

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

**February 25, 2026
4:30 p.m.**

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

- 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 25, 2026.
- III. APPROVAL OF MINUTES
 - A. It is recommended the Board of Health members approve the minutes of the regular meeting of January 21, 2026.
- IV. BOARD PRESIDENT ANNOUNCEMENTS:
- V. HEALTH OFFICER PRESENTATION and REPORT:
 - 26-20 Discussion and Vote - Health Officer's Report (January)
 - Community Access, Resources, and Education (C.A.R.E.)
 - Environmental Health
 - Finance
 - Food Services
 - Health First Indiana
 - Lead Report - **Spotlight**
 - Nursing
 - Vital Records
- VI. NEW BUSINESS:
 - 26-21 Discussion and Vote - Job Descriptions
 - a) Public Health Nurse
 - b) Disease Investigation Specialist
 - c) Director of Vital Records
 - d) Assistant Director of Vital Records
 - e) Health Officer
 - f) Director of Finance
 - g) Intern – Data Entry and Scanner (16 & 17 year old)
 - h) Intern – Data Entry and Scanner
 - 26-22 Discussion and Vote - Memorandum of Understanding - WorkOne - Youth Services

VII. GRANT REQUESTS:

26-23 Discussion and Vote - Apply - The Automotive Safety Program (ASP)

26-24 Discussion and Vote –

- a) Apply - Community Health Impact Lab Micro Grant –
- b) Board of Health Letter of Support

26-25 Discussion and Vote - Apply - Safe Routes to School (SRTS) Mini Grant

VIII. OLD BUSINESS:

26-06 Discussion and Vote - Onsite Wastewater Advisory Board appointments -
Table Indefinitely

26-07 Discussion and Vote - Water Resources Advisory Board appointments -
Table Indefinitely

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 25, 2026 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

2026 Board Members

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

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

Note: For after meeting packet, media (video/audio) and approved minutes, please visit:
[St. Joseph County: Agendas and Minutes](#)

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

Regular Meeting

January 21, 2026
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
Robert Hays, MD
Jill Kaps VanBruaene
Kristin Vincent, CNM
Ellen Reilander, Esq.
Michael A. Harding, EdD

Members Absent:

Vacant Position
Vacant Position

Others Present:

Michelle Migliore, D.O.	Renata Williams, MPH
Alissa Balke, MPH	Denise Kingsberry
Ericka Tijerina	Mike Wruble, MBA
Ashley Helman, RN	Carolyn Smith
Briannah McCall, MPH	Kara Dishman
Amy Ruppe	Karen Teague
Michelle Haluda, RN	Diana Purushotham, MD - TEAMS
	Marcellus Lebbin, Esq. – Counsel

NOTE: Due to issues Microsoft was having with their servers there is no recording of this meeting.

I. CALL TO ORDER & ROLL CALL

A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:31 p.m.

II. ELECTION OF OFFICERS FOR 2026

Marcel Lebbin, Esq. asked for nominations for Chairman of the Board

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD and unanimously carried, John Linn, P.E. was appointed Chairman of the Board for 2026.

Marcel Lebbin, Esq. asked for nomination for Vice-Chairman of the Board

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

Robert Hays, MD and unanimously carried, Elizabeth Lindenman, MD was appointed Vice-Chairman of the Board for 2026.

III. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for January 21, 2026.

Upon a motion by Jill Kaps VanBruane, being seconded by Robert Hays, M.D. and unanimously carried, the agenda for January 21, 2026, was adopted.

IV. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of November 19, 2025.

Upon a motion by Jill Kaps VanBruane, being seconded by Elizabeth Lindenman, MD, and unanimously carried, the minutes of the November 19, 2025, meeting of the Board of Health were approved.

V. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

VI. HEALTH OFFICER PRESENTATION and REPORT

26-01 Discussion and Vote - Health Officer's Report (November)
Community Access, Resources, and Education (C.A.R.E.)
Environmental Health
Finance
Food Services - **Spotlight**
Health First Indiana
Lead Report
Nursing
Vital Records

The November Health Officers Report was presented in cursory fashion because the December meeting was cancelled due to lack of a quorum. As a direct result the Food Services spotlight from December was presented at this time by Carolyn Smith, Director of Food Services and Pools, and Karen Teague, Assistant Director of Food Services and Pools, and is attached to these minutes.

Dr. Migliore noted that there were decreased number of events in December because this is generally a slow time given the holidays and busy holiday schedules for our community partners.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried, the December Health Officer's Report was approved.

26-02 Discussion and Vote - Health Officer's Report (Quarterly - Oct, Nov, Dec)

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

The quarterly packet was reviewed cursorily and in the interest of time, the Lead spotlight will be presented at the February Board meeting.

It should be noted that the KPI's for the Health First Indiana programing are just now completed as of this week and the preliminary results are very favorable. A more detailed report of each community partners KPI's will be forthcoming.

The Department continues to work on all policies and procedures and job descriptions and hopes to have those completed in the next few months.

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

VII. NEW BUSINESS

26-03 Appointments to the Personnel Committee

John Linn asked for nomination to the Personnel Committee for 2026.

John Linn, P.E., Michael A. Harding, EDD., Robert Hays, MD, Elizabeth Lindenman, MD, and Ellen Reilander, Esq., were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried, John Linn, Michael A. Harding, Robert Hays, Elizabeth Lindenman, and Ellen Reilander were appointed to the Personnel Committee for 2026.

26-04 Appointments to the Finance Committee

John Linn asked for nomination to the Finance Committee for 2026.

John Linn, P.E., Elizabeth Lindenman, MD, Jill Kaps VanBrauene, and Kristin Vincent, CNM, were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried John Linn, Elizabeth Lindenman, Jill Kaps VanBrauene, and Kristin Vincent were appointed to the Finance Committee for 2026

26-05 Appointments to the Appeals Committee

John Linn asked for nomination to the Appeals Committee for 2026.

John Linn, P.E., Elizabeth Lindenman, MD, Ellen Reilander, Esq., were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried John Linn, Elizabeth Lindenman, and Ellen Reilander were appointed to the Appeals Committee for 2026.

26-06 Discussion and Vote - Onsite Wastewater Advisory Board appointments

John Linn stated he made a few phone calls to potential candidates to fill these Advisory Boards and he is waiting on responses.

There was a request to table this to the February 18, 2026, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, being seconded by Ellen Reilander, Esq., and unanimously carried, the Onsite Wastewater Advisory Board appointments was tabled until the February 18, 2026, meeting of the Board of Health.

26-07 Discussion and Vote - Water Resources Advisory Board appointments

John Linn stated he made a few phone calls to potential candidates to fill these Advisory Boards and he is waiting for responses.

There was a request to table this to the February 18, 2026, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, being seconded by Ellen Reilander, Esq., and unanimously carried, the Water Resources Advisory Board appointments was tabled until the February 18, 2026, meeting of the Board of Health.

26-08 Discussion and Vote – Job Description – Director of Community Access, Resources and Education (C.A.R.E.)

Dr. Migliore detailed the process of how the job descriptions are updated. 1st the Unit Director and the Assistant Director go through the job descriptions, then Mike Wruble, our Director of Operations then Drs. Migliore and Purushotham, then lastly Board Member Ellen Reilander, Esq., helps to proofread and edit the job description. The final copy goes to the Board of Health Attorney for review before it goes to the board for final approval.

Ellen Reilander, Esq., asked that this be amended to include “Will have working knowledge of all unit medical and biometric equipment and tools” to the Director of C.A.R.E.’s job description.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Director of Community Access, Resources and Education (C.A.R.E.) was approved, as amended.

26-09 Discussion and Vote - Job Description - Assistant Director of Community Access, Resources and Education (C.A.R.E.)

Ellen Reilander, Esq., asked that this be amended to include “Will have working knowledge of all unit medical and biometric equipment and tools” to the Assistant Director of C.A.R.E.’s job description.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Assistant Director of Community Access, Resources and Education (C.A.R.E.) was approved, as amended.

26-10 Discussion and Vote - Job Description - Director of Food Services

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Director of Food Services was approved.

26-11 Discussion and Vote - Job Description - Assistant Director of Food Services

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Assistant Director of Food Services was approved.

26-12 Discussion and Vote - Job Description - Medical Assistant

Ellen Reilander, Esq., asked that the job description include “Certified Medical Assistant candidates will have a high school diploma or GED at a minimum and will possess a valid Indiana certification”.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and carried, the job description for the Medical Assistant was approved, as amended.
(Kristin Vincent - Nay)

26-13 Discussion and Vote - Job Description - Environmental Health Specialist/Septic

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Environmental Health Specialist/Septic was approved.

26-14 Discussion and Vote - 2026 Budget - County Health Department and Local Public Health Services

This is a budget neutral salary ordinance changing our PT Registrar to a FT Certified Medical Assistant. We are using funds originally budgeted for the PT Registrar as well as unused funds in other salary lines.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the 2026 Budget - County Health Department and Local Public Health Services was approved.

26-15 Discussion and Vote - 2026 Budget - Health School Liaison

The funds donated by The Phair Foundation had an unspent balance at the end of 2025, so we request to appropriate those unused funds for schools to utilize in 2026.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, M.D. and unanimously carried,

the 2026 Budget - Health School Liaison was approved.

26-16 Discussion and Vote - 2026 Budget - Health Trust Fund

We overbudgeted in fund 9111 and this request removes the funds that were spent in 2025 which are no longer available.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, the 2026 Budget - Health Trust Fund was approved.

26-17 Discussion and Vote - 2026 Budget - NACCHO Mentor Program

The grant was a deliverable-based grant and has unused funds available for appropriation.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, the 2026 Budget - NACCHO Mentor Program was approved.

26-18 Discussion and Vote - 2026 Fee Schedule - Nursing - Typhim

This change is due to our supplier not carrying the multi-dose vials of Typhim any longer, so the only other injectable option is single dose syringes, and this variation is \$176.00 per dose.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrouaene, and unanimously carried, 2026 Fee Schedule - Nursing - Typhim was approved.

VIII. GRANT REQUESTS

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

The American Heart Association has a \$1,500 grant that concentrates on rural areas. The CHW's are starting a chronic condition program and hope to apply for this to help pay for the testing supplies.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, Apply - American Heart Association - Meeting People Where They Are was approved.

IX. OLD BUSINESS

None

X. PUBLIC COMMENT (3 Minute Limit)

There was no public comment.

XI. TIME AND PLACE OF NEXT REGULAR MEETING

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

ADJOURNMENT

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:39 p.m.

John 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 2026

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

Much of January was dedicated to community outreach as we prepare for several key launches. This included our new free health screening initiative with our Chronic Disease CHWs, transitioning our EMBER program to a fully online format with live translation, and scheduling upcoming lead testing events. Additionally, we served 21 new clients across three Women’s Care Center locations, providing health insurance navigation for 16 of them.

ENVIRONMENTAL HEALTH

In the month of January, our Environmental Health Specialist/Vector participated in *the Biology, Identification, and Control of Mosquitoes in Indiana* course hosted by the Indiana Department of Health (IDOH). The training focused on the biology and life cycles of mosquitoes, species identification, surveillance methods, and control strategies, including winter mapping of potential breeding sites and evaluation of appropriate control measures based on disease transmission and vector competence.

Monthly Radon Statistics
January 2026

RADON	
Tests Provided	32
Failed Results	3
Passing Results	2

Furthermore, in total, 32 tests were given out in January; we received 3 failing and 2 passing test results back. The Main and Centre Township library branches requested to have their radon test supplies restocked.

County Health Department

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

Valid: 01/01/2026-12/31/2026		Budget	January	February	March	YTD TOTALS	
REVENUE							
Beginning Balance		\$3,767,179.01				\$3,767,179.01	
Property, FIT, Excise, Vehicle Excise Tax			\$0.00			\$0.00	
Federal Reimbursements			\$0.00			\$0.00	
Miscellaneous Revenue			\$0.00			\$0.00	
TOTAL Tax, Fed Reimb and Misc Revenue			\$0.00	\$0.00	\$0.00	\$3,767,179.01	
Environmental Health			\$58,202.18			\$58,202.18	
Food Services			\$197,349.00			\$197,349.00	
Immunization Clinic			\$8,354.06			\$8,354.06	
Vital Records			\$52,620.17			\$52,620.17	
Fees (Charge 2, Coroner Fee)			(\$5,420.00)			(\$5,420.00)	
Total Fee Revenue			\$311,105.41	\$0.00	\$0.00	\$311,105.41	
TOTAL REVENUE			\$311,105.41	\$0.00	\$0.00	\$4,078,284.42	
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	\$15,144.24		\$15,144.24	\$116,105.76	
11077	Admin. Assistant (2)	\$90,300.00	\$10,035.35		\$10,035.35	\$80,264.65	
11143	Registrars (3)	\$119,358.00	\$13,772.07		\$13,772.07	\$105,585.93	
11144	Nursing Registrars	\$39,786.00	\$4,590.69		\$4,590.69	\$35,195.31	
11145	Staff Assistants (2)	\$79,572.00	\$9,181.38		\$9,181.38	\$70,390.62	
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 (6.5)	\$415,861.00	\$35,737.56		\$35,737.56	\$380,123.44	
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	
11167	Community Health Worker (2.5)	\$93,900.00	\$10,832.75		\$10,832.75	\$83,067.25	
11170	Director of CARE	\$70,053.00	\$8,083.05		\$8,083.05	\$61,969.95	
11172	Environmental Health Specialist (5.5)	\$343,980.00	\$33,965.82		\$33,965.82	\$310,014.18	
11174	Food Service Specialist (5)	\$286,650.00	\$33,075.00		\$33,075.00	\$253,575.00	
11181	Lead Program Coordinator (0.5)	\$4,410.00	\$508.86		\$508.86	\$3,901.14	
11184	Env Health Spec Coordinator (0.5)	\$4,410.00	\$288.69		\$288.69	\$4,121.31	
11305	Deputy County Attorney (0.5)	\$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	\$10,512.81		\$10,512.81	\$80,598.19	
11709	Asst. Dir. Nursing	\$78,847.00	\$9,097.74		\$9,097.74	\$69,749.26	
11950	Part Time (3 x 0.5)	\$65,746.00	\$7,243.74		\$7,243.74	\$58,502.26	
11988	Director of Finance	\$76,650.00	\$8,844.24		\$8,844.24	\$67,805.76	
14800	FICA Taxes @ 7.65%	\$194,207.00	\$20,342.39		\$20,342.39	\$173,864.61	
14810	PERF @ 11.2%	\$274,981.00	\$26,835.63		\$26,835.63	\$248,145.37	
14840	Health Insurance @ \$18,500	\$721,500.00	\$0.00		\$0.00	\$721,500.00	
Total 10000 Series		\$3,729,329.00	\$321,179.37	\$0.00	\$0.00	\$321,179.37	\$3,408,149.63
Acct	20000 Series	Budget	January	February	March	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$489.65			\$489.65	\$22,252.35
22148	Field Supplies	\$35,250.00	\$62.99			\$62.99	\$35,187.01
22328	Equipment Repairs	\$3,250.00	\$0.00			\$0.00	\$3,250.00
22406	Immunization Supplies	\$256,000.00	\$1,517.88			\$1,517.88	\$254,482.12
23243	Fuel Allocation	\$10,500.00	\$0.00			\$0.00	\$10,500.00
24120	Medical Supplies	\$3,500.00	\$0.00			\$0.00	\$3,500.00
Total 20000 Series		\$331,242.00	\$2,070.52	\$0.00	\$0.00	\$2,070.52	\$329,171.48
Acct	30000 Series	Budget	January	February	March	Expenditures	Unexpended
31010	Legal Services	\$80,000.00	\$4,965.40			\$4,965.40	\$75,034.60
31070	Other Contractual Services	\$136,000.00	\$10,500.00			\$10,500.00	\$125,500.00
31150	Medical Services	\$4,000.00	\$101.50			\$101.50	\$3,898.50
32020	Travel/Mileage	\$21,141.00	\$110.00			\$110.00	\$21,031.00
32050	Conferences & Training	\$21,500.00	\$0.00			\$0.00	\$21,500.00
32203	Cell Phones	\$15,600.00	\$1,044.28			\$1,044.28	\$14,555.72
32350	Postage	\$2,000.00	\$0.00			\$0.00	\$2,000.00
33128	Environmental Health	\$3,500.00	\$0.00			\$0.00	\$3,500.00
33243	Fleet Allocation	\$69,430.00	\$0.00			\$0.00	\$69,430.00
33368	Public Info & Educ	\$18,100.00	\$0.00			\$0.00	\$18,100.00
34030	Liability Insurance Coverage	\$187,406.00	\$0.00			\$0.00	\$187,406.00
36500	Service Contract (incl PO's not paid in 2025)	\$44,101.15	\$1,779.25			\$1,779.25	\$42,321.90
39010	Dues & Subscriptions	\$3,000.00	\$183.53			\$183.53	\$2,816.47
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00			\$0.00	\$0.00
39750	Information Technology	\$5,000.00	\$0.00			\$0.00	\$5,000.00
Total 30000 Series		\$610,778.15	\$18,683.96	\$0.00	\$0.00	\$18,683.96	\$592,094.19
Total Budget		\$4,671,349.15					
TOTAL EXPENDITURES			\$341,933.85	\$0.00	\$0.00	\$341,933.85	
Total Unexpended							\$4,329,415.30
Net (Monthly)			(\$30,828.44)	\$0.00	\$0.00		
FUND BALANCE			\$3,736,350.57	\$3,736,350.57	\$3,736,350.57		

Local Public Health Services

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

Valid: 01/01/2026-12/31/2026		Budget	January	February	March	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$6,082,125.08				\$6,082,125.08	
01412	State Grant		\$1,724,778.37	\$0.00	\$0.00	\$1,724,778.37	
	TOTAL REVENUE	\$6,082,125.08	\$1,724,778.37	\$0.00	\$0.00	\$7,806,903.45	
	EXPENDITURES						
Acct	10000 Series	Budget	January	February	March	Expenditures	Unexpended
11077	Admin Assistant (2)	\$90,300.00	\$10,419.24			\$10,419.24	\$79,880.76
11167	Community Health Workers (8.5)	\$417,210.00	\$42,724.18			\$42,724.18	\$374,485.82
11172	Environmental Health Specialist	\$57,330.00	\$0.00			\$0.00	\$57,330.00
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
11196	Health Promotion Specialist	\$55,125.00	\$6,360.57			\$6,360.57	\$48,764.43
11199	Perinatal Coordinator	\$59,535.00	\$6,869.43			\$6,869.43	\$52,665.57
11197	MIH Coordinator	\$66,657.00	\$7,691.19			\$7,691.19	\$58,965.81
11950	Part Time (5 x 0.5)	\$161,479.00	\$13,930.16			\$13,930.16	\$147,548.84
12010	Data Analyst	\$63,945.00	\$7,378.26			\$7,378.26	\$56,566.74
14800	FICA Taxes @ 7.65%	\$83,604.00	\$8,158.72			\$8,158.72	\$75,445.28
14810	PERF @ 11.2%	\$104,315.00	\$10,688.92			\$10,688.92	\$93,626.08
14840	Health Insurance @ \$18,500	\$333,000.00	\$0.00			\$0.00	\$333,000.00
	Total 10000 Series	\$1,613,775.00	\$128,213.93	\$0.00	\$0.00	\$128,213.93	\$1,485,561.07
Acct	20000 Series	Budget	January	February	March	Expenditures	Unexpended
21030	Office Supplies	\$1,150.00	\$0.00			\$0.00	\$1,150.00
22148	Field Supplies	\$59,000.00	\$27.50			\$27.50	\$58,972.50
22328	Equipment Repairs	\$1,000.00	\$0.00			\$0.00	\$1,000.00
	Total 20000 Series	\$61,150.00	\$27.50	\$0.00	\$0.00	\$27.50	\$61,122.50
Acct	30000 Series	Budget	January	February	March	Expenditures	Unexpended
32020	Travel/Mileage	\$15,960.00	\$113.40			\$113.40	\$15,846.60
32050	Conferences & Trainings	\$11,750.00	\$772.41			\$772.41	\$10,977.59
32203	Cell Phones	\$10,200.00	\$836.84			\$836.84	\$9,363.16
32350	Postage	\$500.00	\$0.00			\$0.00	\$500.00
32707	Incentives	\$65,000.00	\$1,001.84			\$1,001.84	\$63,998.16
33020	Advertising	\$11,000.00	\$0.00			\$0.00	\$11,000.00
33034	Grant (PO's not paid in 2025)	\$501,619.98	\$100,971.51			\$100,971.51	\$400,648.47
33100	Printing	\$32,000.00	\$203.71			\$203.71	\$31,796.29
33128	Environmental Health	\$31,000.00	\$0.00			\$0.00	\$31,000.00
33368	Public Info & Educ	\$103,000.00	\$0.00			\$0.00	\$103,000.00
34030	Liability Insurance Coverage	\$20,000.00	\$0.00			\$0.00	\$20,000.00
36015	Contractual Services	\$105,600.00	\$6,315.00			\$6,315.00	\$99,285.00
36500	Service Contract	\$2,400.00	\$0.00			\$0.00	\$2,400.00
37010	Rent - Bldgs & Office Space	\$4,500.00	\$0.00			\$0.00	\$4,500.00
39750	Information Technology	\$19,700.00	\$0.00			\$0.00	\$19,700.00
	Total 30000 Series	\$934,229.98	\$110,214.71	\$0.00	\$0.00	\$110,214.71	\$824,015.27
Acct	40000 Series	Budget	January	February	March	Expenditures	Unexpended
44010	Equipment	\$9,000.00	\$0.00			\$0.00	\$9,000.00
	Total 40000 Series	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
	Total Budget	\$2,618,154.98					
	TOTAL EXPENDITURES		\$238,456.14	\$0.00	\$0.00	\$238,456.14	
	Total Unexpended						\$2,379,698.84
	Net (Monthly)		\$1,486,322.23	\$0.00	\$0.00		
	FUND BALANCE		\$7,568,447.31	\$7,568,447.31	\$7,568,447.31		

OPIOID RESTRICTED FUND

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 01/01/2026-12/31/2026		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$259,316.85				\$259,316.85	
04113	Opioid Settlement		\$0.00			\$0.00	
	TOTAL REVENUE	\$259,316.85	\$0.00	\$0.00	\$0.00	\$259,316.85	
	EXPENDITURES						
Acct	10000 Series						
11196	Health Promotion Specialist	\$55,125.00	\$6,360.57			\$6,360.57	\$48,764.43
14800	FICA Taxes @ 7.65%	\$4,218.00	\$468.31			\$468.31	\$3,749.69
14810	PERF @ 11.2%	\$6,174.00	\$712.38			\$712.38	\$5,461.62
14840	Health Insurance @ \$18,500	\$18,500.00	\$0.00			\$0.00	\$18,500.00
	Total 10000 Series	\$84,017.00	\$7,541.26	\$0.00	\$0.00	\$7,541.26	\$76,475.74
Acct	30000 Series						
32020	Travel/Mileage	\$500.00	\$0.00			\$0.00	\$500.00
32050	Conferences & Training	\$500.00	\$0.00			\$0.00	\$500.00
32203	Cell Phones	\$540.00	\$0.00				
33100	Printing	\$1,428.00	\$0.00			\$0.00	\$1,428.00
33368	Public Information & Education	\$2,413.00	\$0.00			\$0.00	\$2,413.00
	Total 30000 Series	\$5,381.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,381.00
	Total Budget	\$89,398.00					
	Total Expenditures		\$7,541.26	\$0.00	\$0.00	\$7,541.26	
	Total Unexpended						\$81,856.74
	Net (Monthly)		(\$7,541.26)	\$0.00	\$0.00		
	FUND BALANCE		\$251,775.59	\$251,775.59	\$251,775.59		

Health School Liaison

LEAD: Ashley Helman - SUPPORT: Hope Eck

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$1,311,156.92				\$1,311,156.92	
02708	Federal/Grants Reimbursements		\$0.00			\$0.00	
05600	Refunds		\$0.00			\$0.00	
06400	Donations		\$0.00			\$0.00	
	TOTAL REVENUE	\$1,311,156.92	\$0.00	\$0.00	\$0.00	\$1,311,156.92	
	EXPENDITURES						
Acct	10000 Series						
11180	School Health Liasion	\$66,657.00	\$7,691.19			\$7,691.19	\$58,965.81
14800	FICA Taxes @ 7.65%	\$5,100.00	\$582.69			\$582.69	\$4,517.31
14810	PERF @ 11.2%	\$7,466.00	\$861.42			\$861.42	\$6,604.58
14840	Health Insurance @ \$18,500	\$18,500.00	\$0.00			\$0.00	\$18,500.00
	Total 10000 Series	\$97,723.00	\$9,135.30	\$0.00	\$0.00	\$9,135.30	\$88,587.70
Acct	20000 Series						
21030	Office Supplies	\$1,000.00	\$0.00			\$0.00	\$1,000.00
24120	Medical Supplies	\$200,000.00	\$15.99			\$15.99	\$199,984.01
	Total 20000 Series	\$201,000.00	\$15.99	\$0.00	\$0.00	\$15.99	\$200,984.01
Acct	30000 Series						
32020	Travel/Mileage	\$1,000.00	\$18.20			\$18.20	\$981.80
32050	Conferences/Trainings	\$10,000.00	\$99.00			\$99.00	\$9,901.00
32203	Cell Phones	\$600.00	\$40.28			\$40.28	\$559.72
33368	Public Info & Educ	\$5,000.00	\$0.00			\$0.00	\$5,000.00
39243	Donations (incl PO's not paid in 2025)	\$399.84	\$399.84			\$399.84	\$0.00
	Total 30000 Series	\$16,999.84	\$557.32	\$0.00	\$0.00	\$557.32	\$16,442.52
	Total Budget	\$315,722.84					
	Total Expenditures		\$9,708.61	\$0.00	\$0.00	\$9,708.61	
	Total Unexpended						\$306,014.23
	Net (Monthly)		(\$9,708.61)	\$0.00	\$0.00		
	FUND BALANCE		\$1,301,448.31	\$1,301,448.31	\$1,301,448.31		

Health Trust Fund

Lead: Briannah McCall

No Expiration		Budget	January	February	March	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$95,171.17				\$95,171.17	
	TOTAL REVENUE	\$95,171.17	\$0.00	\$0.00	\$0.00	\$95,171.17	
	EXPENDITURES						
Acct	10000 Series						
11066	Vector/Env Health Specialist	\$57,330.00	\$6,615.00			\$6,615.00	\$50,715.00
14800	FICA Taxes @ 7.65%	\$4,386.00	\$493.91			\$493.91	\$3,892.09
14810	PERF @ 11.2%	\$6,421.00	\$740.88			\$740.88	\$5,680.12
14840	Health Insurance @ \$18,500	\$18,500.00	\$0.00			\$0.00	\$18,500.00
	Total 10000 Series	\$86,637.00	\$7,849.79	\$0.00	\$0.00	\$7,849.79	\$78,787.21
Acct	20000 Series						
21030	Office Supplies	\$0.00	\$0.00			\$0.00	\$0.00
22120	Gas/Motor Supplies	\$0.00	\$0.00			\$0.00	\$0.00
22148	Field Supplies	\$6,000.00	\$0.00			\$0.00	\$6,000.00
	Total 20000 Series	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Acct	30000 Series						
32020	Travel /Mileage	\$0.00	\$0.00			\$0.00	\$0.00
32050	Conferences & Trainings	\$500.00	\$9.57			\$9.57	\$490.43
32203	Cell Phones	\$531.00	\$37.28			\$37.28	\$493.72
32350	Postage	\$500.00	\$0.00			\$0.00	\$500.00
33368	Public Info & Educ	\$0.00	\$0.00			\$0.00	\$0.00
33938	Vector	\$0.00	\$0.00			\$0.00	\$0.00
36500	Service Contract	\$2,400.00	\$0.00			\$0.00	\$2,400.00
39750	Information Technology	\$0.00	\$0.00			\$0.00	\$0.00
	Total 30000 Series	\$3,931.00	\$46.85	\$0.00	\$0.00	\$46.85	\$3,884.15
Acct	40000 Series						
44010	Equipment	\$0.00	\$0.00			\$0.00	\$0.00
	Total 40000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$96,568.00					
	Total Expenditures		\$7,896.64	\$0.00	\$0.00	\$7,896.64	
	Total Unexpended						\$88,671.36
	Net (Monthly)		(\$7,896.64)	\$0.00	\$0.00		
18	FUND BALANCE		\$87,274.53	\$87,274.53	\$87,274.53		

FOOD SERVICES

Food establishment permits renewed by January 31st totaled 1068, representing approximately 59.2% of those requiring renewal. This year's renewal process encountered daily challenges due to incorrect and/or overpayments for on-line payments, which required transactions to be voided, applicants contacted and instructions given on correcting and resubmitting appropriate fees. The Assistant Director and both the Admin Assistant and the Staff Assistant worked together daily to facilitate the processes. Permits, not renewed by January 31, 2026, have a 100% late fee added to their calculated renewal fee.

January 8, 2026 - Our newly hired FSIO completed a day of being observed, by the IDOH Food Scientist/Field Representative assigned to SJCDoH. A part of the orientation/training for new inspectors, being observed by the IDOH representative provides the new FSIO with the opportunity for greater exposure and feedback relative to the food code and food safety regulations.

All inspection staff participated in several free virtual training workshops. Besides the monthly training held by IDOH, staff attended sessions intended for participants to gain tools and knowledge to help them be better prepared in the field. The 4-hour sessions were hosted by the Association of Food and Drug Officials (AFDO).

HEALTH FIRST INDIANA

KPI Progress:

Collective Progress of KPIs	
KPI 1	155.33%
KPI 2	188.28%
KPI 3	121.51%
KPI 4	278.47%
KPI 5	279.50%
KPI 6	88.90%
KPI 7	79.00%
KPI 8	9.90%

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

LEAD - COMBINED UNIT

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

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

Testing

Lead Tests Across St. Joseph County

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

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

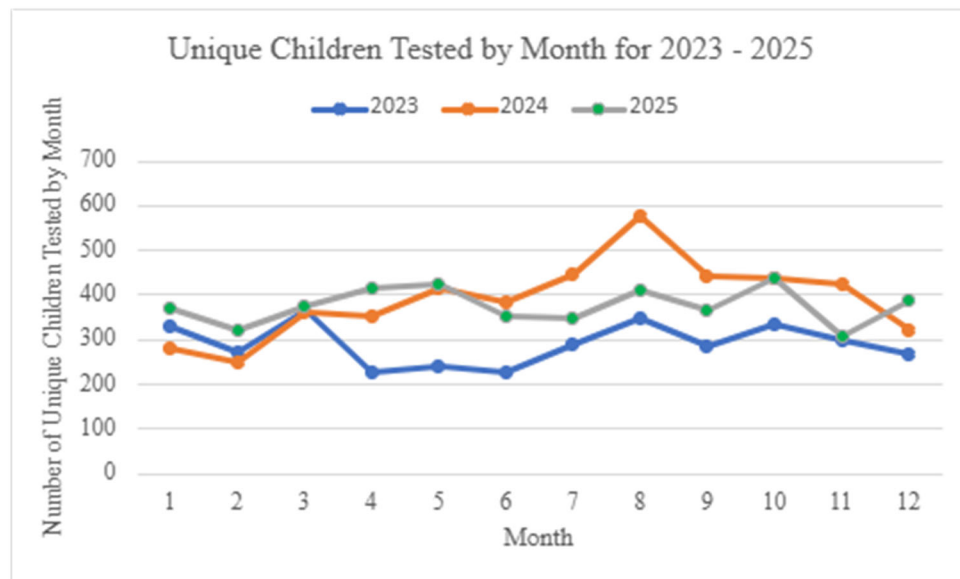
Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	19	107	0	126
0.1-<2	14	59	0	73
2-3.4	6	35	115	156
3.5-4.9	6	4	6	16
5-9.9	6	5	2	13
10-19.9	3	1	0	4
20-29.9	0	0	1	1
30-39.9	0	0	0	0
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	54	211	124	389

There were 3 duplicate tests in the month of December, 389 unique children were tested.

2025 YTD = 4,532

2024 YTD = 4,693

2023 YTD = 2,484



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 2024, the zip code of 46613 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e., population size).

Zip Code	December 2025	YTD 2025
46613	1 elevated	31 elevated
46628	1 elevated	29 elevated
46544	2 elevated	20 elevated
46619	1 elevated	18 elevated
46545	3 elevated	18 elevated
46614	2 elevated	17 elevated
46616	2 elevated	13 elevated
46615	1 elevated	12 elevated
46530	0 elevated	7 elevated
46635	0 elevated	5 elevated
46561	1 elevated	5 elevated
46601	1 elevated	5 elevated
46617	0 elevated	4 elevated
46637	1 elevated	3 elevated

Community Outreach Settings

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

Testing and Education Events	# of events	# of tests	Awareness Only Events	# of events
January 2026	0	*7	January 2026	0

YTD	# of events	# of tests
YTD 2026	0	7
YTD 2025	0	0

* We did not have any events scheduled for the month of January. However, the CHWs tested 7 children for lead across 4 different schools that were absent during scheduled testing events from December 2025.

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 1/31/2026

Case Management	Case Monitoring	Unconfirmed Cases
65	50	37

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 2026	YTD 2025	YTD 2024	YTD 2023	YTD 2022
A. Lead Risk Assessments	9	9	4	8	2
i. EBLL Assessments	1	3	2	6	2
ii. Parent Requests	8	6	2	2	0
B. Clearances	5	8	9	3	3

NURSING UNIT

Immunizations

Our immunization team continued to provide both seasonal and school-based vaccinations, with our South Bend clinic maintaining a full schedule more than a month in advance. The weather was a challenge this month, with schools unexpectedly needing to close due to the cold and snow. Our South Bend location was able to remain open, and we worked to accommodate patient appointments safely. Across our South Bend and Mobile operations, we served 57 adults and 108 children, for a total of 165 unique individuals. Collectively, the staff administered 353 immunizations.

Mobile Clinics

- 01/07 Oaklawn
- 01/07 LaCasa
- 1/14 John Adams
- 1/22 Purdue Polytech
- 1/28 Ducomb Center

Public Health Nursing

There were 43 animal bites and 32 communicable disease cases in January.

School Health

The School Health Liaison continues to provide ongoing support to local school health professionals through regular email and phone communication. In January, the liaison made 63 individual contacts with school personnel and conducted 25 in-person school visits. Three mass communications were distributed, with targeted messaging offered separately to school health staff and school leadership. The liaison also attended two school board meetings to present on the School Health Liaison role, resulting in increased awareness and additional school partnerships.

All thirteen schools identified through the Indiana Immunization Dashboard as having the lowest student vaccination rates were visited. Each school was offered individualized assistance and tailored support to address immunization needs.

The liaison facilitated connections between schools and grant funding to support *Bring Change to Mind*, a student-led program focused on improving student mental health. The program aims to “increase awareness and education while empowering youth to be leaders in the movement to end stigma around mental illness.” One local high school successfully utilized this funding to establish a new student club on campus.

In addition, twenty-three schools received physical supplies, including updated health room materials, naloxone (Narcan) doses, and resources from community partner programs. These resources included hygiene supplies, clothing, and menstrual products to support student health and well-being.

TB

	Jan 2026	YTD 2026	YTD 2025
Directly Observed Therapies	89	89	72
Nurse Visits	21	21	45
QFT Ordered	11	11	11
CXR	2	2	0
New Active Cases	0	0	0
Active TB Cases Following	4	4	2
Latent TB Cases Following	15	15	42

VITAL RECORDS

	<u>Records Filed in Jan 2026</u>	<u>Records Filed in Jan 2025</u>	<u>Records Filed in Jan 2024</u>
<u>Statistics*</u>			
Total Births	292	339	324
Total Deaths	247	296	314
Paternities	9	3	5
Corrections	0	2	0
Genealogy	0	0	0
	<u>2026 Requestors</u>	<u>2026-Number of Records Issued</u>	<u>2026 Pending Requests</u>
Birth Cert Asst.	1	1	0
	<u>Records Issued Jan 2026</u>	<u>Records Issued Jan 2025</u>	<u>Records Issued Jan 2024</u>
Birth Certs Total	1116	1012	906
Death Certs Total	1438	2213	1456

Birth & Death data reflected as of 02/9/2026.

Subject to change, generated from DRIVE and File Maker.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Michelle Migliore, D.O.
Health Officer



St. Joseph County Department of Health Childhood Lead Poisoning Program

Micaela Enright, MPH – Lead Program Coordinator



What is Lead?

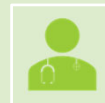


Naturally occurring toxic heavy metal found in the Earth's crust



Has been used in many household items:

Paint before 1978, gasoline, pipes, cosmetics, pottery, batteries, ammunition, toys, and more



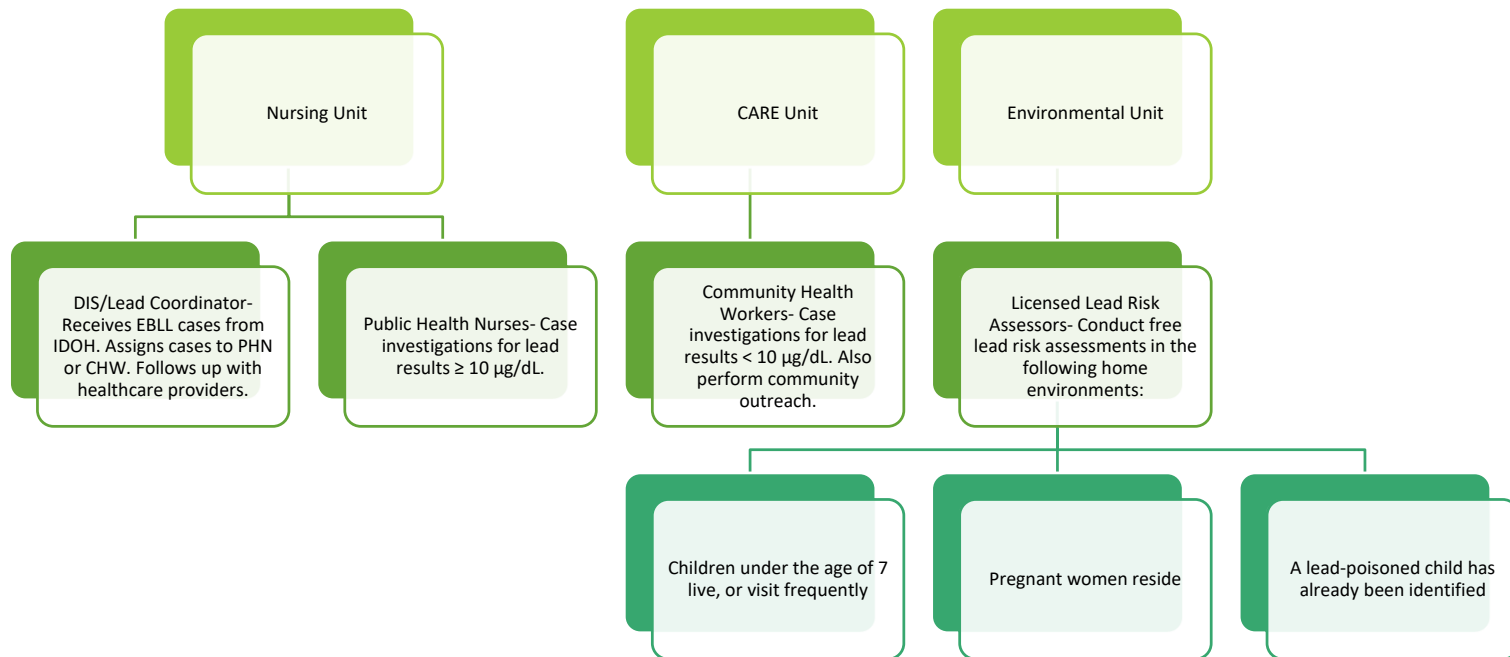
Neurotoxin that can cause irreversible damage to the brain and nervous system

Especially harmful to children ages 6 and under

Lead in St. Joseph County

- **80%** of homes in South Bend were built prior to 1978, while **70%** of homes in St. Joseph County were built before 1978
- Most common source of exposure is lead paint and dust in older homes
- In 2016, South Bend had six times as many children with identified lead poisoning than Flint, MI





Multi-Unit Lead Structure



Our Services



- Provide case management services required by Indiana law
- Blood-lead testing for children ages 6 and under
 - Immunization clinic at the health department
 - Testing events throughout the community by CHWs
- Free risk assessments for homes built before 1978 where:
 - Child aged 6 or under lives or visits frequently
 - Pregnant women live
- Prenatal survey to detect and eliminate lead exposures before baby is born
- Lead education and resources

Case Terminology

Unconfirmed: one capillary fingerstick ≥ 3.5 $\mu\text{g/dL}$

Confirmed: two capillary fingersticks less than 12 weeks apart **OR** a single venous draw ≥ 3.5 $\mu\text{g/dL}$

Case monitoring: 3.5-4.9 $\mu\text{g/dL}$

Case management: ≥ 5 $\mu\text{g/dL}$

2025 Recap

Cases and Risk Assessments

CASES



179 - Case Monitoring /
Unconfirmed



32 - Case Management ≥ 5.0
 $\mu\text{g/dL}$



211 total new case
investigations in 2025

RISK ASSESSMENTS



41 - EBLI Assessments

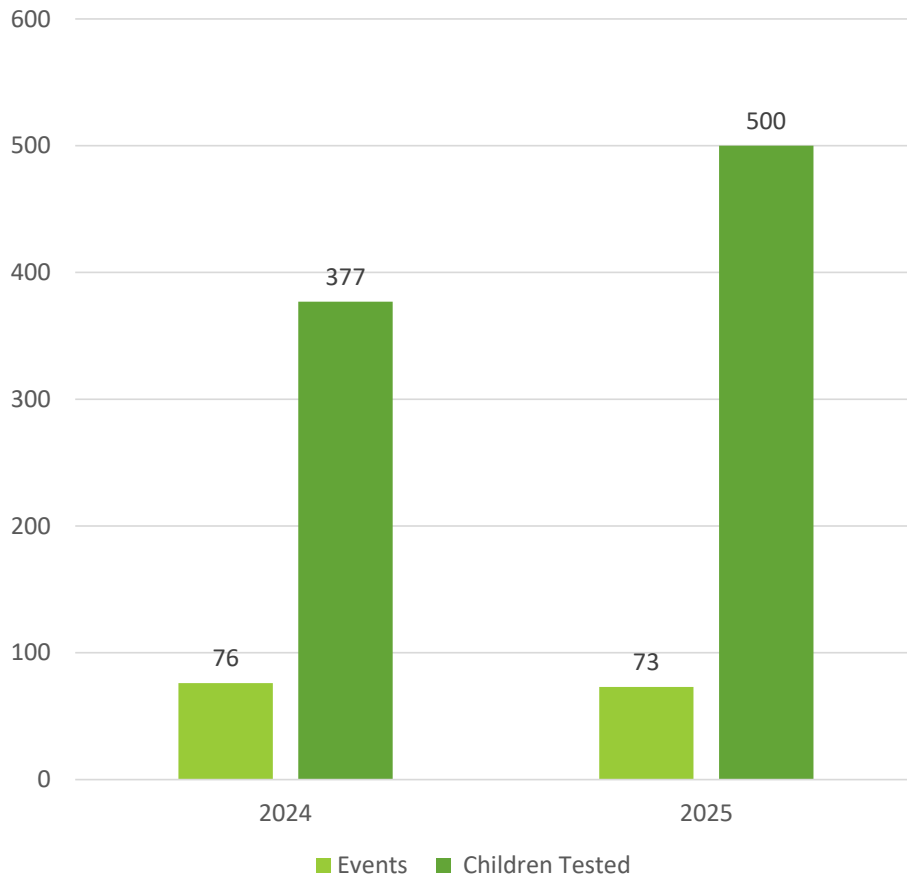


62 - Parent Requests

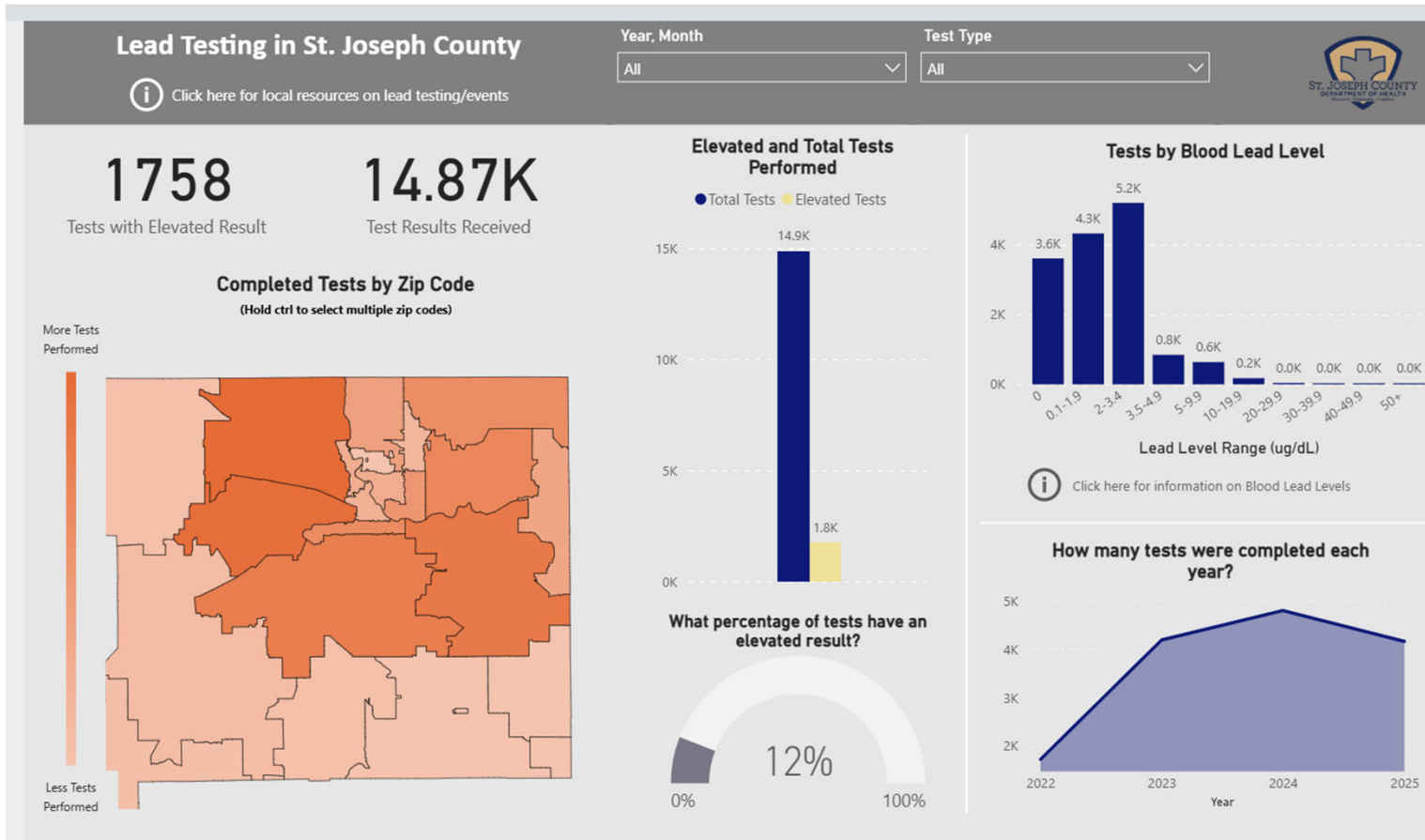


103 risk assessments in 2025

Lead Events & Education Outreach



- Invited to host a table to represent our program at IDOH Public Health Day in March 2025
- Hosted a conference for daycare providers in May 2025 where we presented on childhood lead poisoning and how to decrease exposure
- Hosted two testing events during National Lead Poisoning Prevention Week in October 2025 and tested 22 children for lead
- CHWs started a partnership with the BABE store in October 2025



Lead Dashboard

Together, we can prevent lead exposure!



Looking Ahead in 2026

- Possible conference for parents
- National Lead Poisoning Prevention Week 2026 events (October 25 – 31)
- Continue clinical provider outreach and testing events

Investigates, documents, and provides follow-up for complaints reported by the IDOH, local health care delivery agencies, patients, family members, or other private individuals regarding health care delivery within St. Joseph County.

Manages cases of pediatric clients with elevated lead levels, in collaboration with the CARE and Environmental Health Units. Provides clients and families with education, repeats lead level tests, conducts home visits and environmental assessments to investigate lead sources of, and makes referrals to appropriate agencies and health care providers to ensure necessary steps are taken to reduce exposure to lead. Completes case documentation in compliance with Department policy.

Will cross-train and assist with preparing, administering, and documenting vaccines.

May perform specialized duties such as managing TB cases of active and latent patients, including administering and reading TB skin tests. Along with the IDOH and the patient's clinical provider, identifies patients with active, latent, or suspected TB. If medication is needed, PHN checks allergies and health history for possible interactions before assigning medication to the patient for the Disease Investigation Specialist (DIS) to perform direct observation therapy (DOT). Assesses patient concerns or complications regarding medication and collaborates with patient's clinical provider on next steps. Provides education, support, and resources, including conducting contact investigations, collecting specimens and submitting them for testing, analyzing results using appropriate guidelines, reporting results to IDOH and patient's clinical provider, and providing case follow-up. Provides TB education, guidance, and training to health care providers.

Maintains and updates digital and paper records and documentation on services provided. Completes reports as required by the Health Officer, Director of Nursing, IDOH, and any other regulating agency.

Assists with the development of Unit policies, procedures, and new programs.

Assists with training new CARE Unit Community Health Workers (CHWs) on capillary collection procedures.

Participates in public health outreach events as needed.

Investigates animal bites and sends corresponding letters.

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

Attends professional education workshops/trainings and meetings on public health issues, provides information and resources to health care providers, community groups, and the public about communicable diseases and public health issues, and serves on committees as a department representative, as needed.

Serves as a preceptor to nursing and medical students during clinical rotations, as needed.

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

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

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Associate's degree in nursing required. Bachelor's degree with previous experience in public health nursing preferred.

Possession of required certifications and training, including valid Indiana license as Registered Nurse, and certifications in cardiopulmonary resuscitation (CPR), state of Indiana lead training, Vaccines A-Z education courses or equivalent, TB skin test administration, QuantiFERON blood draw, HIPAA, and other areas as required for public health programs and operations.

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

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

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

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and written reports as required.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County and City departments, state departments and agencies, medical laboratories, social service agencies, healthcare providers, hospitals, schools, nursing homes, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

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

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

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

Ability to plan and deliver public speaking presentations, present educational materials, and maintain positive community support and public relations.

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

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

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

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

II. DIFFICULTY OF WORK:

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

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

APPROVED BY BOH:

PUBLIC HEALTH NURSE

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

Incumbent reports directly to the Director of Nursing.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Nurse 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

Maintains and updates digital and paper records and documentation on services provided. Completes reports as required by the Health Officer, Director of Nursing, IDOH, and any other regulating agency.

Assists with development of Unit policies, procedures, and new programs.

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

Participates in public health outreach events as needed.

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

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

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Bachelor's degree required, preferably in public health. Previous related experience in public health or healthcare preferred.

Ability to work toward possession of required public health certifications and training after hire, such as disease infection or TB testing training.

Working knowledge of public health laws and accepted principles and practices of disease investigation, with ability to communicate with individuals, assess needs, research medical and legal resources, and provide information, guidance, assistance, and referrals as appropriate.

Practical knowledge of standard policies and practices of SJCDoH, with ability to apply appropriate procedures accordingly.

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

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and written reports as required.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County and City departments, state departments and agencies, medical laboratories, healthcare providers, and the public, including being sensitive to professional

ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or difficult persons.

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

Ability to effectively perform investigations and conduct field visits. These visits may include visits to a patient's home, healthcare offices, or other related settings.

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

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

Ability to plan and deliver public speaking presentations, present educational materials, and maintain positive community support and public relations.
Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

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

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

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

II. DIFFICULTY OF WORK:

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

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

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

Incumbent reports directly to the Director of Nursing.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

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

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

DATE WRITTEN: May 2023
DATE REVISED: Feb 2026

STATUS: Full-time
FLSA STATUS: Exempt

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

Incumbent serves as Director of Vital Records for the St. Joseph County Department of Health (SJCDoH), responsible for supervising and directing assigned personnel, assisting the public, and ensuring proper processing, issuing, filing, and maintaining of vital records in compliance with state and St. Joseph County guidelines.

DUTIES:

Provides oversight and leadership to the Vital Records Unit of the SJCDoH, establishing policies, procedures, priorities, and requirements for Unit programs and services.

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

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

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

be a sitting member of, or will direct appropriate staff to attend, any board or meeting where the SJCDoH is mandated or recommended to provide membership for Vital Records related activity areas.

Prepares, verifies, amends, records, and maintains birth and death records according to state guidelines, ensuring proper processing and filing of records, including digital, online, and paper records. May provide birth and death verifications as requested by government agencies or other entities.

Issues birth and death certificates and updates documents related to paternity, adoption, and other court orders. This will include preparing court-ordered changes and/or corrections, makes court-ordered changes and/or corrections, scanning, notarizing, making copies and filing documents appropriately. Will meet with customers to complete applications as needed or to prepare affidavits for establishing paternity and to make corrections to same. Will also collect payments for services and provide receipts to customers.

Files registration of home births with the Indiana State Department of Health (IDOH).

Answers telephone and receive office visitors, referring callers to co-workers or more appropriate person or agency as needed, provides and/or verifies vital records information, prepares copies, notarizes documents, takes messages, schedules appointments, scans, and types, and utilizes microfilm and microfilm equipment.

Prepares and issues death certificates and enters information into appropriate database. Communicates with medical personnel, families, and funeral directors to provide assistance with death certificates and forms. Reviews death certificates to ensure accuracy and compliance with state requirements. Maintains Burial Transit Permits ensuring association with a death certificate. Scans and stores all data in appropriate database and software system.

Scans and stores all data in appropriate database and software system.

Oversees the compilation of required statistics and reports for SJCDoH and Indiana Department of Health (IDOH).

Assists IDOH personnel regarding coordination of services and resolving problems with shared procedures and records.

Acts as back-up to the Assistant Director in performing accounting and billing duties, such as preparing invoices for funeral homes and other account holders, and for the maintenance of related records.

Performs other administrative duties as needed, such as receiving/processing mail, balancing cash drawer, and preparing deposits.

Performs genealogy searches as needed.

Oversees employee timesheets.

APPROVED BY BOH:

DIRECTOR – VITAL RECORDS

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Creates periodic and programmatic reports as required and ensures accuracy and completeness. Attends meetings, education workshops, conferences, and training seminars, as required.

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

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

Performs additional duties as required or assigned., including performing duties of co-workers in their absence.

I. JOB REQUIREMENTS:

Bachelor's degree in healthcare administration or related field with at least two (2) years of experience in a healthcare/office setting or five years' experience in a Vital Records setting, is required.

Possession of or ability to obtain and maintain required certifications and training, such as a Notary Public certification.

Practical knowledge of standard policies and practices of SJCDoH, especially Vital Records Unit policies and practices, with ability to apply appropriate procedures accordingly.

Practical knowledge of relevant federal, state, and local laws, ordinances, codes, and rules concerning legal requirements and proper procedures for processing, filing, certifying, and releasing vital records information. Ability to ensure proper maintenance of department files, create and implement efficient practices and procedures, refer to manuals, journals, registries, and online information, and complete additional training seminars as required.

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

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

Ability to work with speed and accuracy and properly operate a variety of standard office equipment and applications such databases and state and county software.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, other government agencies including other Indiana county vital records departments, medical personnel, funeral homes, homeless shelters, religious organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

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

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

Ability to plan and deliver public speaking presentations.

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

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

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

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

DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting vital records work and determining appropriate action where information is incorrect, incomplete, requires court-orders for correction, or is

APPROVED BY BOH:

DIRECTOR – VITAL RECORDS

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

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, medical personnel, funeral homes, homeless shelters, religious organizations, and the public for the purposes of exchanging information, rendering services, and instructing on vital records processes.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, using ladders and stepstools to reach files, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

APPROVED BY BOH:

DIRECTOR – VITAL RECORDS

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

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

DATE WRITTEN: May 2024

STATUS: Full-time

DATE REVISED: Feb 2026

FLSA STATUS: Exempt

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

Incumbent serves as Assistant Director of Vital Records for the St. Joseph County Department of Health (SJCDoH), responsible for supervising and directing assigned personnel, assisting the public, and processing, issuing, filing, and maintaining vital records in compliance with state and St. Joseph County guidelines.

DUTIES:

In conjunction with the Director of Vital Records, provides oversight and leadership to the Vital Records Unit of the SJCDoH, establishing policies, procedures, priorities, and requirements for Unit programs and services.

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

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

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

Prepares, verifies, amends, records, and maintains birth and death records according to state guidelines, ensuring proper processing and filing of records, including digital, online, and paper records. May provide birth and death verifications as requested by government agencies or other entities.

Issues birth and death certificates and updates documents related to paternity, adoption, and other court orders. This will include preparing court-ordered changes and/or corrections, makes court-ordered changes and/or corrections, scanning, notarizing, making copies and filing documents appropriately. Will meet with customers to complete applications as needed or to prepare affidavits for establishing paternity and to make corrections to same. Will also collect payments for services and provide receipts to customers.

Files registration of home births with the Indiana State Department of Health (IDOH).

Answers telephone and receive office visitors, provides and/or verifies vital records information, prepares copies, notarizes documents, takes messages, schedules appointments, scans and types, utilizes microfilm and microfilm equipment, and/or refers callers to co-workers or more appropriate person or agency.

Prepares and issues death certificates and enters information into appropriate database. Communicates with medical personnel, families, and funeral directors to provide assistance with death certificates and forms. Reviews death certificates to ensure accuracy and compliance with state requirements. Maintains Burial Transit Permits ensuring association with a death certificate. Scans and stores all data in appropriate database and software system.

Assists the director in the compilation of required statistics and reports for SJCDoH and Indiana Department of Health (IDOH).

Assists IDOH personnel regarding coordination of services and resolving problems with shared procedures and records.

Performs accounting and billing duties such as preparing invoices for funeral homes and other account holders and maintains related records.

Performs other administrative duties as needed, such as receiving/processing mail, balancing cash drawer, and preparing deposits.

Performs genealogy searches as needed.

Assists the Director in maintaining employee timesheets.

Performs all duties of the Director of Vital Records in their absence.

Creates periodic and programmatic reports as required and ensures accuracy and completeness. Attends meetings, education workshops, conferences, and training seminars, as required.

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

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

Performs additional duties as required or assigned, including performing duties of co-workers in their absence.

I. JOB REQUIREMENTS:

Associate's Degree in Health Care Administration or related field, or at least five years' experience in a Vital Records setting, is required.

Possession of or ability to obtain and maintain required certifications and training, such as a Notary Public certification.

Practical knowledge of standard policies and practices of SJCDoH, especially Vital Records Unit policies and practices, with ability to apply appropriate procedures accordingly.

Practical knowledge of relevant federal, state, and local laws, ordinances, codes, and rules concerning legal requirements and proper procedures for processing, filing, certifying, and releasing vital records information. Ability to ensure proper maintenance of department files, apply and interpret procedures, refer to manuals, journals, registries, and online information, and complete additional training seminars as required.

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

In conjunction with and under the supervision of the Director of Vital Records, ability to effectively supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, reviewing salaries,

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

Ability to work with speed and accuracy and properly operate a variety of standard office equipment and applications such as databases and state and county software.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, other government agencies including other Indiana county vital records departments, medical personnel, funeral homes, homeless shelters, religious organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

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

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

Ability to plan and deliver public speaking presentations.

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

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

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

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting vital records work and determining appropriate action where information is incorrect, incomplete, requires court-orders for correction, or is otherwise inconsistent with established standards for processing. Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, other government agencies, IDOH, medical personnel, funeral homes, homeless shelters, religious organizations, and the public for the purposes of exchanging information, rendering services, and instructing on vital records processes.

Incumbent reports directly to Director of Vital Records.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, using ladders and stepstools to reach files, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

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

POSITION: Health Officer
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: February 2026

FLSA STATUS: Exempt

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

Incumbent serves as Health Officer for the St. Joseph County Department of Health (SJCDoH), responsible for enforcing public health regulations and guidelines, educating the public, supervising assigned personnel, and preparing and implementing the Department strategic plan, programs, and services.

DUTIES:

Provides leadership and supervision to SJCDoH, Director of Operations, Director of Finance, Unit Directors, and other employees.

Ensures policies and procedures for existing and new programs and services are developed, documented, maintained, and reviewed in a timely manner.

Oversees and assists Unit Directors in hiring, disciplining, and termination of SJCDoH employees.

Oversees and consults with appropriate SJCDoH personnel and the St. Joseph County Human Resources Director as needed before employee termination or any disciplinary action of employees involving probation, demotion, or violations of Department of Health or St. Joseph County employment policies and procedures.

In role as Secretary of the St. Joseph County Board of Health, oversees keeping minutes of all Board of Health meetings.

Assures full and permanent records of public health work of the SJCDoH are maintained as required by Indiana law.

Oversees presentation of a monthly report of the work done by the SJCDoH to the Board of Health.

Oversees submission of reports of SJCDoH activities to the Indiana Department of Health (IDOH), as required by Indiana law and IDOH rules.

Attends meetings with the IDOH, in order to maintain good communication lines regarding public health issues of local concern and importance to St. Joseph County.

Demonstrates knowledge of all financial aspects of Department of Health and St. Joseph County budgets, and works with the SJCDoH Director of Finance, Unit Directors, and Director of Operations to develop annual budget.

Works with SJCDoH legal counsel to understand and adhere to relevant statutory law governing duties of the Health Officer and the SJCDoH.

Develops the Strategic Plan for the SJCDoH. Participates in any strategic planning process requested by the Board of Health.

Enforces the health laws, ordinances, orders, rules, and regulations of the state of Indiana and St. Joseph county as required by statute.

Oversees the development of community educational programs on public health topics.

Provides expertise in the development of new services programs as required by statute, including reviewing the design of the proposed program or service.

Leads the evaluation of SJCDoH programs and services, and makes recommendations for prioritization, modification, and upgrading as necessary.

Communicates with and makes formal presentations to the St. Joseph County Board of Health, Saint Joseph County's governing bodies, community agencies, and the news media as appropriate and able.

Maintains required medical board certification and Indiana state licensure.

Assists in setting and monitoring progress of goals and priorities for programs and services.

Supervises clinical services offered at the SJCDoH.

APPROVED BY BOH:

HEALTH OFFICER

Assists Unit Directors in planning, conducting, and scheduling training and orientation for new hires and existing staff to assure ongoing quality improvement.

Attends and participates in workshops, seminars, and other continuing education as needed to maintain knowledge of changes and development in public health.

Maintains clear, positive, and transparent communication with the St. Joseph County Board of Health and elected St. Joseph County officials, especially regarding SJCDoH planning and operation.

Promotes a positive organizational culture by fostering teamwork, mutual respect, and a systematic approach to problem resolution.

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

I. JOB REQUIREMENTS:

Doctor of Medicine degree from an accredited medical school with extensive clinical and public health experience.

Possession of or ability to obtain and maintain required certifications and training, including unlimited license to practice from Indiana State Board of Medical Examiners.

Must be at least twenty-one (21) years of age.

Thorough knowledge of standard principles and practices of preventative medicine and public health administration, with ability to effectively develop, administer, and/or supervise Department policies and procedures accordingly.

Thorough knowledge of federal, state, and local laws and regulations governing Department operations, with ability to effectively monitor operations to ensure compliance with all legal requirements.

Practical knowledge of grant administration and ability to ensure compliance with grant funding requirements.

Practical knowledge of basic accounting and bookkeeping standard practices and procedures, with ability to ensure proper preparation and administration of Department budgets and related financial procedures and controls.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software

systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to effectively supervise and direct Department personnel, including reviewing policies and procedures with staff members, establishing lines of authority, reviewing position documentation, interviewing candidates and making hiring decisions, planning and delegating work assignments, establishing goals and standards, developing and motivating staff, evaluating performance, reviewing salaries, recommending promotions, demotions and/or termination of employment as warranted, and keeping St. Joseph County Board of Health and assigned staff informed of organization developments.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments and elected/appointed officials, state and federal departments and agencies, hospitals, medical centers, healthcare providers, community organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to plan and lay out assigned work projects, work rapidly for long periods, and work on several tasks at the same time, often amidst frequent distractions and interruptions.

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

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

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

Ability to plan and deliver public speaking presentations.

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

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

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

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

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of complex duties which are frequently unique in the circumstances in which they arise and are not susceptible to standard guidelines or rules. Extensive analysis of the impact of decisions is required, and incumbent must frequently interpret precedents, federal, state, and local statutes and regulations, , and evidence-based data to derive methods and approaches for addressing problems or challenging situations..

III. RESPONSIBILITY:

The Health Officer is responsible for adherence to governmental statutes and laws to ensure that all SJCDoh activities are in compliance. The Health Officer will promote public health based on evidence-based data, scientific methodologies, and recommendations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments and elected/appointed officials, state and federal departments and agencies, hospitals/medical centers, healthcare providers, community organizations, and the public for purposes of exchanging information, rendering service, instructing, mentoring, and negotiating.

Incumbent reports directly to the St. Joseph County Board of Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

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

VI. OTHER:

The Health Officer is appointed by the St. Joseph County Board of Health for a four (4) year contract term as set forth in IC 16-20-2-16. Pursuant to IC 16-19-3-13, the Health Officer may be removed due to failure to collect vital statistics, obey rules, keep records, make reports, answer letters of inquiry from the IDOH concerning the health of the people, or neglect of official duties.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

APPROVED BY BOH:

HEALTH OFFICER

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

POSITION: 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: Oct 2023
DATE REVISED: Feb 2026

STATUS: Full-time
FLSA STATUS: Exempt

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

Incumbent serves as Director of Finance for the St. Joseph County Department of Health (SJCDoH), responsible for maintaining Department of Health financial and accounting operations.

DUTIES:

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

Sets up/maintains ledgers for SJCDoH budget and grant funding, including providing St. Joseph County Auditor's Office with grant carry forward data at the beginning of each fiscal year. Sets up/maintains monthly financial statements, ensuring all Department accounts and grant funds balance with Auditor's Office.

Provides monthly financial information to Unit Directors and the Health Officer, including all fund accounts contained within the SJCDoH. Research, compiles, and calculates data for financial reports and provides monthly reports to the St. Joseph County Board of Health.

Files for monthly reimbursement from the Indiana Department of Health (IDOH), Centers for Disease Control and Prevention (CDC), Health and Human Services (HHS), etc., for all grant funds, completing necessary reports and paperwork as required, assisting Unit Directors/grant managers with appropriation of funds, and compiling and submitting transfer request information as appropriate.

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

Reviews and compiles Unit requests for annual budget and assists Health Officer in preparing annual department budget, submitting budget to appropriate entities for approval and responding to inquiries as appropriate.

Assists with preparation of annual budget, including preparing necessary documentation regarding employee salaries, expense accounts, and grant-funded salary information.

Oversees the funding for Health First Indiana (HFI), including grants awarded to community partners.

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

As required by the Health Officer, represents the SJCDoH at meetings, including meetings of the St. Joseph County Board of Health, St. Joseph County Council, and St. Joseph County Board of Commissioners. These and other required meetings may occur after normal business hours. If requested by the Health Officer, will be a sitting member of any board or where the Department of Health is mandated or recommended to provide membership for SJCDoH-related activity areas.

Assists Nursing Unit billing process by overseeing payments received from insurance, Medicare/Medicaid, and other payers, including patients and the public, for medical services. Maintains a broad understanding of the billing process overall, and provides assistance as the back-up biller as needed or as requested by the Health Officer. Performs duties of Executive Administrative Assistant in his/her absence or as needed.

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

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

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

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

Thorough knowledge of standard policies and practices of SJCDoH, 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 properly utilize Department software applications, office equipment, and other related tools.

Ability to effectively communicate orally and in writing with co-workers, other County departments, IDOH, other government entities, elected officials, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

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

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

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 plan and deliver public speaking presentations.

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

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

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

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

II. DIFFICULTY OF WORK:

Incumbent'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 the Health Officer and seasonal deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to the Health Officer 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. Incumbent's decisions have substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical and financial accuracy and completeness. Errors in work are usually detected or prevented through standard bookkeeping checks or notifications 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, other government agencies, IDOH, vendors, and the public for purposes of exchanging information, conducting SJCDoH business, and negotiating/resolving problems.

Incumbent reports directly to the Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile persons and may respond to situations involving potential physical harm to self or others.

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

DRAFT

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

POSITION: Data Entry & Scanner – 16- & 17-Years Old
DIVISION OR UNIT: Department of Health
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: Internship

DATE WRITTEN: Feb 2026
DATE REVISED:

STATUS: Unpaid Internship
FLSA STATUS: NA

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

Intern serves as Data Entry/Scanner as part of an unpaid internship for the St. Joseph County Department of Health (SJCDoH), responsible for entering data and scanning documents and files.

DUTIES:

Performs record and data entry and scanning of related documents and files. Intern will normally be assigned to a unit to perform this work and will receive individual orientation as to how that unit requires data entry and scanning to be performed. Training and orientation will be arranged by the Unit Director and/or Assistant Director for the unit.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Some high school required; a diploma is preferred.

Basic knowledge of standard policies and practices of SJCDoH, with ability to apply appropriate procedures accordingly.

Ability to effectively listen, comprehend, and follow direction from supervisors and co-workers. Able to communicate orally and in writing with co-workers. Will communicate as needed with other County departments, external agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

APPROVED BY BOH:

OLD

INTERN – 16- & 17-YEAR-

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Ability to maintain confidentiality of Department information and records according to state requirements.

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

Ability to competently serve the public with diplomacy and respect.

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

Possession of a valid driver's license or other state-issued ID.

II. DIFFICULTY OF WORK:

Intern performs a range of duties which involve consideration of many variables. Intern exercises judgment when entering data and scanning documents for greatest accuracy and to do so at a reasonably brisk pace. Intern will review questions or concerns with a supervisor if direction is unclear or they cannot determine an appropriate course of action in their work. Intern performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to ensure compliance with regulations.

III. RESPONSIBILITY:

Intern will work to ensure proper data entry and scanning of documents and files. Intern understands the Department is obligated to uphold applicable health laws/codes and the intern's work is expected to meet the same standards as regular staff of the Department. Any issues encountered or any situation where the intern has questions or concerns will be addressed to their assigned supervisor. Intern's accuracy in their work has a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Intern maintains frequent communication with co-workers and supervisors. Communication with other County departments, other agencies and the public is expected to be minimal but is expected to be professional if and when it occurs. Intern is expected to maintain confidentiality of all information they encounter in the course of their work.

Intern reports directly to a designated supervisor within the SJCDoH.

APPROVED BY BOH:

OLD

INTERN – 16- & 17-YEAR-

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V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Intern performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects occasionally weighing over 25 pounds, bending/reaching, crouching/kneeling, close/far vision, color, and depth perception, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Data Entry/Scanner -16 & 17 Years Old for the St. Joseph County Department of Health describes the duties and responsibilities for an internship in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment nor is a paid position. 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 internship duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

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

POSITION: Data Entry & Scanner
DIVISION OR UNIT: Department of Health
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: Internship

DATE WRITTEN: Feb 2026
DATE REVISED:

STATUS: Unpaid Internship
FLSA STATUS: NA

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

Intern serves as Data Entry/Scanner as part of an unpaid internship for the St. Joseph County Department of Health (SJCDoH), responsible for entering data and scanning documents and files.

DUTIES:

Performs record and data entry and scanning of related documents and files. Intern will normally be assigned to a unit to perform this work, and will receive individual orientation as to how that unit requires data entry and scanning to be performed. Training and orientation will be arranged by the Unit Director and/or Assistant Director for the unit.

Performs additional duties as required or assigned.

I. JOB REQUIREMENTS:

Some high school required; a diploma is preferred.

Basic knowledge of standard policies and practices of SJCDoH, with ability to apply appropriate procedures accordingly.

Ability to effectively listen, comprehend, and follow direction from supervisors and co-workers. Able to communicate orally and in writing with co-workers. Will communicate as needed with other County departments, external agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to maintain confidentiality of Department information and records according to state requirements.

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

Ability to competently serve the public with diplomacy and respect.

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

Possession of a valid driver's license or other state-issued ID.

II. DIFFICULTY OF WORK:

Intern performs a range of duties which involve consideration of many variables. Incumbent exercises judgment when entering data and scanning documents for greatest accuracy and to do so at a reasonably brisk pace. Intern will review questions or concerns with a supervisor if direction is unclear or they cannot determine an appropriate course of action in their work. Intern performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to ensure compliance with regulations.

III. RESPONSIBILITY:

Intern will work to ensure proper data entry and scanning of documents and files. Intern understands the Department is obligated to uphold applicable health laws/codes and the intern's work is expected to meet the same standards as regular staff of the Department. Any issues encountered, or any situation where the intern has questions or concerns will be addressed to their assigned supervisor. Intern's accuracy in their work has a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, effect on department goals/objectives, and continuing quality of SJCDoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Intern maintains frequent communication with co-workers and supervisors. Communication with other County departments, other agencies and the public is expected to be minimal, but is expected to be professional if and when it occurs. Intern is expected to maintain confidentiality of all information they encounter in the course of their work.

Intern reports directly to a designated supervisor within the SJCDoH.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Intern performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects occasionally weighing over 25 pounds, bending/reaching, crouching/kneeling, close/far vision, color and depth perception, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Data Entry/Scanner for the St. Joseph County Department of Health describes the duties and responsibilities for an internship in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment nor is a paid position. 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 internship duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

YOUTH SERVICES

WEX OPPORTUNITIES

What is it?

A work experience is a contracted opportunity for youth to get hands on experience in a line of work.

Youth 16-24 year olds are placed within your department to gain training and insight within your department while providing you with an employee.

What is requested:

To know what jobs you may need part time help filling and volunteer opportunities.

Basics:

- ✓ Paid position for 8 to 10 weeks
- ✓ Up to 25 hours per week
- ✓ Kosciusko, Marshall, Fulton, Elkhart and St. Joseph

WorkOne is an Equal Opportunity Employer. Program Auxiliary aids and services are available upon request to individuals with disabilities. Free auxiliary aids and services are available upon request to individuals with disabilities TTY 317-234-3535 or Relay Indiana 1-800-743-3333. For Spanish call 1-800-743-4869. Free language interpretation and translation services are also available upon request.

Contact Us:

574-514-0955

Eliot.Jeremiah@gotoworkone.com

WorkONE Location:

220 W. Colfax Ave. South Bend, IN



WorkOne/Host Site Agreement

Effective Date of Agreement: _____

Agreement Number: **PY24**

I. Parties to this Agreement

Northern Indiana Workforce Board	Work Experience Host Site
WorkOne/NIWB	
220 W. Colfax Ave.	
South Bend, IN 46601	
574-237-9675	

II. Youth/Employment Information

Youth Name:	Position/Title:
Work Experience Start Date:	Work Experience End Date:
Hours Per Week: _____	Total Vouchered Hours: _____
Rate of Pay:	Youth Supervisor:
Student is funded using (Circle One): WIOA Youth Funds SJAG Funds C3	

III. Provisions of Agreement

- A. The Northern Indiana Workforce Board (NIWB) is using a portion of its Youth allocation to fund a Youth work experience program. Youth who have been identified as program eligible through WorkOne Northern Indiana, are from the ages of 14 to 24, and have been enrolled into a WorkOne Northern Indiana Youth program may participate.
- B. Pro Resources Staffing Services, as the Vendor for Youth services for the Northern Indiana Workforce Board, will collaborate to identify work ready Youth participating in WorkOne Northern Indiana Programs. Youth who are identified as work ready and have completed the Pro Resources orientation process will be placed with a Work Experience Host Employer.

"The equal opportunity and nondiscrimination assurances at 29 CFR Part 38.25 apply to this contract/agreement."

- C. Pro Resources – WorkOne Northern Indiana Youth Staff will make every effort to make appropriate placements by matching Youth with a Work Experience Host Employer that best matches the Youth's area of occupational interest.
- D. Pro Resources will provide all reimbursement due to the Youth, inclusive of wages, taxes, liability insurance and if applicable, worker compensation payments.
- E. The Work Experience Host Employer is responsible for ensuring that the Youth is provided with on-the-job supervision and direction which is necessary to assure effective job performance. At all times, the Youth will be under the exclusive direction and control (management and leadership) of the Host Employer.
- F. Pro Resources will reimburse the Youth for all work performed for the Work Experience Host Employer within the following guidelines:
 - 1. Youth will be paid for a maximum of _____ hours per week for a maximum of _____ hours beginning _____. NIWB/WorkOne Northern Indiana and Pro Resources Staffing Services are not financially responsible for payment of any hours worked in excess of this agreement.
 - 2. In the event that the Work Experience Host Employer requests a Youth to work hours in excess of the hours specified in this agreement, that is an agreement between the Host Employer and the Youth separate from this agreement and applicable to the terms and conditions set forth between those two parties, independent of NIWB/WorkOne Northern Indiana/Pro Resources.
 - 3. The Host Employer will comply with prohibiting the Youth from using this position for private gain for themselves or others, especially when family, family businesses, or other personal relationships are involved.
 - 4. The Work Experience Host Employer will keep a daily account of hours worked by the Youth using a time sheet template supplied by Pro Resources. The time sheet will report the total number of hours worked by the Youth during the reimbursement period (not to exceed maximum hours per week listed above), certified by both the Youth and the Host Employer via signature on the bottom of the time sheet. Time sheets are to be submitted by Host Employer through email to **Payroll@proresources.com** by 4:00 p.m. on Friday of each week worked.
- G. The Work Experience Host Employer will provide and explain written work rules to the Youth. These rules will detail the expectations for time and attendance, unexcused absence policies, and all safety policies.

“The equal opportunity and nondiscrimination assurances at 29 CFR Part 38.25 apply to this contract/agreement.”

- Each host site is asked to provide the same disciplinary procedure that is outlined in their individual manual to our WorkOne Northern Indiana Youth. This will help with consistency, employment experience, and overall opportunity to correct costly decision making.
 - The Youth will be treated in a manner consistent with the treatment afforded other employees working in the same position and under similar conditions.
 - Youth staff are to be made aware of any issues that arise by Host Employer.
 - Youth staff should be present if possible, during the verbal, written and final termination procedures.
- H. Pro Resources Representatives may, as required or requested by the Host Employer, counsel the Youth regarding employment or other matters related to this Work Experience internship. It is understood that Pro Resources will work with the Host Employer in the scheduling and delivery of this counseling to ensure minimal disruption of the work environment.
- I. Should changes occur in any or all of the following areas, representatives of Pro Resources and the Work Experience Host Employer would sign an amendment to this agreement: (1) the position or title of the work to be performed by the Youth, (2) the hourly rate of pay, and/or (3) the number of hours per week the Youth may work, if that number is increased.
- J. The Work Experience Host Employer assures that:
1. To comply with the nondiscrimination and equal opportunity provisions of the following laws, the partners and the Northern Indiana Workforce Board, Inc. agree to not discriminate on the basis of: Section 188 of WIOA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972; and to comply with 29 CFR Part 38. The United States has the right to seek judicial enforcement of this assurance.
 2. It will comply with the requirement that no Youth participant will be involved in political activities and/or lobbying in this position.
 3. The Youth will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship.
 4. Appropriate standards for health and safety in work and training will be maintained for the Youth, including but not limited to the following:
 - Youth will not climb to heights 6 feet or higher (e.g., overhead platforms, elevated work stations) unless Host Employer has in place an OSHA-compliant fall protection program.
 - The Youth will not be involved in work duties which involve the operation of any motor vehicle.

“The equal opportunity and nondiscrimination assurances at 29 CFR Part 38.25 apply to this contract/agreement.”

- In the event a Youth violates these safety standards or engages in prohibited activities, liability will be determined based on the facts and the degree of supervision, instruction, and oversight provided. If the Host Employer directs, permits, or negligently allows a Youth to engage in any prohibited activities outlined herein, the Host Employer shall assume full responsibility for any resulting injury, loss, or legal action and agrees to indemnify and hold harmless Pro Resources Staffing Services and its staff from any claims or damages arising from such conduct. If a Youth independently engages in a prohibited activity without authorization, the matter will be investigated, and responsibility may be shared between parties based on the findings. However, Pro Resources reserves the right to terminate the placement and take additional actions as appropriate
5. Youth will never be responsible on the job for children under the age of three.
 6. Youth will never work in the homes of Host Employers' clients without a Host Employer supervisor present.
 7. All child labor laws will be followed. For Youth under the age of 18, see attached the Teen Labor Laws Guide for Indiana Parents, Teens, Issuing Officers, and Host Employers. These include, but are not limited to:
 - Minors (interns under the age of 18) must receive one or two breaks totaling 30 minutes when working 6 or more consecutive hours.
 - Minors are restricted to hours specified on the Indiana Department of Labor document.
 - Minors must be accompanied by a coworker who is at least 18 years old after 10 p.m. and before 6 a.m. if working at a publicly accessible site.
 8. The placing of the Youth at the Host Employer's worksite will not result in the displacement of employed workers, impair existing contracts for services, or result in the substitution of Federal funds or other funds in connection with work that would otherwise be performed.
 9. The Northern Indiana Workforce Board may terminate this agreement immediately upon notification that funds are not available to complete this program.
 10. The Work Experience Host Employer releases and will indemnify and hold harmless employees of the Northern Indiana Workforce Board and Pro Resources Staffing Services as the contracted vendor for Youth Services for WorkOne Northern Indiana, from any allocations, costs, damages, claims, and liabilities arising out of damage or injury to persons or property sustained in connection with the placement of the Youth at the Host Employer's worksite.

IV. Authorization for this Agreement

Pro Resources Staffing Services

220 W. Colfax Avenue
South Bend, IN 46601

Host Business Name

Host Site Street Address

Pro Resources Representative Signature

Host Employer Signature

Pro Resources Representative Title

Host Employer Title

Approved 9-14-23
Rev. 4-19-24
Rev. 5-25

“The equal opportunity and nondiscrimination assurances at 29 CFR Part 38.25 apply to this contract/agreement.”

INTERN AGREEMENT
BETWEEN
ST. JOSEPH COUNTY DEPARTMENT OF HEALTH
AND
WORKONE NORTHERN INDIANA, SOUTH BEND

THIS AGREEMENT, entered into this 1st day of March 2026, by and between WorkOne Northern Indiana, South Bend, Indiana hereinafter called "Partner" and St. Joseph County Department of Health, 227 W. Jefferson Blvd., South Bend, IN 46601, hereinafter called "Department of Health."

WHEREAS, the Partner is in need of providing a job experience for its Youth Services clients in Partner's Work Experience Program ("WEP") and has expressed its interest in placing qualified clients with the Department of Health as interns; and

WHEREAS, the Department of Health possesses the willingness to host interns in the Partner's WEP and has the requisite facilities for providing a hands-on work experience to WEP clients.

NOW, THEREFORE, for and in consideration of the individual and mutual promises of the parties hereinafter set forth, it is agreed by and between the parties hereto as follows:

1. The Agency will permit the Partner to recommend WEP clients for internship experiences with the Department of Health.
2. The number of intern(s) assigned to the Department of Health shall be mutually agreed to by the two parties of this agreement prior to the Interns(s) being assigned to the Department of Health. Interns will be considered candidates for open intern positions. Interns will not be paid by the Department of Health. The Partner will attempt to find the most suitable Intern candidates for open intern positions, and the Agency will interview all candidates to see if how many, if any, will be approved for work experience with the Department of Health. The Department of Health retains the ultimate responsibility for work performed. The Intern(s) is expected to meet appropriate professional standards for the work performed, including for accuracy, proficiency, confidentiality of information, and professional conduct. Interns are considered learners and shall not replace Department of Health staff. However, it is recognized that the Partner and the Intern retain the obligations and limitations expressly stated in the this Agreement and the other WEP agreements.
3. The Partner will inform the Director and Staff of the Department of Health of the Partner's staff who will be responsible for the supervision and will provide a point of contact for the Intern(s) and Department of Health. Upon request by the Department of Health, the Partner shall also provide information on the educational background and work experiences, if any, of the potential Interns.

4. Each Intern shall be under the direct guidance and supervision of the Department of Health's staff to whom the Intern reports to.
5. The Partner shall inform its staff and Intern(s) of the Department of Health's requirement to become familiar with and to observe all appropriate Department of Health policies and procedures, and all other Department of Health rules and regulations. The Department of Health shall assist the staff in obtaining a thorough understanding of such policies, procedures, rules and regulations and of the work area utilized by their Intern(s). The Partner and the Department of Health shall strive to maintain friendly working relations and a spirit of cooperation. The Department of Health representative shall cooperate with Partner staff in resolving any problems arising during the internship of the Intern(s) with respect to the work of the Intern(s) or observance by the Intern(s) of Department of Health policies, procedures, rules and regulations. The Department of Health reserves the right to terminate an Intern's experience at any time, with or without cause.
6. The Partner's Business Services Representative or designate and designated Department of Health representatives will be responsible for monitoring the program.
7. It is understood and agreed by the parties that the maintenance, distribution and administration of education records of those students affected by this Agreement will be accomplished in accordance with the provisions of applicable privacy laws and that one party's violation of one or more provisions of any law will in no way impose any liability upon the other party.
8. It is understood by both parties that this Agreement does not prevent or preclude the Department of Health from accepting other interns in addition to interns of the Partner into its Departments or clinical educational program.
- 1 I. The Department of Health reserves the right to interview any prospective Intern prior to accepting them and may refuse any or all potential Intern(s). However, no Intern will be subjected to discriminatory treatment or be excluded from participation in any educational or work program or activity on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

The Agency shall:

1. Provide work and experiences necessary for the Interns to meet the milestones of the WEP.
2. Provide opportunity and work space for individual conferences between Partner staff, intern(s) and appropriate Department of Health personnel.
3. Arrange for the Intern(s) to be oriented and trained to perform expected work tasks. Space and equipment will be provided as required. Opportunities to observe and/or participate in Department of Health conferences and meetings may be available, with prior notice and approval of the Unit Director and Director of Operations, and designee of the Department of Health.
4. Provide any emergency medical and nursing care necessary to the intern(s), Department of Health staff, when onsite at the Department of Health. This shall be made available through the regular Department of Health procedure of handling emergencies and will be reported to the Partner through whatever person the Partner may designate for this purpose. The Intern will be responsible for the cost of emergency care.

The Partner shall:

1. Provide the Department of Health with information regarding matters of mutual concern including but not limited to, poor work performance, issues following direction or policies and procedures, attendance issues, behavioral concerns, and current status of the Intern(s) program.
2. The Partner will assist the Intern(s) in submitting, as appropriate and as required by the Department of Health, to the Executive Administrative Assistant, not less than one (1) week prior to the beginning of the first day of internship to the Department of Health all required documents and information needed to formally start the internship.
3. Utilize usual lines of communication regarding problems or concerns.
4. Arrange for supervisors of the Department of Health to have an opportunity to observe and/or participate in any Intern(s) work experience which may be of interest to them.
5. Collaborate with Department of Health committees and/or staff in presenting work projects.
6. Arrange with the Director and/or Staff designated for Department of Health periodic conferences with the Partner for review and evaluation of the Intern(s).

The Student(s) shall:

1. Understand the purpose of the work experience the Department of Health is providing them. Reliable attendance, good communication, good work habits, and adherence to all rules, policies, and procedures including for confidentiality of information is vital and expected daily.
2. Provide proof of an Indiana driver's license or other state-issued ID.
3. Exert every effort to maintain personal health during the internship and adhere to such personal health requirements as may be set by the Department of Health.
4. Observe all Department of Health policies, procedures, rules and regulations, including customary Department of Health practice with respect to medical records and confidentiality.
5. Pay transportation costs, meals and other personal incidental costs during the internship.
6. Physically report to the Department of Health and all other assignments in accordance with schedule given.
7. Understand the Department of Health is providing a work experience only and shall not be paid by the Department of Health.
8. Understand that the completion of an internship is not a guarantee of future employment by St. Joseph County or the Department of Health.

This Agreement shall be effective January 1, 2026, and shall continue through December 31, 2029, and may be renewed by the mutual written consent of both the Partner and Department of Health. Each party to this Agreement has the right to terminate the Agreement by written notice to the other party, provided that such notice is given in advance of sixty (60) days. All Interns participating in the WEP at the time of termination shall be permitted to complete the current term of the program.

APPROVED:

St. Joseph County Department of Health

WorkOne Northern Indiana, South Bend

By: _____

By: _____

Its: Chairman of the Board

Its: _____

By: _____

By: _____

Its: Vice Chairman of the Board

Its: _____

Date: February 25, 2026

Date: _____

St. Joseph County Commissioners:

Dated: ____ / ____ / ____ By: _____
Carl H. Baxmeyer, President
SJC Commissioner

Dated: ____ / ____ / ____ By: _____
Anthony "Tony" Hazen, Vice President
SJC Commissioner

Dated: ____ / ____ / ____ By: _____
Rafael Morton, Member
SJC Commissioner



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 25, 2026

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

Members of the Board of Health,

The Department of Health would like your support to apply for Automotive Safety Program (ASP) car seat inspection station grant. The ASP car seat inspection station grant is to reduce injuries and fatalities among children in motor vehicle crashes by providing free, localized resources for education, inspection, and proper installation of child safety seats. These grants support a network of inspection stations staffed by certified child passenger safety technicians (CPSTs) who help parents and caregivers ensure their children are riding securely.

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

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:RW:jsp

APPROVED _____ DENIED _____

This 25th day of **February 2026** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

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

GRANT APPLICATION DATA

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

The purpose of the Automotive Safety Program's (ASP) car seat inspection station grant is to reduce injuries and fatalities among children in motor vehicle crashes by providing free, localized resources for education, inspection, and proper installation of child safety seats. These grants support a network of inspection stations staffed by certified child passenger safety technicians (CPSTs) who help parents and caregivers ensure their children are riding securely.

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

Up to 80

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

We will track and evaluate the success of this program by documenting all education provided, car seats distributed, and safety checks completed through our Redcap data collection platform. This will allow us to monitor the number of families served and ensure all grant deliverables are met.

Who will be accountable for fiscal information?

ASP will be directly responsible for all fiscal management. This includes handling all ordering of the car seats, tracking expenditures. Our organization's role will be to receive the car seats provided by ASP and integrate them into our current workflow. We will not be managing any direct grant funds or financial transactions related to car seat purchases.

Who will be responsible for compliance with grant guidelines?

Nancy Coiro, Perinatal Education and Program Coordinator

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

October 1, 2025 - October 1, 2026

What is the total grant award?

This is not a direct monetary award. We anticipate receiving up to 80 new car seats, directly from the Automotive Safety Program.

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

Yes, the grant is renewable annually starting October 1st.

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

No

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

No

Give the number of employees the grant would support?

N/A

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

After this grant expires, our department will continue to offer comprehensive car seat checks conducted by our certified Child Passenger Safety Technician/Maternal Infant Health staff and all related safety education.



St. Joseph County Department of Health

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ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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February 25, 2026

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

Members of the Board of Health,

The Department of Health would like your support to apply for The American Medical Association (AMA) grant. The AMA is launching the Community Health Impact Lab micro grants to support physician-led initiatives aimed at improving health outcomes at the community level. This program funds innovative, community-centered projects that address a broad range of health-related challenges faced by populations with limited access to care. Through this initiative, the AMA seeks to empower physicians to implement creative solutions that respond to the unique challenges within their communities.

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

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:RW:jsp

APPROVED _____ DENIED _____

This 25th day of **February 2026** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

GRANT APPLICATION DATA

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

The American Medical Association (AMA) is launching the Community Health Impact Lab micro grants to support physician-led initiatives aimed at improving health outcomes at the community level. This program funds innovative, community-centered projects that address a broad range of health-related challenges faced by populations with limited access to care. Through this initiative, the AMA seeks to empower physicians to implement creative solutions that respond to the unique challenges within their communities.

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

We project that 500 adult individuals will directly benefit from comprehensive health screenings during the one-year pilot program. Additionally, we expect a broader benefit for up to 1,000 individuals (including family members and close contacts) through the shared health education and adoption of positive, sustained lifestyle changes demonstrated by screened participants.

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

We will measure our program's effectiveness by tracking two key metrics: Program Reach and Community Health Engagement.

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

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

Who will be accountable for fiscal information?

Amy Ruppe, Director of Finance

Who will be responsible for compliance with grant guidelines?

Renata Williams, Director of CARE

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

The grant term is 12 months. The specific performance period will be determined upon the official award date and the final execution of the contract.

What is the total grant award?

\$50,000

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

Unknown at this time

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?



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ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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2026 AMA Community Health Impact Lab micro grants
330 N Wabash Ave.
Chicago, IL 60611

February 25, 2026

To Whom It May Concern:

We, the members of the St. Joseph County, Indiana, Board of Health, submit this letter in support of the application of Dr. Michelle Migliore, D.O., the Health Officer for St. Joseph County, for a 2026 AMA Community Health Impact Lab micro grant. Pursuant to Indiana law, our Board hired Dr. Migliore as our county Health Officer and oversees her management of the St. Joseph County Department of Health.

St. Joseph County, the fifth-most populous county in Indiana, has higher than average levels of hypertension, obesity, diabetes, and cardiovascular disease. In response, our Health Officer is adding chronic disease awareness and prevention as a focus area for our county Health Department’s Community Health Worker (CHW) program. CHW’s will be trained to offer free screenings for hypertension, obesity, hyperlipidemia, and pre-diabetes/diabetes. They will provide immediate follow-up, including education on lifestyle and nutritional approaches that can combat chronic disease and, if needed, insurance navigation and connections to primary care providers. Because the testing equipment our Health Officer plans to invest in is mobile and provides immediate results, our CHW’s can offer these chronic disease screenings anywhere in our 458-square-mile county, whether at a community center in inner-city South Bend or the public library in the small farming town of Walkerton.

As a Board, we support the Department’s new program focusing on chronic disease awareness and prevention, and we are confident in Dr. Migliore’s leadership in carrying out this project. We ask that you award Dr. Migliore this micro-grant to support a program that we foresee will benefit the health and well-being of St. Joseph County residents.

Sincerely,

John W. Linn, PE
Chair, St Joseph County Board of Health

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



@stjosephcountyhealth



@sjchealth



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February 25, 2026

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

Members of the Board of Health,

The Department of Health would like your support to apply for the Safe Routes to School (SRTS) Grant. The the Safe Routes to School (SRTS) grant is to support programs that encourage and educate students about healthy, active ways to travel safely to and from school. The grant aims to inspire change in the transportation culture around schools and neighborhoods, focusing on walking, biking, and other human-powered travel options. By increasing the number of students who walk, bike, and roll to school safely, a grant-funded 'Bicycle Safety Rodeo' sparks broader community engagement that promotes safety and physical activity among local youth.

Attached is the Grant Application Data sheet, prepared by Hope Eck, School Health Liaison.

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:HE:jsp

APPROVED _____ DENIED _____

This 25th day of **February 2026** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

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

GRANT APPLICATION DATA

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

The purpose of the Safe Routes to School (SRTS) grant is to support programs that encourage and educate students about healthy, active ways to travel safely to and from school. The grant aims to inspire change in the transportation culture around schools and neighborhoods, focusing on walking, biking, and other human-powered travel options. We will hold a bicycle rodeo event designed to teach children essential on-bike skills, traffic rules, and helmet safety in a controlled, fun environment. An obstacle course would then simulate real-world road conditions that aim to prevent accidents, promote safe riding habits, and build confidence among young cyclists.

Core purposes of the Bike Rodeo would include:

- 1) Skill Development: children practice maneuvering and balancing through interactive obstacle courses that feature turning, stopping, and avoiding objects.
- 2) Safety Education (Rules of the Road): Teaches traffic signals, stop signs, hand signals, and how to ride defensively.
- 3) Equipment Check: Volunteers check bikes for safety (the "ABC quick check": Air, Brakes, Chain) and ensure helmets are fitted correctly.
- 4) Critical Visibility Aid: Installation of bike safety flag to ensure drivers and pedestrians spot the young cyclist earlier, reducing collision risks.
- 5) Hazard Awareness: Helps children identify, anticipate, and avoid dangerous situations, such as traffic, intersections, and crosswalks.
- 6) Helmet Distribution: Helmets directly increase safety by providing a 63% to 88% reduction in the risk of serious head and brain injuries for cyclists. Providing helmets ensures immediate access to protection, educating participants that helmets absorb impact energy during falls to prevent fatalities.
- 7) Community Engagement: Raises awareness among parents and the community regarding bicycle injuries and safety precautions.

By increasing the number of students who walk, bike, and roll to school safely, a grant-funded 'Bicycle Safety Rodeo' sparks community engagement that promotes safety and physical activity among youth.

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

This grant will help support our goal of 200 participants in this training throughout St. Joseph County.

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

Program Reach: We will document the total number of participants receiving free bicycle safety training, providing a clear number of individuals served. By assessing participant skills, identifying common safety mistakes, and evaluating whether students are better prepared to ride safely in their community, we can evaluate the success of the program.

Who will be accountable for fiscal information?

Amy Ruppe, Director of Finance.

Who will be responsible for compliance with grant guidelines?

Hope Eck, School Health Liaison and Ashley Helman, Director of Nursing.

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

March 2026 – February 2027. The project duration ranges from 6-12

months. **What is the total grant award?**

The SRTS Mini Grant varies from \$2,500 to \$10,000.

Grant amount request: \$8,586.70

- Bike Rodeo Kit “Teach, Ride, Stay Safe!” \$447.35 each x 2 = \$894.70
- Helmets for child distribution: \$23.88 each x 100 = \$2,388.00
- Certificates of Participation: \$0.62 each x 200 = \$62.00
- Bike Safety Flag with 6 ft fiberglass pole: \$8.99 x 200 = \$1,790
- Color Flyers for Promotion: \$0.62 each x 200 = \$62.00
- Sidewalk Chalk: \$58.00
- Event Insurance: \$500.00
- Print costs for parent/guardian consent/waiver: \$0.16 x 200 = \$32.00
- Event t-shirts: \$18.00 each x 100 = \$1800.00
- Replacement bicycle parts for bikes and donated bikes: \$1000.00

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

No.

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

There is no match for the grant. Based on the contracts drafted with each grantee, a certain percentage of the total grant amount can be advanced as a start-up cost. The remaining grant amount will be reimbursed.

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?

This grant would not support any employees.

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

The grant funds are specifically for a singular Bicycle Safety Rodeo community event. To hold future bike safety events, we plan to seek additional grant funding.

N/A

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

We plan to sustain the ongoing operational costs of the initiative by utilizing existing departmental HFI funding and actively seeking additional grant funding.



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St. Joseph County Department of Health

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October 22, 2025

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

Members of the Board of Health

RE: Appointment of members to the Onsite Wastewater Advisory Board

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

- Municipal Water/Wastewater Systems Employee
- Member at Large

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

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

Sincerely,


Michelle Migliore, D.O.
Health Officer

MM/BM:jsp

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



@stjosephcountyhealth



@sjchealth



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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St. Joseph County Department of Health

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October 22, 2025

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

Members of the Board of Health

RE: Appointment of members to the Water Resources Advisory Board

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

- Chemist
- Hazardous Substance Management Experience
- Medical Director

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

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

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM/BM:jsp

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@stjosephcountyhealth



@sjchealth