspection by the Department of Health.

(K) Request for reinstatement of permit. Any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment that has had a permit suspended or revoked may at any time during the business hours of the Department of Health make application to the Health Officer for the reinstatement of the establishment's permit. In the event the application is denied, the appeals process may be utilized as set forth in this chapter.

(L) Opening without a permit. Any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment that opens without first contacting the Department of Health for an opening inspection and passes the inspection shall be assessed penalties for operating without a permit as set forth in the Civil Penalties Rule I.A.C. 7-23, as amended.

(M) Responsibilities of the owner/operator. Upon acceptance of the permit that has been issued by the Health Officer, the owner/operator, shall:

(1) Comply with the provisions of this chapter, all laws and rules adopted by reference herein and the conditions of any variances granted by the Indiana Department of Health;

(2) Allow the Health Officer access to the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment at reasonable times;

(3) Immediately discontinue affected operations and notify the Department of Health if an imminent hazard exists;

(4) Comply with directives of the Department of Health including time frames for corrective actions as specified in the inspection report(s), notices, orders, warnings, and other directives issued by the Department of Health in regards to the operator's bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment in response to community emergencies;

(5) Accept notices issued and served by the Department of Health

(6) Be subject to the administrative, civil, injunctive, and criminal remedies authorized in law for failure to comply with this chapter, 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, and/or the directive of the St. Joseph County Department of Health; and

(7) Post the permit in a location in the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment that is conspicuous to consumers. (Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.03 CONSTRUCTION, RENOVATION AND ALTERATION.

(A) Plan requirements.

(1) The owner/operator or other authorized agent of an existing or proposed bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment shall submit to the St. Joseph County Department of Health properly prepared plans and specifications for review and approval before:

(a) The construction of a bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment;

(b) The conversion of an existing structure for use as a bed and breakfast establishment or retail food service/store establishment; or

(c) The extensive remodeling of a bed and breakfast establishment or retail food service/store establishment if the St. Joseph County Department of Health determines that the plans and specifications are necessary to ensure compliance with this section.

(2) The plans and specifications for a bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment shall include the type of operation, type of food preparation (as specified in the published versions of 410 I.A.C. 7-24), and the menu.

(3) The plans, specifications, and blueprints submitted to the Health Department must show the interior and exterior layout of the bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment. The plans must be deemed satisfactory and approved by the Health Officer before starting construction.

(4) A pre-operational inspection (opening inspection) is conducted to ensure the bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment was built or remodeled in accordance with the approved plans and specifications and that the establishment is in compliance with this chapter, 410 I.A.C. 7-24, and 410 I.A.C. 7-15.5.

(B) Equipment. All equipment installed in a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment for use in the cleansing and bactericidal treatment of utensils, or in the preparation, storing, handling, cleaning, sanitizing, serving, or displaying of any food or beverage products shall be of a type conforming to all applicable requirements with regard to proper holding temperatures, design, construction, location, and materials. Any piece of equipment that may fail to meet these requirements shall be prohibited from use.

(C) Compliance. All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, or temporary food establishments shall fully comply at all times with all local and state Building,

Zoning, and Fire Codes. Failure of any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment to fully comply with any applicable Building, Zoning, or Fire Code shall be the basis for the suspension, immediate closure, or revocation of any permit hereunder. (D) Exemptions.

(1) Unless exempted by the St. Joseph County Building Department, all retail food service/service establishments shall be required to install a grease interceptor. This will be located in the waste line, leading from sinks, drains, and other fixtures or equipment where grease may be introduced into the drainage or sewage system in quantities that can affect line stoppage or hinder sewage treatment. It shall be located in an area that is easily accessible for cleaning. The grease interceptor must be installed in such a manner that it meets all applicable requirements of the Building Department.

(2) If the retail food service/store establishment has a private septic system, the system must comply with all state and county regulations.

(Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.04 FEES.

(A) Generally; permit required. It shall be unlawful for any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment to operate in St. Joseph County without a permit.

(1) The payment of a permit fee shall be required for each bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment before the establishment can operate in St. Joseph County.

(2) The fee for each bed and breakfast establishment and retail food service/store establishment permit shall be paid for a term beginning January 1 and/or before commencement of operation and expiring January 31 of the following year, and shall be applied for in person or online by the owner/operator.

(3) Permit fees for the issuance of a permit to a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment under this chapter shall be set by the Department of Health pursuant to I.C. 16-20-1-27.

(4) authorized agent of a bed and breakfast establishment or retail food service/store establishment shall apply for the establishment's permit. The fee for a new operation will be based on the total amount of gross sales, including alcohol, from the time of the application to December 31 (see § 117.10).

(B) Annual permit fee. An operator of a bed and breakfast establishment or retail food service/store establishment shall present to the Department of Health proof of the establishment's total gross sales of food, including all beverages and alcohol, for the preceding year. In the event the operator did not operate the bed and breakfast establishment or retail food service/store establishment for a full year prior to the application, the operator shall use the

amount of total gross food sales, including beverages and alcohol for the first month of operation completed in the preceding year multiplied by a factor of 12 to give the total gross sales. This does not include multi-unit operation permits (see § 117.10).

(C) Multi-unit operation fees. The owner/operator of a retail food service/store establishment that has multiple retail food service/store establishments housed in one building may purchase a multi-unit permit for the first food establishment, then in addition, a permit shall be obtained for each unit thereafter housed in the same building.

(D) Exemption from permit fees. An organization that is exempt from the Indiana Gross Income Tax under I.C. 6-3-2 and offers food for sale to the final consumer at an event held for the benefit of the organization is exempt from the payment of a fee. The exemption only applies to organizations that meet the criteria addressed in applicable state statutes and regulations. The Health Officer shall be provided, upon request, with proof of an organization's tax-exempt status.

(E) Late fees.

(1) Late fees shall be assessed for the following reasons:

(a) Failure to obtain a permit prior to the January 31 expiration date.

A late fee as set forth in the Appendix: Schedule of Fines and Fees will be assessed for failure to renew a permit after the permit's expiration date;

(b) Failure to obtain a permit before assuming operation of a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment;

(c) Failure to obtain a permit one week after receiving an opening

inspection and receiving permit approval to operate a bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment; or

(d) Failure to obtain a permit at least seven (7) days prior to a

scheduled temporary event.

(2) The payment of fees under this chapter is nontransferable and

nonrefundable.

(F) Lost or stolen permits. If a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment permit is lost, stolen, misplaced, or destroyed, a replacement fee shall be assessed (see § 117.10).

(G) Administrative fee. A newly constructed or renovated (remodeled) bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment shall be required to pay an administrative fee for the review of plans and specifications. This fee is nonrefundable and nontransferable between locations, owners/operators, or establishments (see § 117.11).

(H) Suspended permit fee. If a permit has been suspended by any of the entities listed below, the operator shall complete an application for a new permit and pay all applicable fees to: (1)

The St. Joseph County Health Officer;

(2) The St. Joseph County Department of Health for:

(a) Failure to meet the requirements of the St. Joseph County, City of South Bend or City of Mishawaka Building Departments;

(b) Failure to meet the requirements of the South Bend Fire Department; or

(c) Failure to meet the requirements of the Mishawaka Fire Department.

(3) The Indiana Department of Health; or

(4) Any court having jurisdiction.

(Ord. 49-05, passed 5-10-2005)

§ 117.05 OTHER VENUE FEES.

(A) Temporary food establishment permit fees. Temporary food establishment permit fees will be collected not less than one week prior to the specified event(s) (see § 117.10).

Copies of temporary food establishment permits are not valid permits. A new temporary food establishment permit is required for each temporary event.

(B) Vending machine fees. A food decal shall be required for any vending machine that dispenses either unpackaged or potentially hazardous food.

(C) Food delivery vehicle fees.

(1) Any food delivery vehicle, as defined in this chapter, that is motorized and is used to sell and/or deliver potentially hazardous foods must pay for an annual food delivery decal.

(2) Any vehicle that is propelled by human power and is selling potentially hazardous food must pay for a food delivery decal.

(D) Mobile retail food establishment permit fees.

(1) Fees for mobile retail food establishments will be collected for any vehicle that can pull to and set up at any location, then prepare/grill food.

(2) All vehicle license plates for each mobile retail food establishment vehicle must be on file at the Department of Health in order for the mobile permit to be valid. (E) Fees for copies of Administrative Code Books and this chapter.

(1) It is a requirement for retail food service/store establishments and temporary food establishments to have access to copies of 410 I.A.C. 7-24, 410 I.A.C. 7-22 and this chapter on premises at all times.

(2) If the establishment's copies of the retail food sanitation requirements, 410 I.A.C. 7-24, 410 I.A.C. 7-22, or this chapter, are lost or misplaced and cannot be accessed by the

owner of the establishment, a new copy may be obtained from the Department of Health for a fee.

(Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.06 INSPECTIONS.

(A) Frequency of inspections. The Health Officer shall inspect a bed and breakfast establishment or retail food service/store establishment as required by Indiana law. The Health Officer may decrease or increase the interval between inspections if the following applies for that bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment:

- (1) The bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment is assigned a less frequent inspection frequency based on a risk-based inspection schedule currently being uniformly applied throughout the jurisdiction; or
- (2) A bed and breakfast establishment's, retail food service/store establishments, or mobile retail food establishment's inspections shall be increased if any of the following occurs:

- (a) A change in the food preparation process;
- (b) The bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment has been issued a "repeat violation" correspondence from the Department of Health;
- (c) The bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment has received an "abatement order" correspondence from the Department of Health;
- (d) The bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment has been placed on probation by the Department of Health; or
- (e) There has been an imminent health hazard.

(B) Performance and risk-based inspections. Within the parameters specified in the above inspection division(s) of this chapter, the Health Officer shall prioritize and conduct less frequent inspections based upon the assessment of a bed and breakfast establishment or retail food service/store establishment as follows:

- (1) Menu One type establishments may be inspected at least one time per year.
 - (a) The establishment provides packaged or unpackaged, non potentially hazardous foods that are considered ready-to-eat. These foods include: 1. Carbonated beverages;

2. Snack foods, such as potato chips, nuts, popcorn, pretzels, and donuts; and

3. Coffee service.

(b) There is limited preparation of non-potentially hazardous foods.

(2) Menu Two type establishments may be inspected no less than two times per year and more frequently if needed. Menu Two type establishments provide a limited menu of foods that are prepared to order for the customer. If raw ingredients are used, they should require minimal assembly. Most food products are cooked or prepared and served immediately. The hot and cold holding of potentially hazardous foods are restricted to a single meal service. The preparation, cooking, cooling, and reheating processes are limited to one or two potentially hazardous foods.

(3) Menu Three type establishments may be inspected three to four times per year. Menu Three type establishments are classified as number 3, 4, and 5 on the inspection report form. These establishments have extensive handling of raw ingredients. The preparation process includes cooking, cooling, and reheating of potentially hazardous food. Menu Type 3 establishments include deli and seafood departments of retail food store establishments. This category also includes those establishments that serve a highly susceptible population and those establishments that process food at the retail level, i.e., smoking, curing, and reduced oxygen packaging for extending shelf life.

(C) Pre-opening consultation. The operator of a bed and breakfast establishment or retail food service/store establishment may request a pre-opening consultation with the Health Officer. This inspection is to ensure the newly constructed or renovated (remodeled) establishment can satisfactorily comply with minimum food sanitation requirements.

(D) Opening inspection for a new establishment. The operator of a newly constructed bed and breakfast establishment or retail food service/store establishment shall have approval from the Building and Fire Department having jurisdiction over the establishment and satisfactorily pass that Building and Fire Department's inspections before calling the St. Joseph County Department of Health for an opening inspection. The administrative fee entitles each new establishment to one consultation, one initial inspection, and one follow-up inspection. Additional inspections will require payment of additional fees.

(1) Before a newly constructed bed and breakfast establishment or retail food service/store establishment obtains a permit from the Department of Health, the establishment shall satisfactorily pass a Department of Health inspection.

(2) Remodeled establishment. Before a remodeled bed and breakfast establishment or retail food service/store establishment obtains a permit from the Health Department, the establishment shall satisfactorily pass a Department of Health inspection.

(E) Access allowed at reasonable times after due notice.

(1) After the Health Officer presents official credentials and provides notice of the purpose of and the intent to conduct an inspection, the owner/operator shall allow the Health Officer to determine if the bed and breakfast establishment, retail food service/store establishment, or temporary food establishment is in compliance with this chapter and 410 I.A.C.

7-24 by allowing access to the establishment to conduct an inspection and providing information and records specified in this chapter, 410 I.A.C. 7-24, and 410 I.A.C. 7-15.5. The Department of Health is entitled to all information and records pertaining to food safety/public health, according.

to I.C. 16-42-1-13 and I.C. 16-42-5-23, during the hours of operation, and at other reasonable times, of an establishment regulated by this Ordinance.

(2) Access is a condition of the acceptance and retention of a food establishment permit to operate. If access is denied, an order issued by the appropriate authority allowing access may be obtained according to I.C. 16-20-1-26.

(F) Inspection reports. At the conclusion of the inspection, the Health Officer shall provide a copy of the completed inspection report and the notice to correct violations to the owner/operator or person in charge, as required under I.C. 16-20-8-5.

(G) Timely correction of critical violations.

(1) Except as specified in the next section below, corrective actions shall be taken, at the time of the inspection, to correct a critical violation of 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, and/or 410 I.A.C. 7-22 and implement corrective actions for a HACCP provision that is not in compliance with its critical limits.

(2) Considering the nature of the potential hazard involved and the complexity of the corrective action(s) needed, the Health Officer may agree to or specify a longer time frame after the inspection for the operator to correct critical code violations or HACCP plan deviations.

(3) After receiving notifications that the operator has corrected any and all critical violations or HACCP plan deviations, or at the end of the specified period of time, the Health Officer shall verify correction(s) of the violation(s), document the information on the inspection report, and enter the report in the Department of Health's records.

(H) Refusal to sign acknowledgment. Refusal to sign an acknowledgment of receipt will not affect the responsibility to correct the violations noted on the inspection report within the specified time frame(s) given.

(1) A refusal to sign an acknowledgment of receipt is noted in the inspection report and conveyed to the Department of Department of Health's historical records for the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment.

(2) By signing the inspection report, the owner/operator is not necessarily agreeing with the findings of the Health Officer's inspection.

(I) Public information. Except as specified in 410 I.A.C. 7-24, § 194, Confidentiality of Trade Secrets, the Health Officer shall treat the inspection report as a public document and shall make it available for disclosure ten (10) days after an inspection to a person who requests it as provided by I.C. 24-2-3 and 5-14-3.

(J) Ceasing operation and contacting the St. Joseph County Department of Health.

(1) The owner/operator of an establishment regulated by this Ordinance shall immediately discontinue operations and notify the Health Officer if an imminent health hazard exists because of an emergency such as a fire, flood, extended interruption of electrical or water

service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, or other circumstances that may endanger the public's health.

(2) The operator need not discontinue operation in an area of an establishment that is unaffected by the imminent health hazard.

(K) Resuming operation. If a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment discontinues operations for the reasons stated above or otherwise according to law, the operator must obtain approval from the Health Officer before resuming operations. If an establishment chooses to close for more than four weeks due to, but not limited to, vacations or cleaning, the establishment shall have an opening inspection before resuming business. If temporary closure occurs during the same calendar year, the purchase of a new permit will not be required.

(L) Inspections of temporary food establishments. Throughout the permit period, the Health Officer shall inspect a temporary food establishment that prepares, sells, or serves unpackaged potentially hazardous foods that also has improvised rather than permanent facilities or equipment for hand washing, food preparation and protection, food temperature control, ware washing, providing drinking water, waste retention and disposal, and insect and rodent control; or

(M) Frequency of inspections for temporary food establishments. Temporary food establishments servicing an event shall be inspected at least once every 24-hour period by the Health Officer. The Health Officer may reduce or increase the frequency of the inspections when appropriate.

§ 117.07 COMPLIANCE AND ENFORCEMENT.

(A) Enforcement; authority to adopt rules and regulations. The St. Joseph County Board of Health may adopt, amend, or rescind any such rules, regulations, and standards as deemed necessary for proper enforcement and to carry out the purpose and intent of this chapter. This shall be accomplished using public comment periods, public meetings, and public hearings in accordance with state law and upon the advice of the St. Joseph County Board of Health.

(B) Retail sanitation rule. All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, temporary food establishments, and vending machine operators shall comply with the minimum requirements specified by the Indiana Department of Health Retail Sanitation Rule 410 I.A.C. 7-24 and Indiana State Department of Health Rule 410 I.A.C. 7-15.5 for bed and breakfast establishments.

(C) Application and permit denial. If an application for a "plan and review" and/or permit to operate a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, or temporary food establishment is denied, the Health Officer shall provide the applicant with a notice that includes the following:

(1) The specific reasons and rule citations for the application and/or permit denial;

(2) The actions, if any, that the applicant must take to qualify for the

application and/or permit; and

(3) Advice regarding the applicant's right of appeal and the process and time frame for appeal as provided in this chapter.

(D) Abatement order.

(1) After a routine or re-check inspection of a bed and breakfast establishment, retail food service/store establishment, or temporary food establishment reveals numerous and/or repeat violations from previous inspections, that establishment will be found noncompliant with 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, or this chapter, as applicable, and an abatement order will be issued. This order will include the following information:

- (a) The name and complete address of the establishment;
- (b) The date of the abatement order;
- (c) The violation(s) of the code or ordinance;
- (d) The date violation(s) are to be corrected; and
- (e) The legal action that shall be taken if the violation(s) stated in the abatement order are not corrected.

(2) Because the abatement order is based on conditions that may transmit, generate, or promote disease, failure on the part of the bed and breakfast establishment, retail

food service/store establishment, or temporary food establishment to comply with the abatement order could result in the enforcement of the abatement order in the court of jurisdiction by the initiation of an action by the Department of Health's Attorney or the County's Prosecuting Attorney pursuant to I.C. 16-20-1-25 *et seq.*

(E) Probation.

(1) If after a bed and breakfast establishment or retail food service/store establishment has received an abatement order and the bed and breakfast establishment or retail food service/store establishment continues its noncompliant practices relative to 410 I.A.C. 7- 15.5, 410 I.A.C. 7-24, or this chapter, the bed and breakfast establishment or retail food service/store establishment may be placed on probation. The establishment will be notified of this probationary status by a hand-delivered correspondence. Information included in the probation notification shall include:

- (a) The reason for being placed on probation;
- (b) The length of the probation;
- (c) Steps that will be taken if:
 - 1. The bed and breakfast establishment or retail food service/store establishment's inspections continue to show noncompliance with 410 I.A.C. 7- 15.5 and/or 410 I.A.C. 7-24;
 - 2. The establishment fails to comply with any part of this

chapter; or

3. An imminent health hazard occurs.

(2) When a bed and breakfast establishment or retail food service/store establishment has been placed on probation, the bed and breakfast establishment or retail food service/store establishment will receive increased inspections during the length of the probation.

(F) Closure.

(1) Voluntary closure. If after being placed on probation, the bed and breakfast establishment's, retail food service/store establishment's or temporary food establishment's probation inspections show repeated noncompliance with 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, or failure to comply with any part of this chapter, the bed and breakfast establishment or retail food service/store establishment may be asked to voluntarily close, allowing them to post a sign stating the establishment is closed.

(2) Involuntary closure. If the owner/operator of a bed and breakfast establishment, retail food service/store establishment, or temporary food establishment refuses or fails to voluntarily post a closure sign, or an imminent health hazard is cited, the Department of Health shall post the closure sign. If the Department of Health posts the sign, the owner/operator of the bed and breakfast establishment, retail food service/store establishment, or temporary food establishment must apply for a new permit and pay all applicable fees. The owner/operator of the bed and breakfast establishment, retail food service/store establishment, or temporary food establishment shall appear at a Health Officer's hearing.

(G) Permit suspension. The Health Officer may, upon inspection, suspend a permit to operate a bed and breakfast establishment, retail food service/store establishment, or temporary food establishment for any of the following reasons:

(1) The operation, in the opinion of the Health Officer, constitutes an imminent health hazard. This hazard could be created by loss of the power supply, sewage backup, loss of water supply, damage from fire, flood, or tornado, or other natural or unnatural causes. Under this section, a bed and breakfast establishment's, retail food service/store establishment's, or temporary food establishment's permit may be immediately suspended prior to a Health Officer's hearing;

(2) Interference with the Health Officer in the performance of his or her duties;

(3) Failure to correct a critical violation at the time of inspection that constitutes an imminent health hazard;

(4) The bed and breakfast establishment and/or retail food service/store establishment has been placed on probationary status more than one time in a calendar year;

(5) Failure to appear for a Health Officer's hearing; or

(6) Failure to pay civil penalty fines.

(H) Health Officer's hearing.

(1) Any permit issued under this chapter may be temporarily suspended by the Health Officer with or without notice for a period not to exceed 30 days if any section/part of 410 I.A.C. 7-24, 410 I.A.C. 7-15.5 or this chapter is violated, or if it is determined through inspection, examination, or other means as specified in this chapter that an imminent health hazard exists. The Health Officer shall have 15 business days following the delivery of the suspension notice to notify the owner/operator of the establishment to appear at a Health Officer's hearing. The Health Officer shall notify the owner/operator of the bed and breakfast establishment or retail food service/store establishment five days prior to the hearing. The notice of the Health Officer's hearing shall be delivered by hand.

(2) The notice shall contain the following information:

- (a) The date of the Health Officer's hearing.
- (b) The time of the hearing; and
- (c) The location of the hearing.

(3) The owner/operator of a bed and breakfast establishment or retail food service/store establishment shall be called to a Health Officer's hearing, if any of the following has occurred:

- (a) The Health Officer has suspended operations due to an imminent health hazard;
- (b) The bed and breakfast establishments or retail food service/store establishment's permit has been suspended for any other violations under 410 I.A.C. 7-24, 410 I.A.C. 7-15.5 or this chapter; or
- (c) The bed and breakfast establishment or retail food service/store establishment violated the terms of its probation.

§ 117.08 PENALTIES.

(A) Penalties shall be imposed against those owners/operators of establishments that, on a continuous basis, have repeat violations in accordance with the Civil Penalties Rule, 410 I.A.C. 7-23.

(B) Penalty fees shall be determined in accordance with the Schedule of Civil Penalties, 410 I.A.C. 7-23.

§ 117.09 APPEALS PROCESS.

The appeals process will follow the steps listed below:

(A) Any owner/operator of an establishment or other person aggrieved by an order issued under the compliance and enforcement section of this chapter shall be entitled to review of the final order before a Hearing Officer. A request for review shall be made in writing and filed with the Health Officer (Secretary of the St. Joseph County Board of Health, I.C. 16-20-1-10). The written request must be mailed or hand delivered to the Health Officer at the St. Joseph County Department of Health and must be postmarked or hand-delivered within 15 days after the final

order is issued.

(B) Upon the Health Officer's receipt of the request, the St. Joseph County Board of Health will be notified to appoint a Hearing Officer. A hearing date shall be set, and a written notice shall be completed and hand-delivered within five days. The notice shall specify the date,

time, location, and nature of the hearing. The hearing will be scheduled no later than ten days from the date of the request. The appointed Hearing Officer shall hear the matter in an open hearing. A shorter period of time may be granted if requested by either party.

(C) The notice of the hearing shall be served upon the person requesting the review via hand delivery or certified mail to the address listed on the permit application as the person's mailing address or any other address that the person shall designate in the letter of request for review filed with the Health Officer.

(D) The Hearing Officer shall establish the rules of procedures and advise the parties of these rules prior to the start of the proceedings.

(E) The Hearing Officer shall make written findings of fact and shall enter the final order or determination of this matter in writing.

(F) The order filed by the Hearing Officer completes the appeals process.

§ 117.10 MISCELLANEOUS.

(A) **Gratuities.** The Health Officer shall not accept any gratuities from a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment.

(B) **Unwholesome, adulterated, or misbranded foods.** It shall be unlawful for any person or establishment to sell, through a food establishment (fixed, mobile, or machine), any food that is unwholesome, adulterated, or misbranded, as provided in the Indiana Food, Drug and Cosmetic Act, I.C. 16-42.

(1) Samples of food may be taken and examined by the Health Officer as often as may be necessary to determine freedom from the following:

- (a) Contamination;
- (b) Adulteration; or
- (c) Misbranding.

(2) With adequate proof, the Health Officer may require any food that, in his or her opinion, is unsound (meaning containing any filthy, decomposed, or putrid substance) or determined to be unsafe for consumption to be removed from inventory and/or destroyed immediately.

(C) **Food protection certification.**

(1) All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, or temporary food establishments which prepare or serve potentially hazardous raw food of animal origin shall have at least one certified food protection manager who is in compliance with

the minimum requirements specified by the Indiana Department of Health as provided in 410 I.A.C. 7-24 and as defined in 410 I.A.C. 7-22 and changed in HEA 1210. These regulations and any changes and amendments thereto, which may be adopted or promulgated, are by reference herein and made part thereof.

(2) A bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment selling only prepackaged foods and non-potentially hazardous foods is exempt from the provisions of division (C)(1) above.

(3) A CERTIFIED FOOD PROTECTION MANAGER is any person who has successfully completed and received a certificate from any course of study that has been approved by the Indiana Department of Health. A copy of the certificate must be available at the request of the Health Officer.

(D) I.C. 34-30-5, "Immunity from Civil Liability for Gifts of Food to Charitable Entities." A person who in good faith makes a gift of a food item to a charitable entity is not liable for civil damages arising from the use, condition, quality, or content of that food item, unless the damage is the result of that person's intentionally, knowingly, and recklessly engaging in conduct specified in I.C. 35-41-2-2(a) through I.C. 35-41-2-2(c).

(E) Charitable contributions. There are no Indiana Department of Health requirements that prohibit the donation of unused food items from a food source. The Indiana Department of Health strongly supports donating food in sound condition that is free from spoilage or other contamination and is safe for human consumption. However, when leftover foods have been extended beyond the recommended shelf life, and have gone through an appreciable loss of quality, there may be a significant public health hazard. In addition, potential hazards exist in the areas of handling, transportation, re-service, and storage of foods, particularly those that are considered potentially hazardous.

(F) Conflict of interest. No representative of the Department of Health shall conduct himself or herself in a manner that is or could have the appearance of a conflict of interest. (G) Unconstitutional clause. Should any section, paragraph, sentence, clause, or phrase of this chapter be declared unconstitutional or invalid for any reason, the remainder of this chapter shall not be affected thereby.

§ 117.11 FEE SCHEDULE; APPROVAL REQUIRED.

The Health Officer shall inform the St. Joseph County Council of his or her desire to increase or decrease the fee schedule(s). The County Council must approve a new fee schedule in order for it to take effect. The fee schedule(s) for fees to be collected and deposited in accordance with this chapter are set forth in the Appendix: Schedule of Fines and Fees.

§ 117.12 EFFECTIVE DATE.

This chapter shall be in full force and effect 30 days after its adoption and publication as provided by law.