

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

Regular Meeting

**MINUTES**

April 16, 2025  
4:30 p.m.

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

**Members Present:**

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

**Members Absent:**

Kristin Vincent, CNM  
Vacant Position  
Vacant Position

**Others Present:**

Michelle Migliore, D.O.  
Amy Ruppe  
Michael Wruble  
Jennifer S. Parcell  
Mark Espich  
Breezy McCall  
Carolyn Smith  
Renata Williams

Erica Tijerina  
Brett Davis  
Alissa Balke  
Matt Gotsch  
Ashley Helman, RN  
Marcellus Lebbin, Esq. - Counsel

NOTE: Zoom was not available due to issues with the computer in the chambers. Only audio was available for 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 4:40 p.m.

**II. ADOPTION OF THE AGENDA**

- A. It is recommended the Board of Health members adopt the agenda for April 16, 2025.

Upon a motion by Ellen Reilander, Esq., being seconded  
by Robert Hays, MD and unanimously carried,  
the agenda for April 16, 2025, was adopted.

### **III. APPROVAL OF MINUTES**

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

Upon a motion by Jill Kaps VanBrouaene being seconded by Robert Hays, MD, and unanimously carried, the minutes of the March 19, 2025, meeting of the Board of Health were approved.

### **IV. BOARD PRESIDENT ANNOUNCEMENTS**

There were no Board President announcements.

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

#### 25-16 Discussion and Vote – Health Officer’s Report (1<sup>st</sup> Quarter 2025)

Communications and Events

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

Community Partnerships and Development / Health First Indiana (HFI)

Environmental Health

Finance - Spotlight

Food Services

Lead Report

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Dr. Migliore, Health Officer, stated Amy will touch on streamlining funds later.

Ellen asked about the total reach of 259,000 under Communications and Events.

Matt Gotsch, Communications and Events Coordinator, stated it is mainly community members. Since we are partnering with the library system on Radon, they may be sharing.

Ellen Reilander referred to page 11 chronic disease education classes. How and where are they being held.

Renata Williams, Director of CARE, they are taught by our Health Promotions Specialist, diabetes, hypertension, in partnership with some of the locations at REAL Services.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding, EdD, and unanimously carried, the Health Officer’s Report was approved as presented.

Amy Ruppe, Director of Finance presented the Finance spotlight. Immunizations has a 57% increase, due to utilizing VaxCare, Environmental Health is down 30% due to the loss of property transfers. (Full spotlight attached to these minutes).

**VI. NEW BUSINESS**

**25-17 Discussion and Vote – Budget – Local Public Health Services**

With the loss of the CDC and Immunization Grant we are asking to fund our immunization staff.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried, the Local Public Health Services Budget was approved as presented.

**IX. GRANT REQUESTS**

No Grant Requests to discuss.

**X. OLD BUSINESS**

No Old Business to discuss.

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

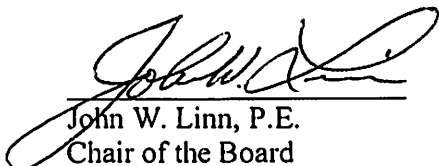
Dr. Cynthia Heckman-Davis: spoke about Heath First Indiana Funds, the tobacco cessation program, and the measles vaccine.

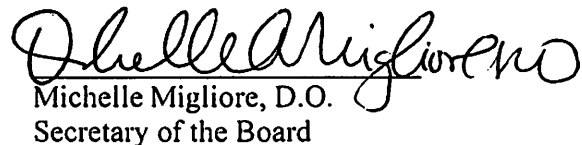
**XII. TIME AND PLACE OF NEXT REGULAR MEETING**

May 21, 2025 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XIII. ADJOURNMENT**

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:26 p.m.

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

  
Michelle Migliore, D.O.  
Secretary of the Board

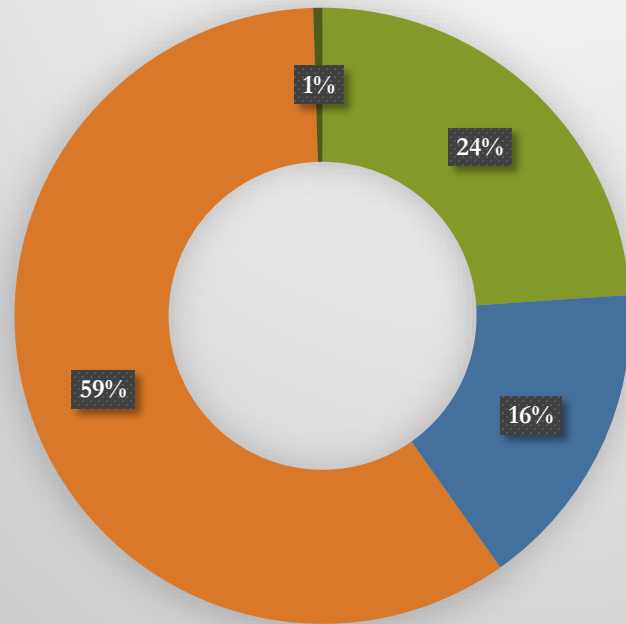
# Finance

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Amy Ruppe, Director of Finance

## Revenue Budget

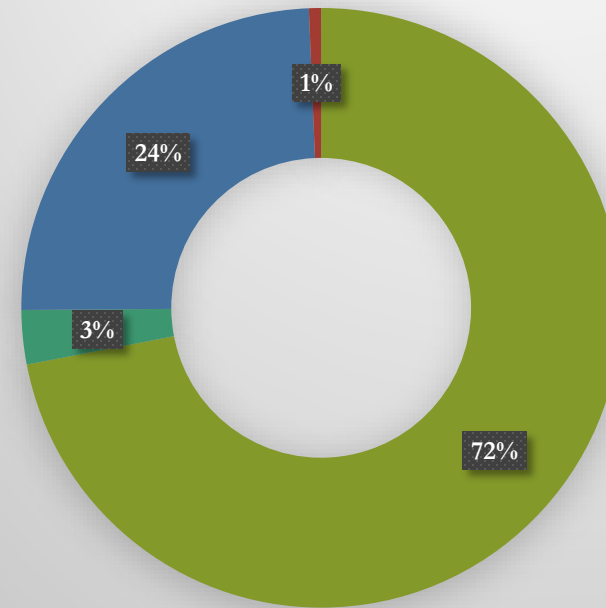
\$10,373,346.56



- Levy Support = \$2,469,261.04
- Fees for Service, Licenses & Permits = \$1,682,600.94
- Contracts & Grants = \$6,171,129.92
- Other = \$50,354.66

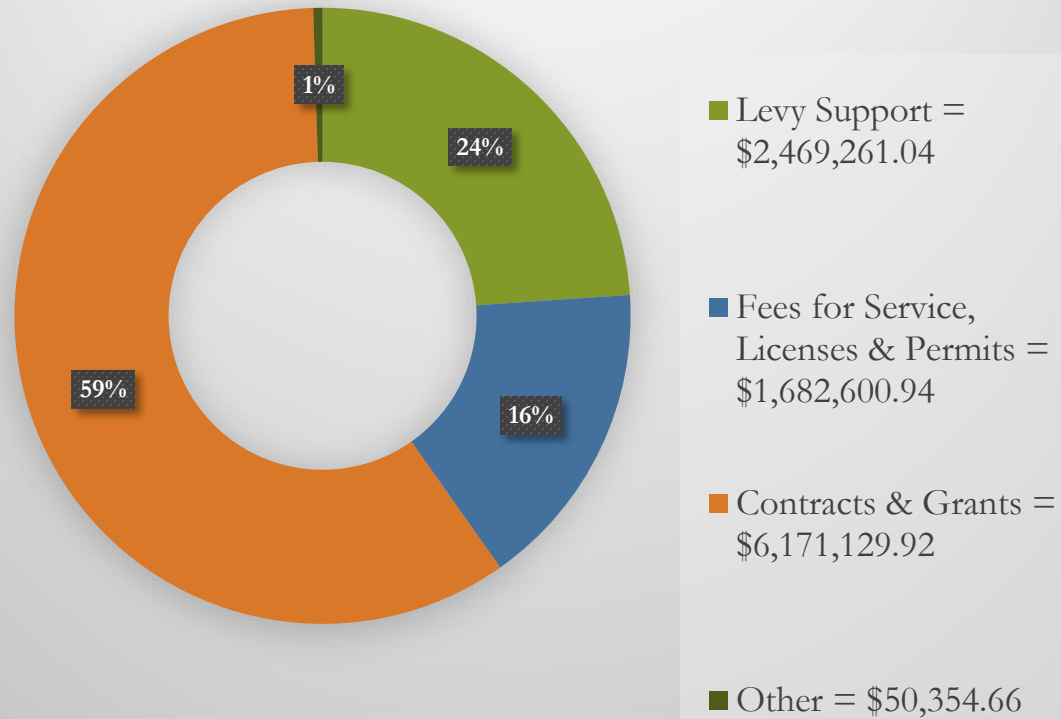
## Expenditure Budget

\$8,637,031.13



- Salary & Benefits = \$6,215,886.01
- Supplies = \$251,958.99
- Other Services & Charges = \$2,112,549.46
- Capital = \$56,636.67

## Revenue Budget \$10,373,346.56



## 2024

Levy support comes from the taxes collected locally multiplied by our tax rate.

### Fees come from the following units:

Environmental Health = \$547,631.92

Food Services = \$437,895.75

Nursing = \$203,332.57

Vital Records = \$493,740.70

### Contracts & Grants:

*Federal funds include:*

County Health Department = \$396,211.52

Local Public Health Services (HFI) = \$3,293,255.46

Immunization CoAg = \$482,761.87

PHEP = \$44,893.53

Health Issues & Challenges – Lead = \$67,031.55

Immunization Supplemental = \$299,101.77

CHWs for COVID = \$799,254.13

School Liaison = \$500,000

*State funds include:*

CHW Safety PIN = \$238,620.09

### Other funds include:

\$50,000 donation from the Phair Foundation for all schools in SJC

\$354.66 in refunds and returned checks

**2024**

**Fund List:**

1159 – County Health

1161 – Local Public Health  
Services (HFI)

2504 – MIH Initiatives

4940 – County-Wide Lead  
Initiative

8131 – Immun CoAg

8134 – PHEP

8911 – Issues & Challenges –  
Lead

8928 – Immun Supplemental

8952 – CHWs for COVID

8954 – School Liaison

9101 – Local Health Services

9111 – Trust Fund

9169 – CHW Safety PIN

9172 – NACCHO Mentor

**Salary & Benefits:**

1159 = \$3,798,198.91

1161 = \$442,628.09

4940 = \$217,540.88

8131 = \$396,589.24

8134 = \$25,000.00

8911 = \$75,771.13

8928 = \$288,590.98

8952 = \$517,475.11

8954 = \$94,423.09

9101 = \$48,039.17

9111 = \$61,248.94

9169 = \$250,380.47

**Supplies:**

1159 = \$161,566.86

1161 = \$13,411.32

4940 = \$31,795.98

8131 = \$38,063.84

8952 = \$1,751.87

8954 = \$1,736.60

9111 = \$2,050.52

9172 = \$1,582.00

**Other Services & Charges:**

1159 = \$873,867.76

1161 = \$773,998.38

2504 = \$7,871.60

4940 = \$23,459.87

8131 = \$20,518.31

8134 = \$19,805.83

8952 = \$232,303.23

8954 = \$86,519.43

9111 = \$62,466.55

9172 = \$11,738.50

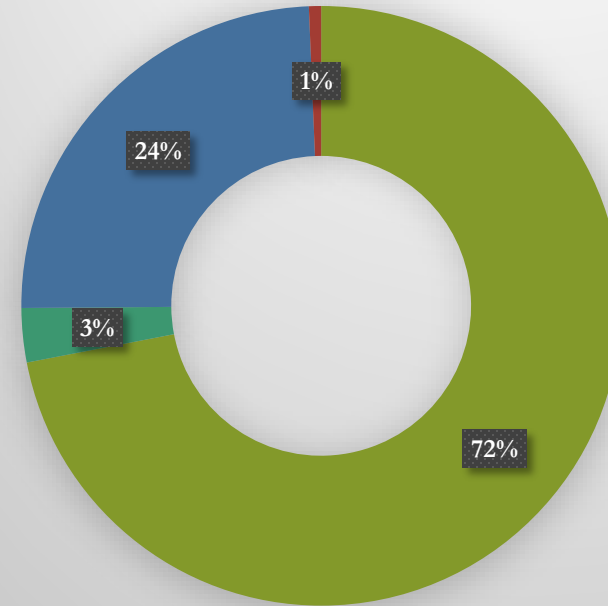
**Capital:**

1161 = \$14,358.62

8131 = \$9,021.37

9111 = \$33,256.68

**Expenditure Budget  
\$8,637,031.13**



- Salary & Benefits = \$6,215,886.01
- Supplies = \$251,958.99
- Other Services & Charges = \$2,112,549.46
- Capital = \$56,636.67

## Certified Budget, Levy & Tax Rates

Year	Fund Name	Certified Budget	Actual Expenditures	Unexpended Funds	Certified Levy	Estimated per Auditor's Office	Actual Receipts	Certified Tax Rate
2025	HEALTH	\$4,877,151			\$2,993,512	\$2,325,800		0.0219
2024	HEALTH	\$5,310,885	\$4,833,634	\$477,251.47	\$2,691,896	\$2,089,100	\$2,469,261	0.0216
2023	HEALTH	\$4,350,737	\$4,053,971	\$296,766.40	\$2,397,041	\$2,106,000	\$2,101,060	0.0189
2022	HEALTH	\$3,956,379	\$3,693,682	\$262,696.70	\$2,243,811	\$1,811,539	\$1,961,087	0.0213
2021	HEALTH	\$3,738,120	\$3,518,925	\$219,195.13	\$1,947,054	\$1,668,300	\$1,742,755	0.0198
2020	HEALTH	\$3,629,408	\$3,100,682	\$528,726.15	\$1,792,784	\$1,533,110	\$1,578,864	0.0191

NOTE: The amounts listed for certified levy are made using the net amounts, which do not account for circuit breaker or other deductions.

[https://gateway.ifionline.org/report\\_builder/Default3a.aspx?rpttype=budget&rpt=CertBudgLevyRate&rptName=Certified%20Budget,%20Levy,%20Rate#Pa482a52b4421433e8694b656ed67aca6\\_2\\_oHit0](https://gateway.ifionline.org/report_builder/Default3a.aspx?rpttype=budget&rpt=CertBudgLevyRate&rptName=Certified%20Budget,%20Levy,%20Rate#Pa482a52b4421433e8694b656ed67aca6_2_oHit0)



# Annual Budget Process

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## **LATE MARCH**

Begin discussions between Administration and Unit Directors regarding the needs of each unit.

## **APRIL**

Administration will meet for discussion and to draft proposed budgets for approval of the Finance Committee (budgets will include County Health Department, Local Public Health Services, School Liaison and possibly the Trust Fund).

## **EARLY MAY**

Present proposed budgets to the Finance Committee who will review the drafts and can add, remove and/or suggest any changes.

# Annual Budget Process (con't.)

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## **MAY 21<sup>st</sup>**

Once the Finance Committee approves of the budgets, they will be added to the next agenda and presented to the full Board of Health who will review and can add, remove and/or suggest any changes.

## **BY JUNE 30<sup>th</sup>**

Upon approval from the Board of Health, I will enter the information into the Financial System along with other required documents (Personnel Counts, Highlights Memo and Financial Summary).

## **LATE JULY-EARLY AUGUST**

Administration will meet with the County Council, County Commissioners and County Auditor's office to present and review the proposed budgets.



