

**Meeting of the Board of Health  
St. Joseph County Department of Health  
4<sup>th</sup> Floor, County-City Building  
Council Chambers**

**August 16, 2023**

**4:30 p.m.**

Available by Zoom:

<https://us06web.zoom.us/j/81442698080?pwd=aHFaL1ZCTnR4RFdiRm5rV2hxb21jUT09>

Meeting ID: 814 4269 8080

Passcode: 206238

One tap mobile

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I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

It is recommended the Board of Health members adopt the agenda for August 16, 2023.

III. APPROVAL OF MINUTES

1. It is recommended the Board of Health members approve the minutes of May 24, 2023.
2. It is recommended the Board of Health members approve the minutes of June 21, 2023.
3. It is recommended the Board of Health members approve the minutes of July 19, 2023.

IV. BOARD PRESIDENT ANNOUNCEMENTS:

23-57 Introduction and Welcome - Dr. Diana Purushotham – Health Officer

23-58 Introduction and Welcome - Elizabeth Lindeman – Board of Health Member

V. HEALTH OFFICER PRESENTATION and REPORT:

23-59 Discussion and Vote on July 2023 Health Officer's Report

Environmental Health

Finance

Food Services

Health Equity, Epidemiology and Data (HEED)

Health Outreach, Promotion & Education (HOPE)

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Combined Unit Lead Report

VI. NEW BUSINESS:

23-60 Appointment - Elizabeth Lindenman to a Board of Health Committee

23-61 Re-appointment – Robert Hellenthal, Ph.D. to the Onsite Wastewater Advisory Board (OWAB)

23-62 Re-appointment – Dave Jeffers to the Onsite Wastewater Advisory Board (OWAB)

23-63 Re-appointment – Robert Hellenthal, Ph.D. to the Water Resources Advisory Board (WRAB)

23-64 Re-appointment – Dave Jeffers to the Water Resources Advisory Board (WRAB)

23-65 Re-appointment – John Lankowicz to the Water Resources Advisory Board (WRAB)

23-66 Discussion and Vote - County Code 51 - Sewage and Septic Systems Regulations (as amended)

23-67 Discussion and Vote - Job Description – Administrative Assistant (Nursing)

23-68 Discussion and Vote - Job Description – Insurance Billing Specialist (Nursing)

23-69 Discussion and Vote - Job Description – School Health Liaison (HOPE)

23-70 Discussion and Vote - Budget – School Health Liaison (HOPE)

23-71 Discussion and Vote - Fee Schedule - Nursing

Quantiferon Fee (New) and Immunization Record Fee (Increase)

VII. GRANT REQUESTS:

None

VIII. OLD BUSINESS:

None

IX. BOARD NOTIFICATIONS:

1. Hirings:

Jozie Mikel, Staff Assistant (Env. Health) – 07/05/23  
Jenna Rose, Local Public Health Coordinator – 07/24/23  
Andrea Tobar, Community Health Worker - MIH – 07/24/23  
Diana Purushotham, MD – Health Officer – 07/24/23

2. Resignations:

Frank Spesia, PACEs Coordinator – 07/05/23  
Kimyon Woods-Holt – Vital Records Registrar – 07/20/23  
Joseph H. Cerbin, MD – Health Officer – 07/24/23  
Mary Wachira – Data Analyst – 07/31/23

3. Retirements:

None

4. Terminations:

Mark Fox, MD, PhD, MPH – Deputy Health Officer – 07/21/23

X. 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.

XI. TIME AND PLACE OF NEXT REGULAR MEETING:

September 20, 2023 – 4:30 p.m. - Council Chambers, 4<sup>th</sup> Floor County City Building.

XII. ADJOURNMENT

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
May 24, 2023  
Regular Meeting

Present at the Meeting:

John Linn, PE	President
Michelle Milgiore, DO	Vice President
Heidi Beidinger-Burnett, PhD, MPH	Member
Ellen Reilander, JD	Member
Kristin Vincent, MSN	Member
Robert Hays, MD	Member
Jill Kaps VanBrauene	Member

Also Present at the Meeting:

Joseph H. Cerbin, MD	Health Officer
Mark D. Fox, MD, PhD, MPH	Deputy Health Officer
Marcellus Lebbin, JD	Department of Health Attorney
Amy Ruppe	Administrator
Jennifer S. Parcell	Executive Administrative Assistant
Carolyn Smith	Director of Food Services
Cassy White	Director of HEED
Ericka Tijerina	Director of Vital Records
Jodie Pairitz	Director of Nursing
Mark Espich	Director of Environmental Health
Robin Vida	Director of HOPE
Brett Davis	Assistant Director of Environmental Health
Harry Gilbride	Emergency Preparedness Coordinator
Frank Spesia	PACEs Coordinator
Amy Schnick	Administrative Assistant – HEED
Jonathon Carmona	Community Health Worker
Kimberly Dreibelbeis	Community Health Worker
Veronica Escobedo	Community Health Worker
Rafael Lemus	Community Health Worker
Jessica Robinson	Community Health Worker
Melissa Elissetche	Community Health Worker
Dominique Quatararo	Public Health Associate

**I. CALL TO ORDER**

Mr. Linn called the May 24, 2023, regular Board of Health meeting to order at 4:30 p.m.

**II. ADOPTION OF THE AGENDA**

On motion made by Attorney Reilander, to approve the agenda, and seconded by Dr. Beidinger, the agenda was put to the Board. The motion passed unanimously.

**III. APPROVAL OF THE MINUTES**

Approval of the April 19, 2023, meeting minutes was sought. Upon motion by Dr. Beidinger to approve the minutes, seconded by Dr. Beidinger, the minutes were unanimously approved.

**IV. BOARD PRESIDENT ANNOUNCEMENTS**

Mr. Linn recognized Dr. Cerbin and the work of the Department.

**V. HEALTH OFFICER REPORT**

Dr. Cerbin noted that there were some departures from the Department and that as a result there would be changes. This is also an opportunity to prepare the Department for the coming changes in the State law.

Dr. Cerbin said that all of the Department's grant requests were approved by the County Council and he is pleased with their support.

Dr. Beidinger asked about an additional data point in the environmental section of the report. Mr. Davis responded that the Department wanted to provide data for well permits in addition to septic permits.

Attorney Reilander inquired as to the status of the emergency mobile unit upgrade. Mr. Gilbride responded it was in process.

Dr. Beidinger inquired about the impact of Senate Bill 4 on proposed budget and what the County match needed to be. Dr. Cerbin responded that St. Joseph County is just shy of the maximum contribution needed for the maximum match. Dr. Beidinger then asked for a timeline on for submittal. Dr. Cerbin asked for anyone with programming suggestions to provide send them to him. Ms. Ruppe said the Department would come to the Board with some changes at the June meeting and hoped to have a more complete plan for the July Board meeting.

## **VI. NEW BUSINESS**

A motion was made by Attorney Reilander and seconded by Dr. Hays to appoint Ms. VanBruaene to the finance committee. The motion passed unanimously.

Discussion was held on item 23-33 to bridge the gap for grant funded programs. Motion was made by Dr. Beidinger and seconded by Dr. Hays approve 23-33. The motion was unanimously approved.

A discussion was held on item 23-35 a budget for the next fiscal year. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve 23-28. The motion passed unanimously.

Request 23-36, regarding a budget for the lead initiative, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-36. The motion was unanimously approved.

Request 23-37, regarding a budget for local health services, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-37. The motion was unanimously approved.

Request 23-38, regarding a budget for health trust fund, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-38. The motion was unanimously approved.

Request 23-39, regarding a job description for a vector specialist, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-39. The motion was unanimously approved.

Request 23-40, regarding the health immunization supplement, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-40. The motion was unanimously approved.

Request 23-41, regarding a grant application, was discussed by the Board. Motion was made by Dr. Beidinger and seconded by Dr. Hays to approve item 23-41. The motion was unanimously approved.

## **VII. OLD BUSINESS**

There was no old business.

**VIII. BOARD NOTIFICATIONS**

Personnel changes were noted.

**IX. PUBLIC COMMENT**

Cheryl Nix spoke in favor of brain development.

Christopher Hall spoke regarding staff support.

Lisa Tyconovich spoke against covid vaccines for pregnant women.

Sam Mulligan spoke in regarding exit interviews.

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

The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday, June 21, 2023, at 4:30 p.m., at the County-City Building.

**XI. ADJOURNMENT**

This meeting was adjourned at 6:15 p.m. upon motion of Attorney Reilander, seconded by Dr. Hays, which passed unanimously.

ATTEST:

Respectfully submitted,

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Joseph H. Cerbin, M.D.  
St. Joseph County Health Officer

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Marcellus Lebbin, Esq.  
Health Department Attorney



**ST. JOSEPH COUNTY**  
**DEPARTMENT OF HEALTH**  
**Prevent. Promote. Protect.**

**Health Officer's Report of Unit Activities**

**August 2023**

**ENVIRONMENTAL HEALTH UNIT**

	<b>Jul-23</b>	<b>YTD 2023</b>	<b>YTD 2022</b>
<b>SEPTIC PROGRAM</b>			
<b>RESIDENTIAL NEW CONSTRUCTION</b>			
A. Inspections	13	113	102
B. Consultations	1	8	10
<b>RESIDENTIAL REPLACEMENT</b>			
A. Inspections	61	399	326
B. Consultations	3	8	53
<b>COMMERCIAL</b>			
A. Inspections	2	20	22
B. Consultations	0	1	12
C. Cluster System Inspections	0	0	1
<b>Abandonments w/o Replacement</b>	3	23	16
<b>Permit Applications Received</b>	54	306	290
<b>Permits Issued</b>	35	241	245
<b>Public Information Events</b>	0	1	1
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	0	24	18
B. Subdivision Reviews	9	38	22
C. Rezoning and Replat Reviews	0	1	8
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	2	61	78
<b>WELL DRILLING PROGRAM</b>			
<b>RESIDENTIAL</b>			
A. Inspections	18	104	97
B. Well Abandonments	20	128	121
<b>COMMERCIAL</b>			
A. Inspections	0	2	0
B. Well Abandonment Inspections	0	3	0
<b>NEW CONSTRUCTION</b>			
A. Permit Applications Received	4	52	45
B. Permits Issued	10	43	45
<b>REPLACEMENT</b>			
A. Permit Applications Received	17	128	**
B. Permits Issued	17	122	112
<b>Total Permits Applications Received</b>	27	237	**
<b>Total Permits Issued</b>	32	217	**
<b>Use of Existing Well</b>	1	6	**
<b>Public Information Events</b>	0	1	10
<b>SOURCE WATER PROGRAM</b>			
A. Phase One Inquiries	12	102	105
B. Spill Responses	1	2	0
C. Meth Lab Occurrence Response	0	0	0



	<b>Jul-23</b>	<b>YTD 2023</b>	<b>YTD 2022</b>
D. Well/ground water Sampling	136	137	**
E. Microbe Treatments/Pumping Inspections	2	9	**
F. Other Source Water Inspections	5	5	7
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. HUD Lead Inspections	0	0	0
B. Lead Risk Assessments	12	63	34
<b>EBLL Assessments</b>	7	35	10
a. Parent Request	5	28	24
b. Clearances	6	38	10
c. Off Site Meetings	0	1	0
d. Public Information Events	1	3	1
e. Children Tested for Lead Levels*	228	1659	1725
<b>CAFO PROGRAM</b>			
A. Inspections	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Burn Permits	3	31	29
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	1	2	3
<b>VECTOR PROGRAM</b>			
A. Inspections performed	1	28	64
B. Sites Treated	2	2	10
C. Traps Collected	55	92	81
D. ISDH Submissions	121	145	74
E. Public Information Events	1	7	2
<b>HEALTHY HOMES PROGRAM (Inside)</b>			
A. Initial Complaints	10	115	105
a. No Water	2	24	16
b. Garbage/Food Waste	0	38	35
c. Feces	5	31	32
d. Rodents/Cockroaches	3	22	22
B. Follow-Up Complaints	21	130	98
a. No Water	13	67	27
b. Garbage/Food Waste	3	36	55
c. Feces	1	14	14
d. Rodents/Cockroaches	4	13	2
e. Dwellings Unfit	9	21	11
<b>MASSAGE</b>			
A. Establishment Inspections	5	74	94
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	4	15	33

	<b>Jul-23</b>	<b>YTD 2023</b>	<b>YTD 2022</b>
<b>COMPLAINTS/INSVESTIGATIONS</b>			
A. Garbage/Food Waste (Outside)	2	76	95
B. Sewage	11	66	62
C. Water (ditches, lakes, ponds, & swells)	0	6	1
D. Motels/Hotels	2	3	1
E. Burning	2	8	11
F. Open Dumping	1	5	**
G. Follow-up Inspections	8	56	**
H. Other	7	48	270
<b>ABATEMENT CORRESPONDENCE</b>			
A. Abatement Correspondence Mailed	27	215	296
B. Immediate Threat to Public Health Correspondence	2	5	3
C. Order to Vacate/Condemn Correspondence Mailed	11	27	11
D. Impending Legal Action Correspondence Mailed	5	23	18
<b>SUBSURFACE INVESTIGATIONS</b>			
A. Internal	0	13	29
B. External	0	0	0

**\*DUE TO TIME LAG OF State Database System**

**Lead testing numbers are one (1) month behind.**

**No data for these fields\*\***

# County Health Department

Main fund supported annually by tax revenue and fee revenue as well as COVID insurance reimbursement funds (financial compensation for the administrative costs for participating in the CDC and HRSA COVID-19 vaccination program) as well as salary recovery from some federal grants.

LEADS: Board of Health, Dr. Purushotham - SUPPORT: Amy Ruppe

		Budget	July	August	September	TOTALS		
<b>REVENUE</b>								
<b>Beginning Balance</b>		\$3,733,060.38					\$3,733,060.38	
Property, FIT, Excise, Vehicle Excise Tax		\$2,106,000.00		\$0.00			\$1,181,337.47	
Federal Reimbursements			\$7,385.71				\$643,207.99	
Miscellaneous Revenue			\$0.00				\$1,445.00	
<b>TOTAL Tax, Fed Reimb and Misc Revenue</b>			<b>\$7,385.71</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$5,559,050.84</b>	
Environmental Health			\$58,550.00	\$0.00	\$0.00		\$543,045.46	
Food Services			\$5,933.75	\$0.00	\$0.00		\$237,637.50	
Immunization Clinic (South Bend)			\$7,202.18	\$0.00	\$0.00		\$74,418.43	
Vital Records (South Bend)			\$41,746.50	\$0.00	\$0.00		\$290,925.90	
Immunization Clinic (Mishawaka)			\$7,383.00	\$0.00	\$0.00		\$41,242.00	
Vital Records (Mishawaka)			\$5,203.00	\$0.00	\$0.00		\$34,958.00	
Fees (Charge 2, Coroner Fee)			(\$5,571.20)	\$0.00	\$0.00		(\$42,545.24)	
<b>Total Fee Revenue</b>			<b>\$120,447.23</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$1,179,682.05</b>	
<b>TOTAL REVENUE</b>			<b>\$127,832.94</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$6,738,732.89</b>	
<b>EXPENDITURES</b>								
<b>Acct</b>	<b>10000 Series</b>	<b>Budget</b>	<b>Carryforward</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditures</b>	<b>Unexpended</b>
11030	Administrator	\$71,991.00	\$0.00	\$5,537.76			\$41,533.20	\$30,457.80
11055	County Health Officer	\$206,211.00	\$0.00	\$9,615.38			\$78,233.93	\$127,977.07
11077	Admin. Assistant	\$118,362.00	\$0.00	\$9,104.76			\$71,560.32	\$46,801.68
11087	Insurance Billing Specialist	\$36,086.00	\$0.00	\$0.00			\$0.00	\$36,086.00
11143	Registrars	\$108,258.00	\$0.00	\$8,049.87			\$59,591.96	\$48,666.04
11144	Nursing Registrars	\$72,172.00	\$0.00	\$5,551.68			\$41,637.60	\$30,534.40
11145	Staff Assistants	\$72,172.00	\$0.00	\$3,886.11			\$38,454.54	\$33,717.46
11151	Director of Vital Records	\$63,540.00	\$0.00	\$4,887.70			\$36,657.75	\$26,882.25
11154	Asst. Director Vital Records	\$55,000.00	\$0.00	\$4,230.76			\$31,730.70	\$23,269.30
11155	Nurses/Other Medical	\$337,654.00	\$0.00	\$25,168.88			\$182,207.81	\$155,446.19
11161	Director of Env Health	\$63,540.00	\$0.00	\$4,887.70			\$36,657.75	\$26,882.25
11162	Asst. Dir Environmental Health	\$58,000.00	\$0.00	\$4,461.54			\$33,461.55	\$24,538.45
11163	Director of Food Services	\$63,540.00	\$0.00	\$4,887.70			\$36,657.75	\$26,882.25
11165	Asst Dir Food Services	\$58,000.00	\$0.00	\$4,461.54			\$33,461.55	\$24,538.45
11170	Director of HEED	\$80,000.00	\$0.00	\$0.00			\$43,534.20	\$36,465.80
11172	Environmental Health Specialist	\$468,000.00	\$0.00	\$33,345.07			\$241,837.28	\$226,162.72
11174	Food Service Specialist	\$260,000.00	\$0.00	\$20,000.00			\$150,000.00	\$110,000.00
11195	Public Health Coordinator	\$54,550.00	\$0.00	\$0.00			\$30,065.05	\$24,484.95
11196	Health Promotion Specialist	\$50,000.00	\$0.00	\$1,923.08			\$1,923.08	\$48,076.92
11197	Director of HOPE	\$63,540.00	\$0.00	\$4,887.70			\$36,657.75	\$26,882.25
11650	Executive Secretary	\$41,778.00	\$0.00	\$3,213.70			\$24,102.75	\$17,675.25
11701	Director of Nursing	\$82,640.00	\$0.00	\$6,356.92			\$47,676.90	\$34,963.10
11950	Part Time	\$95,326.00	\$0.00	(\$4,039.66)			\$16,755.64	\$78,570.36
11976	Deputy Health Officer	\$31,386.36	\$0.00	\$3,856.38			\$28,922.85	\$2,463.51
12010	Data Analyst	\$46,596.00	\$0.00	\$3,584.32			\$25,945.50	\$20,650.50
14800	FICA Taxes @ 7.65%	\$203,363.88	\$0.00	\$12,333.37			\$101,117.38	\$102,246.50
14810	PERF @ 11.2%	\$283,543.00	\$0.00	\$18,098.05			\$140,604.10	\$142,938.90
14840	Health Insurance	\$786,900.00	\$0.00	\$0.00			\$393,450.00	\$393,450.00
<b>Total 10000 Series</b>		<b>\$3,932,149.24</b>	<b>\$0.00</b>	<b>\$198,290.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,004,438.89</b>	<b>\$1,927,710.35</b>
<b>Acct</b>	<b>20000 Series</b>	<b>Budget</b>	<b>Carryforward</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditures</b>	<b>Unexpended</b>
21030	Office Supplies	\$21,542.00	\$0.00	\$1,566.80			\$6,859.42	\$14,682.58
22120	Garage & Motor Supplies	\$11,980.00	\$0.00	\$1,527.96			\$5,363.98	\$6,616.02
22148	Field Supplies	\$4,000.00	\$986.50	\$340.47			\$2,814.29	\$2,172.21
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00			\$110.00	\$2,140.00
22406	Immunization Supplies	\$83,545.00	\$0.00	\$11,173.84			\$72,219.75	\$11,325.25
22448	Education Books	\$200.00	\$0.00	\$0.00			\$39.20	\$160.80
<b>Total 20000 Series</b>		<b>\$123,517.00</b>	<b>\$986.50</b>	<b>\$14,609.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87,406.64</b>	<b>\$37,096.86</b>
<b>Acct</b>	<b>30000 Series</b>	<b>Budget</b>	<b>Carryforward</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditures</b>	<b>Unexpended</b>
31150	Medical Services	\$4,500.00	\$0.00	\$851.31			\$3,100.40	\$1,399.60
32020	Travel/Mileage	\$13,941.00	\$0.00	\$132.15			\$4,796.67	\$9,144.33
32203	Cell Phones	\$20,025.00	\$0.00	\$1,426.95			\$9,763.32	\$10,261.68
32350	Postage	\$250.00	\$0.00	\$0.00			\$27.92	\$222.08
32550	Miscellaneous Costs	\$25,000.00	\$0.00	\$0.00			\$786.06	\$24,213.94
33128	Environmental Health	\$3,500.00	\$0.00	\$0.00			\$223.56	\$3,276.44
33368	Public Info & Ed	\$5,000.00	\$0.00	\$0.00			\$0.00	\$5,000.00
33938	Vector	\$25,000.00	\$2,691.69	\$217.74			\$13,445.46	\$14,246.23
34030	Liability Insurance Coverage	\$71,866.00	\$0.00	\$0.00			\$53,899.50	\$17,966.50
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00			\$0.00	\$100,000.00
36500	Service Contract	\$16,545.21	\$0.00	\$0.00			\$0.00	\$16,545.21
38012	Interest on Debt	\$7,821.00	\$0.00	\$651.72			\$4,562.04	\$3,258.96
38013	Principle on Debt	\$45,797.00	\$0.00	\$3,816.34			\$26,714.38	\$19,082.62
39010	Dues & Subscriptions	\$2,790.72	\$0.00	\$0.00			\$0.00	\$2,790.72
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00	\$0.00			\$313.99	(\$313.99)
39750	Information Technology	\$4,164.07	\$0.00	\$0.00			\$232.07	\$3,932.00
<b>Total 30000 Series</b>		<b>\$346,200.00</b>	<b>\$2,691.69</b>	<b>\$7,096.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,865.37</b>	<b>\$231,026.32</b>
<b>Total Budget</b>		<b>\$4,401,866.24</b>	<b>\$3,678.19</b>					
<b>TOTAL EXPENDITURES</b>				\$219,995.59	\$0.00	\$0.00	\$2,209,710.90	
<b>Net (Monthly)</b>				(\$92,162.65)	\$0.00	\$0.00		\$2,195,833.53
<b>FUND BALANCE</b>				\$4,529,021.99	\$4,529,021.99	\$4,529,021.99		

# MIH Initiatives

Funds raised from St. Joseph County and Indiana organization's sponsorships of the Achieving Birth Equity conference, in April of 2022, and stipends for presentations given by the MIH Initiatives Coordinator in the community. Funds are to be utilized to engage people during pregnancy, postpartum, and the first year of parenting in conversations to determine community needs surrounding pregnancy and birth in the community. The ultimate goal is to incorporate community voices into current and future program development within Maternal Infant Health Initiatives. Funds remaining following the completion of health cafes will be used towards new programming determined by the cafes.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$7,871.60				\$7,871.60	
06400	Donations					\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,871.60</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>20000 Series</b>					<b>Expenditures</b>	<b>Unexpended</b>
24012	Promotion Supplies	\$0.00	\$0.00			\$0.00	\$0.00
	<b>Total 20000 Series</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Acct</b>	<b>30000 Series</b>					<b>Expenditures</b>	<b>Unexpended</b>
33368	Public Info & Educ	\$0.00	\$0.00			\$0.00	\$0.00
36015	Contractual Services	\$0.00	\$0.00			\$0.00	\$0.00
	<b>Total 30000 Series</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Budget</b>	<b>\$0.00</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Unexpended</b>						<b>\$0.00</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$7,871.60</b>	<b>\$7,871.60</b>	<b>\$7,871.60</b>		

## County-Wide Lead Initiative

During our budget discussions in 2018 (preparing for FY 2019), the importance of lead was stressed, and the Auditor, Commissioners and Council created this fund and provides the funding for it. 70 percent of the housing in St. Joseph County was built before 1978, creating lead poisoning a priority for the community because lead-based paint was banned in 1978. This funding allows the DoH to provide more lead poisoning prevention services. The lead CHWs provide lead point of care testing in families homes and in daycares.

*LEAD: Vacant (Director of HEED)*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$378,839.24				\$378,839.24	
02708	Federal Grants/Reimbursements		\$0.00			\$86,859.82	
05205	Interfund Transfer of Funds		\$0.00			\$200,000.00	
05603	Return of 2 Year Warrant Funds		\$8.82			\$200,008.82	
	<b>TOTAL REVENUE</b>	<b>\$378,839.24</b>	<b>\$8.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$665,707.88</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$156,732.00	\$11,730.44			\$87,982.55	\$68,749.45
11176	Assistant Dir Health Equity	\$60,266.00	\$0.00			\$27,374.57	\$32,891.43
14800	FICA Taxes	\$16,601.00	\$879.92			\$8,646.34	\$7,954.66
14810	PERF	\$24,304.00	\$1,313.78			\$12,919.82	\$11,384.18
14840	Health Insurance	\$91,500.00	\$0.00			\$25,925.00	\$65,575.00
	<b>Total 10000 Series</b>	<b>\$349,403.00</b>	<b>\$13,924.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$162,848.28</b>	<b>\$186,554.72</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$5,000.00	\$0.00			\$1,849.73	\$3,150.27
22148	Field Supplies	\$5,000.00	\$683.42			\$3,568.69	\$1,431.31
	<b>Total 20000 Series</b>	<b>\$10,000.00</b>	<b>\$683.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,418.42</b>	<b>\$4,581.58</b>
<b>Acct</b>	<b>30000 Series</b>						
31150	Medical Services	\$100.00	\$0.00			\$46.41	\$53.59
32020	Travel/Mileage	\$2,200.00	\$72.45			\$974.72	\$1,225.28
32050	Conferences & Training	\$3,500.00	\$0.00			\$114.40	\$3,385.60
32203	Cell Phones	\$3,240.00	\$285.46			\$1,969.95	\$1,270.05
32350	Postage	\$3,500.00	\$231.62			\$1,275.43	\$2,224.57
33368	Public Information & Education	\$3,142.50	\$51.97			\$2,287.64	\$854.86
36500	Service Contract	\$5,000.00	\$0.00			\$0.00	\$5,000.00
39750	Information Tech	\$6,200.00	\$0.00			\$0.00	\$6,200.00
	<b>Total 30000 Series</b>	<b>\$26,882.50</b>	<b>\$641.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,668.55</b>	<b>\$20,213.95</b>
	<b>Total Budget</b>	<b>\$386,285.50</b>					
	<b>Total Expenditures</b>		<b>\$15,249.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$174,935.25</b>	
	<b>Total Unexpended</b>						<b>\$211,350.25</b>
	<b>Net (Monthly)</b>		<b>(\$15,240.24)</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$490,772.63</b>	<b>\$490,772.63</b>	<b>\$490,772.63</b>		

# Health Immunization CoAg

The Indiana State Department of Health aims to increase vaccinations in each county, increase use in the state immunization registry, increase utilization of publicly funded adult vaccines, and reduce wastage of publicly funded vaccines.

*LEAD: Jodie Pairitz*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$69,598.98)				(\$69,598.98)	
02708	Federal/Grants Reimbursements		\$25,188.31			\$203,721.11	
	<b>TOTAL REVENUE</b>	<b>(\$69,598.98)</b>	<b>\$25,188.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$134,122.13</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11781	Imm Outreach Coordinator	\$25,000.48	\$0.00			\$25,000.04	\$0.44
11193	Part Time	\$86,925.14	\$0.00			\$68,371.57	\$18,553.57
14800	FICA Taxes	\$8,600.20	\$0.00			\$7,075.51	\$1,524.69
14810	PERF	\$2,799.94	\$0.00			\$2,799.94	\$0.00
14840	Health Insurance	\$9,150.00	\$0.00			\$9,150.00	\$0.00
	<b>Total 10000 Series</b>	<b>\$132,475.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$112,397.06</b>	<b>\$20,078.70</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$692.88	\$0.00			\$692.88	\$0.00
22406	Immunization Supplies	\$843.26	\$0.00			\$843.26	\$0.00
	<b>Total 20000 Series</b>	<b>\$1,536.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,536.14</b>	<b>\$0.00</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$1,911.64	\$0.00			\$699.15	\$1,212.49
32203	Cell Phones	\$1,595.64	\$0.00			\$1,225.50	\$370.14
33368	Public Info & Educ	\$24,078.62	\$0.00			\$4,165.71	\$19,912.91
36015	Contractual Services	\$7,976.33	\$0.00			\$14,098.57	(\$6,122.24)
	<b>Total 30000 Series</b>	<b>\$35,562.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,188.93</b>	<b>\$15,373.30</b>
	<b>Total Budget</b>	<b>\$169,574.13</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$134,122.13</b>	
	<b>Total Unexpended</b>						<b>\$35,452.00</b>
	<b>Net (Monthly)</b>		<b>\$25,188.31</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>16</b>	<b>FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

# Health PHEP

The PHEP Grant provides funds to enhance Department of Health preparedness in order to respond to public health and healthcare emergencies.

*LEAD: Robin Vida*

		Budget	July	August	September	Total	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$11,251.40)				(\$11,251.40)	
02708	Federal/Grants Reimbursements		\$0.00			\$20,343.61	
	<b>TOTAL REVENUE</b>	(\$11,251.40)	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,092.21</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>30000 Series</b>						
32550	Miscellaneous Costs	\$11,099.55	\$0.00			\$11,033.68	\$65.87
	<b>Total 30000 Series</b>	<b>\$11,099.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,033.68</b>	<b>\$65.87</b>
	<b>Total Budget</b>	<b>\$11,099.55</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,033.68</b>	
	<b>Total Unexpended</b>						<b>\$65.87</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		(\$1,941.47)	(\$1,941.47)	(\$1,941.47)		

# Health Issues & Challenges Lead

This funding through the Indiana State Department of Health (IDoH) is to increase capacity in the Department of Health's Lead Program because the elevated blood lead level (EBLL) threshold lowered from 10 µg/dL to 3.5 µg/dL on July 1, 2022. The funds allowed the DoH to hire a fourth CHW to provide case management services and a second Environmental Health Specialist to provide environmental risk assessment services to families with children who have confirmed EBLL's above 5 µg/dL. Also, the DoH hired a Perinatal Coordinator to work upstream by identifying at risk families before the lead poisoning in a child. The Coordinator works closely with the hospital systems.

*LEAD: Vacant (Director of HEED)*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$14,434.93				\$14,434.93	
02708	Federal/Grants Reimbursements		\$42,384.91			\$118,131.05	
	<b>TOTAL REVENUE</b>	<b>\$14,434.93</b>	<b>\$42,384.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$132,565.98</b>	
<b>Acct</b>	<b>EXPENSES</b>						
	<b>10000 Series</b>						
11155	Nurses/Other Medical	\$38,990.75	\$0.00			\$0.00	\$38,990.75
11167	Community Health Worker	\$20,003.50	\$0.00			\$0.00	\$20,003.50
11172	Environmental Health Specialist	\$103,816.48	\$4,000.00			\$28,000.00	\$75,816.48
11199	Perinatal Coordinator	\$93,186.85	\$4,153.84			\$23,884.66	\$69,302.19
11950	Part Time	\$153,103.76	\$0.00			\$0.00	\$153,103.76
14800	FICA Taxes	\$31,296.25	\$589.36			\$3,796.71	\$27,499.54
14810	PERF	\$36,929.97	\$448.00			\$3,136.00	\$33,793.97
14840	Health Insurance	\$88,692.60	\$0.00			\$12,200.00	\$76,492.60
	<b>Total 10000 Series</b>	<b>\$566,020.16</b>	<b>\$9,191.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71,017.37</b>	<b>\$495,002.79</b>
	<b>Total Budget</b>	<b>\$566,020.16</b>					
	<b>Total Expenditures</b>		<b>\$9,191.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71,017.37</b>	
	<b>Total Unexpended</b>						<b>\$495,002.79</b>
	<b>Net (Monthly)</b>		<b>\$33,193.71</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$61,548.61</b>	<b>\$61,548.61</b>	<b>\$61,548.61</b>		



# Health Immun Supplemental

The St. Joseph County Department of Health will assist the Indiana Department of Health with activities related to promoting all vaccines recommended by the Advisory Committee on Immunization Practices by providing direct vaccination services; conducting outreach and vaccination to minority and hard to reach populations; employ or partner with CHWs to reach vulnerable and underserved populations; conduct school located vaccine clinics; and report data in the state Immunization Information System (CHIRP).

*LEAD: Jodie Pairitz*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$113,898.19)				(\$113,898.19)	
02708	Federal/Grants Reimbursements		\$25,202.99			\$299,329.89	
	<b>TOTAL REVENUE</b>	<b>(\$113,898.19)</b>	<b>\$25,202.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,431.70</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11144	Nursing Registrar	\$48,329.56	\$0.00			\$48,329.56	\$0.00
11155	Nurses/Other Medical	\$63,425.88	\$0.00			\$63,425.88	\$0.00
11950	Part Time	\$4,500.00	\$0.00			\$2,257.77	\$2,242.23
11985	Temporary/Seasonal Help	\$20,026.30	\$0.00			\$13,918.83	\$6,107.47
14800	FICA Taxes	\$9,949.29	\$0.00			\$9,786.74	\$162.55
14810	PERF	\$9,035.46	\$0.00			\$9,035.46	\$0.00
14840	Health Insurance	\$22,996.08	\$0.00			\$22,996.08	\$0.00
	<b>Total 10000 Series</b>	<b>\$178,262.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,750.32</b>	<b>\$8,512.25</b>
<b>Acct</b>	<b>30000 Series</b>						
36015	Contractual Services	\$18,532.50	\$0.00			\$15,681.38	\$2,851.12
	<b>Total 30000 Series</b>	<b>\$18,532.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,681.38</b>	<b>\$2,851.12</b>
	<b>Total Budget</b>	<b>\$196,795.07</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,431.70</b>	
	<b>Total Unexpended</b>						<b>\$11,363.37</b>
	<b>Net (Monthly)</b>		<b>\$25,202.99</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

## Health CHWs for COVID

This program focuses on addressing COVID-19 and health disparities in St. Joseph County. This funding supports the training and deployment of eight CHWs in St. Joseph County. The eight CHWs are licensed insurance navigators and provide social needs assessments to community members throughout the county to connect them to housing, food, and other social services.

*LEAD: Vacant (Director of HEED)*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$0.00				\$0.00	
02708	Federal/Grants Reimbursements		\$69,185.02			\$391,620.87	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$69,185.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$391,620.87</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11030	Administrator	\$4,616.51	\$543.10			\$4,073.25	\$543.26
11055	Health Officer	\$4,889.52	\$0.00			\$2,588.45	\$2,301.07
11077	Admin. Assistant	\$17,709.60	\$2,083.46			\$15,625.95	\$2,083.65
11167	Community Health Worker	\$224,950.53	\$19,134.20			\$180,935.51	\$44,015.02
11170	Director of HEED	\$6,621.15	\$0.00			\$4,284.12	\$2,337.03
11176	Assistant Dir Health Equity	\$30,915.93	\$0.00			\$20,004.32	\$10,911.61
11196	Health Promotion Specialist	\$8,814.24	\$1,036.94			\$7,777.06	\$1,037.18
11197	Director of HOPE	\$4,074.64	\$479.34			\$3,595.11	\$479.53
11976	Deputy Health Officer	\$6,714.84	\$789.96			\$5,924.70	\$790.14
12014	Data Analyst	\$11,000.06	\$1,099.76			\$8,248.20	\$2,751.86
14800	FICA Taxes	\$24,742.17	\$1,895.06			\$18,926.17	\$5,816.00
14810	PERF	\$35,874.88	\$2,818.67			\$27,563.48	\$8,311.40
14840	Health Insurance	\$148,626.93	\$1,523.08			\$65,932.63	\$82,694.30
	<b>Total 10000 Series</b>	<b>\$529,551.00</b>	<b>\$31,403.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$365,478.95</b>	<b>\$164,072.05</b>
<b>Acct</b>	<b>20000 Series</b>						
22148	Field Supplies	\$4,413.74	\$0.00			\$47.94	\$4,365.80
	<b>Total 20000 Series</b>	<b>\$4,413.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47.94</b>	<b>\$4,365.80</b>
<b>Acct</b>	<b>30000 Series</b>						
31015	Consultant Services	\$48,835.00	\$5,295.00			\$39,712.50	\$9,122.50
32020	Travel/Mileage	\$10,477.01	\$78.30			\$682.20	\$9,794.81
32050	Conferences & Training	\$25,804.43	\$0.00			\$1,630.25	\$24,174.18
32203	Cell Phones	\$3,930.30	\$367.02			\$2,574.66	\$1,355.64
33368	Public Information & Education	\$211,675.25	\$2,652.67			\$20,795.98	\$190,879.27
36015	Contractual Services	\$32,905.61	\$256.50			\$711.45	\$32,194.16
39010	Dues & Subscriptions	\$820.00	\$0.00			\$40.00	\$780.00
	<b>Total 30000 Series</b>	<b>\$334,447.60</b>	<b>\$8,649.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66,147.04</b>	<b>\$268,300.56</b>
	<b>Total Budget</b>	<b>\$868,412.34</b>					
	<b>Total Expenditures</b>		<b>\$40,053.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$431,673.93</b>	
	<b>Total Unexpended</b>						<b>\$436,738.41</b>
	<b>Net (Monthly)</b>		<b>\$29,131.96</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>(\$40,053.06)</b>	<b>(\$40,053.06)</b>	<b>(\$40,053.06)</b>		

# Health Crisis CoAg

To create a process to work with IDOH, the St. Joseph County Department of Health, and School staff to prevent communicable diseases and improve student health and well-being outcomes.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$531,852.40				\$531,852.40	
02708	Federal/Grants Reimbursements		\$0.00			\$550,000.00	
	<b>TOTAL REVENUE</b>	<b>\$531,852.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,081,852.40</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$81,523.00	\$0.00			\$0.00	\$81,523.00
11781	Imm Outreach Coordinator	\$11,539.00	\$3,846.16			\$3,846.16	\$7,692.84
11782	MIH Coordinator	\$13,785.00	\$0.00			\$0.00	\$13,785.00
11950	Part Time	\$52,355.00	\$13,839.04			\$13,839.04	\$38,515.96
11985	Temp/Seasonal Help	\$8,259.00	\$0.00			\$0.00	\$8,259.00
12010	Data Analyst	\$3,300.00	\$0.00			\$0.00	\$3,300.00
14800	FICA Taxes	\$12,370.00	\$1,341.21			\$1,341.21	\$11,028.79
14810	PERF	\$9,777.00	\$430.76			\$430.76	\$9,346.24
14840	Health Insurance	\$28,975.00	\$0.00			\$0.00	\$28,975.00
	<b>Total 10000 Series</b>	<b>\$221,883.00</b>	<b>\$19,457.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,457.17</b>	<b>\$202,425.83</b>
	<b>EXPENSES</b>						
<b>Acct</b>	<b>30000 Series</b>						
31015	Consultant Services	\$16,616.00	\$0.00			\$0.00	\$16,616.00
32550	Miscellaneous Costs	\$531,852.40	\$772.11			\$84,126.14	\$447,726.26
	<b>Total 30000 Series</b>	<b>\$548,468.40</b>	<b>\$772.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,126.14</b>	<b>\$464,342.26</b>
	<b>Total Budget</b>	<b>\$548,468.40</b>					
	<b>Total Expenditures</b>		<b>\$20,229.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,126.14</b>	
	<b>Total Unexpended</b>						<b>\$464,342.26</b>
	<b>Net (Monthly)</b>		<b>(\$20,229.28)</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>21</b>	<b>FUND BALANCE</b>		<b>\$978,269.09</b>	<b>\$978,269.09</b>	<b>\$978,269.09</b>		

# Health Local Health Services

This grant is a long-standing grant from the Indiana Department of Health which allows Local Health Departments to utilize the funds to work on any area in IDoH's long range plan. The St. Joseph County Department of Health uses these funds to fund our Health Promotion Specialist and for health outreach, promotion, and education efforts. Carry-forward pays for supplies, travel, educational materials and trainings for staff.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$46,084.20				\$46,084.20	
01412	State Grant		\$0.00			\$36,336.00	
02708	Federal Grants/Reimbursements		\$0.00			\$10,413.09	
	<b>TOTAL REVENUE</b>	<b>\$46,084.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,497.29</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11193	Health Promotion Specialist	\$50,000.00	\$1,923.08			\$26,923.12	\$23,076.88
14800	FICA Taxes	\$3,825.00	\$139.03			\$1,970.16	\$1,854.84
14810	PERF	\$5,600.00	\$215.38			\$3,015.32	\$2,584.68
14840	Health Insurance	\$18,300.00	\$0.00			\$9,150.00	\$9,150.00
	<b>Total 10000 Series</b>	<b>\$77,725.00</b>	<b>\$2,277.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,058.60</b>	<b>\$36,666.40</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$2,280.00	\$0.00			\$237.88	\$2,042.12
	<b>Total 20000 Series</b>	<b>\$2,280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$237.88</b>	<b>\$2,042.12</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$4,917.00	\$0.00			\$2,384.80	\$2,532.20
32203	Cell Phones	\$790.00	\$43.10			\$560.84	\$229.16
33368	Public Info & Educ	\$7,300.00	\$0.00			\$119.99	\$7,180.01
	<b>Total 30000 Series</b>	<b>\$13,007.00</b>	<b>\$43.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,065.63</b>	<b>\$9,941.37</b>
	<b>Total Budget</b>	<b>\$93,012.00</b>					
	<b>Total Expenditures</b>		<b>\$2,320.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,362.11</b>	
	<b>Total Unexpended</b>						<b>\$48,649.89</b>
	<b>Net (Monthly)</b>		<b>(\$2,320.59)</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>22</b>	<b>FUND BALANCE</b>		<b>\$48,471.18</b>	<b>\$48,471.18</b>	<b>\$48,471.18</b>		

# Health Trust Fund

This grant was established within the Indiana Tobacco Master Settlement Agreement Fund for the purpose of providing funding for services provided by local Boards of Health in each county. St. Joseph County created a Positive and Adverse Childhood Experiences (PACEs) program that aims to decrease the prevalence and impact of adverse childhood experiences (ACEs) in St. Joseph County by bolstering positive childhood experiences.

*LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$296,519.51				\$296,519.51	
01412	State Grant		\$0.00			\$46,828.51	
02708	Federal Grants/Reimbursements		\$0.00			\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$296,519.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$296,519.51</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
12018	PACEs Coordinator	\$60,893.00	\$4,801.19			\$33,373.90	\$27,519.10
14800	FICA Taxes	\$4,659.00	\$356.07			\$2,496.71	\$2,162.29
14810	PERF	\$6,821.00	\$537.73			\$3,737.89	\$3,083.11
14840	Health Insurance	\$18,300.00	\$0.00			\$9,150.00	\$9,150.00
	<b>Total 10000 Series</b>	<b>\$90,673.00</b>	<b>\$5,694.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,758.50</b>	<b>\$41,914.50</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel/Mileage	\$2,444.00	\$0.00			\$484.87	\$1,959.13
32203	Cell Phones	\$540.00	\$40.78			\$285.88	\$254.12
33368	Public Info. & Educ.	\$500.00	\$0.00			\$0.00	\$500.00
	<b>Total 30000 Series</b>	<b>\$3,484.00</b>	<b>\$40.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$770.75</b>	<b>\$2,713.25</b>
	<b>Total Budget</b>	<b>\$94,157.00</b>					
	<b>Total Expenditures</b>		<b>\$5,735.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,529.25</b>	
	<b>Total Unexpended</b>						<b>\$44,627.75</b>
	<b>Net (Monthly)</b>		<b>(\$5,735.77)</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$293,818.77</b>	<b>\$293,818.77</b>	<b>\$293,818.77</b>		

# Beacon Safety Pin Grant

This grant was awarded to Beacon Community Impact with SJCDoH, Saint Joseph Health System, Elkhart Dept of Health, and Franciscan Health as subgrantees to improve maternal and infant health and decrease infant mortality across the Northern Hospital region of Indiana. SJCDoH's role is to lead outreach, awareness, and training on topics that will improve overall maternal infant health and eliminate inequities in birth outcomes.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$0.00				\$0.00	
02710	Local Grant Reimbursement		\$82.96			\$2,104.09	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$82.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,104.09</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>30000 Series</b>						
33368	Public Info & Educ	\$5,626.90	\$0.00			\$2,292.37	\$3,334.53
	<b>Total 30000 Series</b>	<b>\$5,626.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,292.37</b>	<b>\$3,334.53</b>
	<b>Total Budget</b>	<b>\$5,626.90</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,292.37</b>	
	<b>Total Unexpended</b>						<b>\$3,334.53</b>
	<b>Net (Monthly)</b>		<b>\$82.96</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>(\$188.28)</b>	<b>(\$188.28)</b>	<b>(\$188.28)</b>		

# Safety PIN Grant

From IDoH, this funding supports all activities of MIH Initiatives including the coordinator activities, FIMR Case Review and collaboration with SJCDoH units, community partners through workgroups, projects, educational materials consultation, reports, and presentations. Funds are also used to create, print, and distribute educational materials and to purchase and distribute sleep sacks, cribs, and car seats.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$3,600.58)				(\$3,600.58)	
01412	State Grant		\$3,902.54			\$31,946.85	
	<b>TOTAL REVENUE</b>	<b>(\$3,600.58)</b>	<b>\$3,902.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,346.27</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11782	MIH Coordinator	\$33,388.75	\$823.50			\$21,181.50	\$12,207.25
11950	Part Time	\$5,119.66	\$5,119.66			\$5,119.66	\$0.00
14800	FICA Taxes	\$3,721.76	\$451.13			\$2,004.95	\$1,716.81
	<b>Total 10000 Series</b>	<b>\$42,230.17</b>	<b>\$6,394.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,306.11</b>	<b>\$13,924.06</b>
<b>Acct</b>	<b>20000 Series</b>						
24012	Promotion Supplies	\$14,500.91	\$200.31			\$5,017.26	\$9,483.65
	<b>Total 20000 Series</b>	<b>\$14,500.91</b>	<b>\$200.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,017.26</b>	<b>\$9,483.65</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$3,536.00	\$0.00			\$0.00	\$3,536.00
32203	Cell Phones	\$1,110.00	\$30.00			\$210.00	\$900.00
36015	Contractual Services	\$53,934.84	\$375.00			\$1,812.50	\$52,122.34
	<b>Total 30000 Series</b>	<b>\$58,580.84</b>	<b>\$405.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,022.50</b>	<b>\$56,558.34</b>
	<b>Total Budget</b>	<b>\$115,311.92</b>					
	<b>Total Expenditures</b>		<b>\$6,999.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,345.87</b>	
	<b>Total Unexpended</b>						<b>\$79,966.05</b>
	<b>Net (Monthly)</b>		<b>(\$3,097.06)</b>	<b>\$0.00</b>	<b>\$0.00</b>		
25	<b>FUND BALANCE</b>		<b>(\$6,999.60)</b>	<b>(\$6,999.60)</b>	<b>(\$6,999.60)</b>		

# CHW Safety PIN

The purpose of this program is to close gaps in entry to prenatal care identified through the FIMR Case Review process for mothers whose first system access is WCC. Funding from IDoH supports a partnership with Women's Care Center that embeds 2 SJCDoH CHWs at 4 WCC facilities, who upon referrals from WCC counselors, assist mothers and families with connection to insurance, prenatal (medical) care, and other social needs.

*LEAD: Vacant (Director of HEED)*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$15,752.70)				(\$15,752.70)	
01412	State Grant		\$16,373.63			\$80,393.61	
	<b>TOTAL REVENUE</b>	(\$15,752.70)	\$16,373.63	\$0.00	\$0.00	\$64,640.91	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$105,543.55	\$3,014.08			\$41,784.87	\$63,758.68
14800	FICA Taxes	\$24,762.42	\$216.94			\$3,040.04	\$21,722.38
14810	Perf	\$12,620.89	\$337.58			\$4,644.50	\$7,976.39
14840	Health Insurance	\$54,000.00	\$0.00			\$18,300.00	\$35,700.00
	<b>Total 10000 Series</b>	\$196,926.86	\$3,568.60	\$0.00	\$0.00	\$67,769.41	\$129,157.45
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$1,123.20	\$0.00			\$0.00	\$1,123.20
32050	Conferences & Trainings	\$3,015.70	\$0.00			\$80.10	\$2,935.60
32203	Cell Phones	\$1,018.00	\$60.00			\$420.00	\$598.00
33368	Public Info & Educ	\$1,083.00	\$0.00			\$0.00	\$1,083.00
39750	Information Technology	\$212.18	\$0.00			\$0.00	\$212.18
	<b>Total 30000 Series</b>	\$6,452.08	\$60.00	\$0.00	\$0.00	\$500.10	\$5,951.98
	<b>Total Budget</b>	\$203,378.94					
	<b>Total Expenditures</b>		\$3,628.60	\$0.00	\$0.00	\$68,269.51	
	<b>Total Unexpended</b>						\$135,109.43
	<b>Net (Monthly)</b>		\$12,745.03	\$0.00	\$0.00		
26	<b>FUND BALANCE</b>		(\$3,628.60)	(\$3,628.60)	(\$3,628.60)		



# NACCHO Mentor Program

Funding opportunity through the National Association of County & City Health Officials (NACCHO) to participate in their Mentorship Program to learn from peers, share experiences and exchange strategies for integrating health equity into drug overdose prevention and response work.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$0.00				\$0.00	
02708	Federal/Grants Reimbursements		\$0.00			\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>EXPENSES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11030	Administrator	\$2,624.00	\$0.00			\$0.00	\$2,624.00
11055	Health Officer	\$3,267.00	\$0.00			\$0.00	\$3,267.00
11170	Director of HEED	\$1,631.00	\$0.00			\$0.00	\$1,631.00
11197	Director of HOPE	\$13,898.00	\$0.00			\$0.00	\$13,898.00
12014	Data Analyst	\$2,177.00	\$0.00			\$0.00	\$2,177.00
12018	PACEs Coordinator	\$2,177.00	\$0.00			\$0.00	\$2,177.00
14800	FICA Taxes	\$1,971.72	\$0.00			\$0.00	\$1,971.72
14810	PERF	\$2,886.68	\$0.00			\$0.00	\$2,886.68
14840	Health Insurance	\$5,869.50	\$0.00			\$0.00	\$5,869.50
	<b>Total 10000 Series</b>	<b>\$36,501.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,501.90</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel/Mileage	\$5,375.75	\$0.00			\$616.97	\$4,758.78
32550	Miscellaneous Costs	\$12,200.00	\$0.00				
36015	Contractual Services	\$45,922.35	\$0.00			\$0.00	\$45,922.35
	<b>Total 30000 Series</b>	<b>\$63,498.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$616.97</b>	<b>\$62,881.13</b>
	<b>Total Budget</b>	<b>\$100,000.00</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$616.97</b>	
	<b>Total Unexpended</b>						<b>\$99,383.03</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
27	<b>FUND BALANCE</b>		<b>(\$616.97)</b>	<b>(\$616.97)</b>	<b>(\$616.97)</b>		

# NACCHO ACEs

Funding opportunity through the National Association of County & City Health Officials (NACCHO) to provide one-on-one technical assistance (TA) to take the next steps towards the goal of developing comprehensive, integrated approaches to suicide, overdose, ACEs prevention within local health departments. NACCHO will help local health departments and their communities understand and strengthen their capacity to adder the intersection of suicide, overdose, and ACEs.

*LEAD: Robin Vida*

		Budget	July	August	September	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$0.00				\$0.00	
02708	Federal/Grants Reimbursements		\$10,993.40			\$16,490.10	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$10,993.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,490.10</b>	
<b>Acct</b>	<b>EXPENSES</b>						
	<b>10000 Series</b>						
11170	Director of HEED	\$2,250.00	\$0.00			\$0.00	\$2,250.00
11197	Director of HOPE	\$1,819.00	\$0.00			\$0.00	\$1,819.00
12018	PACEs Coordinator	\$20,817.00	\$0.00			\$0.00	\$20,817.00
14800	FICA Taxes	\$1,904.00	\$0.00			\$0.00	\$1,904.00
14810	PERF	\$2,787.00	\$0.00			\$0.00	\$2,787.00
14840	Health Insurance	\$6,390.00	\$0.00			\$0.00	\$6,390.00
	<b>Total 10000 Series</b>	<b>\$35,967.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,967.00</b>
<b>Acct</b>	<b>30000 Series</b>						
36015	Contractual Services	\$19,000.00	\$0.00			\$0.00	\$19,000.00
	<b>Total 30000 Series</b>	<b>\$19,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,000.00</b>
	<b>Total Budget</b>	<b>\$54,967.00</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Unexpended</b>						<b>\$54,967.00</b>
	<b>Net (Monthly)</b>		<b>\$10,993.40</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$16,490.10</b>	<b>\$16,490.10</b>	<b>\$16,490.10</b>		

**FOOD SERVICES UNIT**

	<b>Month</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Difference 2022 VS 2023</b>
Food Store Complaints	4	14	15	-6.7%
Food Service Complaints	18	118	111	6.3%
Civil Penalties	0	0	3	-100%
Health Officer Hearings				
Abatements Correspondence	0	2	12	-83.3%
Possible Foodborne Illness Investigations	0	7	4	75%
Opening Inspections	4	62	77	-19.5%
Inspections	242	1935	1325	46%
Plan & Review/New Constr./Remodel	6	21	23	-8.7%
Fire Investigations		1	5	-80%
# Establishments Requested to Close				
Number of Temporary Events	42	145	121	9%
Temporary Inspections	142	376	345	9%
Mobile Inspections	6	16	6	166.7%
Meetings	13.5	47.5	43	10.5%
<b>Smoking Information</b>				
Smoking Complaints	1	4	1	300
Smoking Appeals Hearings				
<b>Pool Information</b>				
Pool Inspections	16	44	59	-25.4%
Pool Consultations	0	2	0	
Pool Complaints	0	5	2	150%
Pool Closings	12	41	19	115.8%

**Key Notes:**

7/1/2023-7/8/2023--St. Joseph County 4H Fair continued after opening day on June 30, 2023 in which 49 inspections were conducted. July inspections for the rest of the Fair totaled 90 inspections, 39 Critical violations and 21 non-critical violations.

7/6/2023--Fire investigation conducted at Juday Creek Golf Course. Smoke from basement came up to main level including the kitchen. Smoke and small flames were coming from a storage closet and staff extinguished the flames with their Fire Extinguisher. Clay Fire arrived to assess the area for safety. Once verified that food operations could resume, approval was given onsite, for use of the kitchen and outdoor dining.

7/19 and 7/20/2023--On July 19th, a fire investigation was conducted at Jesus Latin Grill & Tequila Bar/Carnegie Library. Mishawaka Fire and the owner were onsite and provided details of the fire. Ansul system activated at wood fire grill, clean-up was completed on 7/20/23 after owner re-hired previous fire suppression company who reset the system and the sprinkler system was reset by S & S. Approval to resume operations was then given onsite.

7/28--Food investigation for possible food tampering conducted at Dairy Fair, Mishawaka. Owner requested inspection and documentation of food/product being discarded after a break in. Damaged and/or potentially contaminated food was inventoried for discarding.

7/29/2023--Fire investigation conducted at Yesterday's Food, Spirits & Merriment. A small fire started after hours on July 28th in one of the fryers and it was covered by staff to contain the fire and then put out with the establishment's fire extinguisher by Clay Fire. Ansul system did not activate. Cleanup was conducted overnight and once verified on July 29th, approval to open for dinner service was given onsite.

## HEALTH EQUITY, EPIDEMIOLOGY, AND DATA (HEED) UNIT

### Community Health Worker (CHW) Programs

#### CDC CHWs:

In **July 2023**, we had 8 CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index and/or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing resource navigation, insurance navigation, COVID-19 testing, and outreach events for residents.

#### Social Needs Assessments:

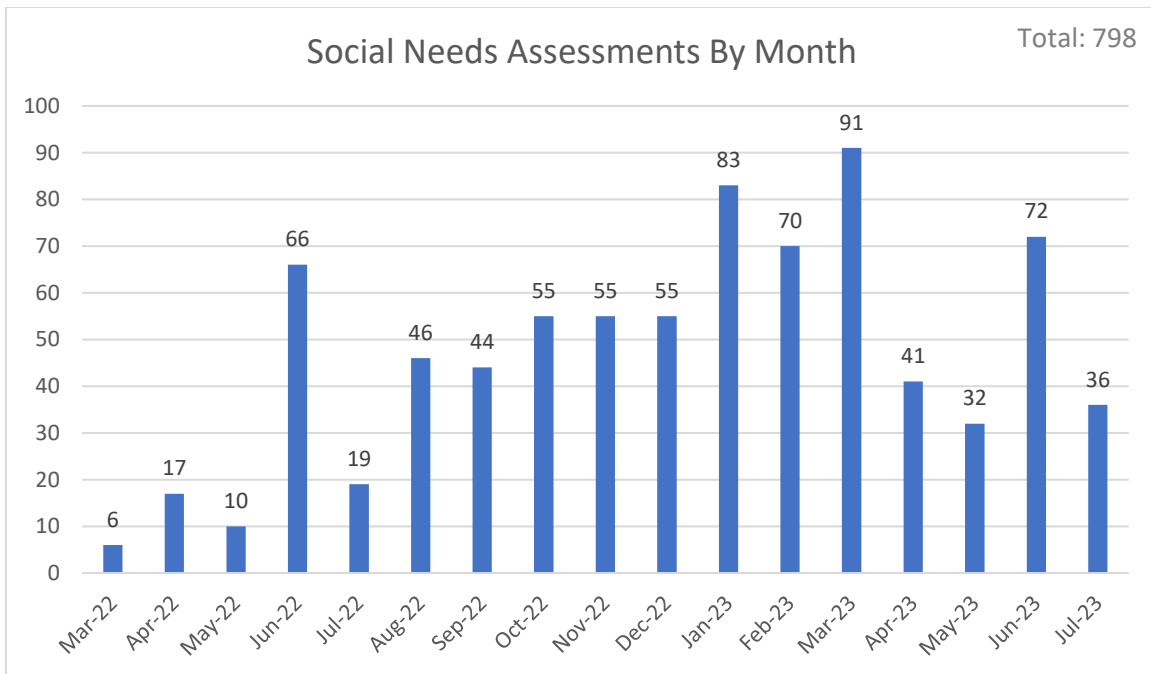
Social Needs Assessments (SNAs) are available on our website, and through community partners, for any public member to fill out to request assistance with resource navigation or insurance referrals. Our team responds to the completed surveys within 48 business hours to provide resources for the requested needs by the community member. When needed, our CHWs will assist individuals in filling out applications.

#### *Month*

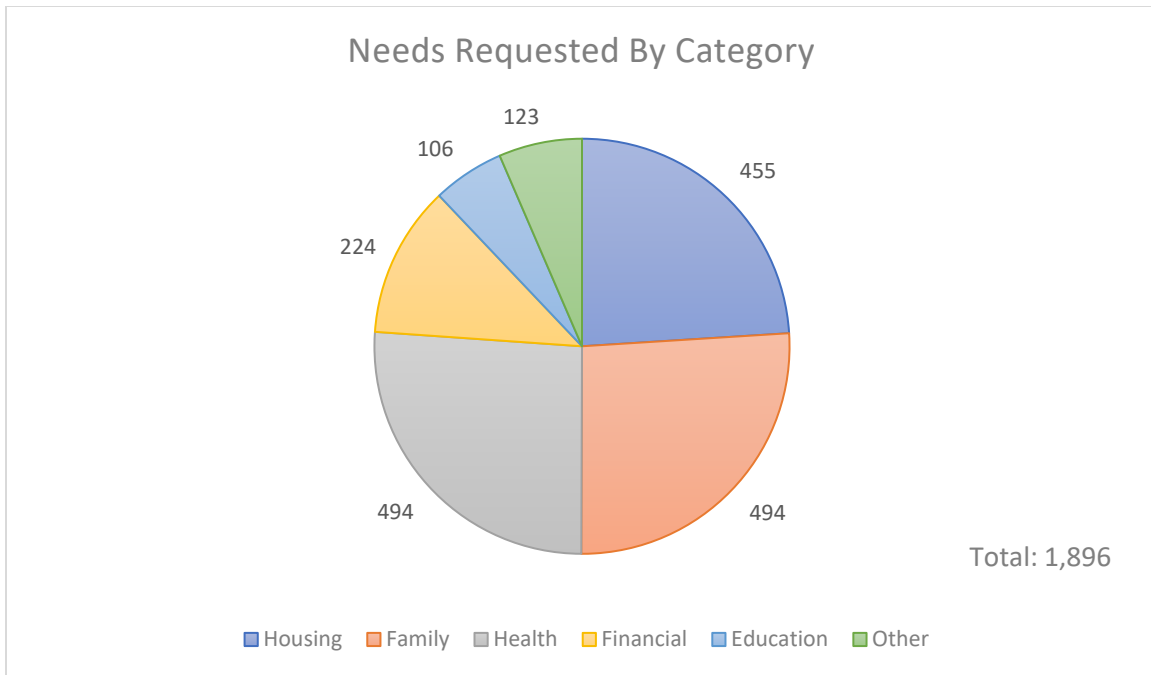
In **July**, our team received **36** SNAs from individuals requesting resources and **0** SNAs with no identified needs. A total of **117** resources were requested on the SNAs. Of the SNAs completed, **35** individuals were reached, and **67** community members were connected to **98** resources that could assist them with their needs.

#### Visuals for CDC CHWs

Total number of Social Needs Assessments completed since launch date 03/15/2022.



## Visuals for July's Numbers



### Insurance Navigation:

Through the SNAs, the CHW team is connected with individuals and families that need assistance obtaining or changing their insurance coverage. Currently, we have 8 CDC CHWs who have completed their insurance navigation certification and can assist with these requests. FSSA, or Medicaid, can take a minimum of 60 days to initiate coverage from when the process was started.

#### *Month*

In **July**, our team received **12** separate requests for insurance assistance. Our team assisted **17** adults and children in applying for insurance.

Of the requests for insurance assistance, **11** were ineligible for insurance, both ineligibilities were due to citizenship status. Our CHWs connect those ineligible for insurance with providers and specialists offering sliding-scale services.

### **Maternal/Infant Health (MIH) CHWs:**

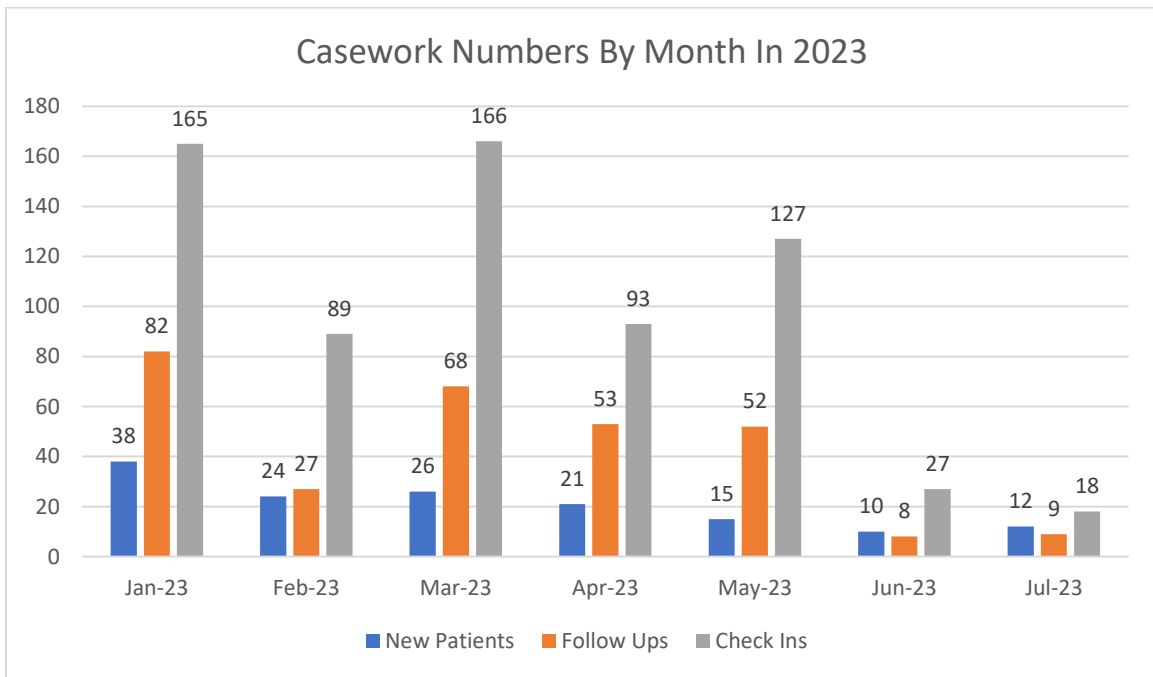
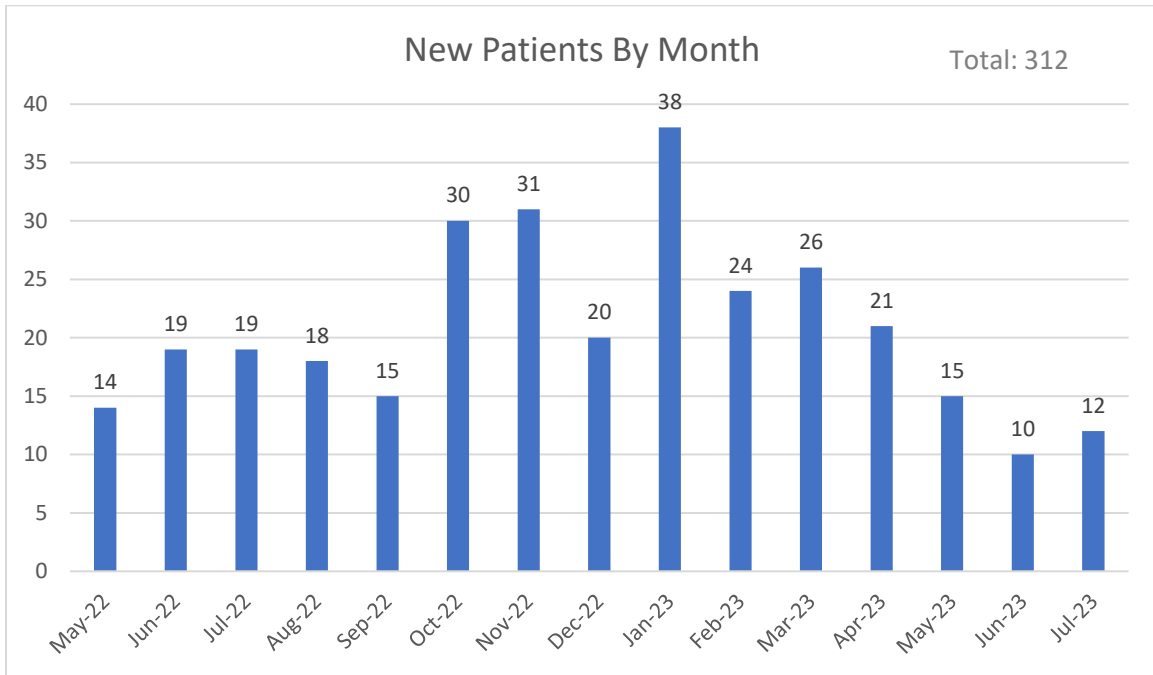
The MIH CHWs are embedded within the Women's Care Center (WCC) to provide insurance navigation, resource referral, and connection to prenatal care for pregnant individuals. Clients are referred to the MIH CHWs by WCC counselors when it is identified that a client needs insurance or other social resources. The MIH CHWs follow up with clients at the 7-day, 10-week, 15-week, 24-week, 30-week, and 34-week mark. This program aims to ensure that all pregnant people in St. Joseph County have access to medical services to improve the health and birth outcomes of our residents. This program launched in May 2022.

#### *Month*

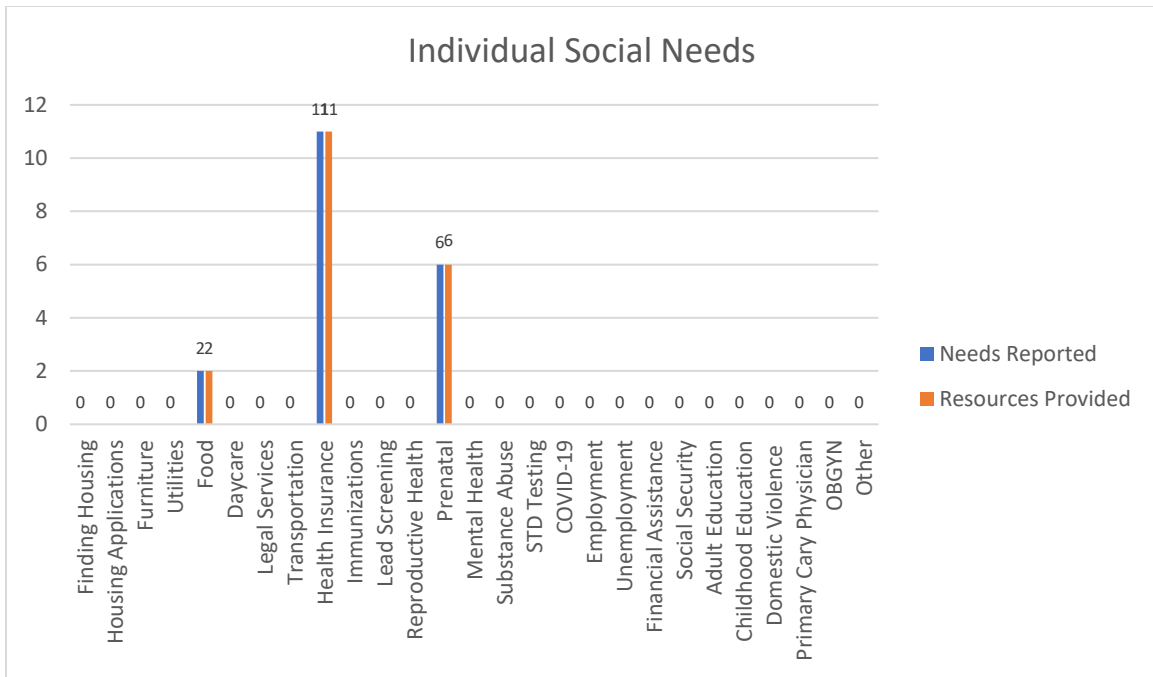
In **July**, WCC counselors referred **12** clients to our MIH CHWs. **12** of **12** clients identified social needs. The **12** clients identified a total of **19** needs. **6** of the **12** clients identified that it was their first pregnancy, and **7** of the

12 clients are classified as high-risk due to current or past medical complications. The MIH CHWs assisted 3 of the 12 clients in applying for or switching their insurance to a pregnancy plan.

MIH CHWs Visuals



Visuals for July's Numbers



**Marketing Update:**

Health observances for each month are highlighted on social media and the DoH website. For the month of July, the health observance was for Human Papilloma Virus.

July- 23							
Type	Unit						
	HEED	Environmental	Immunizations	HOPE	Nursing	Admin	Foods
Digital Media	3		5				
Website Change		**1	**1	**1	3	1	
NEWLY DESIGNED Material	1						
Digital Flyers (PDF, logo, flyers etc.)					4		
CHANGE of Existing Printed Material							
Social Media	3						
Promotional Item	1						
REPRINTS of Existing Printed Material (No Changes)	1						
<b>Total</b>	<b>9</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>0</b>
<b>Grand Total of All Marketing Requests</b>	<b>25</b>						





**Community Boards, Meetings, Reports, and Committees**

- Participated in the Health Alliance meeting.
- Participated in the Lead Affinity meeting.
- Participated in SJC Food Access Council meeting.
- Participated in Fetal Infant Mortality Review meeting.
- Director of HEED serves as Data, Analytics and Grants (DAG) subcommittee chair for the Health Improvement Alliance.
- Assistant Director of Health Equity serves on the SJC Cares DEI committee.
- PACEs Coordinator participated in SJC Cares.

**HEALTH OUTREACH, PROMOTION & EDUCATION (HOPE)**

	<b>Total Number of Releases by DoH</b>	<b>Media Stories Featuring DoH</b>
Media Engagement	2 Unique 0 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = 2 WSBT = 3 WNDU = 4 ABC57 = 1 WVPE= 3

- <https://www.southbendtribune.com/story/news/2023/07/21/immunizations-offered-by-health-department-for-return-to-school/70444418007/>
- <https://www.southbendtribune.com/story/news/2023/07/05/st-joseph-county-commissioners-opt-in-health-funding-from-indiana/70383601007/>
- <https://wsbt.com/news/local/vaccines-immunizations-health-checks-lead-screenings-sst-joseph-county-health-department-holds-back-school-health-fair-saturday-mishawaka-indiana#>
- <https://wsbt.com/news/local/diana-purushotham-health-officer-approved-board-commissioners-employment-agreement-county-council-st-joseph-county-indiana#>
- <https://wsbt.com/news/local/west-nile-virus-health-department-mosquitoes-test-positive-dusk-dawn-cover-exposed-skin-epa-registered-insect-repellent-south-bend-st-joseph-county-indiana#>
- <https://www.wndu.com/2023/07/05/state-funding-could-double-st-joseph-county-health-department-budget/>
- <https://www.wndu.com/2023/07/21/st-joe-co-dept-health-hosting-back-school-health-fair-saturday/>
- <https://www.wndu.com/2023/07/18/st-joseph-county-under-health-advisory-after-west-nile-virus-detected/>
- <https://www.wndu.com/2023/07/12/st-joseph-county-council-approves-salary-increases-adjusts-health-department/>
- <https://abc57.com/news/get-back-to-school-immunizations-at-st-joseph-county-department-of-health-july-22>
- <https://www.wvpe.org/2023-07-18/new-county-health-officer-would-draw-countys-largest-publicly-funded-salary>
- <https://www.wvpe.org/wvpe-news/2023-07-07/commissioners-health-board-appointments-raise-questions-about-transparency-legality>
- <https://www.wvpe.org/wvpe-news/2023-07-05/st-joseph-county-commissioners-opt-into-new-state-public-health-money>

	<b>Total Number of Posts</b>	<b>Total Reach* (unique people who've seen our posts)</b>	<b>Total Post Engagement</b>
Social Media	19	16,934	1,808

	<b>ESSENCE Alerts</b>	<b>Narcan Distribution (doses)</b>	<b>Wound Care Kits Distribution</b>
Substance Abuse	0	110	0

	<b>ESSENCE Alerts</b>
Suicide	4

\*An ESSENCE alert is given when an abnormal number of cases presents to either ER over a 24-hr time period on 2 consecutive days.

**Attended Activities/Meetings:**

- Partnership for Drug-Free SJC Monthly Meeting, Executive Committee Meeting, Community awareness meeting, data meeting, and advocacy and policy meetings
- Health Improvement Alliance ELC meeting
- Upper Room Recovery Board Meeting

Final meetings with Mentees from WI and OH for NACCHO mentor/mentee grant  
Various meetings with 525 Foundation for youth summit planning, prevention conference planning  
Various meetings with Oaklawn & other community stakeholders to discuss MAT project, Narcan, etc.  
Various meetings held with community stakeholders on substance use efforts including data, etc.  
Various Meetings with DoH Units (HPV cancer prevention, Immunization efforts)  
Meeting with NACCHO on Suicide, Overdose, ACEs grant (x 3)  
Narcan training IUSB.  
Guest lecture for IUSB MSW students on the role of local department of health in substance use prevention efforts.

### **Highlights:**

Director of HOPE presented and attended NACCHO's 360 Annual Conference in Denver, CO.

Director of HOPE was off a significant amount in July; therefore, meetings and activities were minimal.

HOPE team welcomed Jenna Rose, the new Local Public Health Coordinator on July 24, 2023. First activities focused on updating policies for NIMS training for DoH staff as well as the PHEP grant deliverables that were successfully submitted by July 30, 2023. Director and LPHC are working on what materials will be included in ongoing health officer's report.

### **FIMR Case Review and FIMR Reporting**

#### **Case Review Recommendations to reduce infant mortality and improve birth outcomes for all people in St. Joseph County**

1. Eliminate racial, ethnic, and socioeconomic disparities in birth outcomes
2. Provide data and information to support policy and legislation that will improve birth outcomes.
3. Facilitate connection of mothers to first trimester prenatal care and resource navigation.
4. Integrate clinical care and community-based organizations to provide connection to care, support, and resources throughout pregnancy & postpartum.
5. Improve sleep related death prevention education for providers and families.
6. Improve women's pregnancy health through access to information and medical care before, during, and after pregnancy.

The Director of HOPE applied for the continuation of the Fetal Infant Mortality Review Program Safety Pin grant- however, the Department of Health was notified that their application was not awarded funding and Beacon Health System was- decision was not based on the integrity of the existing Maternal Infant Health program and its work. The SJC Department of Health will facilitate its last case review team meeting in September.

## NURSING

### IMMUNIZATION UNIT

	<b>July, 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD2019</b>
<b>Mishawaka Clinic</b>						
Patients Seen:	102	428	31	570	201	0
Vaccines Administered:	247	1102	77	1482	514	0
<b>Mobile Clinic</b>						
Patients Seen:	23	273	148	46	124	333
Vaccines Administered:	52	662	507	84	308	599
<b>South Bend Clinic</b>						
Patients Seen:	127	1097	3644	38807	402	858
Total Immunizations Administered in South Bend with Covid	293	2334	5223	74830	980	2305
<b>Combined Totals:</b>						
Total patients seen in all clinics:	252	1798	3823	39423	727	1191
Immunizations Administered:	592	4098	5807	76396	1802	2904

These numbers have Covid Immunizations in with total vaccines given

**Key notes:**

South Bend, Mishawaka, and Mobile have been running fine without any issues. We have finally ordered our new refrigerator and freezer units! The electrician has rewired and checked all the circuits for us to move all units into one room. This will help free up more space to care for patients.

## **MOBILE CLINIC**

In June, the mobile team worked on planning our Back-to-School immunization event that was held on July 22<sup>nd</sup>, offered clinics at the rest of the Boys & Girls Club locations, and did a couple back to school events. Some staff also took some vacation time.

One of the mobile nurses is still unable to vaccinate patients due to an injured hand, but she came back to work this month to help with computer tasks, EMR issues and assist with paperwork at clinics. Others are continuing to pitch in to make sure that we can cover the clinics we need to cover.

For routine immunizations, the mobile team saw 23 patients and administered 52 routine immunizations. We also administered 3 covid vaccinations.

### **Clinics**

7/13/23 CHWs Baby Shower Event

7/17/23 Success Academy (Boys & Girls Club)

7/18/23 Darden Elementary (Boys & Girls Club)

7/19/23 Career Academy (Boys & Girls Club)

7/20/23 Miami Hills Apartments to sign kids up for clinic

7/22/23 Immunization Event/Health Fair @ Mishawaka

7/26/23 HealthLinc Southeast Event

7/31/23 Miami Hills Apartments

## PUBLIC HEALTH NURSING

TUBERCULOSIS						
	<b>JULY 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD 2019</b>
Directly Observed Therapies	39	157	945	446	577	1284
Nurse Visits	28	194	182	78	163	145
QFT Ordered	4	10	40	15	22	54
CXR	2	4	3	0	8	4
New Active Cases	1	2	6	8	3	6
<i>Active TB Cases Following</i>	2	3	11	10	6	20
<i>Latent TB Cases Following</i>	17	41	35	20	38	33
ANIMAL BITES						
	<b>JULY 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD 2019</b>
Animal Bites	43	305	231	6	20	56
Specimens Sent to ISDH Lab	13	66	62	54	67	56
Specimens Positive	0	0	0	0	0	0

The Animal Bite numbers have come from NBS and LIMSNET

Key notes:

### **TB**

For the month of July, we have 39 observed therapies, 28 nurse visits, 4 QFT's ordered, 2 CXR's. We have a total of 2 active TB cases we are following. There are 17 latent TB cases.

### **Communicable Disease**

We have been cross training one of the Immunization Nurses for Communicable Disease. This gives us 1.5 FTE's for Regular Public Health Nursing. STATE continues to manage some of our Communicable Disease Cases. There are usually over 80-100 communicable disease cases for St. Joseph County weekly. This has resulted from Act 1313. Act 1313 requires all children in Indiana to be screened between 9 and 72 months for lead. In addition, the threshold for case management has changed to 3.5 ug/dl or >. Because of the above, case management load for our nurses has increased. Our Public Health Nurse must also go with Environmental staff for a site visit assessment and to provide education for families on how to prevent elevated levels in their home. Our dedicated Disease Investigation Specialist for Lead and Community Health Workers are

working with families that are < 3.5 ug/dl. Hopefully with SEA4, we will be excited to add staff for our 200,000 + St. Joseph County Residents.

**VITAL RECORDS UNIT**

	<u>Records Filed in July 2023</u>	<u>YTD 2023 Occurrences</u>	<u>YTD 2022 Occurrences</u>
<b><u>Birth Statistics*</u></b>			
Total Births	284	2342	2418
Total Deaths	240	1945	2025

Birth & Death data reflected as of 08/7/2023.

**\*Statistics are subject to change. Statistics were generated from our local hospitals, Chronica, and DRIVE.\***



## COMBINED UNIT LEAD PROGRAM

Nursing:

Monitored - 93

Unconfirmed - 50

Case management – 71

## Tests drawn June 1, 2023 – June 30, 2023

<i>Pb Level (ug/dL)</i>	<i>Venous</i>	<i>Capillary</i>	<i>Unknown</i>	<i>Total</i>
<i>0</i>	32	33	0	65
<i>0.1-3.4</i>	33	96	0	129
<i>3.5-4.9</i>	5	10	1	16
<i>5-9.9</i>	13	2	1	16
<i>10-19.9</i>	1	0	0	1
<i>20-29.9</i>	0	0	0	0
<i>30-39.9</i>	1	0	0	1
<i>40-49.9</i>	0	0	0	0
<i>≥50</i>	0	0	0	0
<i>Total</i>	<b>85</b>	<b>141</b>	<b>2</b>	<b>228</b>

There was one duplicate test in the month of June, 228 unique children were tested.

2023 YTD = 1,659

2022 YTD = 1,725

**Elevated tests by zip codes:**

<b>46613</b>	6 elevated	<b>YTD: 28 elevated</b>
<b>46628</b>	4 elevated	<b>YTD: 22 elevated</b>
<b>46619</b>	3 elevated	<b>YTD: 15 elevated</b>
<b>46614</b>	1 elevated	<b>YTD: 10 elevated</b>
<b>46601</b>	1 elevated	<b>YTD: 8 elevated</b>
<b>46544</b>	2 elevated	<b>YTD: 6 elevated</b>
<b>46615</b>	0 elevated	<b>YTD: 4 elevated</b>
<b>46616</b>	0 elevated	<b>YTD: 4 elevated</b>
<b>46545</b>	0 elevated	<b>YTD: 3 elevated</b>
<b>46637</b>	1 elevated	<b>YTD: 3 elevated</b>
<b>46561</b>	0 elevated	<b>YTD: 2 elevated</b>
<b>46617</b>	0 elevated	<b>YTD: 1 elevated</b>
<b>46530</b>	0 elevated	<b>YTD: 1 elevated</b>

## **HEALTH OFFICER**

Report in the Health Officer Presentation and Report portion.

Respectfully,

Diana Purushotham, MD  
Health Officer

## ADVISORY BOARDS OVERVIEW

### St. Joseph County Department of Health - Environmental Health Division

We have county ordinances that have created two (2) advisory boards to assist the Board of Health and Staff with application of several county ordinances created to promote the protection of the surface and ground water, which is our source for all drinking water in the community.

### Chapter 52 - Water Regulations

History: In the late 1990's three (3) ordinances were codified which focused on protecting the groundwater and drinking water wells:

1. The Property Transfer Ordinance
2. The Well Drilling Ordinance
3. The Wellhead Protection Ordinance

As a part of these ordinances (specifically, The Wellhead Protection ordinance), a Water Resources Advisory Board was established to assist the Board of Health and the staff with the practical application of the ordinance and to promote the mission of these ordinances.

Today, these ordinances have been re-codified into Chapter 52 of the County Ordinances, but they remain consistent with the original ordinances.

The ordinance defines the makeup of the Water Resources Advisory Board, as well as their duties and purpose, which are as follows:

<b>Appointing Authority</b>	<b>Qualification Req'mt</b>
St. Joseph County Board of Health	Biologist
	Chemist
	Geologist/Hydrologist
	Hazardous Substance Mgmt Exp.
St. Joseph County Commissioners	Industry Representative
	Builder/Developer Representative
St. Joseph County Council	Active Farmer in St. Joseph Co.
	Member of the General Public
	Realtor
	Commerce Representative
Mayor of Mishawaka	Water Treatment System Rep.
Mayor of South Bend	Water Treatment System Rep.
	Prof Engineer-Water Resources
Automatic	County Extension Educator
	County HD Environmental Mgr

*Business of the Board.* The role of the Board shall be:

- (1) Act as advisor to the County Board of Health making specific recommendations concerning safeguards to reduce the risk of damage in a WHPA;
- (2) Review this subchapter and any other ordinances regarding groundwater protection/management, as necessary, at least once every four years as required by § 52.071;
- (3) Generally advise the Health Officer and County Board of Health on all matters concerning this subchapter and any other ordinances and regulations regarding groundwater protection/management; and
- (4) Generally advise the Health Officer and County Board of Health on matters concerning the protection of groundwater resources and drinking water supplies, and their impact on public health.

## Chapter 51 – Sewage and Septic Systems Regulations

History: In the mid-2000’s, a new onsite sewage disposal ordinance was codified which focused on protecting the groundwater through additional local requirements. At the time, it was referred to as the St. Joseph County Septic Ordinance.

Today, this ordinance has been re-codified into Chapter 51 of the County Ordinances, but it remains consistent with the original ordinance.

Additionally, the County adopted a new ordinance under Chapter 32 to create the Onsite Wastewater Advisory Board to assist the Board of Health and staff with the application of the Sewage and Septic System Regulations (Chapter 51). Section 32.01-07 of the County Ordinance establishes this Advisory Board, and defines the makeup of the members, board duties, and purpose, which are as follows:

<b>Appointing Authority</b>	<b>Qualification Req'mt</b>
Automatic	Environmental Health Director
	County Plan Commission Director
	County Engineer
St. Joseph County Council	Septic System Industry Rep/Installer
	Professional Engineer
	Realtor (member of Board of Realtors)
	At-Large
St. Joseph County Commissioners	Builder/Developer Representative
	Certified Soil Scientist
	Septic System Industry Rep/Inspector/Installer
	At-Large
St. Joseph County Board of Health	Hydrologist
	Biologist/Health Scientist/Earth Scientist
	Water/Wastewater System Employee
	At-Large

*Responsibilities.* The responsibilities of the Board shall be to:

(1) Act as advisor and provide recommendations to the Health Department and Board of Health on any matter concerning the design, installation, management and maintenance of on-site septic systems in the county;

(2) Review any other ordinance(s) passed by the County Council regarding the installation of septic systems, as necessary, and at least every four years;

(3) Review and provide recommendations to the Health Department and Board of Health on any standards and requirements to be issued by the Board of Health concerning the installation of on-site septic systems in the county; and

(4) The Health Department shall provide administrative and secretarial services to the Board.



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

August 3, 2023

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 expired on July 14, 2023. This Board is authorized under County Code 51 to advise the Department of Health on issues associated with onsite wastewater 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.

Below are the positions that will need to be appointed. The individuals listed fits the category for which the position is for.

- Robert Hellenthal, Ph.D - Biologist
- Dave Jeffers - Hydrologist

You may wish to contact the members or 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 me or Mark Espich, Environmental Health Director at 574-235-9750, Ext. 7903

Sincerely,

Diana Purushotham, MD  
Health Officer

DP/ME:jsp

Attachment

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



@stjosephcountyhealth



@sjchealth



## CURRICULUM VITAE

Ronald A. Hellenthal

July 7, 2020

Date and place of birth: June 9, 1945; Tucson, Arizona.

### Education:

A.A. (1965), Los Angeles Valley College, Van Nuys, Calif.

B.A. (1967), Biology, Calif. St. Univ. at Northridge. Advisor, J. W. Dole.

Ph.D. (1977), Entomology, Univ. of Minn., Twin Cities. Advisor, E. F. Cook. Dissertation title:  
Considerations of Variability and Taxonomic Methodology in the Systematics of the  
Orthoclaadiinae (Diptera: Chironomidae).

### Employment:

Research Assistant (1967-1969), Teaching Associate (1970), Teaching Assistant (1971-1975),  
Programmer/Data Processing Consultant (1976-1977, 1986), Dept. Entomology, Fisheries &  
Wildlife, Univ. of Minn., Twin Cities Campus.

Research Assistant (1973), St. Paul Campus Libraries, Univ. of Minn.

Visiting Assistant Professor (1977-1978), Biology Dept., Univ. of Notre Dame.

Research Associate (1978-1980), Dept. Entomology, Fisheries & Wildlife, Univ. of Minn., Twin  
Cities.

Assistant Professor (1978-1984), Biology Dept., Univ. of Notre Dame.

Associate Professor (1984-1993), Dept. Biological Sciences, Univ. of Notre Dame.

Acting Director (1988-1989), Univ. of Notre Dame Environmental Research Center.

Gillen Director (1989-2001), Univ. of Notre Dame Environmental Research Center.

Professor (1993-2012), Dept. Biological Sciences, Univ. of Notre Dame.

Assistant Chairman (1998-2012), Dept. Biological Sciences, Univ. of Notre Dame.

Professor Emeritus and Director of the Notre Dame Museum of Biodiversity (2012-)

### Professional Experience and Interests:

My research interests fall into three general areas: (1) Stream energetics and secondary production of stream aquatic insect communities; (2) Biological indicators of water quality and the assessment and quality control of biodiversity and environmental information; and (3) Ectoparasite-host associations and the use of parasites as indicators of host relationships.

Our past investigations in streams focused on the importance of aquatic insects as the source of energy for higher trophic levels in the stream ecosystem. Using species and cohort-specific secondary production rate estimates, we established the relative contribution of major insect groups, as well as the overall importance of the insect community, to stream energetics. In the process, we have refined and developed methods that permit this kind of information to be used in the evaluation and comparison of stream habitats. We were engaged in studies of the biological effects of stream silt, concentrating on levels of suspended silt that are non-depositional but that compete with allochthonous suspended foods, which constitute the principal energy source for filter-feeding

aquatic insects. To accommodate construction of a new golf course on the Notre Dame campus, two 300m reaches of a stream were relocated into constructed stream channels. We evaluated the impact and recovery of these areas by examining changes in stream biological, physical and chemical characteristics. This included studies in succession, and changes biological diversity and secondary production rates of aquatic insects species. We also examined the use and effectiveness of constructed sediment retention ponds for maintaining restored stream areas.

One of my long term interests is in developing means of ensuring the quality control of environmental information; especially for providing accurate identifications of aquatic organisms and for defining ecosystems based on these organisms. This included development of computer-based identification systems for aquatic organisms and programs for the storage, retrieval, analysis, and quality control of environmental information. Development of computer program packages for museum management and for extracting biodiversity and environmental information associated with the specimens contained in natural history collections is another area in which I have a long term interest and commitment. To this end, I developed numerous computer programs for the storage, retrieval, and analysis of specimen character and geographic data, and for mapping organism distributions. These formed an integral component of our host-parasite and environmental studies. I also developed computer programs used for the maintenance of specimen catalogs and borrower information for insect collections. I have served on three national committees to standardize the storage and exchange of taxonomic, ecological, biodiversity, and environmental information for biological specimens contained in natural history collections. These are the Entomological Collections Network Working Group on Automatic Data Processing Standards for Systematic Entomology, the Association of Systematics Collections Committee on Computerization and Networking, and a working group for the development of a computerized catalog of the insects of the United States, Canada, and Mexico. I also chaired a subcommittee of the Indiana Academy of Sciences developing data standards and implementation protocols for the electronic representation of a developing "Indiana Biological Survey." An early project resulting from this effort is the development of an "Aquatic Insects of Indiana" that includes lists of all species known or likely to occur in the state. This project, which included Robert D. Waltz (Indiana State Entomologist), Arwin V. Provonsha (Purdue University), and James D. Haddock (Indiana University-Purdue Fort Wayne) as collaborators, combined published distribution records with information from specimens contained major entomological collections including the Purdue Entomological Research Collection and arthropod collection of the Illinois Natural History Survey. A preliminary checklist containing 2,307 aquatic insect species in 622 genera was published in 2003. A more comprehensive work containing illustrated keys and information on biology and distribution is in preparation.

Another aspect of "biological indicators" is the use of parasites as indicators of distributional and evolutionary changes in host populations. For more than decades I investigated the distributional, evolutionary and systematic associations between host populations and insect ectoparasites, concentrating on the Mallophaga (chewing lice). A principal focus of this work was the development of methods to track and evaluate host-parasite systems through time and space and to use parasite association as an indicator of genetic affinities among host populations. Our studies of the associations between chewing lice and their mammalian avian hosts showed that analysis of the parasites can be used to demonstrate differences among host populations so subtle as to be undetectable except by cellular genetic analysis. Computers have played an important role in my studies of host-parasite associations and co-evolution. They have been used to store and analyze distributional, morphological, and genetic data from both hosts and parasites and to evaluate subtle changes in parasite anatomical structure in relation to the degree of host geographic isolation and

anatomical and genetic difference. The methods and computer programs being developed in these studies have direct application to examination of other host-parasite relationships, including those that affect humans. They are particularly applicable to determining the probable origin and rate and extent of geographic spread of parasitic diseases and in understanding changes in parasites and their effect on mammalian hosts over time and space. Through collaborations with other louse workers (Roger D. Price, Ricardo L. Palma), we conducted many investigations of host-parasite associations for much of the Phthiraptera. At present, over 11,750 associations have been documented and entered into host-parasite association databases. Sources of this information include museum records, unpublished associations determined from identifications by professional ectoparasite workers, and more than 1500 publications. This effort resulted in a 500 page book on the world-wide ectoparasite associations between lice and their bird and mammal hosts that includes the first modern taxonomic keys for this ectoparasite group was published by the Illinois Natural History Survey in 2003. It includes a 25 page chapter on chewing louse biology, ecology, and evolution authored by Kevin P. Johnson and Dale H. Clayton.

From 1988 through 2001, I served as the director of the University of Notre Dame Environmental Research Center (UNDERC), a 7,500 acre tract in northern Wisconsin and the Upper Peninsula of Michigan that contains a rich assortment of protected habitats. This period was marked by substantial increases in teaching, extramurally funded Notre Dame and non-Notre Dame faculty research, development of research collaborations with the Ottawa National Forest, and major improvements in the field station infrastructure, including a new research and teaching building completed in 1995. I also was involved in the fund raising for and design of the Jerry Hank Family Center for Environmental Science on the Notre Dame main campus, completed in June, 1998. The approved budget for this project was \$7,750,000.

I was a member of a committee working with architects on the design of the \$70,000,000 Science Learning Center at Notre Dame. Completed in 2006, this building includes 16 biology teaching laboratories, a natural history museum and herbarium complex, greenhouses, and biological sciences support laboratories that occupy 35,000 sq. ft. of assignable space. During 2006, I coordinated the move of teaching laboratories and support spaces from the Galvin Life Sciences Building to Jordan Hall as well as the purchase and set-up of \$780,000 of new teaching instrumentation for biology teaching laboratories and support areas. I also coordinated the move of approximately 600,000 natural history specimens, collections organization, and the development of displays for the new Jordan Hall of Science Museum of Biodiversity

Since retiring from Notre Dame in 2012, I continue to teach graduate and undergraduate courses at Notre Dame in General, Aquatic and Medical Entomology, advise undergraduate thesis and research projects, and have overall responsibility for Notre Dame Museum of Biodiversity, a 2/3 million specimen natural history collection housed in Jordan Hall of Science on the University of Notre Dame campus.

#### Teaching Experience:

University of Notre Dame (1977-): General Entomology, Stream Ecology; Aquatic Ecology; Aquatic Entomology; Biological Indicators of Water Quality; Environmental Law and Regulations; Production Biology in Aquatic Environments; General Biology (Evolution, Population Genetics,

Biodiversity, Ecology and Environment sections), Biological Research Applications of Computers; Introduction to Statistics for Health Science Professionals; General Ecology.

University of Notre Dame Environmental Research Center (1982-2005): Practicum in Aquatic Biology: Limnology, Aquatic Insects, Stream Ecology, Field Entomology.

University of Minnesota (1970-1975): Economic Entomology; House and Garden Insects.

#### Grants and Sponsored Programs:

National Science Foundation, Grant DEB-7710179, "Systematics of Chewing Lice and Their Use as Indicators of Host Relationships," Co-principal Investigator with R. D. Price (Univ. of Minnesota), August 1, 1977 - January 31, 1981.

National Science Foundation, Grant SPI-8101154, "Environmental Studies: The Indiana Ecosystem as a Natural Laboratory" (Principal Investigator R. W. Greene), Staff Lecturer on Ecological Principles and the Ecology of Lakes and Streams, September, 1979 - June, 1980; Renewal: September, 1980 - June, 1982.

National Science Foundation, Grant DEB-8117567, "Use of *Geomydoecus* Lice to Assess Pocket Gopher Relationships," Principal Investigator, June 1, 1982 - November 20, 1984.

U.S. Environmental Protection Agency, Grant CR-810711-01-0, "A Computerized Evaluation and Prediction System For Environmental Data From Fish and Other Aquatic Organisms," Principal Investigator, August 8, 1983 - August 7, 1985.

U.S. Environmental Protection Agency, Contract 5B 1272 NAEX, "Environmental Requirements and Pollution Tolerance Prediction and Evaluation Mainframe Installation Guide and Feasibility Study on Microcomputer Implementation," January 9, 1986 - December 31, 1986.

National Science Foundation, Grant BSR-8614456, "Systematics of Mallophagan Lice and Their Coevolution with the Mammalian Family Geomyidae," Principal Investigator, January 1, 1987 - December 31, 1988.

National Institutes of Health, AI 07030-15, "Experimental Parasitology and Vector Biology Training Program" (Principal Investigator Karamjit S. Rai); Advisor to trainees in computer applications to parasitology and vector biology, Mentor to students in aquatic biology and evolutionary concepts; Since September 1, 1987.

Hank Family Endowment (A \$1,700,000 endowment that funds the undergraduate program in environmental education and administrative operations of the University of Notre Dame Environmental Research Center), Administrator, August 23, 1988-May 31, 2001.

St. Joseph River Basin Commission, "Biological Reconnaissance and Evaluation of Juday Creek," Principal Investigator, June 10, 1992 - March 31, 1994.

U.S.D.A., Forest Service, Ottawa National Forest, "Development of links between available aquatic data and the Forest Service's existing terrestrial Ecological Classification and Inventory," Principal Investigator, May 1995 - December 1995.

U.S.D.A., Forest Service, Ottawa National Forest, "Long Term Habitat Change in the Ottawa National Forest," Principal Investigator, June 1996 - June 1998.

University of Notre Dame, "Environmental Compliance Monitoring of Juday Creek," Principal Investigator, July 1, 1997 - June 30, 2003.

Indiana Academy of Science, "The effects of stream restoration on sediment dynamics and secondary production of benthic invertebrates in a northern Indiana stream," Principal Investigator with Kerry J. Gerard, graduate student. December 1, 2002 - June 30, 2004.

Indiana Academy of Science, "Aquatic Macroinvertebrates Workshop: Overview of the State of Science." October 2003.

#### Scientific and Professional Societies:

Society for Freshwater Science (formerly North American Benthological Society)  
Society of Systematic Biologists  
Entomological Society of America  
Michigan Entomological Society  
Kansas Entomological Society  
Indiana Academy of Science: Biological Survey Committee  
Coleopterists Society  
Entomological Society of Washington

#### Invited Lectures and Addresses:

Invited speaker (1977), Department of Entomology, Ohio State University, Columbus, Ohio. Title: Lice, Midges, Pattern Recognition and the Environmental Data Catastrophe.

Invited speaker (1979), Wellesley College, Wellesley, Massachusetts, Symposium on Integrating Computing into the Undergraduate Curriculum. Title: Using Computers to Bring the Real Environment into the Classroom.

Lecturer (1979-1982), Environmental Studies: The Indiana Ecosystem as a Natural Laboratory, an NSF supported program for secondary school teachers, held at the University of Notre Dame. Topics: Introduction to Ecological Concepts and Terms; The Ecology of Lakes.

Invited speaker (1979), Indiana University, South Bend. Title: The Use of Computers in Entomological Research and Teaching.

Invited speaker (1980), University of Minnesota. Title: The Louse that Roared: Considerations of Quantity and Quality in the Data of Ecology and Systematics.

- Invited speaker (1981), Annual Meeting of the Indiana College Biology Teachers Association, University of Notre Dame. Title: Computers in an Aquatic Ecology Course.
- Invited speaker (1981), Heidelberg College, Tiffin, Ohio. Title: Computers in Biological Education and Research.
- Instructor (1981-1987), Computers in Biology Summer Short Courses at the University of Notre Dame. Title: Computerized Data Analysis in Biological Research.
- Invited speaker (1981), Symposium on Computers in Bioeducation, held at the Annual Meeting of the American Institute of Biological Sciences, Indiana University, Bloomington. Title: Using Computers to Bring the Real Environment into the Classroom.
- Keynote address (1982), Association of Small Computer Users in Education 15th Annual Conference held in Pittsburgh, Pennsylvania. Title: A Biological Approach to the Mini-Micro-Mainframe Dilemma in Educational Computing.
- Invited speaker (1982), Corvallis Environmental Research Laboratory, U.S. Environmental Protection Agency, Corvallis, Oregon. Title: Computerized Evaluation and Prediction Systems for Aquatic Habitats.
- Invited speaker (1982), Indiana Conference on Instructional Computing, held at Ball State University. Title: Computers in Science Laboratories.
- Invited speaker (1982), Symposium on Computers and Value-Oriented Science Education, held at the University of Notre Dame. Title: Matching the Right Computer With the Educational Task.
- Invited speaker (1982), Symposium on the Growth of Entomological Collections: Progress, Perils and Paradox, held at the joint meeting of the Entomological Society of America, the Entomological Society of Canada and the Entomological Society of Ontario in Toronto, Ontario. Title: Computers and Collection Management.
- Invited speaker (1983), Regional Meeting of the Indiana Council of Teachers of Mathematics, held at the Purdue University North Central Campus at Westville, Indiana. Title: Laboratory Applications of Computers in Science Teaching.
- Invited Speaker (1983), Sigma Xi Lecture Series on Computers in Science Research, held at the University of Notre Dame. Title: Computers in Biological Research.
- Invited speaker (1983), Tennessee Technological University in Cookeville, Tennessee. Title: Computer Options for College Educators.
- Invited speaker (1983), Workshop on Computers and Benthos held at the Upper Cumberland Biological Field Station, Smithville, Tennessee, sponsored by the Tennessee Cooperative Fishery's Research Unit. Title: Research Applications of Computers in Aquatic Biology.

- Invited speaker (1984), Symposium on Statistics and Computers in Benthic Research held at the 32nd Annual Meeting of the North American Benthological Society, Raleigh, North Carolina. Title: Computers and the Quality Assurance of Benthic Data.
- Invited speaker (1985), Aquatic Ecoregions and Bioassessment Workshop held at the Xerox Center, Leesburg, Virginia. Sponsored by the U.S. Environmental Protection Agency. Title: The Environmental Requirements and Pollution Tolerance Retrieval and Analysis System.
- Invited speaker (1985), U.S. Environmental Protection Agency, Region V Headquarters, Chicago, Illinois. Title: Computerized Prediction and Evaluation of Aquatic Habitats.
- Invited speaker (1986), Meeting of the St. Joseph County, Indiana, Chapter of the Izaak Walton League of America, South Bend, Indiana. Title: Juday Creek and the Paradox of the North Temperate Stream.
- Invited speaker (1988), XVIII International Congress of Entomology, Vancouver, British Columbia, Canada. Title: Coevolution of Chewing Lice and Pocket Gophers.
- Invited speaker (1988), Illinois State Natural History Survey, Urbana, Illinois. Title: A Museum of Management: The Insect Collection Computerization Bugaboo.
- Invited speaker (1989), Workshop on Systematics Resources Management in Entomology, Pennsylvania State University, University Park. Titles: Computers and Insect Collections-- Current Status and Definition of Issues and Problems; Approaching Computerization of Collection Management: Hardware and Software Choices.
- Invited speaker (1989), North Dakota State University, Fargo. Title: Insects as Biological Indicators of Environmental Ecology and Phylogeny.
- Invited speaker (1989), Michigan State University, East Lansing. Title: The Quest for the Biological Indicator in Ecology and Phylogeny.
- Invited speaker (1990), Entomological Collections Network meeting, held at Louisiana State University, Baton Rouge. Titles: Models and Database File Structures for Arthropod Collections Management; and Data Exchange Standards for Arthropod Collections.
- Invited speaker (1990), Clemson University, Clemson, South Carolina. Title: Rats (actually Gophers), Lice and Mystery: Biological Indicators in Systematics and Ecology.
- Invited speaker (1991), Entomological Collections Network meeting, held at the University of Nevada, Reno. Title: Insect Collections and Networking.
- Invited participant (1992), Notre Dame Center for Ethics and Religious Values in Business: Conference on Business Leadership and Religious Values in Business.
- Invited speaker (1994), North American Benthological Society meeting, held at Orlando, FL., Workshop on NABS and the Information Superhighway. Title: A Benthologist's Guide to the Internet.

- Invited speaker (1996), Argonne National Laboratory, Argonne, IL. Title: Lice, Gophers, Data Models, and the Environmental Data Catastrophe.
- Invited speaker (1996), Entomological Society of America meeting, held at Louisville, KY., Formal Conference on Aquatic Entomology. Title: Production, Community Structure and Change in an Urban Stream.
- Invited speaker (2000), Entomological Society of America, North Central Branch Meeting, held at Minneapolis, MN. Title: The Origins of Aquatic Entomology in the Heartland.
- Invited Plenary Address (2002), North American Benthological, held at Pittsburgh, PA. Title: It all started with Benthos: The Development of North American Benthic Science.
- Workshop Coordinator and participant (2003), Aquatic Macroinvertebrates Workshop: Overview of the State of Science. Indiana Academy of Science Meeting held at Anderson, Indiana.
- Invited Address (2005), Hodson Award Lecture, University of Minnesota (May 5, 2005)
- Invited Address (2008). Algae and Weed Control in Lakes on the University of Notre Dame Campus: A 47-year Record. Purdue Pesticide Programs Fourth Annual Aquatic Management Winter Workshop, held at West Lafayette, Indiana (February 8, 2008)
- Invited Lectures (2018-2019). Background and history: Granger wastewater design project. Biological Process Design. Rob Nerenberg, Associate Professor, Department of Civil and Environmental Engineering and Earth Sciences, University of Notre Dame. (January 23, 2018, January 24, 2019)
- Invited Speaker (2018). History and development of the Notre Dame Museum of Biodiversity. Holy Cross Hall, University of Notre Dame campus (October 5, 2018).
- Invited Speaker (2019). Influencing Development and Drainage Management: "Juday Creek" - The Decline, Death and Resurrection of an Urban Stream. St. Joseph River Basin Commission meeting (May 10, 2019).

Other Professional Activities:

University of Notre Dame:

- Department of Biological Sciences Computing Committee (Since 1978)
- American Midland Naturalist, Executive Committee (Since 1978)
- Biology Department Library Committee, Chairman (1979-1983), Member (1995-2012).
- Department of Biological Sciences, Coordinator of Biocomputing Facilities and Equipment (Since 1980)
- College of Science Library Committee (1979-1983)
- College of Science Committee on Consulting and Industrial Relations (1982-1983)
- College of Science Computing Committee (Since 1986)
- Office of University Computing User Services Search Committee (1990)



Office of University Computing Instructional Technology Fair planning Committee (1990-1991)  
Internal Graduate Program Review Committee, Department of Chemistry and Biochemistry  
(1990)  
Office of University Computing Working Group on Student Access to Computing (1992-1993)  
Office of Instructional Technology Software Licensing Committee (1992-1995)  
Environmental Issues Committee (1990-2005)  
Energy and Environmental Issues Committee (Since 2006)  
Colloquy for the Year 2000, Committee on Academic Life, Task Force for the Humanities (1992)  
Colloquy for the Year 2000, Task Force on the future of the Notre Dame Libraries (1993-1994)  
Jordan Hall of Science Facilities Coordinator (Since 2004)  
Department of Biological Sciences, Galvin Space Utilization and Planning Committee, Chairman  
(2004-2012)  
Director, Museum of Biodiversity, Jordan Hall of Science. (Since 2006)  
Utilities Long Range Planning Task Force Working Group member (2009-2010)

Extra-University Scholarly Activities:

Citizen's Environmental Advisory Committee to Northern States Power Company. (1970-1971)

Coordinator for research and educational time-sharing computing, Department of Entomology,  
Fisheries and Wildlife, University of Minnesota. (1973-1977)

Higher Education Committee, Minnesota Educational Computing Consortium User's  
Association. (1975-1977)

Committee on the Environmental Requirements and Pollution Tolerance of Freshwater  
Organisms, North American Benthological Society. (1977-1979)

Program Review Board, U.S. Environmental Protection Agency Environmental Monitoring and  
Support Laboratory at Cincinnati, Ohio. Comprehensive review of the Aquatic Biology  
Program, Facilities and Staff. (1983)

Finance Committee Chairman, North American Benthological Society. (1985-2009)

Member, State of Indiana Water Quality Standards Advisory Committee. (1986-1988)

Secretary, Formal Conference on Aquatic Insects, Entomological Society of America annual  
meeting, Louisville, KY. (1988)

Co-chairman, Workshop on Systematics Resources Management in Entomology, Pennsylvania  
State University, University Park, PA. (1989)

Chairman and Organizer, Formal Conference on Aquatic Insects, Entomological Society of  
America annual meeting, San Antonio, TX. (1989)

Steering Committee member, Entomological Collections Network. (1989-1991)

Invited participant, Working Group on Automatic Data Processing Standards for Systematic Entomology, held at the U.S. National Museum of Natural History, Washington, D.C. (1990)

Invited participant, Association of Systematics Collections workshop on data processing standards for natural history collections, sponsored by the National Science Foundation, held at Cornell University, Ithaca, NY. (1992)

Member, Association of Systematics Collections committee on Computerization and Networking. (1992-1995)

Member, Research Natural Areas Advisory Panel, Ottawa National Forest, Ironwood, MI. (1992-1993)

Section Chairman, Data Standards and Networking, Indiana Biological Survey, Indiana Academy of Sciences. (1994-2012)

Gubernatorial Appointment: Indiana Pesticide Review Board. (1996-1999, 2000-2003, 2003-2006, 2007-), Vice Chair (2006-2008), Chair (2008-)

Member, Water Resources Advisory Board, St. Joseph County, Indiana, Health Department. (Since 2001)

Technical Advisor, Confined Animal Feeding Operations (CAFO) Ordinance Development Committee, St. Joseph County, Indiana, Health Department (Since 2006)

Member, Agricultural Advisory Board, St. Joseph County, Indiana, Health Department (Since 2007)

Member, Wastewater Advisory Board, St. Joseph County, Indiana, Health Department (Since 2012)

Member, St. Joseph County Water Quality Technical Working Group on Nitrate Groundwater Contamination (Since 2012)

Instructor, Forever Learning Institute, South Bend, Indiana (Since 2015)

Developer/Author. Development of an on-line training course for certification in Aquatic Pest Management (Indiana certification category 5). Purdue Pesticide Programs, Purdue University, West Lafayette, Indiana (2018-2019)

#### Awards and Honors:

Special Presidential Award, University of Notre Dame - 1994

Distinguished Service Award, North American Benthological Society - 1997

Kaneb Teaching Award, University of Notre Dame - 2000

Hodson Alumna Award, University of Minnesota - 2005

Publications:

- Baker, N. T. & R. A. Hellenthal. 1971. Pictorial Key to Some Important Insect Larvae Affecting Corn. Univ. Minn. Agr. Ext. Serv. Folder 259. 2 pp.
- Hellenthal, R. A. & N. T. Baker. 1971. Pictorial Key to Some Important Pests of Alfalfa. Univ. Minn. Agr. Ext. Serv. Folder 260. 2 pp.
- Baker, N. T., R. A. Hellenthal & P. K. Harein. 1973. Some Important Adult Beetle Pests of Stored Grain. Revised. Univ. Minn. Agr. Ext. Serv. Folder 285. 4 pp.
- Price, R. D. & R. A. Hellenthal. 1975. A Reconsideration of *Geomydoecus expansus* (Duges) (Mallophaga: Trichodectidae) from the Yellow-faced Pocket Gopher (Rodentia: Geomyidae). J. Kans. Entomol. Soc. 48: 33-42.
- Price, R. D. & R. A. Hellenthal. 1975. A Review of the *Geomydoecus texanus* Complex (Mallophaga: Trichodectidae) from *Geomys* and *Pappogeomys* (Rodentia: Geomyidae). J. Med. Entomol. 12: 401-408.
- Price, R. D. & R. A. Hellenthal. 1976. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Hispid Pocket Gopher (Rodentia: Geomyidae). J. Med. Entomol. 12: 695-700.
- Hellenthal, R. A. & E. F. Cook. 1976. Computer Identification of Insect Water Quality Indicators. Abstract. N. Amer. Benthol. Soc. Titles & Abs. 24: 12.
- Hellenthal, R. A. & R. D. Price. 1976. Louse-host Associations of *Geomydoecus* (Mallophaga: Trichodectidae) with the Yellow-faced Pocket Gopher, *Pappogeomys castanops* (Rodentia: Geomyidae). J. Med. Entomol. 13: 331-336.
- Hellenthal, R. A., A. G. Peterson & A. C. Hodson. 1976. Laboratory Manual for Economic Entomology. Revised. Univ. Minn. Dept. Entomol., Fish. & Wildlife. St. Paul. iv + 115 pp.
- Hellenthal, R. A. 1977. Considerations of Variability and Taxonomic Methodology in the Systematics of the Orthoclaadiinae (Diptera: Chironomidae). Ph. D. Thesis. Univ. Minn. vii + 222 pp.
- Hellenthal, R. A. & E. F. Cook. 1978. Variability and Taxonomic Methodology in the Systematics of the Orthoclaadiinae (Diptera: Chironomidae). Abstract. N. Amer. Benthol. Soc. Titles & Abs. 26: 24.
- Hellenthal, R. A. 1978. Autokey Taxonomic Identification System. Assoc. Syst. Coll. Newsl. 6: 6-7.
- Hellenthal, R. A. 1979. Prediction and Evaluation of Aquatic Communities Using Environmental Data. Abstract. N. Amer. Benthol. Soc. Titles & Abs. 27: 24.
- Thompson, L. C., H. M. Kulman & R. A. Hellenthal. 1979. Parasitism of the Larch Sawfly by *Bessa harveyi* (Diptera: Tachinidae). Ann. Entomol. Soc. Amer. 72: 468-471.

- Price, R. D. & R. A. Hellenthal. 1979. A Review of the *Geomydoecus tolucae* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae), Based on Qualitative and Quantitative Characters. *J. Med. Entomol.* 16: 264-274.
- Price, R. D. & R. A. Hellenthal. 1980. The *Geomydoecus oregonus* Complex (Mallophaga: Trichodectidae) of the Western United States Pocket Gophers (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 82: 25-38.
- Price, R. D. & R. A. Hellenthal. 1980. The *Geomydoecus neocopei* Complex (Mallophaga: Trichodectidae) of the *Thomomys umbrinus* (Rodentia: Geomyidae) Pocket Gophers of Mexico. *J. Kans. Entomol. Soc.* 53: 597-610.
- Price, R. D. & R. A. Hellenthal. 1980. A Review of the *Geomydoecus minor* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 17: 298-313.
- Hellenthal, R. A. & R. D. Price. 1980. A Review of the *Geomydoecus subcalifornicus* Complex (Mallophaga: Trichodectidae) from *Thomomys* Pocket Gophers (Rodentia: Geomyidae), with a Discussion of Quantitative Techniques and Automated Taxonomic Procedures. *Ann. Entomol. Soc. Amer.* 73: 495-503.
- Price, R. D. & R. A. Hellenthal. 1981. A Review of the *Geomydoecus californicus* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 18: 1-23.
- Price, R. D. & R. A. Hellenthal. 1981. The Taxonomy of the *Geomydoecus umbrini* Complex (Mallophaga: Trichodectidae) from *Thomomys umbrinus* (Rodentia: Geomyidae) in Mexico. *Ann. Entomol. Soc. Amer.* 74: 37-47.
- Hellenthal, R. A. 1982. Using Aquatic Insects for the Evaluation of Freshwater Communities. p. 347-354. In: Armantrout, N. B. (Ed.). *Acquisition and Utilization of Aquatic Habitat Inventory Information: Proceedings of a Symposium held 28-30 Oct. 1981, Portland, Oregon.* Western Division American Fisheries Society. 376 pp.
- Schwenneker, B. W. & R. A. Hellenthal. 1983. Seasonal, Spatial, and Developmental Variability in Stream Benthic Macroinvertebrates. *Abstract. N. Amer. Benthol. Soc.* 31: 66.
- Hellenthal, R. A. 1983. Computers and Benthos. *N. Amer. Benthol. Soc. Newsl.* (July): 20-22.
- Hellenthal, R. A. [Ed.]. 1983. *Selected Bibliographies on Benthic Biology 1959-1981. Volume 1. Ecology, Methods, Requirements, Indicators, Toxicology, Production.* North American Benthological Society. Notre Dame, Ind. x + 212 pp.
- Hellenthal, R. A. & R. D. Price. 1984. A New Species of *Thomomydoecus* (Mallophaga: Trichodectidae) from *Thomomys bottae* Pocket Gophers (Rodentia: Geomyidae). *J. Kans. Entomol. Soc.* 57: 231-236.

- Hellenthal, R. A. & R. D. Price. 1984. Distributional Associations Among *Geomydoecus* and *Thomomydoecus* Lice (Mallophaga: Trichodectidae) and Pocket Gopher Hosts of the *Thomomys bottae*-group (Rodentia: Geomyidae). *J. Med. Entomol.* 21: 432-446.
- Patton, J. L., M. F. Smith, R. D. Price & R. A. Hellenthal. 1984. Genetics of Hybridization Between the Pocket Gophers *Thomomys bottae* and *Thomomys townsendii* in Northeastern California. *Great Basin Nat.* 44: 431-440.
- Schwenneker, B. W. & R. A. Hellenthal. 1984. Sampling Considerations in Using Stream Insects for Monitoring Water Quality. *Environ. Entomol.* 13: 741-750.
- Price, R. D., R. A. Hellenthal & M. S. Hafner. 1985. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Central American Pocket Gophers of the Subgenus *Macrogeomys* (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 87: 432-443.
- Dawson, C. L. & R. A. Hellenthal. 1986. A Computerized System for the Evaluation of Aquatic Habitats Based on Environmental Requirements and Pollution Tolerance Associations of Resident Organisms. Project Summary. U. S. Environmental Protection Agency, Corvallis Environmental Research Laboratory, Corvallis, OR. EPA/600/S3-86/019. 5 pp.
- Dawson, C. L. & R. A. Hellenthal. 1986. A Computerized System for the Evaluation of Aquatic Habitats Based on Environmental Requirements and Pollution Tolerance Associations of Resident Organisms. U. S. Environmental Protection Agency, Corvallis Environmental Research Laboratory, Corvallis, OR. National Technical Information Service, Springfield, VA. Publ. PB 86-167 343/AS. vi + 102 pp.
- Price, R. D. & R. A. Hellenthal. 1988. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Central American Pocket Gophers of the Subgenus *Orthogeomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 25: 331-335.
- Price, R. D. & R. A. Hellenthal. 1988. A New Species of *Geomydoecus* (Mallophaga: Trichodectidae) from *Pappogeomys* (Rodentia: Geomyidae) Pocket Gophers in Jalisco, Mexico. *J. Entomol. Sci.* 23: 212-215.
- Hellenthal, R. A. & R. D. Price. 1989. *Geomydoecus* (Mallophaga: Trichodectidae) from the Texas and Desert Pocket Gophers (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 91: 1-8.
- Hellenthal, R. A. & R. D. Price. 1989. The *Thomomydoecus wardi* Complex (Mallophaga: Trichodectidae) of *Thomomys talpoides* Pocket Gophers (Rodentia: Geomyidae). *J. Kans. Entomol. Soc.* 62: 245-253.
- Price, R. D. & R. A. Hellenthal. 1989. *Geomydoecus bulleri* Complex (Mallophaga: Trichodectidae) from Buller's Pocket Gopher, *Pappogeomys bulleri* (Rodentia: Geomyidae), in Westcentral Mexico. *Ann. Entomol. Soc. Amer.* 82: 279-285.
- Hellenthal, R. A. & R. D. Price. 1989. The *Geomydoecus thomomys* Complex (Mallophaga: Trichodectidae) from Pocket Gophers of the *Thomomys talpoides* Complex (Rodentia: Geomyidae) of the United States and Canada. *Ann. Entomol. Soc. Amer.* 82: 286-297.

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- Hellenthal, R. A. & R. D. Price. 1994. Two New Subgenera of Chewing Lice (Phthiraptera: Trichodectidae) from Pocket Gophers (Rodentia: Geomyidae), with a Key to All Included Taxa. *J. Med. Entomol.* 31: 450-466.
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- Price, R. D., R. A. Hellenthal & R. L. Palma. 2003. World Checklist of Chewing Lice with Host Associations and Keys to Families and Genera. Pages 1-448 *In*: Price, R. D., R. A. Hellenthal, R. L. Palma, K. P. Johnson & D. H. Clayton. *The Chewing Lice: World Checklist and Biological Overview*. Illinois Natural History Survey Special Publication 24. x + 501 pp.
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- Hellenthal, R. A. & R. D. Price. (Editors). 2005. Chapter 25: Order Phthiraptera: Lice. Pages 356-364 In: Triplehorn, C. A. & N. F. Johnson. *Borror and DeLong's Introduction to the Study of Insects*. 7th edition. Thomson Brooks/Cole, Belmont, CA. x + 864 p.
- Hellenthal, R. A. & R. D. Price. 2005. Two New Species of *Myrsidea* Waterston (Phthiraptera: Menoponidae) from the Jewel-babblers (Passeriformes: Eupetidae) from New Guinea. *Journal Entomol Society Wash*. 107(3): 485-488.
- Hellenthal, R. A., R. D. Price & J. D. Weckstein. 2005. The Genus *Ramphasticola* Carriker (Phthiraptera: Menoponidae) from the Toucans (Piciformes: Ramphastidae), with Description of a New Species. *Journal Entomol. Society Wash*. 107(3): 565-571
- Price, R. D. & R. A. Hellenthal. 2005. A New Genus and New Species of Chewing Louse (Phthiraptera: Menoponidae) from the Lesser Melampitta (Aves: Passeriformes). *Journal Kans. Entomol. Soc*. 78(2): 167-171.
- Price, R. D., R. A. Hellenthal & R. C. Dalgleish. 2005. The genus *Myrsidea* Waterston (Phthiraptera: Menoponidae) from tyrant-flycatchers (Passeriformes: Tyrannidae), with descriptions of 13 new species. *Zootaxa*. 1048: 1-20.
- Hellenthal, R. A. & R. D. Price. 2009. Phthiraptera: Chewing and Sucking Lice. Pp. 777-780 *In*: Cardé, R.T. & V.H. Resh [Eds.]. *Encyclopedia of Insects*. 2<sup>nd</sup> Edition. Elsevier/Academic Press. London. xxxiii+ 1132p.





# DAVID D. JEFFERS, L.P.G.

Senior Hydrogeologist/Project Manager



## EDUCATION

*Masters of Science (ABT) Hydrogeology  
Wright State Univ. - Dayton, Ohio\**

*Bachelors of Science - Geology  
University of Dayton, OH, 1992*

## CERTIFICATION/TRAINING

*State of Indiana Licensed Professional  
Geologist No. 1862*

*Indiana Licensed Well Driller #2073*

*OSHA 40hr. Hazardous Materials  
Health and Safety*

*American Red Cross CPR & First Aid*

*Greener Cleanups for Brownfields*

## AFFILIATIONS

*Technical Advisor  
St. Joseph County, Indiana  
Drinking Water Protection Group*

*Vice-Chairperson  
St. Joseph County, Indiana  
Water Advisory Board*

*St. Joseph County, Indiana  
Septic Ordinance Review Committee*

*St. Joseph County, Indiana  
Confined Animal Feeding Operation  
Technical Advisory Committee*

## SPEAKING ENGAGEMENTS

*Guest Speaker – "Ionia's WHPP"  
MDEQ Wellhead Protection  
Seminar – Mt. Pleasant 2002*

*Key Note Speaker – "WHPPs"  
Michigan Assoc. of Professional  
Geologists – Kalamazoo 2000*

*Guest Speaker – "Well Profiling"  
Michigan AWWA Regional Meeting  
South Haven 2001*

## PUBLICATIONS

Edwards, David A., Conley, Denis M., Beikirch, Michael G., **Jeffers, David D.**, *Surfactant Applications in Environmental Restoration*, In: Proceedings of the Twenty-Eighth Mid-Atlantic Industrial and Hazardous Waste Conference, Buffalo, NY 1996.

Roberts Environmental Services, LLC, 2013. *Evaluating the Necessity of Bioaugmentation in Conjunction with an Electron Donor Injection at a Large Chlorinated Solvent Plume in the Midwest*, **David D. Jeffers** & Jeffrey C. Roberts. *Second International Symposium on Bioremediation and Sustainable Environmental Technologies*, Jacksonville, FL. June 2013.

\* Recipient of 1994 NGWA-AGWSE Graduate Research Fellowship. ABT = All but Thesis completed.

## EMPLOYMENT HISTORY

Roberts Environmental Services, LLC – June 2003 to Present  
Peerless-Midwest, Inc. – July 1999 to May 2003  
Triad Engineering, Inc. – July 1996 to July 1999  
EIS Environmental Engineers, Inc. – September 1994 to July 1996

## PROFESSIONAL EXPERIENCE

Mr. Jeffers has over twenty (20) years experience as a Hydrogeologist. His experience includes the site characterization of UST systems, landfills, nuclear power plants, bulk petroleum terminalling sites, and metal plating facilities among others. He has been involved in the investigation and remediation of a wide variety of sites affected by gasoline, jet fuel, diesel, heating oil, aviation gasoline, heavy metals, and chlorinated solvents. Mr. Jeffers also has experience in vapor intrusion ("VI") investigations, Phase I Site Assessments, brownfields, asbestos building inspections, statistical analysis of landfill GW monitoring parameters, the design, operation, and maintenance of air sparging soil vapor extraction systems ("AS/SVE"), UST removals, closures, & clean-ups, vertical aquifer screening ("VAS"), and several dig and haul remediation projects.

Mr. Jeffers has extensive experience in groundwater and contaminant transport modeling, municipal water supply development, aquifer testing and analysis, and wellhead protection area ("WHPA") delineation and management. He has been involved with over fifty (50) approved wellhead protection studies in Michigan, Indiana, and Ohio. He has implemented several innovative and cost-effective wellhead protection plan ("WHPP") activities during his work. Mr. Jeffers was project manager for a Michigan AWWA Exemplary Wellhead Protection Program award-winning community.

Phase I Environmental Site Assessment experience includes a wide-variety of industrial, commercial, and residential properties. Mr. Jeffers has been involved with monitored natural attenuation, active remediation, and risk-based corrective actions. Common methods utilized to collect soil and/or groundwater samples have included hollow-stem auger drilling, direct-push technology (i.e., Geoprobe®, Earthprobe®, and other similar equipment), hand-auger drilling, and test pits. He has also employed directional drilling under buildings, resistivity/conductivity, gamma-logging, and ground penetrating radar ("GPR").

Mr. Jeffers has been the lead Hydrogeologist at numerous sites across the Midwest including UST, brownfields, voluntary remediation, State Cleanup, and EPA Superfund sites, among others. He has also managed an extensive water well/septic system study in St. Joseph County, Indiana, involving nitrate, chloride, isotope, and pharmaceutical testing. He has also been involved with expert witness testimony based on his hydrogeologic experience.



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

August 3, 2023

Members of the Board of Health

RE: Appointment of members to the Water Resources Advisory Board

Four of your appointments to the Water Resources Advisory Board expired July 14, 2023. 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.

- Biologist – Robert Hellenthall, Ph.D.
- Hydrologist – Dave Jeffers
- Hazardous Substance Management Experience – John Lankowicz

All members provided years of experience in terms of safe water for our community. You may wish to contact members on this list or 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 me or Mark Espich, Environmental Health Director at 574-235-9750, Ext. 7903

Sincerely,

Diana Purushotham, MD  
Health Officer

DP/ME:jsp

Attachment

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



@stjosephcountyhealth



@sjchealth

## CURRICULUM VITAE

Ronald A. Hellenthal

July 7, 2020

Date and place of birth: June 9, 1945; Tucson, Arizona.

### Education:

A.A. (1965), Los Angeles Valley College, Van Nuys, Calif.

B.A. (1967), Biology, Calif. St. Univ. at Northridge. Advisor, J. W. Dole.

Ph.D. (1977), Entomology, Univ. of Minn., Twin Cities. Advisor, E. F. Cook. Dissertation title:  
Considerations of Variability and Taxonomic Methodology in the Systematics of the  
Orthoclaadiinae (Diptera: Chironomidae).

### Employment:

Research Assistant (1967-1969), Teaching Associate (1970), Teaching Assistant (1971-1975),  
Programmer/Data Processing Consultant (1976-1977, 1986), Dept. Entomology, Fisheries &  
Wildlife, Univ. of Minn., Twin Cities Campus.

Research Assistant (1973), St. Paul Campus Libraries, Univ. of Minn.

Visiting Assistant Professor (1977-1978), Biology Dept., Univ. of Notre Dame.

Research Associate (1978-1980), Dept. Entomology, Fisheries & Wildlife, Univ. of Minn., Twin  
Cities.

Assistant Professor (1978-1984), Biology Dept., Univ. of Notre Dame.

Associate Professor (1984-1993), Dept. Biological Sciences, Univ. of Notre Dame.

Acting Director (1988-1989), Univ. of Notre Dame Environmental Research Center.

Gillen Director (1989-2001), Univ. of Notre Dame Environmental Research Center.

Professor (1993-2012), Dept. Biological Sciences, Univ. of Notre Dame.

Assistant Chairman (1998-2012), Dept. Biological Sciences, Univ. of Notre Dame.

Professor Emeritus and Director of the Notre Dame Museum of Biodiversity (2012-)

### Professional Experience and Interests:

My research interests fall into three general areas: (1) Stream energetics and secondary production of stream aquatic insect communities; (2) Biological indicators of water quality and the assessment and quality control of biodiversity and environmental information; and (3) Ectoparasite-host associations and the use of parasites as indicators of host relationships.

Our past investigations in streams focused on the importance of aquatic insects as the source of energy for higher trophic levels in the stream ecosystem. Using species and cohort-specific secondary production rate estimates, we established the relative contribution of major insect groups, as well as the overall importance of the insect community, to stream energetics. In the process, we have refined and developed methods that permit this kind of information to be used in the evaluation and comparison of stream habitats. We were engaged in studies of the biological effects of stream silt, concentrating on levels of suspended silt that are non-depositional but that compete with allochthonous suspended foods, which constitute the principal energy source for filter-feeding

aquatic insects. To accommodate construction of a new golf course on the Notre Dame campus, two 300m reaches of a stream were relocated into constructed stream channels. We evaluated the impact and recovery of these areas by examining changes in stream biological, physical and chemical characteristics. This included studies in succession, and changes biological diversity and secondary production rates of aquatic insects species. We also examined the use and effectiveness of constructed sediment retention ponds for maintaining restored stream areas.

One of my long term interests is in developing means of ensuring the quality control of environmental information; especially for providing accurate identifications of aquatic organisms and for defining ecosystems based on these organisms. This included development of computer-based identification systems for aquatic organisms and programs for the storage, retrieval, analysis, and quality control of environmental information. Development of computer program packages for museum management and for extracting biodiversity and environmental information associated with the specimens contained in natural history collections is another area in which I have a long term interest and commitment. To this end, I developed numerous computer programs for the storage, retrieval, and analysis of specimen character and geographic data, and for mapping organism distributions. These formed an integral component of our host-parasite and environmental studies. I also developed computer programs used for the maintenance of specimen catalogs and borrower information for insect collections. I have served on three national committees to standardize the storage and exchange of taxonomic, ecological, biodiversity, and environmental information for biological specimens contained in natural history collections. These are the Entomological Collections Network Working Group on Automatic Data Processing Standards for Systematic Entomology, the Association of Systematics Collections Committee on Computerization and Networking, and a working group for the development of a computerized catalog of the insects of the United States, Canada, and Mexico. I also chaired a subcommittee of the Indiana Academy of Sciences developing data standards and implementation protocols for the electronic representation of a developing "Indiana Biological Survey." An early project resulting from this effort is the development of an "Aquatic Insects of Indiana" that includes lists of all species known or likely to occur in the state. This project, which included Robert D. Waltz (Indiana State Entomologist), Arwin V. Provonsha (Purdue University), and James D. Haddock (Indiana University-Purdue Fort Wayne) as collaborators, combined published distribution records with information from specimens contained major entomological collections including the Purdue Entomological Research Collection and arthropod collection of the Illinois Natural History Survey. A preliminary checklist containing 2,307 aquatic insect species in 622 genera was published in 2003. A more comprehensive work containing illustrated keys and information on biology and distribution is in preparation.

Another aspect of "biological indicators" is the use of parasites as indicators of distributional and evolutionary changes in host populations. For more than decades I investigated the distributional, evolutionary and systematic associations between host populations and insect ectoparasites, concentrating on the Mallophaga (chewing lice). A principal focus of this work was the development of methods to track and evaluate host-parasite systems through time and space and to use parasite association as an indicator of genetic affinities among host populations. Our studies of the associations between chewing lice and their mammalian avian hosts showed that analysis of the parasites can be used to demonstrate differences among host populations so subtle as to be undetectable except by cellular genetic analysis. Computers have played an important role in my studies of host-parasite associations and co-evolution. They have been used to store and analyze distributional, morphological, and genetic data from both hosts and parasites and to evaluate subtle changes in parasite anatomical structure in relation to the degree of host geographic isolation and

anatomical and genetic difference. The methods and computer programs being developed in these studies have direct application to examination of other host-parasite relationships, including those that affect humans. They are particularly applicable to determining the probable origin and rate and extent of geographic spread of parasitic diseases and in understanding changes in parasites and their effect on mammalian hosts over time and space. Through collaborations with other louse workers (Roger D. Price, Ricardo L. Palma), we conducted many investigations of host-parasite associations for much of the Phthiraptera. At present, over 11,750 associations have been documented and entered into host-parasite association databases. Sources of this information include museum records, unpublished associations determined from identifications by professional ectoparasite workers, and more than 1500 publications. This effort resulted in a 500 page book on the world-wide ectoparasite associations between lice and their bird and mammal hosts that includes the first modern taxonomic keys for this ectoparasite group was published by the Illinois Natural History Survey in 2003. It includes a 25 page chapter on chewing louse biology, ecology, and evolution authored by Kevin P. Johnson and Dale H. Clayton.

From 1988 through 2001, I served as the director of the University of Notre Dame Environmental Research Center (UNDERC), a 7,500 acre tract in northern Wisconsin and the Upper Peninsula of Michigan that contains a rich assortment of protected habitats. This period was marked by substantial increases in teaching, extramurally funded Notre Dame and non-Notre Dame faculty research, development of research collaborations with the Ottawa National Forest, and major improvements in the field station infrastructure, including a new research and teaching building completed in 1995. I also was involved in the fund raising for and design of the Jerry Hank Family Center for Environmental Science on the Notre Dame main campus, completed in June, 1998. The approved budget for this project was \$7,750,000.

I was a member of a committee working with architects on the design of the \$70,000,000 Science Learning Center at Notre Dame. Completed in 2006, this building includes 16 biology teaching laboratories, a natural history museum and herbarium complex, greenhouses, and biological sciences support laboratories that occupy 35,000 sq. ft. of assignable space. During 2006, I coordinated the move of teaching laboratories and support spaces from the Galvin Life Sciences Building to Jordan Hall as well as the purchase and set-up of \$780,000 of new teaching instrumentation for biology teaching laboratories and support areas. I also coordinated the move of approximately 600,000 natural history specimens, collections organization, and the development of displays for the new Jordan Hall of Science Museum of Biodiversity

Since retiring from Notre Dame in 2012, I continue to teach graduate and undergraduate courses at Notre Dame in General, Aquatic and Medical Entomology, advise undergraduate thesis and research projects, and have overall responsibility for Notre Dame Museum of Biodiversity, a 2/3 million specimen natural history collection housed in Jordan Hall of Science on the University of Notre Dame campus.

#### Teaching Experience:

University of Notre Dame (1977-): General Entomology, Stream Ecology; Aquatic Ecology; Aquatic Entomology; Biological Indicators of Water Quality; Environmental Law and Regulations; Production Biology in Aquatic Environments; General Biology (Evolution, Population Genetics,

Biodiversity, Ecology and Environment sections), Biological Research Applications of Computers; Introduction to Statistics for Health Science Professionals; General Ecology.

University of Notre Dame Environmental Research Center (1982-2005): Practicum in Aquatic Biology: Limnology, Aquatic Insects, Stream Ecology, Field Entomology.

University of Minnesota (1970-1975): Economic Entomology; House and Garden Insects.

#### Grants and Sponsored Programs:

National Science Foundation, Grant DEB-7710179, "Systematics of Chewing Lice and Their Use as Indicators of Host Relationships," Co-principal Investigator with R. D. Price (Univ. of Minnesota), August 1, 1977 - January 31, 1981.

National Science Foundation, Grant SPI-8101154, "Environmental Studies: The Indiana Ecosystem as a Natural Laboratory" (Principal Investigator R. W. Greene), Staff Lecturer on Ecological Principles and the Ecology of Lakes and Streams, September, 1979 - June, 1980; Renewal: September, 1980 - June, 1982.

National Science Foundation, Grant DEB-8117567, "Use of *Geomydoecus* Lice to Assess Pocket Gopher Relationships," Principal Investigator, June 1, 1982 - November 20, 1984.

U.S. Environmental Protection Agency, Grant CR-810711-01-0, "A Computerized Evaluation and Prediction System For Environmental Data From Fish and Other Aquatic Organisms," Principal Investigator, August 8, 1983 - August 7, 1985.

U.S. Environmental Protection Agency, Contract 5B 1272 NAEX, "Environmental Requirements and Pollution Tolerance Prediction and Evaluation Mainframe Installation Guide and Feasibility Study on Microcomputer Implementation," January 9, 1986 - December 31, 1986.

National Science Foundation, Grant BSR-8614456, "Systematics of Mallophagan Lice and Their Coevolution with the Mammalian Family Geomyidae," Principal Investigator, January 1, 1987 - December 31, 1988.

National Institutes of Health, AI 07030-15, "Experimental Parasitology and Vector Biology Training Program" (Principal Investigator Karamjit S. Rai); Advisor to trainees in computer applications to parasitology and vector biology, Mentor to students in aquatic biology and evolutionary concepts; Since September 1, 1987.

Hank Family Endowment (A \$1,700,000 endowment that funds the undergraduate program in environmental education and administrative operations of the University of Notre Dame Environmental Research Center), Administrator, August 23, 1988-May 31, 2001.

St. Joseph River Basin Commission, "Biological Reconnaissance and Evaluation of Juday Creek," Principal Investigator, June 10, 1992 - March 31, 1994.

U.S.D.A., Forest Service, Ottawa National Forest, "Development of links between available aquatic data and the Forest Service's existing terrestrial Ecological Classification and Inventory," Principal Investigator, May 1995 - December 1995.

U.S.D.A., Forest Service, Ottawa National Forest, "Long Term Habitat Change in the Ottawa National Forest," Principal Investigator, June 1996 - June 1998.

University of Notre Dame, "Environmental Compliance Monitoring of Juday Creek," Principal Investigator, July 1, 1997 - June 30, 2003.

Indiana Academy of Science, "The effects of stream restoration on sediment dynamics and secondary production of benthic invertebrates in a northern Indiana stream," Principal Investigator with Kerry J. Gerard, graduate student. December 1, 2002 - June 30, 2004.

Indiana Academy of Science, "Aquatic Macroinvertebrates Workshop: Overview of the State of Science." October 2003.

#### Scientific and Professional Societies:

Society for Freshwater Science (formerly North American Benthological Society)  
Society of Systematic Biologists  
Entomological Society of America  
Michigan Entomological Society  
Kansas Entomological Society  
Indiana Academy of Science: Biological Survey Committee  
Coleopterists Society  
Entomological Society of Washington

#### Invited Lectures and Addresses:

Invited speaker (1977), Department of Entomology, Ohio State University, Columbus, Ohio. Title: Lice, Midges, Pattern Recognition and the Environmental Data Catastrophe.

Invited speaker (1979), Wellesley College, Wellesley, Massachusetts, Symposium on Integrating Computing into the Undergraduate Curriculum. Title: Using Computers to Bring the Real Environment into the Classroom.

Lecturer (1979-1982), Environmental Studies: The Indiana Ecosystem as a Natural Laboratory, an NSF supported program for secondary school teachers, held at the University of Notre Dame. Topics: Introduction to Ecological Concepts and Terms; The Ecology of Lakes.

Invited speaker (1979), Indiana University, South Bend. Title: The Use of Computers in Entomological Research and Teaching.

Invited speaker (1980), University of Minnesota. Title: The Louse that Roared: Considerations of Quantity and Quality in the Data of Ecology and Systematics.



- Invited speaker (1981), Annual Meeting of the Indiana College Biology Teachers Association, University of Notre Dame. Title: Computers in an Aquatic Ecology Course.
- Invited speaker (1981), Heidelberg College, Tiffin, Ohio. Title: Computers in Biological Education and Research.
- Instructor (1981-1987), Computers in Biology Summer Short Courses at the University of Notre Dame. Title: Computerized Data Analysis in Biological Research.
- Invited speaker (1981), Symposium on Computers in Bioeducation, held at the Annual Meeting of the American Institute of Biological Sciences, Indiana University, Bloomington. Title: Using Computers to Bring the Real Environment into the Classroom.
- Keynote address (1982), Association of Small Computer Users in Education 15th Annual Conference held in Pittsburgh, Pennsylvania. Title: A Biological Approach to the Mini-Micro-Mainframe Dilemma in Educational Computing.
- Invited speaker (1982), Corvallis Environmental Research Laboratory, U.S. Environmental Protection Agency, Corvallis, Oregon. Title: Computerized Evaluation and Prediction Systems for Aquatic Habitats.
- Invited speaker (1982), Indiana Conference on Instructional Computing, held at Ball State University. Title: Computers in Science Laboratories.
- Invited speaker (1982), Symposium on Computers and Value-Oriented Science Education, held at the University of Notre Dame. Title: Matching the Right Computer With the Educational Task.
- Invited speaker (1982), Symposium on the Growth of Entomological Collections: Progress, Perils and Paradox, held at the joint meeting of the Entomological Society of America, the Entomological Society of Canada and the Entomological Society of Ontario in Toronto, Ontario. Title: Computers and Collection Management.
- Invited speaker (1983), Regional Meeting of the Indiana Council of Teachers of Mathematics, held at the Purdue University North Central Campus at Westville, Indiana. Title: Laboratory Applications of Computers in Science Teaching.
- Invited Speaker (1983), Sigma Xi Lecture Series on Computers in Science Research, held at the University of Notre Dame. Title: Computers in Biological Research.
- Invited speaker (1983), Tennessee Technological University in Cookeville, Tennessee. Title: Computer Options for College Educators.
- Invited speaker (1983), Workshop on Computers and Benthos held at the Upper Cumberland Biological Field Station, Smithville, Tennessee, sponsored by the Tennessee Cooperative Fishery's Research Unit. Title: Research Applications of Computers in Aquatic Biology.

- Invited speaker (1984), Symposium on Statistics and Computers in Benthic Research held at the 32nd Annual Meeting of the North American Benthological Society, Raleigh, North Carolina. Title: Computers and the Quality Assurance of Benthic Data.
- Invited speaker (1985), Aquatic Ecoregions and Bioassessment Workshop held at the Xerox Center, Leesburg, Virginia. Sponsored by the U.S. Environmental Protection Agency. Title: The Environmental Requirements and Pollution Tolerance Retrieval and Analysis System.
- Invited speaker (1985), U.S. Environmental Protection Agency, Region V Headquarters, Chicago, Illinois. Title: Computerized Prediction and Evaluation of Aquatic Habitats.
- Invited speaker (1986), Meeting of the St. Joseph County, Indiana, Chapter of the Izaak Walton League of America, South Bend, Indiana. Title: Juday Creek and the Paradox of the North Temperate Stream.
- Invited speaker (1988), XVIII International Congress of Entomology, Vancouver, British Columbia, Canada. Title: Coevolution of Chewing Lice and Pocket Gophers.
- Invited speaker (1988), Illinois State Natural History Survey, Urbana, Illinois. Title: A Museum of Management: The Insect Collection Computerization Bugaboo.
- Invited speaker (1989), Workshop on Systematics Resources Management in Entomology, Pennsylvania State University, University Park. Titles: Computers and Insect Collections-- Current Status and Definition of Issues and Problems; Approaching Computerization of Collection Management: Hardware and Software Choices.
- Invited speaker (1989), North Dakota State University, Fargo. Title: Insects as Biological Indicators of Environmental Ecology and Phylogeny.
- Invited speaker (1989), Michigan State University, East Lansing. Title: The Quest for the Biological Indicator in Ecology and Phylogeny.
- Invited speaker (1990), Entomological Collections Network meeting, held at Louisiana State University, Baton Rouge. Titles: Models and Database File Structures for Arthropod Collections Management; and Data Exchange Standards for Arthropod Collections.
- Invited speaker (1990), Clemson University, Clemson, South Carolina. Title: Rats (actually Gophers), Lice and Mystery: Biological Indicators in Systematics and Ecology.
- Invited speaker (1991), Entomological Collections Network meeting, held at the University of Nevada, Reno. Title: Insect Collections and Networking.
- Invited participant (1992), Notre Dame Center for Ethics and Religious Values in Business: Conference on Business Leadership and Religious Values in Business.
- Invited speaker (1994), North American Benthological Society meeting, held at Orlando, FL., Workshop on NABS and the Information Superhighway. Title: A Benthologist's Guide to the Internet.

- Invited speaker (1996), Argonne National Laboratory, Argonne, IL. Title: Lice, Gophers, Data Models, and the Environmental Data Catastrophe.
- Invited speaker (1996), Entomological Society of America meeting, held at Louisville, KY., Formal Conference on Aquatic Entomology. Title: Production, Community Structure and Change in an Urban Stream.
- Invited speaker (2000), Entomological Society of America, North Central Branch Meeting, held at Minneapolis, MN. Title: The Origins of Aquatic Entomology in the Heartland.
- Invited Plenary Address (2002), North American Benthological, held at Pittsburgh, PA. Title: It all started with Benthos: The Development of North American Benthic Science.
- Workshop Coordinator and participant (2003), Aquatic Macroinvertebrates Workshop: Overview of the State of Science. Indiana Academy of Science Meeting held at Anderson, Indiana.
- Invited Address (2005), Hodson Award Lecture, University of Minnesota (May 5, 2005)
- Invited Address (2008). Algae and Weed Control in Lakes on the University of Notre Dame Campus: A 47-year Record. Purdue Pesticide Programs Fourth Annual Aquatic Management Winter Workshop, held at West Lafayette, Indiana (February 8, 2008)
- Invited Lectures (2018-2019). Background and history: Granger wastewater design project. Biological Process Design. Rob Nerenberg, Associate Professor, Department of Civil and Environmental Engineering and Earth Sciences, University of Notre Dame. (January 23, 2018, January 24, 2019)
- Invited Speaker (2018). History and development of the Notre Dame Museum of Biodiversity. Holy Cross Hall, University of Notre Dame campus (October 5, 2018).
- Invited Speaker (2019). Influencing Development and Drainage Management: "Juday Creek" - The Decline, Death and Resurrection of an Urban Stream. St. Joseph River Basin Commission meeting (May 10, 2019).

Other Professional Activities:

University of Notre Dame:

- Department of Biological Sciences Computing Committee (Since 1978)
- American Midland Naturalist, Executive Committee (Since 1978)
- Biology Department Library Committee, Chairman (1979-1983), Member (1995-2012).
- Department of Biological Sciences, Coordinator of Biocomputing Facilities and Equipment (Since 1980)
- College of Science Library Committee (1979-1983)
- College of Science Committee on Consulting and Industrial Relations (1982-1983)
- College of Science Computing Committee (Since 1986)
- Office of University Computing User Services Search Committee (1990)

Office of University Computing Instructional Technology Fair planning Committee (1990-1991)  
Internal Graduate Program Review Committee, Department of Chemistry and Biochemistry  
(1990)  
Office of University Computing Working Group on Student Access to Computing (1992-1993)  
Office of Instructional Technology Software Licensing Committee (1992-1995)  
Environmental Issues Committee (1990-2005)  
Energy and Environmental Issues Committee (Since 2006)  
Colloquy for the Year 2000, Committee on Academic Life, Task Force for the Humanities (1992)  
Colloquy for the Year 2000, Task Force on the future of the Notre Dame Libraries (1993-1994)  
Jordan Hall of Science Facilities Coordinator (Since 2004)  
Department of Biological Sciences, Galvin Space Utilization and Planning Committee, Chairman  
(2004-2012)  
Director, Museum of Biodiversity, Jordan Hall of Science. (Since 2006)  
Utilities Long Range Planning Task Force Working Group member (2009-2010)

Extra-University Scholarly Activities:

Citizen's Environmental Advisory Committee to Northern States Power Company. (1970-1971)

Coordinator for research and educational time-sharing computing, Department of Entomology,  
Fisheries and Wildlife, University of Minnesota. (1973-1977)

Higher Education Committee, Minnesota Educational Computing Consortium User's  
Association. (1975-1977)

Committee on the Environmental Requirements and Pollution Tolerance of Freshwater  
Organisms, North American Benthological Society. (1977-1979)

Program Review Board, U.S. Environmental Protection Agency Environmental Monitoring and  
Support Laboratory at Cincinnati, Ohio. Comprehensive review of the Aquatic Biology  
Program, Facilities and Staff. (1983)

Finance Committee Chairman, North American Benthological Society. (1985-2009)

Member, State of Indiana Water Quality Standards Advisory Committee. (1986-1988)

Secretary, Formal Conference on Aquatic Insects, Entomological Society of America annual  
meeting, Louisville, KY. (1988)

Co-chairman, Workshop on Systematics Resources Management in Entomology, Pennsylvania  
State University, University Park, PA. (1989)

Chairman and Organizer, Formal Conference on Aquatic Insects, Entomological Society of  
America annual meeting, San Antonio, TX. (1989)

Steering Committee member, Entomological Collections Network. (1989-1991)

Invited participant, Working Group on Automatic Data Processing Standards for Systematic Entomology, held at the U.S. National Museum of Natural History, Washington, D.C. (1990)

Invited participant, Association of Systematics Collections workshop on data processing standards for natural history collections, sponsored by the National Science Foundation, held at Cornell University, Ithaca, NY. (1992)

Member, Association of Systematics Collections committee on Computerization and Networking. (1992-1995)

Member, Research Natural Areas Advisory Panel, Ottawa National Forest, Ironwood, MI. (1992-1993)

Section Chairman, Data Standards and Networking, Indiana Biological Survey, Indiana Academy of Sciences. (1994-2012)

Gubernatorial Appointment: Indiana Pesticide Review Board. (1996-1999, 2000-2003, 2003-2006, 2007-), Vice Chair (2006-2008), Chair (2008-)

Member, Water Resources Advisory Board, St. Joseph County, Indiana, Health Department. (Since 2001)

Technical Advisor, Confined Animal Feeding Operations (CAFO) Ordinance Development Committee, St. Joseph County, Indiana, Health Department (Since 2006)

Member, Agricultural Advisory Board, St. Joseph County, Indiana, Health Department (Since 2007)

Member, Wastewater Advisory Board, St. Joseph County, Indiana, Health Department (Since 2012)

Member, St. Joseph County Water Quality Technical Working Group on Nitrate Groundwater Contamination (Since 2012)

Instructor, Forever Learning Institute, South Bend, Indiana (Since 2015)

Developer/Author. Development of an on-line training course for certification in Aquatic Pest Management (Indiana certification category 5). Purdue Pesticide Programs, Purdue University, West Lafayette, Indiana (2018-2019)

#### Awards and Honors:

Special Presidential Award, University of Notre Dame - 1994

Distinguished Service Award, North American Benthological Society - 1997

Kaneb Teaching Award, University of Notre Dame - 2000

Hodson Alumna Award, University of Minnesota - 2005

Publications:

- Baker, N. T. & R. A. Hellenthal. 1971. Pictorial Key to Some Important Insect Larvae Affecting Corn. Univ. Minn. Agr. Ext. Serv. Folder 259. 2 pp.
- Hellenthal, R. A. & N. T. Baker. 1971. Pictorial Key to Some Important Pests of Alfalfa. Univ. Minn. Agr. Ext. Serv. Folder 260. 2 pp.
- Baker, N. T., R. A. Hellenthal & P. K. Harein. 1973. Some Important Adult Beetle Pests of Stored Grain. Revised. Univ. Minn. Agr. Ext. Serv. Folder 285. 4 pp.
- Price, R. D. & R. A. Hellenthal. 1975. A Reconsideration of *Geomydoecus expansus* (Duges) (Mallophaga: Trichodectidae) from the Yellow-faced Pocket Gopher (Rodentia: Geomyidae). J. Kans. Entomol. Soc. 48: 33-42.
- Price, R. D. & R. A. Hellenthal. 1975. A Review of the *Geomydoecus texanus* Complex (Mallophaga: Trichodectidae) from *Geomys* and *Pappogeomys* (Rodentia: Geomyidae). J. Med. Entomol. 12: 401-408.
- Price, R. D. & R. A. Hellenthal. 1976. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Hispid Pocket Gopher (Rodentia: Geomyidae). J. Med. Entomol. 12: 695-700.
- Hellenthal, R. A. & E. F. Cook. 1976. Computer Identification of Insect Water Quality Indicators. Abstract. N. Amer. Benthol. Soc. Titles & Abs. 24: 12.
- Hellenthal, R. A. & R. D. Price. 1976. Louse-host Associations of *Geomydoecus* (Mallophaga: Trichodectidae) with the Yellow-faced Pocket Gopher, *Pappogeomys castanops* (Rodentia: Geomyidae). J. Med. Entomol. 13: 331-336.
- Hellenthal, R. A., A. G. Peterson & A. C. Hodson. 1976. Laboratory Manual for Economic Entomology. Revised. Univ. Minn. Dept. Entomol., Fish. & Wildlife. St. Paul. iv + 115 pp.
- Hellenthal, R. A. 1977. Considerations of Variability and Taxonomic Methodology in the Systematics of the Orthoclaadiinae (Diptera: Chironomidae). Ph. D. Thesis. Univ. Minn. vii + 222 pp.
- Hellenthal, R. A. & E. F. Cook. 1978. Variability and Taxonomic Methodology in the Systematics of the Orthoclaadiinae (Diptera: Chironomidae). Abstract. N. Amer. Benthol. Soc. Titles & Abs. 26: 24.
- Hellenthal, R. A. 1978. Autokey Taxonomic Identification System. Assoc. Syst. Coll. Newsl. 6: 6-7.
- Hellenthal, R. A. 1979. Prediction and Evaluation of Aquatic Communities Using Environmental Data. Abstract. N. Amer. Benthol. Soc. Titles & Abs. 27: 24.
- Thompson, L. C., H. M. Kulman & R. A. Hellenthal. 1979. Parasitism of the Larch Sawfly by *Bessa harveyi* (Diptera: Tachinidae). Ann. Entomol. Soc. Amer. 72: 468-471.

- Price, R. D. & R. A. Hellenthal. 1979. A Review of the *Geomydoecus tolucae* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae), Based on Qualitative and Quantitative Characters. *J. Med. Entomol.* 16: 264-274.
- Price, R. D. & R. A. Hellenthal. 1980. The *Geomydoecus oregonus* Complex (Mallophaga: Trichodectidae) of the Western United States Pocket Gophers (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 82: 25-38.
- Price, R. D. & R. A. Hellenthal. 1980. The *Geomydoecus neocopei* Complex (Mallophaga: Trichodectidae) of the *Thomomys umbrinus* (Rodentia: Geomyidae) Pocket Gophers of Mexico. *J. Kans. Entomol. Soc.* 53: 597-610.
- Price, R. D. & R. A. Hellenthal. 1980. A Review of the *Geomydoecus minor* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 17: 298-313.
- Hellenthal, R. A. & R. D. Price. 1980. A Review of the *Geomydoecus subcalifornicus* Complex (Mallophaga: Trichodectidae) from *Thomomys* Pocket Gophers (Rodentia: Geomyidae), with a Discussion of Quantitative Techniques and Automated Taxonomic Procedures. *Ann. Entomol. Soc. Amer.* 73: 495-503.
- Price, R. D. & R. A. Hellenthal. 1981. A Review of the *Geomydoecus californicus* Complex (Mallophaga: Trichodectidae) from *Thomomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 18: 1-23.
- Price, R. D. & R. A. Hellenthal. 1981. The Taxonomy of the *Geomydoecus umbrini* Complex (Mallophaga: Trichodectidae) from *Thomomys umbrinus* (Rodentia: Geomyidae) in Mexico. *Ann. Entomol. Soc. Amer.* 74: 37-47.
- Hellenthal, R. A. 1982. Using Aquatic Insects for the Evaluation of Freshwater Communities. p. 347-354. In: Armantrout, N. B. (Ed.). *Acquisition and Utilization of Aquatic Habitat Inventory Information: Proceedings of a Symposium held 28-30 Oct. 1981, Portland, Oregon.* Western Division American Fisheries Society. 376 pp.
- Schwenneker, B. W. & R. A. Hellenthal. 1983. Seasonal, Spatial, and Developmental Variability in Stream Benthic Macroinvertebrates. *Abstract. N. Amer. Benthol. Soc.* 31: 66.
- Hellenthal, R. A. 1983. Computers and Benthos. *N. Amer. Benthol. Soc. Newsl.* (July): 20-22.
- Hellenthal, R. A. [Ed.]. 1983. *Selected Bibliographies on Benthic Biology 1959-1981. Volume 1. Ecology, Methods, Requirements, Indicators, Toxicology, Production.* North American Benthological Society. Notre Dame, Ind. x + 212 pp.
- Hellenthal, R. A. & R. D. Price. 1984. A New Species of *Thomomydoecus* (Mallophaga: Trichodectidae) from *Thomomys bottae* Pocket Gophers (Rodentia: Geomyidae). *J. Kans. Entomol. Soc.* 57: 231-236.

- Hellenthal, R. A. & R. D. Price. 1984. Distributional Associations Among *Geomydoecus* and *Thomomydoecus* Lice (Mallophaga: Trichodectidae) and Pocket Gopher Hosts of the *Thomomys bottae*-group (Rodentia: Geomyidae). *J. Med. Entomol.* 21: 432-446.
- Patton, J. L., M. F. Smith, R. D. Price & R. A. Hellenthal. 1984. Genetics of Hybridization Between the Pocket Gophers *Thomomys bottae* and *Thomomys townsendii* in Northeastern California. *Great Basin Nat.* 44: 431-440.
- Schwenneker, B. W. & R. A. Hellenthal. 1984. Sampling Considerations in Using Stream Insects for Monitoring Water Quality. *Environ. Entomol.* 13: 741-750.
- Price, R. D., R. A. Hellenthal & M. S. Hafner. 1985. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Central American Pocket Gophers of the Subgenus *Macrogeomys* (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 87: 432-443.
- Dawson, C. L. & R. A. Hellenthal. 1986. A Computerized System for the Evaluation of Aquatic Habitats Based on Environmental Requirements and Pollution Tolerance Associations of Resident Organisms. Project Summary. U. S. Environmental Protection Agency, Corvallis Environmental Research Laboratory, Corvallis, OR. EPA/600/S3-86/019. 5 pp.
- Dawson, C. L. & R. A. Hellenthal. 1986. A Computerized System for the Evaluation of Aquatic Habitats Based on Environmental Requirements and Pollution Tolerance Associations of Resident Organisms. U. S. Environmental Protection Agency, Corvallis Environmental Research Laboratory, Corvallis, OR. National Technical Information Service, Springfield, VA. Publ. PB 86-167 343/AS. vi + 102 pp.
- Price, R. D. & R. A. Hellenthal. 1988. The *Geomydoecus* (Mallophaga: Trichodectidae) from the Central American Pocket Gophers of the Subgenus *Orthogeomys* (Rodentia: Geomyidae). *J. Med. Entomol.* 25: 331-335.
- Price, R. D. & R. A. Hellenthal. 1988. A New Species of *Geomydoecus* (Mallophaga: Trichodectidae) from *Pappogeomys* (Rodentia: Geomyidae) Pocket Gophers in Jalisco, Mexico. *J. Entomol. Sci.* 23: 212-215.
- Hellenthal, R. A. & R. D. Price. 1989. *Geomydoecus* (Mallophaga: Trichodectidae) from the Texas and Desert Pocket Gophers (Rodentia: Geomyidae). *Proc. Entomol. Soc. Wash.* 91: 1-8.
- Hellenthal, R. A. & R. D. Price. 1989. The *Thomomydoecus wardi* Complex (Mallophaga: Trichodectidae) of *Thomomys talpoides* Pocket Gophers (Rodentia: Geomyidae). *J. Kans. Entomol. Soc.* 62: 245-253.
- Price, R. D. & R. A. Hellenthal. 1989. *Geomydoecus bulleri* Complex (Mallophaga: Trichodectidae) from Buller's Pocket Gopher, *Pappogeomys bulleri* (Rodentia: Geomyidae), in Westcentral Mexico. *Ann. Entomol. Soc. Amer.* 82: 279-285.
- Hellenthal, R. A. & R. D. Price. 1989. The *Geomydoecus thomomys* Complex (Mallophaga: Trichodectidae) from Pocket Gophers of the *Thomomys talpoides* Complex (Rodentia: Geomyidae) of the United States and Canada. *Ann. Entomol. Soc. Amer.* 82: 286-297.



- Price, R. D. & R. A. Hellenthal. 1989. *Geomydoecus* (Mallophaga: Trichodectidae) from *Pappogeomys* and *Zygogeomys* Pocket Gophers (Rodentia: Geomyidae) in Central Mexico. *J. Med. Entomol.* 26: 385-401.
- Berg, M. B. & R. A. Hellenthal. 1990. Data Variability and the Use of Chironomids in Environmental Studies: The Standard Error of the Midge. pp. 1-8. *In*: W. S. Davis [Ed.]. Proc. 1990 Midwest Pollution Control Biologists Meeting. U.S. Environmental Protection Agency Region V, Environmental Sciences Division, Chicago, IL. EPA-905-9-90/005.
- Hellenthal, R. A., J. Louton, G. R. Noonan, R. T. Schuh, M. K. Thayer & F. C. Thompson. 1990. Automatic Data Processing for Systematic Entomology: Promises and Problems. A Report for the Entomological Collections Network. Entomological Collections Network, Baton Rouge, LA. 48 p.
- Hellenthal, R. A. & R. D. Price. 1991. Biosystematics of the Chewing Lice of Pocket Gophers. *Ann. Rev. Entomol.* 36: 185-203.
- Berg, M. B. & R. A. Hellenthal. 1991. Secondary Production of Chironomidae (Diptera) in a North Temperate Stream. *Freshwater Biology.* 25: 497-505.
- Kohlhepp, G. W. & R. A. Hellenthal. 1992. The Effects of Sediment Deposition on Insect Populations and Production in a Northern Indiana Stream. pp. 73-84. *In*: T. P. Simon & W. S. Davis [Ed.]. Proc. 1991 Midwest Pollution Control Biologists Meeting: Environmental Indicators: Measurement and Assessment Endpoints. U.S. Environmental Protection Agency Region V, Environmental Sciences Division, Chicago, IL. EPA 905/R-92/003.
- Berg, M. B. & R. A. Hellenthal. 1992. Life Histories and Growth of Lotic Chironomids (Diptera: Chironomidae). *Ann. Entomol. Soc. Amer.* 85: 578-589.
- Berg, M. B. & R. A. Hellenthal. 1992. The Role of Chironomidae in Energy Flow of a Lotic Ecosystem. *Neth. J. Aquatic Ecol.* 26: 471-476
- Hellenthal, R. A. & R. D. Price. 1994. Two New Subgenera of Chewing Lice (Phthiraptera: Trichodectidae) from Pocket Gophers (Rodentia: Geomyidae), with a Key to All Included Taxa. *J. Med. Entomol.* 31: 450-466.
- Page, R. D. M., R. D. Price & R. A. Hellenthal. 1995. Phylogeny of *Geomydoecus* and *Thomomydoecus* pocket gopher lice (Phthiraptera: Trichodectidae) inferred from cladistic analysis of adult and first instar morphology. *Systematic Entomol.* 20: 129-143.
- Price, R. D. & R. A. Hellenthal. 1996. Taxonomic Importance of First-instar Chewing Lice (Phthiraptera: Trichodectidae) from Pocket Gophers (Rodentia: Geomyidae). *Ann. Entomol. Soc. Am.* 89: 510-518.
- Price, R. D., R. L. Palma & R. A. Hellenthal. 1997. New Synonymies of Chewing Lice (Phthiraptera) Described from the Falconiformes (Aves). *European J. Entomol.* 94: 537-545.

- Palma, R. L., R. D. Price & R. A. Hellenthal. 1998. New Synonymies and Host Records for Lice of the Genus *Menacanthus* (Phthiraptera: Menoponidae) from the Passiformes (Aves). *J. Royal Soc. New Zealand*. 28: 309-320.
- Price, R. D. & R. A. Hellenthal. 1998. Taxonomy of *Philopterus* (Phthiraptera: Philopteridae) from the Corvidae (Passeriformes), with Descriptions of Nine New Species. *Ann. Entomol. Soc. Am.* 91: 782-799.
- Price, R. D., D. H. Clayton & R. A. Hellenthal. 1999. Taxonomic Review of *Physconelloides* (Phthiraptera: Philopteridae) from the Columbiformes (Aves), Including Descriptions of Three New Species. *J. Medical. Entomol.* 36: 195-206.
- Runde, J. M. & R. A. Hellenthal. 2000. Effects of Suspended Particles on Net-tending Behaviors for *Hydropsyche sparna* (Trichoptera: Hydropsychidae) and Related Species. *Ann. Entomol. Soc. Amer.* 93: 678-683.
- Runde, J. M. & R. A. Hellenthal. 2000. Behavioral Responses by *Hydropsyche sparna* (Trichoptera: Hydropsychidae) and Related Species to Deposited Bedload Sediment. *Environ. Entomol.* 29: 704-709.
- Hellenthal, R. A., R. D. Price & R. M. Timm. 2002. Review of the Chewing Louse Genus *Tinamotaecola* (Phthiraptera: Philopteridae), with the Description of Three New Species *J. Kans. Entomol. Soc.* 74(3): 136-141.
- Price, R. D., R. A. Hellenthal & R. C. Dalglish. 2002. A Review of *Machaerilaemus* (Phthiraptera: Amblycera: Menoponidae) from the Passeriformes (Aves), with the Description of Five New Species. *Amer. Midl. Nat.* 148(1): 61-74.
- Hellenthal, R. A., R. D. Price & R. L. Palma. 2002. Chewing Lice of Belgium. National Monograph of Biological Diversity of Belgium. 59 pp.
- Hellenthal, R. A. & R. D. Price. 2003. Phthiraptera: Chewing and Sucking Lice. Pages 879-882 *In*: Cardé, R.T. & V.H. Resh [Eds.]. *Encyclopedia of Insects*. Academic Press. San Diego, CA, xxviii + 1266 pp.
- Price, R. D., R. A. Hellenthal, R. L. Palma, K. P. Johnson & D. H. Clayton. 2003. The Chewing Lice: World Checklist and Biological Overview. Illinois Natural History Survey Special Publication 24. x + 501 p.
- Price, R. D., R. A. Hellenthal & R. L. Palma. 2003. World Checklist of Chewing Lice with Host Associations and Keys to Families and Genera. Pages 1-448 *In*: Price, R. D., R. A. Hellenthal, R. L. Palma, K. P. Johnson & D. H. Clayton. *The Chewing Lice: World Checklist and Biological Overview*. Illinois Natural History Survey Special Publication 24. x + 501 pp.
- Hellenthal, R. A. & R. D. Price. 2003. The Genus *Myrsidea* Waterston (Phthiraptera: Menoponidae) from Bulbuls (Passeriformes: Pycnonotidae), with Descriptions of 16 New Species. *Zootaxa*. 354: 1-20.

- Moerke, A. H., K. J. Gerard, J. A. Latimore, R. A. Hellenthal & G. A. Lamberti. 2004. Restoration of an Indiana, USA, Stream: Bridging the Gap Between Applied and Basic Lotic Ecology. *Journal North American Benthological Society*. 23(3): 647-660.
- Hellenthal, R. A. & R. D. Price. (Editors). 2005. Chapter 25: Order Phthiraptera: Lice. Pages 356-364 In: Triplehorn, C. A. & N. F. Johnson. *Borror and DeLong's Introduction to the Study of Insects*. 7th edition. Thomson Brooks/Cole, Belmont, CA. x + 864 p.
- Hellenthal, R. A. & R. D. Price. 2005. Two New Species of *Myrsidea* Waterston (Phthiraptera: Menoponidae) from the Jewel-babblers (Passeriformes: Eupetidae) from New Guinea. *Journal Entomol Society Wash*. 107(3): 485-488.
- Hellenthal, R. A., R. D. Price & J. D. Weckstein. 2005. The Genus *Ramphasticola* Carriker (Phthiraptera: Menoponidae) from the Toucans (Piciformes: Ramphastidae), with Description of a New Species. *Journal Entomol. Society Wash*. 107(3): 565-571
- Price, R. D. & R. A. Hellenthal. 2005. A New Genus and New Species of Chewing Louse (Phthiraptera: Menoponidae) from the Lesser Melampitta (Aves: Passeriformes). *Journal Kans. Entomol. Soc*. 78(2): 167-171.
- Price, R. D., R. A. Hellenthal & R. C. Dalgleish. 2005. The genus *Myrsidea* Waterston (Phthiraptera: Menoponidae) from tyrant-flycatchers (Passeriformes: Tyrannidae), with descriptions of 13 new species. *Zootaxa*. 1048: 1-20.
- Hellenthal, R. A. & R. D. Price. 2009. Phthiraptera: Chewing and Sucking Lice. Pp. 777-780 *In*: Cardé, R.T. & V.H. Resh [Eds.]. *Encyclopedia of Insects*. 2<sup>nd</sup> Edition. Elsevier/Academic Press. London. xxxiii+ 1132p.



# DAVID D. JEFFERS, L.P.G.

Senior Hydrogeologist/Project Manager



## EDUCATION

*Masters of Science (ABT) Hydrogeology  
Wright State Univ. - Dayton, Ohio\**

*Bachelors of Science - Geology  
University of Dayton, OH, 1992*

## CERTIFICATION/TRAINING

*State of Indiana Licensed Professional  
Geologist No. 1862*

*Indiana Licensed Well Driller #2073*

*OSHA 40hr. Hazardous Materials  
Health and Safety*

*American Red Cross CPR & First Aid*

*Greener Cleanups for Brownfields*

## AFFILIATIONS

*Technical Advisor  
St. Joseph County, Indiana  
Drinking Water Protection Group*

*Vice-Chairperson  
St. Joseph County, Indiana  
Water Advisory Board*

*St. Joseph County, Indiana  
Septic Ordinance Review Committee*

*St. Joseph County, Indiana  
Confined Animal Feeding Operation  
Technical Advisory Committee*

## SPEAKING ENGAGEMENTS

*Guest Speaker – "Ionia's WHPP"  
MDEQ Wellhead Protection  
Seminar – Mt. Pleasant 2002*

*Key Note Speaker – "WHPPs"  
Michigan Assoc. of Professional  
Geologists – Kalamazoo 2000*

*Guest Speaker – "Well Profiling"  
Michigan AWWA Regional Meeting  
South Haven 2001*

## PUBLICATIONS

Edwards, David A., Conley, Denis M., Beikirch, Michael G., **Jeffers, David D.**, *Surfactant Applications in Environmental Restoration*, In: Proceedings of the Twenty-Eighth Mid-Atlantic Industrial and Hazardous Waste Conference, Buffalo, NY 1996.

Roberts Environmental Services, LLC, 2013. *Evaluating the Necessity of Bioaugmentation in Conjunction with an Electron Donor Injection at a Large Chlorinated Solvent Plume in the Midwest*, **David D. Jeffers** & Jeffrey C. Roberts. *Second International Symposium on Bioremediation and Sustainable Environmental Technologies*, Jacksonville, FL. June 2013.

\* Recipient of 1994 NGWA-AGWSE Graduate Research Fellowship. ABT = All but Thesis completed.

## EMPLOYMENT HISTORY

Roberts Environmental Services, LLC – June 2003 to Present  
Peerless-Midwest, Inc. – July 1999 to May 2003  
Triad Engineering, Inc. – July 1996 to July 1999  
EIS Environmental Engineers, Inc. – September 1994 to July 1996

## PROFESSIONAL EXPERIENCE

Mr. Jeffers has over twenty (20) years experience as a Hydrogeologist. His experience includes the site characterization of UST systems, landfills, nuclear power plants, bulk petroleum terminalling sites, and metal plating facilities among others. He has been involved in the investigation and remediation of a wide variety of sites affected by gasoline, jet fuel, diesel, heating oil, aviation gasoline, heavy metals, and chlorinated solvents. Mr. Jeffers also has experience in vapor intrusion ("VI") investigations, Phase I Site Assessments, brownfields, asbestos building inspections, statistical analysis of landfill GW monitoring parameters, the design, operation, and maintenance of air sparging soil vapor extraction systems ("AS/SVE"), UST removals, closures, & clean-ups, vertical aquifer screening ("VAS"), and several dig and haul remediation projects.

Mr. Jeffers has extensive experience in groundwater and contaminant transport modeling, municipal water supply development, aquifer testing and analysis, and wellhead protection area ("WHPA") delineation and management. He has been involved with over fifty (50) approved wellhead protection studies in Michigan, Indiana, and Ohio. He has implemented several innovative and cost-effective wellhead protection plan ("WHPP") activities during his work. Mr. Jeffers was project manager for a Michigan AWWA Exemplary Wellhead Protection Program award-winning community.

Phase I Environmental Site Assessment experience includes a wide-variety of industrial, commercial, and residential properties. Mr. Jeffers has been involved with monitored natural attenuation, active remediation, and risk-based corrective actions. Common methods utilized to collect soil and/or groundwater samples have included hollow-stem auger drilling, direct-push technology (i.e., Geoprobe®, Earthprobe®, and other similar equipment), hand-auger drilling, and test pits. He has also employed directional drilling under buildings, resistivity/conductivity, gamma-logging, and ground penetrating radar ("GPR").

Mr. Jeffers has been the lead Hydrogeologist at numerous sites across the Midwest including UST, brownfields, voluntary remediation, State Cleanup, and EPA Superfund sites, among others. He has also managed an extensive water well/septic system study in St. Joseph County, Indiana, involving nitrate, chloride, isotope, and pharmaceutical testing. He has also been involved with expert witness testimony based on his hydrogeologic experience.



# John D. Lankowicz

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Elkhart, Indiana 46514

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## EXPERIENCE

### **On-scene Coordinator (Senior Environmental Manager) – Emergency Response Section**

Indiana Department of Environmental Management, South Bend, IN April 2019 – Present

- Respond 24/7/365 to a wide variety and high volume of high impact, highly visible environmental emergencies that affect air, water and land resources, wildlife and human health.
- Coordinate containment and recovery efforts at the scene working with representatives of responsible parties, fire departments, county emergency managers, DNR Conservation Officers, INDOT officials and others. Direct contractors, approve work quality and completion.
- Participate in emergency planning activities which may include but are not limited to developing multi-agency plans and procedures with the USEPA, US Coast Guard, INDOT, State Police, Indiana Department of Homeland Security and county health departments.

### **Geographical Information Systems (GIS) Manager & Drone Program Coordinator**

City of South Bend, South Bend, IN October 2015 - Present

- Responsible for management and integration of enterprise-wide GIS.
- Developed GIS field data collection applications for departments including Sewer, Streets, Water, Engineering, Parks, Police and Fire to help increase efficiency and productivity.
- Appointed the City's Drone Program Coordinator in 2016. Facilitated implementation of the city's Fire Department Drone Program by implementing personnel training and fleet management programs. Currently working with Police to do the same. Acquired multiple FAA waivers and authorizations to enable Public Safety Departments to utilize drones expeditiously.

### **Senior GIS Specialist, City of South Bend, South Bend, IN**

November 2014 - October 2015

- Responsible for development and maintenance of the City's utility infrastructure GIS.
- GPS field data collection utilizing survey and mapping grade GPS equipment.
- Development of GIS applications for Utility and Engineering Departments and training of personnel.

### **Senior Environmental Health Specialist (EHS), St. Joseph County Health Department**

(Environmental Services Division), South Bend, IN

April 2008 - November 2014

- Lead EHS for Division's Groundwater Protection Section, managing the Well Permitting, Administrative Control Areas, and WHPA programs.
- Participated and supervised other personnel in permitting and compliance monitoring of commercial and industrial facilities subject to the County's Wellhead Protection Program.
- Sought, attained and managed USEPA grant for identification and elimination of Underground Injection Control Class V motor vehicle waste disposal wells.
- County representative to three member coalition (including the cities of South Bend and Mishawaka) for USEPA community-wide Brownfields assessment grant.
- Participated in internal enforcement actions as well as interjurisdictional (IDEM, USEPA) investigations, enforcement actions, and program maintenance requirements.
- Primary on-call individual for hazardous substance incident response.
- GIS Analyst – responsible for creating & maintaining Division's geographical information system.

# John D. Lankowicz

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## EXPERIENCE (con.t)

- Assumed and expanded upon the role of the Department's permanent Information Technology manager position that was eliminated in 2010.

**Project Manager**, Environmental Planning & Management (EPM), Inc., Lake Success, NY  
1995 - 2001

- Conducted Phase I & II Environmental Site Assessments
- Conducted Hazardous Waste / Contaminated Materials Screening Reports and Hazardous Waste Assessment Studies for NYSDOT and NYCDOT projects.
- Supervised staff technical personnel.
- Prepared CAD asbestos abatement drawings and groundwater contamination maps utilizing Autocad Lt. and Surfer contouring software
- Planned, developed, and managed company's server-based computer network.

**Project Geologist**, Impact Environmental, Kings Park, NY  
Internship (Fall & Winter 1990), employed full time - 1993

- Performed Phase I and II Environmental Site Assessments
- Geoprobe (direct push drilling) operator

**Assistant Project Hydrogeologist**, Environmental Resources Management, Woodbury, NY  
Feb. 1991 - Feb. 1993

- Assisted in contaminated soil and groundwater assessments and remediation projects at industrial and commercial facilities located throughout the Mid-Atlantic and New England areas. Primarily responsible for implementation of sampling plans and data reduction.

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## EDUCATION

### **B.A. Earth and Space Sciences,**

Minor: Technological Systems Management

State University of New York at Stony Brook, Stony Brook, NY, May 2001.

**Graduate Coursework - Technological Systems Management** (Concentration in Environmental and Waste Management), SUNY Stony Brook, 1995-1996.

**PostBaccalaureate Certificate – Geographical Information Systems,**  
Penn State University, 2015

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## PROFESSIONAL AFFILIATIONS/TRAINING/CERTIFICATIONS

- St. Joseph County Local Emergency Planning Committee – Chairman (2009-2010)
- Indiana Water Monitoring Council - Groundwater Focus Committee Member (2013-2014)
- FBI CJIS Level 4 Clearance (exp. 3/10/21)
- State of Indiana Certified Hazardous Material Technician.
- OSHA Hazardous Waste Operations and Emergency Response – 40 hour training.
- Chemical Safety Audits (USEPA Office of Emergency and Remedial Response)
- NYS DOL Asbestos Handler Certification
- FEMA NIMS IS100, 200, 700 & 800 Certifications.
- Radiological Emergency Preparedness Training.
- FVolunteer Firefighter/EMT – Harris Township Fire Department, 2005-2007.
- Advanced Hazardous Materials (CHMM Prep) Course – EMI (Indianapolis), 2005
- Microsoft Certified Systems Engineer Training – Briarcliffe College, Bethpage, NY, 1998
- US Air Force Reserve Officers Training Corp., Manhattan College, NY, 1988 – 1990



# John D. Lankowicz

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## PROFESSIONAL PRESENTATIONS:

- *Sites of Potential Environmental Concern Survey (SPECS)*, presented to the St. Joseph County Water Resources Advisory Board (SJC WRAB), January 2013
- *Evaluation of Nitrates in Gilmer Park* – Geospatial analysis of nitrates in groundwater, presented to the SJC WRAB – Technical Working Group, July 2014
- *Motor Vehicle Waste Disposal Wells in St. Joseph County* – Identification and Closure, presented to the SJC WRAB, February 2009.

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## HOBBIES

- Private Pilot (Cessna 172) – President of Wings Flying Club, Elkhart, Indiana
- FAA Certified Remote Pilot – (DJI Phantom 4 Pro). Recreational and Contractor

## 📖 CHAPTER 51: SEWAGE AND SEPTIC SYSTEMS REGULATIONS

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### Section

#### *General Provisions*

- 51.01 Purpose
- 51.02 Conflicting ordinances
- 51.03 Incorporation by reference
- 51.04 Reporting requirement substitution
- 51.05 Definitions
- 51.06 Applicability
- 51.07 Prohibitions

#### Licensing and Permits

- 51.15 Licenses and registrations
- 51.16 Permits
- 51.17 Siting
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#### Construction

- 51.30 Site preparation
- 51.31 System design
- 51.32 System construction
- 51.33 System damage and maintenance
- 51.34 Wastewater administrative control areas

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51.36 Public education program

51.37 Issuance of standards and requirements

#### Administration and Enforcement

51.50 Enforcement

51.51 Variances

51.52 Disclaimer of liability

51.53 Effective date

51.99 Penalty *Cross-reference:*

*Onsite Wastewater Advisory Board, see § [32.07](#)*

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## GENERAL PROVISIONS

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### § 51.01 PURPOSE.

The purpose of this chapter is to protect the quality of drinking water supplies and public health, safety, welfare and property by establishing requirements for the design, installation, repair, inspection, protection and maintenance of onsite septic or sewage systems in the county.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.02 CONFLICTING ORDINANCES.

The provisions of this chapter shall be deemed as additional requirements to the minimum legal requirements of other governmental entities. In case of conflicting requirements, the most restrictive shall apply.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.03 INCORPORATION BY REFERENCE.

All rules, regulations and requirements of the Indiana State Department of Health (ISDH) related to septic systems, as amended from time to time, are hereby incorporated by reference. Any violation of these laws, regulations or requirements shall also be a violation of this chapter.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.04 REPORTING REQUIREMENT SUBSTITUTION.

In the case where a report requiring information of the same character must be filed to meet a federal or state requirement, the report may be copied and submitted to the Health Department in lieu of otherwise applicable reporting requirements under this chapter. Any information required by this chapter that is not included in the federal or state report must be submitted additionally.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.05 DEFINITIONS.

Except as defined below, the terms of Rule 410 IAC 6-8.3 or 410 IAC 6-10.1, as amended from time to time, shall have the same definition whenever used in this chapter. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***ABANDONMENT.*** The process of rendering a septic system which is no longer in use safe and sanitary.

***BEDROOM.*** Either any room:

(1) In a residence that could be occupied for the purpose of sleeping and contains an area of 70 square feet or more, at least one operable window or exterior door for emergency egress or rescue, and, for new construction, a closet; or

(2) Declared by the owner, by recorded affidavit supplied to the Health Department, that will be occupied for sleeping, and that the owner further agrees within the affidavit not to occupy any additional rooms for the purpose of sleeping or otherwise represent to others that any room, beyond the number specified in the affidavit, may be utilized for sleeping, without approval of the Health Department. Some restrictions on the use of affidavits are included in § 51.17.

**BOARD OF HEALTH.** The St. Joseph County Board of Health.

**CLUSTER SYSTEM.** An onsite sewage system designed to serve two (2) or more sewage-generating dwellings or facilities with multiple owners. Typically, the term includes a comprehensive, sequential land-use planning component and private ownership. This includes a Residential Cluster System as defined herein.

**COMMERCIAL FACILITY.** Any building or place not used exclusively as a residence, residential outbuilding or a single-family farm. A **COMMERCIAL FACILITY** includes but is not limited to:

- (1) An office building;
- (2) A manufacturing facility;
- (3) A single structure used or intended to be used for permanent or seasonal human habitation for sleeping three or more families (apartment, multiplex, townhouse or condominium);
- (4) A motel;
- (5) A restaurant;
- (6) A church;
- (7) A regulated facility; or
- (8) Any grouping of residences or businesses served by a cluster system.

**COMMERCIAL SEPTIC SYSTEM.** Any septic system that receives septic effluent from a commercial facility or cluster system.

**CONTRACTOR.** An organization that possesses a current septic contractor license from the Health Department.

**CONTRACTOR LICENSE.** A license issued by the Health Department, after specific conditions are met, to a company, partnership or corporation that authorizes the entity to install or repair septic systems in the county under permits issued by the Health Department. Septic systems may only be installed or repaired by persons employed by a company, partnership or corporation that possesses a current **CONTRACTOR LICENSE**.

**CONVEYANCE.** Any structural process for transferring storm water between at least two points. The term includes piping, ditches, swales, curbs, gutters, catch basins, channels, storm drains and roadways.

**DETENTION POND OR BASIN.** Also called a storm water detention area: it is an area designated for the temporary detention of storm water, with the outlet located at the lowest elevation of the depression.

**DRY WELL.** Any human-made structural cavity usually extending from or near the ground surface into the soil and used or intended to be used primarily to transmit wastewater to the soil or to dispose of the wastewater. **DRY WELLS** are typically made of concrete or rock, placed individually or stacked, and may or may not be surrounded or filled with gravel. The construction, installation, or repair of a **DRY WELL** to receive septic effluent is prohibited.

**GREASE TRAP.** A tank designed to intercept, congeal, and retain or remove fats, oils and grease (FOGs) from sewage.

**HABITABLE.** Livable and fit for a person to reside; free of defects that endanger the health and safety of occupants.

**HEALTH DEPARTMENT.** The Health Department of St. Joseph County, Indiana.

**HEALTH OFFICER.** The Health Officer of the St. Joseph County Health Department or his or her duly authorized representative.

**HOLDING TANK.** A tank not exceeding 10,000 gallons that receives septage and does not outlet to an on-site sewage disposal system.

**I.A.C.** Indiana Administrative Code.

**I.C.** Indiana Code.

**INSTALLATION.** The act of constructing a new or replacement septic system.

**INSTALLER LICENSE.** A license issued by the Health Department, after specific conditions are met, to an individual that authorizes the individual to install and repair septic systems in the county under permits issued by the Health Department. A person with an **INSTALLER LICENSE** must be employed by an entity with a contractor license to install or repair septic systems. A person with an **INSTALLER LICENSE** must be on site at all times when a septic system is being installed, including backfilling, or repaired.

**ISDH.** Indiana State Department of Health.

**MUNICIPAL SEWER SYSTEM** or **PUBLIC-OWNED TREATMENT WORKS (POTW).** Any device or system used in the treatment (including recycling and reclamation) of municipal sewage or industrial wastes of a liquid nature which is owned by a state or municipality, including a water and sewer district authorized by IDEM, as such device or system is defined by § 502(4) of the Clean Water Act. This definition includes sewers, pipes or other conveyances only if they convey wastewater to a POTW where treatment is provided.

**NEW CONSTRUCTION.** Installation of a septic system to serve a structure that does not have an existing system to dispose of sewage or where the structure has been destroyed or demolished. Certain requirements applicable to structures that have been destroyed are included in § [51.17](#).

**OPERATIONAL STATUS REPORT.** Written documentation of the condition of the septic system used to demonstrate the need for repair or replacement of the system in accordance with the procedures established by the Health Department.

**PERMIT STIPULATIONS.** Permit-specific requirements issued by the Health Department to address unique issues raised by site-specific conditions or situations.

**PERSON.** Any of the following or their authorized representative: any individual, trust, firm, joint stock company, nonprofit organization, church, federal agency, corporation (including a government corporation), limited liability company, partnership, co-partnership, company, estate, municipal corporation, city, school city, town, school town, school district, school corporation, county, state agency, association, state, municipality, commission, political subdivision of the state, any interstate entity or any other legal entity or their legal representative.

**POTABLE WATER.** Water intended and suitable for drinking or culinary purposes.

**PROPERTY OWNER.** Any person or his or her authorized representative who owns a property or part of a property or a facility or part of a facility subject to the requirements of this chapter.

**psi.** Pounds per square inch.

**PUMP ASSISTED SEPTIC SYSTEM.** Any septic system that conveys septic effluent by force to a distribution box or manifold via a pressure delivery line, including but not limited to flood dose, pressure distribution and mound septic systems.

**REGULATORY FLOOD ELEVATION OR RFE.** The elevation of surface water resulting from a flood for which there is a one percent (1%) probability of equaling or exceeding that level in any given year as calculated by a method and procedure that is approved by the Indiana Natural Resources Commission. The regulatory flood elevation is also referred to as the base flood elevation.

**REPAIR.** Any activity, except routine maintenance, that replaces or otherwise modifies an existing component of a septic system other than the absorption area. Specifically included are: installation or replacement of a tank, pump, distribution box, effluent line, effluent filter or aeration treatment unit (ATU), patching or resealing tanks and air injection soil fracturing. Specifically excluded are replacing or adding a tank lid or riser or installing baffles internally.

**REPLACEMENT.** Adding to or replacing an absorption area to serve a structure that has an existing system to dispose of sewage.

**RESIDENTIAL CLUSTER SYSTEM.** A residential cluster system is an onsite sewage system designed to serve two (2) or more sewage-generating residences where the sewage generating structures are separately owned.

**RESIDENTIAL OUTBUILDING.** A building for the private use of the owner not intended to be used for permanent or seasonal human habitation or sleeping.

**RETENTION POND OR BASIN.** An artificial lake or basin that includes a permanent pool of water in its design. For the purposes of separation distances, considered the same as a pond, lake, or reservoir.

**RULE 410.** The Indiana State Department of Health Rule 410 IAC 6-8.3, Residential Onsite Sewage Systems; 410 IAC 6-10.1, Commercial Onsite Sewage Systems; and Bulletin S.E. 11, “The Sanitary Vault Privy”, 2021 1986 Edition as amended from time to time, and any lawful orders and requirements issued by ISDH pursuant to Rule 410 IAC 6-8.3 and 410 IAC 6-10.1.

**RWSD.** The St. Joseph County Regional Water and Sewer District. The organization established pursuant to Indiana Code IC 13-26 to provide water and sewer services in the unincorporated areas of St. Joseph County.

**SANITARY PRIVY.** A small enclosed structure for the purpose of serving as an outdoor toilet.

**SANITARY SEWERAGE SYSTEM.** A sewer or system of sewers that convey sewage away from the lot on which it originates to a wastewater treatment facility owned and operated by:

- (1) An incorporated city or town;
- (2) A conservancy district;
- (3) A regional sewer district; or
- (4) A private utility.

**SEPTIC EFFLUENT, SEPTAGE, SEWAGE or WASTEWATER.** Any combination of liquid- and water-carried wastes from residence(s), commercial building(s), industry(s),



institutions or any other facility generated by ordinary living processes or other waste approved by ISDH. Also includes any groundwater, surface water or storm water that may be present in the distribution system **or holding tank**.

**SEPTIC or SEWAGE SYSTEM.** Any portion of a residential or commercial septic system outside of the structure it serves which is used for the conduction, conveyance, collection, storage, treatment, and onsite disposal of sewage.

**SEPTIC SYSTEM FAILURE.** Any system that meets one or more of the following criteria:

- (1) The system refuses to accept sewage at the rate of design application;
- (2) Effluent discharge exceeds the absorptive capacity of the soil, resulting in ponding, seepage or other discharge of effluent to the ground surface or to surface waters; or
- (3) Effluent is discharged or released from the system causing contamination of a potable water supply, groundwater or surface water.

**SEPTIC TANK.** A structure into which sewage is discharged for settling and solids digestion.

**SITING.** The process of selecting an appropriate and lawful location for the installation of a septic system.

**START OF CONSTRUCTION.** Any site activity undertaken for the erection of the structure to be served by a septic system or the delivery of manufactured housing.

**TECHNOLOGY NEW TO INDIANA or TNI.** Any onsite sewage treatment or disposal methods, processes, or equipment not described in 410 IAC 6-8.3 that have been approved by the ISDH in accordance with Section 52(h) of Rule 410.

**WASTEWATER ADMINISTRATIVE CONTROL AREA.** A geographic area established by the Health Department where septic systems have caused drinking water supplies to exceed federal drinking water standards and where the Health Department has established requirements related to septic systems to protect the quality of the groundwater and public health.

**WELL.** Any artificial excavation that penetrates or derives water from the interstices of the rocks or soil it penetrates, including **WELLS** for potable or nonpotable purposes.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

## § 51.06 APPLICABILITY.

This chapter applies to the design, installation, repair, inspection, protection and maintenance of any septic system installed or proposed to be installed in the county.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

## § 51.07 PROHIBITIONS.

(A) A septic system that has failed or fails to operate as designed is a threat to the quality of the groundwater and surface waters and is thereby a threat to public health. Any person who owns a property with a failed septic system shall:

(1) Inform the Health Department of the failure; and

(2) Comply with any lawful orders of the Health Department to repair or replace the failed system.

(B) Dry wells that receive septic effluent are a potential threat to the quality of the groundwater and are thereby a threat to public health.

(1) No person may install, replace, modify or repair a dry well that receives or is intended to receive septic effluent.

(2) The Health Department shall assess penalties and suspend or cancel the contractor license of any person who installs, replaces, modifies, or repairs a dry well that receives or will receive septic effluent.

(3) The Health Department will not issue a permit for any repair on a septic system that utilizes a drywell as one of its disposal methods.

(4) The Health Department will require the removal from service:

(a) Any drywell serving more than 20 people per day, in accordance with federal Underground Injection Control Regulations requiring such as of 2005.

(b) Any drywell without a permit on file with the Health Department

(c) Any drywell in areas where the drinking water does not meet Federal Drinking Water Standards

(d) Any other drywell when deemed reasonable and necessary by the Health Department.

(C) The discharge of septic effluent to the ground surface, ditch, waterway, conveyance or tile that discharges to the surface or a waterway or conveyance is a threat to the quality of the surface water and is thereby a threat to public health.

(1) No person may install or repair any device which facilitates the discharge of septic effluent as described in this division (C).

(2) The Health Department shall assess penalties and suspend or cancel the contractor license of any person who installs any device to facilitate the discharge of septic effluent as described in this division (C).

(D) (1) The County Building Department shall provide any applicant proposing to increase the number of bedrooms in a residence or move a structure, including a manufactured home, to a new location with a notice prepared by the Health Department explaining the requirements and recommendations for modifications to their septic system.

(2) Any person applying to increase the number of bedrooms in a residence or move a structure, including a manufactured home, to a new location which is or will be served by an onsite septic system shall obtain a septic permit or a written opinion from the Health Department stating that the existing septic system appears to be adequate to meet the requirements of the proposed structure.

(E) Any county, city, or town government agency receiving an application to rezone a property which has a structure served by an onsite septic system shall notify the Health Department of the application at least ten working days prior to taking final action on the application. When reasonable and necessary, the Health Department may:

(1) Provide comments on the application;

(2) Require the applicant to submit any reasonable and necessary information required to assess the adequacy of the septic system; and

(3) Require that the septic system be modified or replaced to meet current state and county requirements for the intended use.

(F) The discharge or release of any material other than human waste, waste generated from culinary processes and other waste generated by normal living processes or waste approved by the State Department of Health to a septic system is a threat to the quality of the groundwater and public health. No person shall discharge any waste other than that described above to a septic system of any kind.

(G) No person may pump, haul, dispose, discard or release septic effluent that has been pumped from a septic tank, dry well or any other item used to hold or store septic effluent in a manner that is not in compliance with the requirements of the Indiana Department of Environmental Management.

(H) No person, including a municipality, shall construct a sewer or water supply system or extend the service area of an existing sewer or water supply system within the county that is

outside the boundaries of the municipality without first informing the Health Department according to the following requirements.

(1) The person shall provide the Health Department with three copies of the following information for any portion of the sewer or water supply system that will be located outside of the boundaries of the municipality:

(a) Engineered drawings of a size and scale suitable to meet the needs of the Health Department showing the location, size and capacity of all components of the system, including any piping, lift stations and other major components;

(b) Regardless of the requirement listed in division (H) (1) (a) above, no person shall be required to prepare drawings which have not been prepared for other purposes;

(c) The proposed schedule for the construction of the system; and

(d) Drawings of a size and scale suitable to meet the needs of the Health Department showing the area where structures which are currently served by an onsite system will be eligible to be served by the system.

(2) The person shall provide the information identified above to the Health Department as soon as possible during the planning process and in all cases the information shall be provided prior to starting any construction of the system.

(3) If any substantive change is made to any of the items listed in division (H)(1)(a) above, the person shall provide updated information to the Health Department according to the schedule provided in division (H)(2) above.

(4) Upon receipt of the information described above, the Health Department shall provide one copy of the information to the County Area Plan Commission and one copy to the County Regional Water and Sewer District.

(5) Any person violating any provision identified above shall be subject to the enforcement provisions in § 51.50 and the penalties listed in § [51.99](#).

(Ord. 58-07, passed 7-17-2007; Ord. 15-09, passed 2-10-2009; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

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## LICENSING AND PERMITS

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## § 51.15 LICENSES AND REGISTRATIONS.

### (A) *Contractor licenses.*

(1) Any company, partnership or corporation that installs or repairs a septic system in the county shall first obtain a contractor license from the Health Department except as provided in division (A)(2)(f) below.

(2) Any person applying for a contractor license shall:

(a) Complete an application as prescribed by the Health Department;

(b) Pay a nonrefundable license fee annually to the Health Department as prescribed by the County Commissioners; and

(c) Provide a bond made payable to the Health Department according to the following requirements.

1. The bond shall be made payable to cover the costs when the contractor fails to pay for:

a. Repairing work performed in violation of this chapter, and the lawful orders of the Health Department;

b. Penalties applied to a contractor for violation of Rule 410, this chapter and the lawful orders of the Health Department as assigned by the Health Department consistent with §§ [51.50](#) and [51.99](#); or

c. The Health Department's cost of enforcing violations consistent with §§ [51.50](#) and [51.99](#).

2. The amount of the bond shall be:

a. For persons installing gravity feed septic systems only, ~~\$10,000~~\$25,000; and

b. For persons installing gravity feed and other types of septic systems, ~~\$20,000~~\$50,000.

(d) The term of the bond shall be one year and shall be renewed each year on January 31.

(e) Only one bond shall be required for any company, partnership or corporation applying for a contractor license.

(f) Residential property owners may install their own septic systems without obtaining a contractor or installer license or providing a bond to the Health Department if they:

1. Sign the “Homeowner Agreement” form supplied by the Health Department;
2. Obtain the appropriate septic installation permit;
2. Comply with all applicable laws, regulations and lawful orders of the Health Department;
- 3 Participate in a preconstruction meeting with the Health Department; and
4. Perform 100% of the installation work themselves.

(3) Contractor licenses expire annually on January 31 and fees shall not be pro-rated based upon licensing date.

(B) *Installer and inspector licenses.*

(1) Any person who installs or repairs gravity feed septic systems shall first obtain a gravity feed septic system installer license from the Health Department.

(2) Any person who installs or repairs pump assisted septic systems shall first obtain a pump assisted septic system license from the Health Department. A pump assisted septic system license shall also include a gravity feed septic system license.

(3) Any person who conducts a septic inspection for compliance with the property transfer provisions of the Source Water Protection Ordinance set forth in §§51.10 and §§ [52.001](#) through [52.014](#) shall first obtain a septic system inspector license from the Health Department.

(4) Any person applying for a license identified above shall:

- (a) Complete an application as prescribed by the Health Department;
- (b) Pay a nonrefundable license fee annually to the Health Department as prescribed by the County Board of Commissioners; and
- (c) Pass the appropriate test administered by the Health Department.

(5) Any person applying for a license shall first pass an open book test administered by the Health Department consistent with the following requirements.

(a) Separate tests shall be administered for gravity feed, pump assisted systems licenses and septic inspector licenses.

(b) The tests shall address the laws, regulations and technical principles associated with installing, repairing and inspecting septic systems, as appropriate.

(c) Any person who passes the appropriate test shall be exempt from any requirement to retake the test for a period of three years unless ordered by the Health Department to retake the test as part of a corrective action order.

(d) There shall be no cost for the test.

(e) Any person failing a test may retake the test after a period of seven calendar days.

(f) Any person who has a current pump assisted installation license shall be exempt from taking the test for an inspector's license.

(g) Any person who holds a current contractor or installer license shall be exempt from the fee for an inspector license.

(h) The Health Department may, at its discretion, accept a testing and certification process implemented by another party in place of testing required herein.

(6) At least one person with the appropriate installer license shall be on site at all times when a septic system is being installed, replaced or repaired, including backfilling, except as provided in division (A)(2)(f) above.

(7) Installer licenses expire annually on January 31 and fees shall not be pro-rated based upon licensing date.

(8) The renewal of licenses shall be subject to the verification of the completion of 4 hours of applicable continuing education in the previous year

(a) In the event of insufficient continuing education credit, the Health Department may withhold the renewal until the appropriate amount of hours have been completed.

(C) *Tank and distribution box manufacturer registration.*

(1) No tank or distribution box may be used in a septic system unless the specifications for the tank or distribution box have been registered with and approved by the Health Department.

(2) An applicant for approval of a tank or distribution box shall:

(a) Submit an application to the Health Department on forms provided by the Health Department;

(b) Provide the specifications for the design upon request; and

(c) Provide a copy of the manufacturer's ISDH approval, if ISDH approval is required.

(3) There shall be no fee to register as a septic tank or distribution box manufacturer.

(D) *Soil scientist registration.*

(1) Only soils data collected, analyzed and reported by persons registered with the Indiana Registry of Soil Scientists and approved by the Health Department shall be accepted for use in developing specifications for septic systems.

(2) The Health Department shall approve any soil scientist who:

(a) Submits a written request to the Health Department to be on the list of approved soil scientists;

(b) Is in good standing with the Indiana Registry of Soil Scientists;

(c) Does not have a history of repeatedly submitting deficient or incorrect soils information, as determined by the Health Department; and

(d) Does not have any unresolved violations of this chapter.

(3) The soil scientist shall be required to reregister with the Health Department every three years.

(4) The Health Department may issue policies and procedures for collecting and reporting soils data to be used for septic permit applications and septic decisions and recommendations issued by the Health Department. Soil scientists who perform soil evaluations for septic permits in St. Joseph County shall comply with all policies and procedures established by the Health Department.

(5) Any soil scientist who fails to follow the provisions of this chapter or the lawful orders of the Health Department shall be subject to the enforcement provisions contained in § [51.50](#) and the penalties contained in § [51.99](#).

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

## § 51.16 PERMITS.

(A) *General requirements.*



(1) Any person who installs or repairs any septic system shall first obtain the appropriate permit from the Health Department.

(2) Any person who operates a cluster system or other system where the Health Department has determined that an operating permit is required shall first obtain an operating permit from the Health Department.

(3) A fee shall be required for all permits and shall be:

- (a) Prescribed by the County Board of Commissioners;
- (b) Paid at the time the permit application is submitted; and
- (c) Nonrefundable.

(4) Obtaining the appropriate permit from the Health Department does not release any person from obtaining any other required permit or approval.

(B) *Permit categories.*

(1) Facility type.

(a) Residential permits shall be required for the following:

- 1. One- or two-family dwelling;
- 2. Two dwellings with a daily design flow of less than or equal to 750 gallons per day;
- 3. Residential outbuilding for the private use of the owner; and
- 4. Connection of a dwelling to a cluster system.

(b) Commercial permits shall be required for the following:

- 1. Any septic system that receives sewage from a commercial facility;
- 2. Any septic system that receives a construction approval letter from the ISDH;
- 3. Connection of a commercial facility to a cluster system.

(2) Permit types include:

- (a) New construction;

- (b) Replacement;
- (c) Repair;
- (d) Cluster; ~~and~~
- (e) Holding Tank, and
- (f) Operating.

(3) Any person desiring to operate one of the following septic systems shall first obtain an operating permit from the Health Department, as appropriate:

- (a) Any existing or proposed cluster system;
- (b) Any residential or commercial septic systems included in an administrative control area established pursuant to § [51.34](#) and where an operating permit has been determined to be necessary by the Health Department; or
- (c) Any other system determined by the Health Department to require an operating permit. ~~Specifically included are constructed wetlands and systems that include TNI.~~

(C) *General permit application requirements.*

- (1) All permit applications shall:
  - (a) Be submitted on forms prescribed by the Health Department;
  - (b) Contain the data prescribed by the Health Department assessing the suitability of the soils at the site to support the proper functioning of an onsite septic system; prepared by a soil scientist who is a member of the IRSS in good standing and registered with the Health Department; and
  - (c) Contain other data prescribed by the Health Department necessary to process the application, including, but not limited to:
    - 1. All well radii on subject and adjacent properties;
    - 2. Easements, property lines, right-of-ways and utility locations; ~~and~~
    - 3. Existing lot features; ~~and~~
    - 4. For New Construction and remodels, floorplans of all levels of the residence or other structure utilizing the onsite septic system.

(2) All designs, drawings and site plans submitted as part of a septic permit application shall:

(a) Include an accurate, neat and legible drawing made to scale and containing the information prescribed by the Health Department; and

(b) Be prepared by a person with a current county installer license, certified soil scientist, professional engineer, professional geologist or licensed surveyor except when a system is to be installed subject to division § [51.15\(A\)\(2\)\(f\)](#).

(3) The Health Department may refuse to accept drawings from any person identified in Section 15.16(C)(2)(b) who repeatedly:

- (a) Fails to comply with drawing requirements;
- (b) Fails to respond to the comments of the Health Department; or
- (c) Submits drawings in conflict with previous drawing submissions.

(4) Any application for a septic permit for new construction shall show the location of the proposed septic system and a set-aside area suitable for a replacement system subject to the following requirements.

(a) The set-aside area shall be assumed to be the same size and type as the first system unless otherwise specified by the Health Department.

(b) The set-aside area shall be in a suitable landscape position and have suitable topography.

(c) The set-aside area shall be used for site planning purposes and no guarantee shall be made or implied that the set-aside area will be suitable for a future replacement septic system.

(d) The Health Department shall not deny a septic system application for any lot platted by the Area Plan Commission prior to July 17, 2007, because there is insufficient space to designate a replacement system as described above.

(5) Any application for a septic permit for a replacement or repair shall include an Operational Status Report. The report shall be:

- 1. Prepared by a licensed septic installer or inspector;
- 2. Prepared according to the requirements of the Health Department; and
- 3. Documented on the appropriate form provided by the Health Department.

(D) *Cluster system permit application requirements.* An application for a permit to install a cluster system shall include the following:

(1) The name, business address and business telephone number of the owner;

(2) One set of detailed construction plans and specifications certified and sealed by an engineer or architect currently registered in the state. Plans shall be drawn to scale and have sufficient clarity to be reproduced;

- (3) A map showing the location of the property;
  - (4) A plot plan, drawn to scale, showing the location of the cluster system with respect to property lines, existing and proposed structures, roads and parking lots, any drinking water supply facilities within 300 feet of the cluster system and topography with contours at intervals of two feet or less;
  - (5) The maximum design capacity of the cluster system;
  - (6) A list of properties that are expected to be connected to the cluster system;
  - (7) A soil report detailing the evaluation of soils observed in the area of the proposed absorption field. A minimum of six borings within 50 feet of the absorption field, with no less than three of the six borings within the absorption field are required. Boring locations shall be evenly distributed throughout the absorption field area;
  - (8) A statement of how financial resources will be obtained to cover the cost to maintain and replace the system; and
  - (9) Any other information deemed appropriate and necessary by the Health Department.
- (E) *Cluster system operating permit application requirements.*
- (1) An application for a cluster system operating permit shall include the following:
    - (a) Proof of registration with the Indiana Utility Regulatory Commission (IURC) or documentation to the satisfaction of the Health Department that registration is not required; and
    - (b) A maintenance agreement that shall include the following, as applicable:
      - 1. Contact information for the organization responsible for maintenance;
      - 2. Vegetation and erosion control measures;
      - 3. Monitoring well sampling and inspection;
      - 4. Schedule for pumping and cleaning of septic tanks;
      - 5. Wastewater flow recording;
      - 6. A statement binding the owner to report all malfunctions of the systems to the Health Department; and
      - 7. Other information deemed reasonable and necessary by the Health Department.

(2) An executed maintenance agreement must be in place prior to connecting any residence to the cluster system.

(F) *Non-cluster system operating permit application requirements.*

(1) If an operating permit is determined to be required by the Health Department pursuant to §§ [51.31\(A\)\(4\)](#) or [51.34](#), the requirements for operating permits shall be made on a case-by-case basis by the Health Department and shall include the requirements that are reasonable and necessary to ensure the correct operation of the system.

(2) The requirements for the operating permit shall be specified by the Health Department in the permit to construct the septic system for which the operating permit is required.

(G) *Permit approval process where the Health Department is the sole permitting agency.*

(1) The property owner or his or her duly authorized agent shall:

(a) Apply for a permit and submit the soils information prescribed by the Health Department; and

(b) Designate and protect the septic area as per the requirements of § [51.30](#).

(2) The Health Department shall then:

(a) Review the soils data and other site information; and

(b) Issue minimum specifications for the design of the septic system, as appropriate.

(3) The property owner shall then submit a design consistent with the requirements of the Health Department that:

(a) Meets or exceeds the minimum design specifications of the Health Department;

(b) Contains all information prescribed by the Health Department; ~~and~~

(c) Contains a variance request on forms provided by the Health Department for any deviation from new construction design standards or minimum specifications issued by the Health Department. Any such variance request shall be in compliance with the provisions of Rule 410; ~~and~~

(d) ~~does not reuse existing septic system components for which there does not exist proper documentation from the installation.~~

- (4) The Health Department shall then:
- (a) Conduct an onsite inspection, as necessary;
  - (b) Review and assess the acceptability of the proposed design;
  - (c) Require modifications of the designs as necessary to meet specifications, site conditions and regulatory requirements; and
  - (d) Issue a permit upon the receipt and approval of all required information and after determining that the application meets all applicable state and county requirements.

- (5) The permit shall consist of:
- (a) An approval sheet;
  - (b) The approved specifications;
  - (c) The approved site plan and designs; and
  - (d) Any required permit stipulations.

(H) *Permit approval process (other than cluster systems) where both ISDH and Health Department are permitting agencies.*

(1) The property owner shall first make application to ISDH for approval to install or replace a septic system.

(2) Upon receiving ISDH approval of an application, the property owner shall submit a permit application to the Health Department along with a copy of the ISDH approval.

(3) The process as described in division (G) above shall then be followed to issue a permit.

(4) If the ISDH delegates the permit approval process to the Health Department during the approval process, the property owner or his or her authorized agent shall submit a copy of the delegating letter from ISDH and follow the process defined in division (G) above.

(I) *Permit approval process for cluster system installation permits.*

(1) The property owner shall submit an application to the Health Department for an installation permit at the same time an application is submitted to either the ISDH or the Indiana Utility Regulatory Commission (IURC), as appropriate.

(2) Within 30 calendar days of receipt of written approval by the IURC or ISDH, the applicant shall notify all owners of properties, residences and other structures within 500 feet of

the cluster system of the planned construction of the cluster system and shall provide a list of recipients of the notice to the Health Department.

(3) The Health Department shall follow the process described in division (G) above to process an application for an installation permit.

(4) A permit application for each facility to connect to the cluster system shall be obtained from the Health Department prior to connecting the facility to the cluster system.

(J) *Duration of permits.*

(1) An installation permit for new construction shall expire one year after issuance.

(2) An installation permit to replace or repair a system shall expire six months after issuance except as provided for in division (J)(4) below.

(3) Holding Tank installation permits and operating permits are valid for one year each.

(4) An operating permit shall be renewed every three years and shall be applied for at least 60 days prior to the expiration of the existing permit.

(5) If the Health Department determines that it is necessary to install or repair a septic system within a specified schedule to protect public health, the Health Department shall specify the schedule for installation in the permit. The schedule shall be binding on the property owner and any septic installer who agrees to perform the installation. The permit shall expire as indicated in the permit.

(K) *Requirements applicable to all permits.*

(1) All septic systems shall be installed in compliance with the following requirements:

- (a) Applicable ISDH requirements;
- (b) This chapter;
- (c) The approved design and site plan;
- (d) The specifications and permit stipulations issued by the Health Department; and
- (e) Any other lawful direction provided by ISDH or the Health Department.

(2) A copy of the applicable permit with all attachments must be on site at all times during construction of any septic system.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

## § 51.17 SITING.

(A) *Waste disposal systems.* All structures in which wastewater is generated shall be served by one of the following:

- (1) A sanitary sewerage system; or
- (2) A septic system that is:
  - (a) Located on the property on which the structure is located;
  - (b) Located on a property with an applicable septic system easement; or
  - (c) Connected to an approved cluster system.

(B) The Health Department may require any person applying to replat a property, rezone a property, or remodel an existing property to provide any reasonable and necessary information, inspections, and data needed to comply with § [51.07](#)(D) and (E).

(C) Any person applying to construct a cluster system shall first provide the Health Department with documentation from the authorized representative of the St. Joseph County Regional Water and Sewer District stating that the St. Joseph County Regional Water and Sewer District does not object to the construction and operation of the cluster system.

(D) *Connection to sanitary sewerage system.*

(1) The Health Department shall encourage the connection of residences and businesses to sanitary sewerage systems whenever practical, economical or in the interest of public health.

(2) Decisions concerning whether to require new subdivisions are to be connected to a sanitary sewerage system shall be made through the procedures established by County Code, [Chapter 153](#).

(3) If new construction is proposed or a residential or commercial septic system fails and a sanitary sewerage system is available adjacent to the property or adjacent to an easement or right-of-way which is adjacent to the property, the property owner shall connect to the sanitary sewerage system unless a written waiver is provided by the sanitary sewerage system to the Health Department.



(4) The Health Department may grant a variance of the requirement to connect to sanitary sewerage system if the Health Department determines the costs to connect to be prohibitive and there is no compelling public health reason to do so.

(5) Irrespective of the requirements listed in § [51.17\(D\)\(3\)](#) and (4), the Health Department will abide by any decision made by the St. Joseph County Regional Water and Sewer District concerning any property that shall or shall not use any sanitary sewerage system owned and operated or otherwise controlled by the St. Joseph County Regional Water and Sewer District unless there is a compelling public health reason not to abide by the decision.

(6) Irrespective of the requirements contained in § [51.17](#), the Health Department may require that any structure be connected to a sanitary sewerage system if there is a compelling public health reason to do so.

(E) The Health Department shall not accept an affidavit as described the definition of **BEDROOM** in § [51.05](#), Bedroom, for which the Health Department determines that a reduction in the size of the absorption field and/or septic tank would result in a septic system that may create a threat to public health. Any person who wishes to pursue the use of an affidavit shall first notify the Health Department in writing of their intent so that the Health Department may evaluate the potential for threats to public health.

(F) Any person applying for a septic permit shall, upon request, provide the Health Department with access to the structure to be served by the septic system and, for new construction, drawings of the proposed structure, for the purpose of determining the appropriate size of the septic system.

(G) When a habitable structure has been destroyed by a catastrophic event such as fire or wind, any applicant for a building permit to repair or replace the structure shall first provide the Health Department with a description of the existing septic system and soils sufficient to determine whether the existing septic system is adequate to serve the rebuilt structure. If the Health Department determines that the existing septic system is not adequate to serve the rebuilt structure, the applicant shall obtain a permit to install a new septic system. New construction standards and requirements shall apply to the new septic system; however, the Health Department shall not deny a permit to an applicant based upon the inability to meet new construction standards unless the Health Department determines the proposed septic system would be a threat to public health. The Health Department shall provide documentation to the applicant for submittal to the Building Department to confirm a suitable onsite sewage system exists or a permit has been issued to install a new system.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

## § 51.18 SOIL INVESTIGATIONS AND REPORTS.

The Health Department may issue policies and procedures concerning the preparation and submittal of soil reports to support any decision concerning septic systems and the policies and procedures shall be binding on all soil scientists and permit applicants.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

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## CONSTRUCTION

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### § 51.30 SITE PREPARATION.

(A) *New construction.*

(1) *Initial construction activities.*

(a) No site activity undertaken for the erection of any structure to be served by a septic system may be initiated prior to obtaining a septic permit.

(b) Clearing, grubbing and/or grading a lot prior to obtaining a septic permit is discouraged and subject to the provisions of divisions (A)(1)(c) and (A)(1)(d) below.

(c) Removing vegetation, scraping, cutting, filling or compacting soil, removing tree root balls or other surface disturbing activities in a designated septic area or on the location of a soil boring may render any soils report obtained prior to the disturbance unacceptable for use in determining soil conditions for any septic permit, approval or recommendation by the Health Department.

(d) If the surface disturbance activities described in division (A)(1)(c) above occur, the Health Department may require new soil borings and may require any of the following actions to mitigate the impacts to the soil if all state and county requirements concerning the design and installation of septic systems cannot be met:

1. Altering the design of the septic system;
2. Designating the proposed septic area unsuitable for any septic system; or
3. Designating the entire property unsuitable for any onsite septic system.

(2) *Protection of septic system and dispersal area prior to construction.*

(a) Prior to submitting a design for a septic permit, the property owner or his or her authorized agent shall designate and protect the septic system location by:

1. Placing metal fence posts extending approximately two feet below and four feet above the ground at the corners of the septic area and every 50 feet along the sides of the septic area;

2. Extending two lines of durable caution tape, rope or fence around the system approximately two feet and four feet above the ground and securely fastening it to each fence post so that it remains in place; and/or

3. Placing a sign no smaller than approximately one foot by two feet on a post or the tape, rope or fence which states “Designated Septic Area – Disturbing this area is a violation of County Code, Chapter 51”.

(b) Where an elevated sand mound is to be constructed, the down slope dispersal shall also be protected by the measures described in division (A)(2)(a) above.

(c) Upon the designation of the site of the proposed septic area by the method described in division (A)(2)(a) above, no person shall disturb the designated area by any of the activities described in division (A)(1)(c) above.

(d) The measures described in division (A)(2)(a) above shall be maintained until installation of the septic system begins.

(e) The Health Department may require any additional measures on a case-by-case basis as deemed reasonable and necessary to protect the proposed septic area, the installed septic system, and the dispersal area.

(3) *Protection of septic system and dispersal area after construction of the septic system.*

(a) After approval of the installation by the Health Department, the property owner or his or her authorized agent shall protect the septic system until the start of final site grading by re-erecting and maintaining the posts, caution tape or rope and sign erected pursuant to division (A)(2) above.

(b) It shall be a violation of this chapter for any person to:

1. Remove the posts, caution tape or rope or signs erected under divisions (A)(2) above or (A)(3), except to install the septic system or to perform final site grading; and/or

2. Disturb the soils of a designated septic area, an installed septic system, or their associated dispersal area in any way that could impact the ability of a septic system to function. The prohibited activities include but are not limited to:

a. Driving on the area except for the minimum amount necessary to install the septic system and for final site grading;

b. Placing fill material on or over the septic area except as required to meet state or county septic system installation requirements or as topsoil during final grading;

c. Removing any soil from the septic area;

d. Using the septic area to temporarily store any equipment or materials, including the stockpiling of earthen material;

e. Compacting the septic area and dispersal area in any manner; or

f. Removing large tree root balls that damage the area or system.

(c) A permanent fence shall be erected and maintained around any cluster system absorption field to protect the system from damage and vandalism. All fencing must be installed in accordance with existing zoning laws.

(4) *Health Department action.* If the Health Department determines that a proposed septic area has been damaged after the submittal of soil borings, the Health Department may take appropriate action to ensure that the site is suitable for installation of a septic system. Appropriate action may include but is not limited to the following:

(a) Reworking soils in the septic area;

(b) Implementing additional measures to protect the septic area or system;

(c) Canceling the septic permit;

(d) Requiring additional borings;

(e) Increasing the size of the absorption area or otherwise changing the specifications for the system;

(f) Preventing the use of the disturbed area for a septic system; and

(g) Preventing the installation of an onsite septic system.

(B) *Replacement construction.* Prior to applying for a septic permit, the property owner or his or her authorized agent shall designate the septic system location by marking the proposed location of the:

(1) Ends of the trenches, all tank(s), manifold and distribution box;

(2) Four corners of the aggregate bed and the downslope dispersal area; and

- (3) Utilities in the vicinity of the proposed system.

(Ord. 58-07, passed 7-17-2007) Penalty, see § [51.99](#)

## § 51.31 SYSTEM DESIGN.

### (A) *General requirements for equipment, materials, and suppliers.*

- (1) The design requirements listed in Rule 410 are the minimum acceptable requirements and the Health Department may issue requirements that exceed these requirements when reasonable and necessary to install a properly designed and sited system.

- (2) Only equipment and materials approved by ISDH, as required, shall be used in the county.

- (3) The Health Department may prohibit or restrict the use of any equipment, materials, practice, procedure, or technology when the Health Department determines that it is reasonable and necessary to ensure septic systems are properly designed and installed.

- (4) The Health Department may prohibit or restrict the use of a specific supplier of equipment or materials for use in septic systems when the Health Department determines the equipment or materials to be defective or not suited for the conditions in St. Joseph County and when it is reasonable and necessary to ensure septic systems are properly designed and installed. Prior to restricting the use of a specific supplier, the Health Department shall provide the supplier with a reasonable opportunity to correct any deficiency or to provide information to demonstrate the equipment or materials are suitable for the conditions in St. Joseph County.

- (5) The Health Department may issue policies and procedures pursuant to § [51.37](#)(B) to establish requirements, consistent with Rule 410, for the use of any equipment, material, practice, procedure, or technology.

### (B) *Additional requirements for approval of specific applications.*

- (1) An approved septic permit variance is required to obtain a septic permit for a replacement system that does not meet the new construction standards of Rule 410 and this chapter.

- (2) The Health Department may require that the design and construction of any septic system include materials and measures in addition to the materials and measures that are minimally required by Rule 410 and this chapter when, in the opinion of the Health Department, the measures are reasonable and necessary for a proposed or existing septic system to operate correctly.

(a) The Health Department's decision to require additional or different materials and/or measures shall be based on:

1. The soil and hydrogeologic conditions in the vicinity of the proposed septic system;

2. The history of septic failures in the vicinity of the proposed septic system; and/or

3. Other technical information or data that demonstrates a septic system would likely fail prematurely if it were installed with the materials and measures minimally required.

(b) The materials and measures may include but are not necessarily limited to any or all of the following:

1. Installation of two compartment septic tanks;

2. Installation of an effluent filter;

3. Obtaining an operating permit;

4. Enlarging the soil absorption area; and/or

5. Requiring a pump assisted system to be installed.

(c) The Health Department shall identify these materials and measures in the specifications, orders of the Health Department and/or permit, as appropriate.

(C) *Distribution boxes and piping.*

~~(1) Concrete distribution boxes are the preferred distribution box for use when installing or repairing new or replacement septic systems and the Health Department may require their use in any and all cases.~~

(2) Concrete distribution boxes shall be constructed of 4,000 psi concrete and the inside of the box shall be completely covered with a substance to prevent or inhibit corrosion such as a suitable bituminous material sprayed or painted on all inside surfaces. Nicks and scratches in the corrosion inhibitor made during installation shall be repaired.

(3) Any material used as a corrosion inhibitor shall be subject to the approval of the Health Department.

(4) For gravity distribution systems:

(a) Only ASTM D2665-09 Schedule 40 pipe or an equivalent approved by the Health Department shall be used from the residence, business or other structure to the distribution box and for the first five feet after the distribution box; and

(b) All connector openings on distribution boxes shall be watertight.

(5) All piping, except that described in division (B)(4) above, used in onsite septic systems shall meet the applicable minimum requirements of Rule 410.

(6) All fittings (couplers, elbows, reducers, tees and the like) used on force mains, pressure sewers, laterals or similar pipe under pressure shall be pressure rated to a standard to meet or exceed that of the piping.

(7) If the distribution box is not equipped with a baffle, the effluent line from the septic tank to the distribution box shall terminate inside the distribution box with a sweeping "T" which shall be installed in the vertical position.

(8) All piping from the structure to the septic tank shall have fittings/elbows of less than 90°.

(D) *Tanks.*

~~(1) All septic tanks shall have a minimum size of 1,000 gallons.~~

~~(2)~~ Drain holes in tanks are discouraged, but if included, shall be designed to be watertight and installed in such a manner to prevent the inflow or outflow of water throughout the design life of the tank.

~~(3) All effluent ports in concrete tanks shall be fitted with a mechanical sleeve and clamp.~~

~~(a) Connector openings shall be watertight, and incorporate a rubber gasket that:~~

~~1. Is made of polyisoprene or natural rubber;~~

~~2. Meets or exceeds the requirements of ASTM C 923;~~

~~3. Has a minimum tensile strength of 1,600 psi; and~~

~~4. Provides hydrostatic sealing to five psi and vacuum sealing to ten (100 inches of mercury).~~

~~(b) The seal between the connector and the pipe shall be made using an external compression take up clamp. The clamp must:~~

~~1. Be constructed of Series 304 or Series 305 nonmagnetic stainless steel;~~

~~2. Not use welds in its construction; and~~

~~3. Be adjusted using a screw and a torque setting wrench.~~

(42) All effluent ports in poly, plastic, or similar tanks shall be fitted with connectors according to manufacturer's recommendations.

(53) Access riser/manholes shall be included on all tanks and shall be:

(a) At least 18 inches in diameter extending to ground surface;

(b) Fitted with safely secured, gas-tight cover with either a locking device or screwed in;

(c) Provided for each tank compartment for service and inspection;

(d) Installed over the outlet/effluent filter;

(e) Installed in a manner to facilitate septic tank pumping and cleaning;

(e) Sealed to the top of the tank with butyl rubber sealant or hydraulic cement in a manner to provide a water-tight seal; and

(f) Fitted with a plug where the riser connects to the top of the tank to comply with the requirements of IC 16-41-25-3, whenever a riser is installed. A plug in the riser shall not be required if a plug is included in the tank.

(g) Health Department may require additional measures where deemed reasonable and necessary.

(6) Tanks constructed of two sections shall be sealed and risers attached in a manner to assure a watertight seal. The joint sealant for concrete tanks shall be installed when all adhesion surfaces are clean and dry and shall be:

~~(a) Composed of 100% butyl rubber (not butyl blend) and meet or exceed the requirements of ASTM C 990-09, Standard Specifications for Joints for Concrete Pipe, Manholes, and Precast Sections Using Preformed Flexible Joint Sealants, § 6.2 Butyl Rubber Sealant;~~

~~(ba)~~ Installed according to manufacturer's recommendations; and

~~(eb)~~ A minimum of one and one-half inches wide and compressed to 50%.

(E) *Absorption fields.*



(1) The minimum absorption area for any onsite septic system shall be based on requirements of Rule 410, ~~however, the daily design flow shall be no less than 450 gallons per day for a residential system and no less than 150 gallons per day for a nonresidential system. The Health Department may grant a variance to these minimum design flows when determined to be reasonable and necessary and in compliance with Rule 410.~~

(2) The minimum depth of aggregate above the distribution laterals shall be two inches throughout the entire length and width of trenches.

(3) When an interceptor drain is installed to lower the seasonal high water table, the Health Department shall specify the depth of the drain and the distance the drain shall extend down the slope on each end of the absorption field.

(F) *System replacement.*

(1) Designs for replacement systems shall meet the new construction standards of Rule 410 whenever possible.

(2) When removal of fill and backfilling the site with INDOT Specification 23 sand is necessary, pressure distribution of effluent shall be required ~~if utilizing conventional technologies.~~

(3) When space for a replacement system is limited, new construction standards may be relaxed for residential systems with the approval of the Health Department documented by a signed variance.

(a) The Health Department may add requirements when new construction standards cannot be met when necessary and reasonable to protect public health or enhance system performance.

(b) The order of preference when reducing standards shall be to:

1. Reduce separation distance to buildings or other structures;
2. Reduce on center separation between absorption trenches;
3. Reduce the total square footage of absorption trench; and
4. Install a bed system.

(4) Bed design shall meet the following requirements.

(a) The size of the absorption area shall be increased according to the requirements of the Health Department.

(b) Multiple beds are preferred over one large bed.

(c) Gravity laterals shall be positioned three feet on center within each bed.

(d) The bottom of a bed shall be excavated to a level elevation.

(e) Separation distance and the hole spacing between pressurized laterals will be evaluated on a case-by-case basis.

(f) Distribution boxes may be located within the bed when necessary to increase the total square footage of the bed.

(g) Effluent or outlet filters shall be installed when:

1. A bed, single or multiple, is installed;

2. The total square footage of absorption field fails to meet design specifications;

or

3. Deemed necessary by the Health Department.

(5) To retain the use of the existing system and create an alternating field system, the existing system must meet new construction standards with the exception of total square footage. Decisions on whether the size of the existing absorption area is sufficient shall be made by the Health Department on a case-by-case basis.

(G) *Cluster system operating requirements.*

(1) The Health Department shall be timely notified of any events, including but not limited to system failure, pump replacement, collection system failure, electrical failures and other similar events or proposed changes to the manner in which the system is operated.

(2) A quarterly inspection of the cluster system must be conducted and a report documenting the condition of the system shall be submitted to the Health Department within 30 days from the date of inspection.

(3) All monitoring data shall be submitted to the Health Department in accordance with the maintenance agreement.

(4) The Health Department may require sampling of residential wells considered to be at risk.

(H) *Cluster system replacement fund*

(1) Any person who owns a residential cluster system shall maintain a replacement fund to be used solely to replace or repair the soil absorption system upon its failure according to the following requirements.

(a) The replacement fund shall be collected, maintained, and used solely for the repair or replacement of the soil absorption system and shall not be used for monitoring, maintenance, or repair of any other component of the system.

(b) The replacement fund shall be maintained in a bank account, or other account as may be approved by the Health Department, separate from all other funds or finances of the owner.

(c) Each person responsible for making payments into the replacement fund shall make all payments as prescribed by the owner.

(d) The amount of the replacement fund and the rate it shall be accumulated shall be determined by the Health Department and shall be based on the estimate life of the soil absorption system, the costs to replace the system, and other factors as may be deemed appropriate by the Health Department.

(e) In December of each year, the owner shall provide the Health Department with a notarized financial statement showing the amount in the replacement fund.

(f) Owners of existing residential cluster systems shall begin to accumulate and maintain the replacement fund as prescribed by the Health Department by June 1, 2013.

(2) The Health Department may grant a variance to allow a major system component to be repaired or replaced using the replacement fund upon the request of the owner. If a variance is granted, the Health Department shall recalculate the amount of the required replacement fund and all other requirements of Section 51.31. (H) shall apply to the recalculated fund.

(3) If any requirements listed in Section 1 or 2 above are not met, the Health Department may take enforcement action against the owner as identified in Section 51.50 and assign penalties as prescribed in Section 51.99.

(4) The development of a replacement fund does not guarantee that sufficient funds will be available to repair or replace the soil absorption system when it fails.

(5) Upon receipt of a request from the owner, the St. Joseph County Regional Water and Sewer District may, own, operate, and/or manage a residential cluster septic system in accordance with the policies and procedures of the District.

#### (1) *Holding Tanks*

(1) The minimum size for a septage holding tank shall be 2,000 gallons.

(2) Residential sources generating septage being held in non-temporary and/or permanent holding tanks must discharge to tanks sized at 1,000 gallons per bedroom and/or bedroom equivalent

(3) Commercial sources of septage being held in non-temporary and/or permanent holding tanks must discharge to tanks sized at the rate of their Design Daily Flow, multiplied by seven.

(4) The piping and tank standards for material and separation distance shall mirror those set for

in Rule 410 for pipe specifications and septic tanks.

(5) Each holding tank must be equipped with audio and visual alarms, which are to be activated when the tank reaches two-thirds capacity

(6) No residence or commercial source connected to a septage holding tank may be occupied until a Holding Tank Operating Permit has been issued by the Health Department

(a) This Operating Permit must include:

(1) a written contract with an appropriately licensed operator of septage management vehicles providing for the removal of septage from the holding tank at regular intervals, not exceeding two months of continued occupancy

(2) a commitment to submitting records of the on-site sewage meter readings every time the tank is pumped, not exceeding two months

(3) a commitment to submitting a receipt from a licensed wastewater treatment plant as to the amount of sewage received from the hauler every time the tank is pumped, not exceeding two months

(b) A violation of the terms and requirements stated in the operating permit will result in the residence or commercial structure deemed a threat to public health and subject to condemnation and ordered vacated.

(8) The Department of Health may develop and make available additional standards concerning the installation and operation of holding tanks

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

## § 51.32 SYSTEM CONSTRUCTION.

(A) *Installation hold points for Health Department inspections.*

(1) The Health Department shall determine installation hold points for construction of any septic system that designate when the installer shall stop construction and contact the Health Department for a partial or final inspection.

(2) No contractor shall construct any portion of a septic system beyond the hold point until the Health Department provides a partial or final approval, as appropriate.

(3) The contractor installing a septic system shall contact the Health Department within at least 24 hours of reaching any hold point for an inspection and shall be responsible for protecting the integrity of any partially completed section of the system until construction is complete and the system is inspected and approved by the Health Department.

(B) *Septic Tanks and Dosing Tanks*

(1) Septic tanks and dosing tanks shall not be installed with the top of the tank below the RFE.

(C) *Distribution boxes and headers.*

(1) The area around the headers shall be appropriately bedded with earthen material to ensure that headers do not shift during backfilling.

(D) *Absorption fields.*

(1) All chambers must be bedded firmly along their sides prior to backfilling and the final inspection.

(2) No tilling may take place for a mound without a representative of the Health Department on site.

(E) *Covering systems.*

(1) All portions of a septic system shall remain uncovered to the maximum extent possible until inspected and approved by the Health Department. At a minimum, both ends of all trenches, all tanks, the distribution box and all portions of the headers shall remain uncovered until the systems is inspected and approved by the Health Department.

(2) Gravel in subsurface drains shall remain uncovered to the maximum extent practical until inspected and, in all cases, a section of the drain tile shall be exposed at one location on each side of the absorption field.

(3) Subsurface drain outlets shall not be covered until inspected and approved.

(F) *Abandonment and removal of septic systems.*

(1) General requirements.

(a) When a septic system or any component thereof must be abandoned or removed, it shall be completed in a safe and sanitary manner.

(b) An onsite septic system or any component thereof must be properly abandoned or removed upon a determination by the Health Department that it has failed or it is to be abandoned.

(c) Abandonment or removal methods shall be noted on the permit application to replace an existing system.

(d) Evidence of the proper disposal of waste materials shall be available upon request.

(e) Upon the approval of the Health Department, an existing system that has been replaced may be left intact and connected to the replacement system with a diverter box if the replaced system meets all current standards applicable to the installation of a replacement system. The replaced system shall not receive effluent for one year following its replacement.

(2) *Abandonment.* Septic tanks, dose tanks and dry wells shall be abandoned according to the following requirements.

(a) The power shall be disconnected at the source from all electrical controls and all controls and panels shall be removed. All electrical lines (including service lines) that will not be used for other purposes shall be removed.

(b) All tanks shall be pumped and cleaned by a person licensed by the Indiana Department of Environmental Management.

(c) Tanks shall be completely removed or filled with debris-free sand, soil or other debris-free earthen material in a manner to prevent settling.

(d) Dry wells shall be collapsed and filled or removed.

(e) The area shall be properly graded so that water does not pond over the area and a vegetative cover shall be established.

(3) *Absorption fields.*

(a) The components of the absorption field may be left intact.

(b) If effluent has discharged to the surface, the area shall be covered with hydrated lime.

(c) If the absorption field is to be removed:

1. The tanks shall be pumped and the absorption field shall be allowed to completely dry;
2. Distribution boxes shall be pumped and cleaned;
3. The distribution network, aggregate and sand (if any) shall be removed from the site and taken to a licensed landfill for disposal; and
4. The site shall be graded so that it does not pond water and a vegetative cover shall be established.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

### § 51.33 SYSTEM DAMAGE AND MAINTENANCE.

(A) *Damage to septic systems.* The owner of any property on which a damaged septic system is located shall repair or replace the system according to the requirements of the Health Department.

(B) *Maintenance of septic systems.*

(1) Property owners that have grease traps as part of their septic system shall have them pumped as often as necessary to prevent the release of grease, fats and oils directly into a septic tank.

(2) The Health Department may establish requirements for the pumping of any or all septic tanks and other reasonable and necessary routine maintenance activities. Property owners shall follow the manufacturer's maintenance recommendations for any equipment installed.

(3) No person shall discharge or release any hazardous material or petroleum products into a septic system or connect the septic system to any tank used to store the materials.

(C) *System protection.*

(1) No person may construct any structure or other improvement over any septic tank, distribution box or absorption area. The types of structures or improvements that are prohibited include but are not limited to a sidewalk, driveway, parking lot, paved or unpaved road, deck, swimming pool or shed.

(2) The Health Department may order the removal of any structure or other improvement constructed over a septic system and any necessary repair or replacement of the septic system caused by the construction.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013) Penalty, see § [51.99](#)

## § 51.34 WASTEWATER ADMINISTRATIVE CONTROL AREAS.

(A) *Purpose.* To protect drinking water supplies and public health, the Health Officer may establish wastewater administrative control areas where seepage or other releases of septic effluent are causing drinking water wells to exceed federal drinking water standards.

(B) *Process.*

(1) An Administrative Control Area may be established by:

- (a) Issuing a public notice of the intent to establish an Administrative Control Area;
- (b) Advising the potentially affected residents of the intent to establish an Administrative Control Area;
- (c) Preparing a draft Administrative Control Plan which shall:
  1. Identify the area to be included in the Administrative Control Area;
  2. Summarize the current and potential health threat(s);
  3. Identify the actions to be taken to reduce the threat to the drinking water supplies and public health; and
  4. Identify the implementation schedule for the actions.
- (d) The Health Department shall:
  1. Hold a public meeting to accept comments on the draft Administrative Control Plan; and
  2. Consider the public comments and prepare a Final Administrative Control Plan.

(2) The requirements of any Final Administrative Control Plan shall be binding on all persons within the Administrative Control Area.

(3) Among the requirements that the Health Department may consider for inclusion in an Administrative Control Plan are requiring:

- (a) Routine maintenance programs for septic systems;



- (b) An annual operating permit be obtained from the Health Department;
- (c) Pretreatment systems be installed on all systems;
- (d) New and replacement septic systems in the Administrative Control Area meet more strict design requirements;
- (e) Structures within the Administrative Control Area be connected to a municipal water system including a system under the jurisdiction of the County Regional Water and Sewer District; and
- (f) Other measures deemed appropriate and necessary by the Health Officer.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

#### **§ 51.35 ELIMINATION OF DIRECT DISCHARGE OF EFFLUENT.**

When the Health Department becomes aware of any direct discharge of septic waste or effluent from any structure to the surface or a drain tile, ditch, stream, lake or other surface water, the Health Department shall issue an order of abatement consistent with § [51.50](#) ordering the owner of the structure to install a septic system that meets all current state and county laws and regulations. The Health Department may issue a waiver of this requirement for any direct discharge that is being addressed by the County Regional Water and Sewer District in a plan approved by the State Department of Environmental Management.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

#### **§ 51.36 PUBLIC EDUCATION PROGRAM.**

The Health Department shall perform the following, subject to the availability of funds, to inform the public of the measures necessary to protect drinking water supplies from septic effluent and to improve the useful life of septic systems:

- (A) Prepare and implement plans to inform the public of the proper use and maintenance of septic systems and the potential impact of improper maintenance on drinking water quality; and

(B) Seek to partner with other parties that provide or have an interest in providing information to the public concerning the proper use and maintenance of septic systems and their potential impact on drinking water quality.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.37 ISSUANCE OF STANDARDS AND REQUIREMENTS.

(A) The County Board of Health may adopt, amend or rescind any rules, regulations or standards as deemed appropriate and necessary for proper enforcement of and to carry out the purposes and intent of this chapter subject to the following requirements:

(1) Public comment periods, public meetings and public hearings, as appropriate, shall be used in accordance with state law; and

(2) The County Onsite Wastewater Advisory Board shall be consulted prior to the issuance.

(B) The Health Department may adopt, amend or rescind policies and procedures for the appropriate implementation of this chapter.

(C) The rules, regulations, standards, policies and procedures issued pursuant to this chapter may not:

(1) Threaten public health; or

(2) Conflict with any provision of this chapter or other applicable federal, state or county laws or regulations.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

### § 51.40 PROPERTY TRANSFER INSPECTIONS

(A) All septic inspections performed to meet the requirements of §§ 52.001 through 52.014 shall be conducted by a registered and licensed septic inspector

(B) If the septic tank(s) is pumped prior to an inspection, the tank shall be filled to the outlet pipe prior to conducting the inspection. A septic tank shall not be pumped to mislead the buyer or the Health Department about the condition of the septic system.

(C) A septic inspection shall be performed according to the procedures established by the Health Department to observe and document the condition of the septic system to the extent the condition can be assessed by the procedures established by the Health Department. The septic inspection shall include an inspection to assess if:

- (1) A water tight and safety secured seal exists on the tank lid;
- (2) The tank(s) is structurally sound, sufficiently level, and holds effluent;
- (3) The baffle(s) is in place and functioning correctly;
- (4) The level of solids or floatable in the tank are impairing its use;
- (5) Any existing effluent filter is functioning correctly;
- (6) Any existing pump or alarm are functioning correctly;
- (7) Effluent flows freely into and out of the tank;
- (8) The absorption area has normal liquid levels and biomat;
- (9) Effluent is not rising above the outlet pipe, the top of the tank, to the ground surface, or into a surface water; and
- (10) Other items deemed reasonable and necessary by the Health Department.

(D) The inspector shall obtain a copy of the most recent drawing of the existing septic system from the Health Department and shall attach the drawing to the inspection report. The inspector shall also prepare a sketch showing the location of the septic system if the conditions observed in the field are different than the drawing obtained from the Health Department or if the Health Department does not have a current drawing of the septic system.

(E) The results of the septic inspection shall be documented on a form(s) provided by the Health Department.

(F) System Failure, Repair, and Cleaning

- (1) The Health Department may issue an appropriate order to repair, replace, or clean any system or part of a system that has failed, is in violation of applicable public health codes, or is a threat to the groundwater or public health as determined by the Health Officer.
- (2) Any person repairing or replacing a septic system or part of a system shall obtain the appropriate permit from the Health Department.

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## ADMINISTRATION AND ENFORCEMENT

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### § 51.50 ENFORCEMENT.

(A) *Enforcement authority.* Except as provided for elsewhere in this chapter, the Health Department is authorized and charged with enforcing this chapter.

(B) *Right of entry for permit inspections.*

(1) Any application for a permit submitted under the provisions of this chapter by a property owner or his or her authorized agent shall constitute permission for representatives of the Health Department bearing proper credentials and identification to enter the property identified in the application to:

- (a) Collect data and information necessary to process the application;
- (b) Inspect any existing septic system; and
- (c) Inspect the installation or repair of any septic system.

(2) In the event a person who has common ownership over a building, structure or land does not allow an inspection after a permit has been applied for, the following shall occur:

- (a) The application submitted or permit issued pursuant to this chapter shall be immediately cancelled;
- (b) All work being performed under a permit shall be immediately suspended; and
- (c) The work may only commence upon the issuance of a new permit and a notification by the Health Department that the work can continue.

(C) *Right of entry for inspecting conditions that may threaten public health.*

(1) When the Health Department has reason to believe that a septic system has failed or septic effluent is otherwise being released to the environment, representatives of the Health Department, bearing proper credentials and identification, may enter upon and inspect any private property for such purposes as inspecting, observing, measuring, sampling, testing and examining records necessary to carry out the provisions of this chapter.

(2) In the event a person who has common ownership over a building, structure or land does not permit an inspection, the inspection may be rescheduled and the person shall be notified

by certified mail. Failure of the person to thereafter permit an inspection will be sufficient grounds and probable cause for a court of competent jurisdiction to issue an administrative warrant for the purpose of inspecting, observing, measuring, sampling, testing or examining records necessary to carry out the provisions of this chapter.

(3) In the event a building, structure or land appears to be vacant or abandoned and/or the property owner cannot be readily contacted in order to obtain consent for an inspection, the representatives of the Health Department, may enter into or upon any open or unsecured portion of the premises for purposes of inspecting, observing, measuring, sampling, testing or examining records necessary to carry out the provisions of this chapter.

(D) *Corrective action for failed septic systems.* Whenever the Health Department determines there are reasonable grounds to believe that there has been a violation of any provision of this chapter or that a septic system has failed, the Health Department may issue a written order to abate the violation or repair or replace the failed system to the person or persons responsible for the violation and the property owner consistent with the following requirements.

(1) The abatement order shall be sent by certified mail to the last known address of the person responsible and the property owner.

(2) If the certified letter is returned, a copy of the letter shall be posted at the property where the violation occurred or where the failed system exists.

(3) The abatement order shall include a:

- (a) Statement explaining the nature of the violation or condition;
- (b) Description of the remedies required to abate the violation or condition;
- (c) Reasonable time for correcting the violation or condition; and
- (d) Description of the penalty that is imposed for the violation, if any.

(4) Any property owner notified of a corrective action requirement by the process identified above shall comply with the order or he or she shall be in violation of this chapter and subject to the penalties provided in § [51.99](#).

(E) *Order or abatement for failure to properly install a septic system.* Whenever the Health Department determines that a violation of this chapter has occurred during the installation of a septic system by a person possessing a license issued pursuant to § [51.15](#), the Health Department shall require corrective action consistent with the following.

(1) If the violation can be readily corrected without changing any permit requirements or altering the suitability of the site to support the septic system being installed or a future septic system that may become necessary, the following shall apply.

(a) The Health Department shall notify the contractor of the action required to correct the violation by leaving a tag at the site and by similarly verbally informing the licensee.

(b) The contractor shall perform the required action and contact the Health Department for a reinspection within 24 working hours.

(c) Failure to perform the action required shall be grounds for the issuance of an abatement order under this section.

(2) If the violation cannot be readily corrected without changing any permit requirements or altering the suitability of the site to support the septic system being installed or a future septic system that may become necessary, the following shall apply.

(a) The Health Department shall verbally order the immediate suspension of work and shall issue an order of abatement pursuant to this section.

(b) Upon the receipt of a verbal order to suspend work the licensee shall take the necessary measures and be responsible for protecting the site from any and all damage.

(c) The contractor shall comply with the order of abatement and pay any reasonable and appropriate penalty determined by the Health Department.

(d) If a contractor fails to comply with an order of abatement, the penalties shall increase and the Health Department may suspend or cancel the licensee of the offending party.

(F) *Issuance of emergency orders.*

(1) Whenever the Health Officer finds that an emergency exists which requires immediate action to protect the public health, the Health Officer may, without notice or hearing, issue an emergency abatement order to any person or licensee reciting the existence of such an emergency and requiring that action be taken as the Health Officer deems reasonable and necessary to meet the emergency. Notwithstanding any other provisions of this chapter, the order shall be effective immediately. An emergency abatement order may include but not be limited to:

(a) Immediately discontinuing the use of any septic system;

(b) Removing any septic effluent which has entered the environment; or

(c) Ordering any structure served by a failed septic system to be vacated.

(2) Any person receiving an emergency abatement order:

(a) Shall comply with and carry out the order;

(b) May seek a hearing under division (G) below while carrying out the order;

(c) Shall have the right to recover any of its response costs from the county to the extent that the order or any portion thereof is found to have been arbitrary or capricious or not otherwise in accordance with law; and

(d) If a person fails to perform the lawful measures ordered by the Health Department pursuant to this division (F), the Health Department:

1. May enter the property without prior notice to take or cause to be taken any emergency order; and

2. Shall be reimbursed by the person who failed to perform the emergency order for all costs incurred by the Health Department associated with taking the action ordered.

*(G) Corrective action for failure to collect, maintain, or pay residential cluster system repair and/or replacement fund.*

(1) Whenever the Health Department determines that the owner of a residential cluster system has failed to collect or maintain the replacement fund determined by the Health Department, the Health Department may:

- (a) Order the owner to modify the method, rate, or amount of funds collected;
- (b) Require other measures as may be deemed reasonable and necessary to protect public health and property; and
- (c) Require the payment of penalties as prescribed in Section 51.99.

(2) Whenever the Health Department determines that the owner of a property served by the residential cluster system has failed to make the required payments into the replacement fund, the Health Department may:

- (a) Order the property owner to modify the method, rate, or amount of the payment;
- (b) Require other measures as may be deemed reasonable and necessary to protect public health and property;
- (c) Require the payment of penalties as prescribed in Section 51.99; and
- (d) Require the property be disconnected from the residential cluster system and order the residence to be vacated.

*(H)Appealing an order of the Health Department.*

(1) Any person affected by an abatement order or any decision issued by the Health Department may petition for and shall be granted a hearing on the matter before the Health Officer, provided that the person shall file a petition with the office of the Health Officer by mail postmarked or hand delivered, within 15 days after service of an order of abatement or issuance of the decision. The request for a hearing shall be written and shall set forth a brief statement of the grounds thereof.

(2) Upon receipt of the petition, the Health Officer shall arrange a time and place for the hearing and shall give the petitioner written notice thereof. The hearing shall be held as soon as

practicable after the receipt of a petition but in no case shall the hearing be more than 30 days after receipt of the petition. At the hearing, the petitioner shall be given an opportunity to be heard and to show cause why the abatement order should not be complied with.

(3) The Health Officer shall sustain, modify or withdraw the notice to the petitioner as soon as practical and in no case later than 15 days following the hearing. The decision shall be final subject only to review by a court of competent jurisdiction.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

## § 51.51 VARIANCES.

(A) Any person affected by any adverse decision by the Health Department pursuant to this chapter may petition for a variance by the Health Department, provided that the person shall file a petition with the Health Department by mail postmarked or hand delivered within 30 days of the adverse decision. The variance request shall be written and shall set forth a brief statement of the grounds thereof.

(B) The Health Department shall approve, amend or disapprove a written petition for a variance from provisions of this chapter as soon as practical after receiving the petition and in no case more than 30 days after the petition is filed.

(C) A decision by the Health Department to approve, amend or disapprove a variance may be appealed to the Health Officer. The Health Officer shall render a decision in the matter as soon as practical and, in no case, later than 30 days after the submittal of the appeal.

(D) A decision by the Health Officer shall be final and appealable only to a court of competent jurisdiction.

(E) Neither the Health Department nor the Health Officer may approve a variance that:

(1) Materially threatens public health; or

(2) Would result in a material violation of any applicable federal, state or county law, regulation or rule.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)



## § 51.52 DISCLAIMER OF LIABILITY.

(A) This chapter shall not create liability on the part of the Health Department or any officer, employee or agent thereof for any damage that may result from reliance on this chapter or on any administrative decision lawfully made thereunder.

(B) All inspections shall be at the discretion of the Health Department, and nothing in this chapter shall be construed as requiring the Health Department to conduct any inspection, nor shall any inspection imply a duty to conduct any other inspection. Nothing in this chapter shall be construed to hold the Health Department responsible for any damage to persons or property by any failure to make an inspection or reinspection or for inspections that fail to identify unacceptable conditions or procedures.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

## § 51.53 EFFECTIVE DATE.

This chapter and all provisions contained herein shall become effective 60 days after approval.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

## § 51.99 PENALTY.

(A) Any person determined by the Health Officer to be in violation of this chapter shall be punished for each offense by a penalty established by the Health Officer for first, second and subsequent offenses, as set out in the [Appendix: Schedule of Fines and Fees](#).

(B) Any person owning property on which a violation of this chapter occurs may be punished for each offense by a penalty established by the Health Officer for first, second and subsequent offenses, as set out in the [Appendix: Schedule of Fines and Fees](#).

(BC) Each day a person fails to perform the corrective action in accordance with the schedule identified in an abatement order issued by the Health Officer shall constitute a distinct and separate violation and the person shall be subject to the penalties identified in division (A) above.

(€D) Any person violating any provisions of this chapter shall be liable to the Health Department for any expense, loss or damage occasioned it by reason of the violation, including the costs for labor, supplies, equipment and services.

(ÐE) The Health Officer may restrict, suspend, revoke or cancel any license or registration issued pursuant to the provisions of this chapter for:

- (1) Repeated substantive violations of this chapter;
- (2) Failure to perform a corrective action ordered by the Health Department;
- (3) Violations of the prohibitions identified in § [51.07](#); or
- (4) Providing false information to the Health Department.

(Ord. 58-07, passed 7-17-2007; Am. Ord. 61-11, passed 5-10-2011; Am. Ord. 26-13, passed 5-14-2013)

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

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Health/Nursing  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** October 2006  
**DATE REVISED:** July 2023

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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

Incumbent serves as Administrative Assistant for the St. Joseph County Department of Health Nursing Unit, responsible for animal bites, creating medical records, maintaining accurate files, ensuring compliance with legal requirements and providing clerical support to department personnel.

**DUTIES:**

Answers telephone, responding to inquiries, providing information and assistance, scheduling appointments, and/or directing calls to appropriate unit or individual.

Creates medical records using File Maker for immunizations, lead, animal bites and TB results then scans paperwork into DocuWare.

Creates official medical records for clients receiving health care services at the St. Joseph County Health Department (SJCDoh). Files information in medical records as it is received and maintains medical records within the Medical Records Department in compliance with State and standard departmental policies and procedures.

Locates medical records for department staff as requested, verifying authorizations as required. Tracks the location of medical records that are removed from the Medical Records Department and documents the return of all circulating medical records.

Reviews all medical records for discrepancies, recording and notifying directors of said discrepancies.

Tracks disclosures of health information, ensuring compliance with State of Indiana and HIPPA policies and procedures.

Monitors South Bend Medical Foundation Lab reporting printer, distributing labs to appropriate nursing departments and maintaining/ordering printing supplies as needed. Troubleshoots printing problems, contacting Foundation when labs are not received and assisting with printing hardware issues as necessary.

Reviews all animal bites and notifies appropriate city, county and state agencies. Provides written communication and guidelines to the victim(s). Refer animal bites that require prophylactic intervention to the public health nurses. All animal bites will be entered into the appropriate government data base and filed in a timely manner.

Prepares orders for supplies for Nursing unit staff.

Occasionally balances cash drawer at end of the day.

Occasionally responds to public health emergencies on a 24-hour basis.

Occasionally attends training/workshops as necessary.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Previous experience in medical records department required. Associate degree in administrative support services or related field preferred.

Must be at least 18 years of age.

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

Knowledge of medical terminology, billing code systems, and applicable rules and regulations of Medicare, Medicaid, Indiana State Department of Health (ISDH), and private insurance companies, with ability to prepare billings and complete required paperwork.

Thorough knowledge of legal requirements and proper procedures for creating, filing, and releasing medical records information, with ability to assure proper maintenance of department files, apply and interpret procedures, and complete additional training seminars as needed.

Working knowledge of and ability to make practical application of computers and standard office software programs required for billing operations.

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

Ability to properly operate standard office equipment, including computer and department software applications, calculator, lab reporting printer, keyboard, telephone, copier, cash register, typewriter and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Family & Social Services Administration, area businesses, physician's offices, school corporations, childcare agencies, federal and state disability agencies 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.

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/difficult persons.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to file, post, mail materials and maintain accurate and organized records.

Ability to compile, analyze, evaluate and organize data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to compute/perform arithmetic operations, such as preparing billing statements and maintaining account balances.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours and travel out of town for seminars, but not overnight.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by Unit Director and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to director for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from director. Work is primarily reviewed for compliance with legal requirements and objectives and compliance with Department policy. Errors in work are usually detected or prevented through legally defined procedures. Undetected errors could result in loss of money to the department or loss of time to correct error and/or work delays in other departments/agencies.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, Family & Social Services Administration, area businesses, physician's offices, school corporations, childcare agencies, federal and state disability agencies, and the public for the purpose of exchanging information, rendering service and resolving problems.

Incumbent reports to the Director of Nursing.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains frequent contact with the public and may be exposed to difficult persons. Incumbent occasionally works extended hours and travels out of town for seminars, but not overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Administrative Assistant 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\_\_

POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA

POSITION: Insurance Billing Specialist  
DIVISION or UNIT: Nursing  
DEPARTMENT: Health  
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F  
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: June 2023  
DATE REVISED:

STATUS: Full-time  
FLSA STATUS: Non-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 Insurance Billing Specialist for the St. Joseph County Department of Health, responsible for overseeing billing, coding and claims.

**DUTIES:**

Oversees all billing processes.

Develops departmental policies regarding billing and coding. Updates payor service fee schedules and ensures all applicable local, state, and federal rules are followed.

Reviews and audits medical coding accuracy of services being submitted by providers.

Creates and submits claims to appropriate insurance payors and files all documentation as required.

Reviews all Explanation of Benefits (EOB's) received from payors and follows up on denied claims and resubmitting as needed.

Assists Administrator/Finance Director to ensure clinic fee schedule and insurance reimbursement rates cover cost of supplies.

Schedules client appointments and determines insurance eligibility in advance for patient eligibility and informs patient and clinic staff on patient's financial responsibility required at time of service.

Attests within CAQH for all providers, ensuring all documentation is up to date and complete to avoid delays in credentialing steps and/or payments.

Communicates changes to staff regarding billing and coding and conducts staff training.

Onboards new providers and sets up insurance payer's documentation and ensures the facility is appropriately credentialed with payors.

Assists with all required Managed Care Organizations (MCO's), Family and Social Services Administration (FSSA), and other department audits.

Serves as liaison between Department of Health and Billing vendor.

Serves as backup for support staff shortages and assists in covering the front desk operations.

Attends and views webinars to enhance understanding of medical coding and payer's policies.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Associate degree with Billing and Coding certification and one year of experience with billing and coding, working with electronic medical records, and experience with billing software.

Possession of valid certified Professional Coder (CPC) certification or equivalent required.

Practical knowledge of legal requirements and proper procedures for creating, filing, and releasing medical records information, with ability to ensure proper maintenance of department files, apply and interpret procedures, and complete additional training as needed.

Practical knowledge of medical terminology, billing code systems, such as ICD-10 and CPT codes, and applicable rules and regulations of Medicare, Medicaid, Indiana Department of Health (IDOH), and private insurance companies, with ability to prepare billings and complete required paperwork.

Practical knowledge of and ability to apply Medicaid, Medicare, and other private insurance billing practices including IT skills, such as knowledge of electronic medical records (EMR) and working in a medical clinic environment.

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

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

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



Working knowledge of medical office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems such as billing or medical records management software, 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.

Ability to properly operate standard office equipment, including computer, calculator, telephone, copier, scanner, and fax machine.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, insurance vendors, contractors, 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 count, compute, and perform arithmetic operations such as understanding billing statements and maintaining account balances.

Ability to compile, classify, analyze data, and make data-driven decisions.

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 understand, memorize, retain, and carry out verbal or written instructions.

Ability to file, post, and mail materials.

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

Ability to work on several tasks at a time, occasionally under time pressure or amidst distractions.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended or weekend hours, travel out of town for training or workshops, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs duties that are moderately complex with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Work is primarily reviewed for compliance with department policy and legal requirements. Errors in work are usually detected or prevented through procedural safeguards, and legally defined procedures.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, insurance vendors, contractors, and the public, for the purpose of exchanging information and rendering service.

Incumbent reports directly to Administrator/Finance Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, close vision, speaking clearly, and hearing sounds/communication. Incumbent maintains contact with the public in a medical setting may be exposed to bloodborne pathogens.

Incumbent is required to occasionally work extended or weekend hours, travel out of town for training or workshops, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Medical Coding/Credentialing 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:** School Health Liaison  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** August 2023

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

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

Incumbent serves as a member of the Health Outreach, Promotion, Education (HOPE) Unit for the St. Joseph County Department of Health, responsible for working with all public, private, and parochial schools in St. Joseph County and continuing services and programming found beneficial to schools and to enhance additional education and services based on identified needs and other interactions with schools.

**DUTIES:**

Collaborate with schools on various student health and wellness initiatives and identify opportunities to provide additional support in the k-12 school environment.

Conduct county-level school meetings with appropriate school staff (school nurses or administrators if no nurse is present) on a quarterly basis (in person or virtual) or more frequently if needed or requested by schools.

Maintain a school contact list for all applicable school contacts in St. Joseph County.

Provide education related to communicable disease and other school requested educational offerings using best practice evidence-based resources (to schools and families)

Report as required to the Indiana Department of Health regarding activities and initiatives.

Supports schools with the completion of a needs assessment, formalizing communicable disease response plans, immunization clinics, dental, vision, and hearing screening requirements.

Coordinate, assist and ensure that schools within the jurisdiction have completed code driven requirements related to student health in Indiana.

Support schools by providing hands-on support in the school/districts when supporting and/or coordinating initiatives.

Continue and sustain best practices and initiatives as identified through this work.

Attend school-related meetings as necessary and requested.

Updates and creates health promotion and educational materials as necessary with support from HOPE unit.

Plans and produces health programs as necessary and/or directed.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in public health or related field required with a minimum of three years experience in public health and/or healthcare. Master's degree or RN is strongly preferred.

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

Working knowledge of health program education, ideally with schools, with the ability to effectively prepare and conduct environmental and wellness awareness educational activities and related materials for a wide variety of target groups.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare educational materials and detailed written reports as required.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine. Proficiency in database, word processing and presentation programs required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Health Administrator, Health Officer, community organizations, schools, 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.

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 understand, memorize, retain, and carry out verbal or written instructions.

Ability to file, post, mail materials and maintain accurate and organized records.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/present public speaking presentations and special events.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

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

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

## **II. DIFFICULTY OF WORK:**

Incumbent's work is broad in range and often requires careful analysis and consideration of Incumbent performs duties in accordance with generally applicable guidelines and professional standards, exercising independent judgment to assess and develop community health education programs, supervise personnel, and ensure effectiveness of unit operations. Decisions are restricted by only the broadest policy and/or guidance from the Director of HOPE.

## **III. RESPONSIBILITY:**

Incumbent makes a substantial contribution to department operations in continually assessing and developing health education and awareness programs that promote maximum health protection for County residents. Goals and objectives of incumbent's work are known, and work is reviewed primarily for appropriate direction of assigned operations, attainment of objectives, and continuing quality of Department of Health services for St. Joseph County. Highly unusual circumstances are discussed with the supervisor at incumbent's discretion.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, Health Officer, local businesses and community organizations, schools and the public for purposes of exchanging information, providing education/information, and coordinating unit operations as necessary.

Incumbent reports directly to the Director of Health Outreach, Promotion, Education (HOPE).

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, driving, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of School Health Liaison 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

Health

Factors: PAT

Status: Full Time

FLSA Status: Exempt

Written: 8/08/2023

Revised:

Incumbent:

Disc: St. Joseph County

File:







# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
**DEPARTMENT OF HEALTH**  
Prevent. Promote. Protect.

July 18, 2023

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

Members of the Board of Health,

The Department of Health would like your support to add a new fee to our 2023 fee schedule for our Nursing Unit. The proposed fee is \$35 and is for a QuantiFERON draw for our Tuberculosis (TB) patients. This service will help patients without a primary care provider get immediately tested and receive treatment without any delay. We will receive supplies from and send the draws to the State Laboratory which will cost us \$20.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD  
Health Officer

JHC:JP:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 16<sup>th</sup> Day of August, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Immunization Records Request fee on our 2023 fee schedule for our Nursing Unit. The proposed fee is \$5.00 which is an increase from the current fee of \$1.00. The increase being proposed is needed due to offset time that staff need to locate, print, and provide a copy of the record. \$5.00 is also the amount that Elkhart County charges.

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

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:JP:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 16<sup>th</sup> Day of August, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health



**ST. JOSEPH COUNTY**  
 DEPARTMENT OF HEALTH  
 Prevent. Promote. Protect.

## NURSING 2023 FEE SCHEDULE

Business transactions gladly accepted between the hours of 8 a.m. and 12 p.m. and 1 p.m. and 4 p.m. via cash, business check, money order, cashier's check, credit card and debit card.

All in-person AND on-line credit card and debit card payments will be charged a transaction fee of 2.5% or \$1.50, whichever is greater.

Thank you!

- **ADMINISTRATION**

Travel Vaccination Consultation	\$20.00/traveler
VFC/Section 317 Administration	\$15.00/dose

- **VACCINES**

DTaP - (Per Dose in a Multiple Shot Series)	\$55.00/dose
DTaP/IPV - (Per Dose in a Multiple Shot Series)	\$80.00/dose
DTaP/IPV-Hep B - (Per Dose in a Multiple Shot Series)	\$100.00/dose
DTaP/IPV-Hib - (Per Dose in a Multiple Shot Series)	\$100.00/dose
Hep A & Hep B - (Per Dose in a Multiple Shot Series)	\$135.00/dose
Hep A Adult - (Per Dose in a Multiple Shot Series)	\$100.00/dose
Hep A Pediatric - (Per Dose in a Multiple Shot Series)	\$60.00/dose
Hep B Adult, 3 doses - (Per Dose in a Multiple Shot Series)	\$75.00/dose
Hep B Adult, 2 doses - (Per Dose in a Multiple Shot Series)	\$145.00/dose
Hep B Pediatric - (Per Dose in a Multiple Shot Series)	\$46.00/dose
Hib - (Per Dose in a Multiple Shot Series)	\$55.00/dose
HPV9 - (Per Dose in a Multiple Shot Series)	\$265.00/dose
Influenza**	\$55.00/dose
Influenza – Pediatric**	\$45.00/dose
Influenza - Flumist**	\$55.00/dose
Influenza - High Dose**	\$80.00/dose
IPV - (Per Dose in a Multiple Shot Series)	\$53.00/dose
Measles, Mumps and Rubella - (Per Dose in a Multiple Shot Series)	\$110.00/dose
Meningococcal - (Per Dose in a Multiple Shot Series)	\$145.00/dose
Meningococcal B - (Per Dose in a Multiple Shot Series)	\$205.00/dose
Measles, Mumps, Rubella and Varicella - (Per Dose in a Multiple Shot Series)**	\$255.00/dose
PCV13 - (Per Dose in a Multiple Shot Series)	\$230.00/dose
PCV15 – (Per Dose)	\$240.00/dose
PCV20 – (Per Dose)	\$270.00/dose
PPSV23	\$135.00/dose
Rabies RIG - (Multiple Doses Based on Patients Weight)**	RIG cost plus \$25.00/dose

Rabies Vaccine - (Per Dose in a Multiple Shot Series)**	Vaccine cost plus \$25.00/dose
Rotavirus - (Per Dose in a Multiple Shot Series)	\$140.00/dose
Tdap	\$70.00/dose
Tetanus/Diphtheria	\$60.00/dose
Typhim	\$100.00/dose
Typhim, Oral - (Total Cost for Four (4) Capsules)	\$95.00
Varicella - (Per Dose in a Multiple Shot Series)	\$165.00/dose
Vaxelis (Per Dose)	\$130.00
Yellow Fever**	\$188.00/dose
Zoster**	\$195.00/dose

\*\* Please call (574) 235-9750, Extension 5 to verify availability of vaccine

- **TUBERCULOSIS - (TB)**

TB Test	\$30.00
Basic Tuberculosis Testing Training Class Includes Training Tools, Testing or Retesting for Certification ***	\$50.00/person

\*\*\* Please call (574) 235-9750, Extension 5 to verify availability of training.

- **MISCELLANEOUS**

<b>Immunization Record</b>	<b>\$1.00</b>
Set Up Fee for Private Off-Site Clinic <b>DOES NOT</b> include the Cost of the Individual Vaccine	\$30.00/Public Health Nurse
Copies	\$.05/page