

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

Regular Meeting

August 20, 2025
4:30 p.m.

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

Members Present:

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

Members Absent:

Vacant Position
Vacant Position

Others Present:

Michelle Migliore, D.O.
Amy Ruppe
Mike Wruble
Carolyn Smith
Mark Espich
Ashley Helman, RN

Ericka Tijerina
Alissa Balke
Diana Purushotham, MD – Zoom
Marcellus Lebbin, Esq. -Counsel

Please note: The Zoom video is not available for this meeting due to technical difficulties. Audio only for a portion of the meeting is posted on the SJCDoh website.

I. CALL TO ORDER & ROLL CALL

- A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:33 p.m.

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for August 20, 2025.

Upon a motion by Elizabeth Lindenman, MD, being seconded
by Robert Hays, MD and unanimously carried, the agenda for
August 20, 2025, was adopted.

III. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of July 16, 2025.

Upon a motion by Jill Kaps VanBrouaene, being seconded by Elizabeth Lindenman, MD, and unanimously carried, the minutes of the July 16, 2025, meeting of the Board of Health were approved as presented.

IV. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

V. HEALTH OFFICER PRESENTATION and REPORT

25-29 Discussion and Vote – Health Officer’s Report (July)

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

Dr. Migliore invited the Board of Health to the Department of Health’s 1st Anniversary Celebration of the EMBER program on September 9, 2025, at 5:00 p.m. at the Beacon Resource Center.

Jill Kaps VanBrouaene asked why some of the KPI’s were low.

Dr. Migliore responded that for example KPI 8, funding will be ending in January, and many don’t want to begin in those positions right now, due to it not being funded in a few months.

Kristen Vincent asked about the upcoming Notre Dame Football Season and how food inspections would be done.

Carolyn Smith, Director of Food Services and Pools stated there was an in-service meeting last week with staff of Notre Dame to go over what would be happening. We will be inspecting at 3-games this year. We don’t target those from previous games if there were no violations.

Dr. Harding asked about little leagues, soccer leagues, etc.

Carolyn Smith stated those tend to be not for profit and are not permitted to inspect them. If they have Nelson’s port-a-pit type vendors, then those are inspected throughout the season and permitted with the SJCDoh.

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

VI. NEW BUSINESS

- 25-30 Discussion and Vote: Amend and Supplement Title XI – Business Regulations, Chapter 113, Massage Establishments/Massage Therapists, of the St. Joseph County Code, which shall be known and amended as the "St. Joseph County Massage Establishments/Therapy Ordinance".

There was a request by Robert Hays, MD to table this item until the September 17, 2025, meeting of the Board of Health.

Upon a motion by Robert Hays, MD being seconded by Kristin Vincent, CNM and unanimously carried, the Discussion and Vote: Amend and Supplement Title XI – Business Regulations, Chapter 113, Massage Establishments/Massage Therapists, of the St. Joseph County Code, which shall be known and amended as the "St. Joseph County Massage Establishments/Therapy Ordinance" was tabled until the September 17, 2025, meeting of the Board of Health.

- 25-31 Discussion and Vote: Amend and Supplement Appendix: Schedule of Fines and Fees of the St. Joseph County Code.

Dr. Migliore explained that we are not trying to price gouge, but simply trying to recoup our costs for plastic sheets, envelopes, etc. The Auditor's office requested a copy of all the fee schedules with surrounding counties to compare to. Many of our Unit's have not raised their fees for several years.

Amy Ruppe, Director of Finance explained the convivence fees for invoicing, on-line requests, etc. She also spoke Unit by Unit explaining the new, increased/decreased fees.

Upon a motion by Kristen Vincent, CNM, being seconded by Elizabeth Lindenman, MD and unanimously carried, the Schedule of Fines and Fees of the St. Joseph County Code were approved as presented.

- 25-32 Discussion and Vote: Job Description – Contracted Immunization Nurse / Certified Medical Assistant (CMA).

We will be looking at the Contracted Certified Medical Assistant job description today. The Contracted Immunization Nurse will be added for the September 17, 2025, meeting of the Board of Health.

Items to strike from the job description are Immunization Nurse in the Position title; Immunization Nurse in the first paragraph and changing it to CMA, under Duties; The first two paragraphs under Job Requirements; grant funded position of Mobile Immunization Nurse and replace with CMA.

There was extensive discussion about the third paragraph under Duties, it was decided to go ahead and post the job to receive applicants, and Dr. Migliore would research the Consent to treat, and amend the job description as appropriate.

Upon a motion by Jill Kaps VanBruaene, being seconded by Elizabeth Lindenman, MD and carried, the job description of Contracted Certified Medical Assistant was approved as amended.

IX. GRANT REQUESTS

There were no grant requests to discuss.

X. OLD BUSINESS

There was no old business to discuss.

XI. PUBLIC COMMENT (3 Minute Limit)

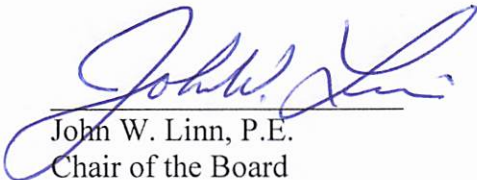
There was no public comment.

XII. TIME AND PLACE OF NEXT REGULAR MEETING

September 17, 2025 - 4:30 p.m. 4th Floor Council Chambers.

XIII. ADJOURNMENT

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:47 p.m.



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



Michelle Migliore, D.O.
Secretary of the Board