

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

Regular Meeting

**MINUTES**

April 17, 2024  
4:30 p.m.

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

**Members Present:**

John Linn, P.E.  
Michelle Migliore, DO  
Robert Hays, MD,  
Elizabeth Lindenman, MD  
Ellen Reilander, Esq.  
Jill Kaps VanBrouaene  
Kristin Vincent, CNM

**Members Absent:**

Vacant Position  
Vacant Position

**Also Present:**

Diana Purushotham, MD  
Jennifer S. Parcell  
Mark Espich  
Carolyn Smith  
Brett Davis  
Alissa Balke  
Renata Williams

Jodie Pairitz  
Matt Gotsch  
Jenna Rose  
Marcellus Lebbin, Counsel

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

The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:30 p.m.

**II. ADOPTION OF THE AGENDA**

It is recommended the Board of Health members adopt the amended agenda for April 17, 2024.

Upon a motion by Ellen Reilander, Esq., being seconded by Michelle Migliore, DO and unanimously carried, the agenda for April 17, 2024, was adopted.

**III. APPROVAL OF MINUTES**

It is recommended the Board of Health members approve the minutes of the regular meeting of March 20, 2024.

Upon a motion by Michelle Migliore, DO., being seconded by Robert Hays, MD, and unanimously carried, the minutes of the March 20, 2024, regular meeting of the St. Joseph County Board of Health were approved, as amended.

**IV. BOARD PRESIDENT ANNOUNCEMENTS**

John Linn stated that the Personnel Committee was actively meeting to find a replacement for the Health Officer. He stated that they have a few applicants who are interested.

**V. HEALTH OFFICER PRESENTATION and REPORT**

24-15 Discussion and Vote – Quarterly Health Officer’s Report (Jan, Feb, Mar, 2024)

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

Upon a motion by Michelle Migliore, DO, being seconded by Jill Kaps VanBruaene and unanimously carried, the April 2024 Quarterly Health Officer’s Report was approved.

**VI. NEW BUSINESS**

24-16 Discussion and Vote – Job Description – Assistant Director of Environmental Health.

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD, and unanimously carried the job description for the Assistant Director of Environmental Health was approved.

24-17 Discussion and Vote – Job Description – Health Promotion Specialist

Upon a motion by Ellen Reilander, Esq. being seconded by Jill Kaps VanBruaene and unanimously carried the job description for Health Promotion Specialist was approved.

**VII. GRANT REQUESTS**

There were no grant requests.

**VIII. OLD BUSINESS**

There was no old business.

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

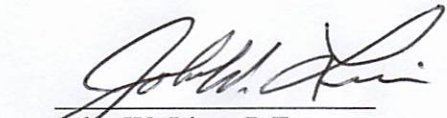
There was no one who signed up for public comment.


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

May 15, 2024 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XI. ADJOURNMENT**

The regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 4:42 p.m.

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

  
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Diana Purushotham, MD  
Secretary of the Board