

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

Special Meeting

MINUTES

March 3, 2025
4:30 p.m.

8th floor Boardroom
County City Building, South Bend, IN

Members Present:

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

Members Absent:

Robert Hays, MD
Kristin Vincent, CNM
Vacant Position
Vacant Position

Others Present:

Michelle Migliore, D.O.
Diana Purushotham, MD - Zoom
Michael Wruble
Amy Ruppe

I. CALL TO ORDER & ROLL CALL

- A. The special meeting of the St. Joseph County, Indiana Board of Health was called to order at 5:15 p.m.

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for March 3, 2025.

Upon a motion by, Ellen Reilander, Esq., being seconded
by Elizabeth Lindenman, MD and unanimously carried, the agenda
for March 3, 2025, was adopted.

III. NEW BUSINESS

25-13 Discussion and Vote – Budget – Assistant Director of Finance

Dr. Migliore stated we will use money from the two vacant Environmental Health Specialist (EHS) positions and those benefits to fund this position. The full-time salary offered will be \$65,750 plus benefits.

We no longer have mandatory property transfers and we did not have to back-fill the current Assistant Unit Director's previous position, and as a result, we do not need to keep these two vacant EHS positions.

We will still have some money left over from the two vacant EHS positions and those benefits left-over.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and unanimously carried the budget for the Assistant Director of Finance was approved.

25-14 Discussion and Vote – Job Description and Budget – Assistant Director of Nursing (DON).

Dr. Migliore stated this item will be budget neutral. The full-time salary will be \$78,847 plus benefits.

The immunization coordinator recently turned in her resignation and we will use that salary (\$56,000 and benefits) to help cover the Assistant DON position in addition to left-over money from the two vacant EHS positions. The Assistant DON position will be the Immunization Coordinator in addition to being a working Supervisor.

Upon a motion by Ellen Reilander, Esq., being seconded by Jill VanBruaene and unanimously carried the budget and job description of the Assistant Director of Nursing was approved.

IX. PUBLIC COMMENT (3 Minute Limit)

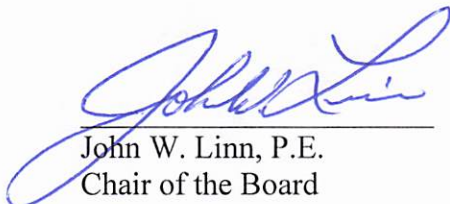
There was no one present to speak during the Public Comment section.

X. TIME AND PLACE OF NEXT REGULAR MEETING

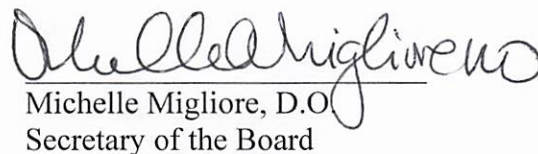
March 19, 2025 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

Upon a motion by Elizabeth Lindenman, MD being seconded by Ellen Reilander, Esq., and unanimously carried, the special meeting of the St. Joseph County, Indiana Board of Health was adjourned.



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



Michelle Migliore, D.O.
Secretary of the Board