

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
August 20, 2025
4:30 p.m.**

Join Zoom Meeting

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I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

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

III. APPROVAL OF MINUTES

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

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

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

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

VI. NEW BUSINESS:

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

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

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

VII. GRANT REQUESTS:

VIII. OLD BUSINESS:

IX. 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.

X. TIME AND PLACE OF NEXT REGULAR MEETING:

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

XI. ADJOURNMENT

2025 Board Members

<u>Board Member Name</u>	<u>Board Member Position</u>	<u>Appointment</u>	<u>Term Expiration</u>
John W. Linn, PE	Chair	Board of County Commissioners	12/31/2026
Elizabeth "Betsy" Lindenman, MD	Vice Chair	Board of County Commissioners	12/31/2028
Robert Hays, MD	Member	Board of County Commissioners	01/26/2027
Michael A. Harding, EdD	Member	Board of County Commissioners	12/31/2028
Ellen Reilander, Esq.	Member	Board of County Commissioners	12/31/2028
Jill Kaps VanBruaene	Member	Council - St. Joseph County	12/31/2028
Kristin Lynn Vincent, CNM	Member	Board of County Commissioners	12/31/2026
Vacant	Member	Mayor - City of South Bend	
Vacant	Member	Mayor - City of Mishawaka	
Michelle A. Migliore, D.O.	Secretary, Health Officer		
Marcel M. Lebbin, Esq.	Counsel		

The Title VI Coordinator has made available at this meeting a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.

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

Regular Meeting

MINUTES

July 16, 2025
4:30 p.m.

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

Members Present:

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

Members Absent:

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

Others Present:

Michelle Migliore, D.O.
Amy Ruppe
Renata Williams
Carolyn Smith
Mark Espich
Ashley Helman, RN

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

I. CALL TO ORDER & ROLL CALL

A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 5:01 p.m.

II. ADOPTION OF THE AGENDA

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

Ellen Reilander, Esq. asked for the agenda to be amended to include a Discussion and Vote – Apply - Automotive Safety Program (ASP) grant.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBraeue and unanimously carried, the agenda for July 16, 2025, was adopted, as amended.

III. APPROVAL OF MINUTES

A. It is recommended the Board of Health members approve the minutes of the regular meeting of June 18, 2025.

Upon a motion by Elizabeth Lindenman, MD. being seconded by Jill Kaps VanBruaene, and carried, the minutes of the June 18, 2025, meeting of the Board of Health were approved.

Ellen Reilander, Esq. abstained, as she was absent from the June 18, 2025, Board of Health meeting.

IV. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

V. HEALTH OFFICER PRESENTATION and REPORT

25-26 Discussion and Vote – Health Officer’s Report (2nd Quarter 2025)

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

Dr. Migliore provided an update on the lead testing for June they did 426 with 15 stakeholders, stakeholders are providers, daycares, early childhood programs. The MIH CHW’s continue to provide the EMBER program to expectant and postpartum mothers. The PHN’s are busy with animal bites. TB is serving 133 latent and active TB patients. The food and pool unit is very busy with fairs, and outdoor events. Vector is also very busy, as West Nile is present in SJC.

Ellen Reilander, Esq. asked about the financial grants that were spent down.

Amy Ruppe, Director of Finance stated that the Countywide Lead Initiative as well as the Health Safety PIN grant have been spent down. Staff supported by these grants were offloaded to HFI funding.

John Linn, P.E. asked about the budgeting process.

Amy Ruppe stated they met with the Commissioners, Council and Auditors on Monday, July 14, 2025. They were very appreciative of the Department of Health for staying focused on the community given our financial situation. The next step will be in late October at the Council’s Public Hearing.

Jill Kaps VanBruaene asked about the radon test kits.

Dr. Migliore stated we still do have radon test kits and they are also available at some of the libraries.

Brett Davis, Vector Coordinator indicated that when he detects West Nile Virus, he goes out and sprays in that particular area. He is also applying larvicide as well. Before he goes out and spray; he posts a public information sheet indicating where he will be spraying.

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

VI. NEW BUSINESS

There was no new business to discuss.

IX. GRANT REQUESTS

25-27 Discussion and Vote - Apply - Safety - Protecting Indiana's Newborns (Safety PIN)

Renata Williams, Director of C.A.R.E., "We are seeking approval to apply for the Safety PIN grant, which recently ended. This will support 4 current employees who are currently on the Health First Indiana funds".

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBruaene and unanimously carried, approval to apply for the Safety – Protecting Indiana's Newborns (Safety PIN) grant was granted.

25-28 Discussion and Vote – Apply - Automotive Safety Program (ASP)

Renata Williams, Director of C.A.R.E., "We just received information yesterday on this grant. This will be an opportunity to expand our car seat program".

Upon a motion by Ellen Reilander, Esq. being seconded by Elizabeth Lindenman, MD and unanimously carried, approval to apply for the Automotive Safety Program (ASP) grant was granted.

X. OLD BUSINESS

There was no old business to discuss.

XI. PUBLIC COMMENT (3 Minute Limit)

There was no public comment.

XII. TIME AND PLACE OF NEXT REGULAR MEETING

August 20, 2025 – 4:30 p.m. 4th Floor Council Chambers.

XIII. ADJOURNMENT

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:24 p.m.

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

Michelle Migliore, D.O.
Secretary of the Board



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

Health Officer's Report of Unit Activities
July 2025

ENVIRONMENTAL HEALTH

In the month of July, the Environmental Unit sampled 138 homes in Juday Creek over the course of three days. After receiving the results, the Sodium levels were found for each home, and then the results were emailed out to each resident. There was a total of six homes that had results over the 250 mg/L threshold.

In addition, the Environmental Unit is in the process of revising County Code 113 St Joseph County Massage Establishments/Therapy Ordinance. The proposed ordinance changes were the result of feedback from current massage therapists, law enforcement, and a nation-wide review of various massage ordinances.

Monthly Radon Statistics	July 2025
Tests Provided	32
Failed Results	1
Passing Results	23
Mitigation Bids Received	3
Remediation Systems Installed	8
Presentations	1

The Main Branch Library in downtown South Bend received 20 tests to restock their supply, in addition to the 32 tests that were distributed to homeowners. Jennifer Talboom from the E. Blair Warner Family Medicine Center requested and received a presentation on our radon program, as well as a supply of 15 tests and educational literature to hand out to their patients. A radon survey was created and shared with the Indiana Cancer Consortium Prevention Committee and will be given to the Indiana Builders Association in an upcoming newsletter in order to gauge the frequency with which builders use radon resistant materials and/or passive radon systems in their building process.

FINANCE

County Health Department

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget	May	June	July	YTD TOTALS
REVENUE						
Beginning Balance		\$4,003,259.26				\$4,003,259.26
Property, FIT, Excise, Vehicle Excise Tax			\$0.00	\$1,459,992.83	\$0.00	\$1,459,992.83
Federal Reimbursements			\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue			\$105.00	\$0.00	\$0.00	\$2,641.00
TOTAL Tax, Fed Reimb and Misc Revenue			\$105.00	\$1,459,992.83	\$0.00	\$5,465,893.09
Environmental Health			\$22,250.00	\$19,290.00	\$29,675.00	\$253,071.25
Food Services			\$17,257.75	\$14,313.75	\$10,375.00	\$388,296.75
Immunization Clinic (South Bend)			\$17,232.92	\$12,955.08	\$14,887.44	\$120,989.56
Vital Records (South Bend)			\$55,997.00	\$41,623.00	\$66,819.90	\$377,145.90
Immunization Clinic (Mishawaka)			\$7,513.00	\$2,839.00	\$489.00	\$38,577.00
Vital Records (Mishawaka)			\$1,243.00	\$1,880.00	\$2,605.00	\$19,135.00
Fees (Charge 2, Coroner Fee)			(\$3,430.00)	(\$3,634.00)	(\$5,700.00)	(\$35,771.50)
Total Fee Revenue			\$118,063.67	\$89,266.83	\$119,151.34	\$1,161,443.96
TOTAL REVENUE			\$118,168.67	\$1,549,259.66	\$119,151.34	\$6,627,337.05
EXPENDITURES						
10000 Series		Budget	May	June	July	Expenditures
11046	Director of Operations	\$76,650.00	\$5,896.16	\$5,896.16	\$8,844.24	\$47,169.28
11055	County Health Officer	\$131,250.00	\$10,096.16	\$10,096.16	\$15,144.24	\$80,769.28
11077	Admin. Assistant (3)	\$135,450.00	\$10,419.24	\$10,419.24	\$15,628.86	\$78,144.30
11143	Registrars (3)	\$119,358.00	\$9,181.38	\$9,181.38	\$13,772.07	\$73,410.23
11144	Nursing Registrars (2)	\$79,572.00	\$6,120.92	\$7,929.24	\$4,590.69	\$46,184.99
11145	Staff Assistants (2)	\$79,572.00	\$6,120.92	\$6,120.92	\$9,181.38	\$45,778.42
11151	Director of Vital Records	\$70,053.00	\$5,388.70	\$5,388.70	\$8,083.05	\$43,109.60
11154	Asst. Director Vital Records	\$63,945.00	\$4,918.84	\$4,918.84	\$7,378.26	\$39,350.72
11155	Nurses/Other Medical (7)	\$415,861.00	\$29,633.09	\$31,517.28	\$47,246.90	\$247,632.48
11160	Asst. Director of Finance	\$65,750.00	\$0.00	\$0.00	\$0.00	\$65,750.00
11161	Director of Env Health	\$70,053.00	\$5,388.70	\$5,388.70	\$8,083.05	\$43,109.60
11162	Asst. Dir Environmental Health	\$63,945.00	\$4,918.84	\$4,918.84	\$7,378.26	\$39,350.72
11163	Director of Food Services	\$70,053.00	\$5,388.70	\$5,388.70	\$8,083.05	\$43,109.60
11165	Asst Dir Food Services	\$63,945.00	\$4,918.84	\$4,918.84	\$7,378.26	\$39,350.72
11167	Community Health Worker	\$43,201.00	\$0.00	\$0.00	\$6,605.76	\$6,605.76
11170	Director of CARE	\$70,053.00	\$5,388.70	\$5,388.70	\$8,083.05	\$43,109.60
11172	Environmental Health Specialist (7)	\$405,935.00	\$30,207.03	\$34,898.68	\$39,690.00	\$241,094.11
11174	Food Service Specialist (5)	\$286,650.00	\$22,050.00	\$22,050.00	\$33,075.00	\$176,400.00
11181	Lead Program Coordinator	\$2,205.00	\$0.00	\$0.00	\$500.84	\$500.84
11183	Communications and Events Specialist	\$63,945.00	\$4,918.84	\$8,771.94	\$0.00	\$34,874.58
11184	Env Health Spec Coordinator (2)	\$4,410.00	\$339.24	\$339.24	\$508.86	\$2,713.92
11195	Public Health Coordinator	\$58,656.00	\$4,512.00	\$8,046.40	\$0.00	\$32,862.40
11305	Deputy County Attorney	\$17,713.00	\$1,362.54	\$1,362.54	\$2,043.81	\$10,900.32
11650	Executive Secretary	\$50,400.00	\$3,876.92	\$3,876.92	\$5,815.38	\$31,015.36
11701	Director of Nursing	\$91,111.00	\$7,008.54	\$7,008.54	\$10,512.81	\$48,332.36
11709	Asst. Dir. Nursing	\$63,000.00	\$0.00	\$0.00	\$0.00	\$63,000.00
11950	Part Time	\$41,046.00	\$0.00	\$0.00	\$4,426.43	\$4,426.43
11988	Director of Finance	\$76,650.00	\$5,896.16	\$5,896.16	\$8,844.24	\$47,169.28
12010	Data Analyst	\$63,945.00	\$4,918.84	\$4,918.84	\$7,378.26	\$39,350.72
14800	FICA Taxes @ 7.65%	\$209,231.17	\$14,612.33	\$15,836.03	\$21,463.31	\$117,153.24
14810	PERF @ 11.2%	\$304,340.60	\$20,175.53	\$21,730.91	\$28,313.07	\$160,741.15
14840	Health Insurance @ \$18,500	\$790,875.00	\$203,500.00	\$0.00	\$0.00	\$407,000.00
Total 10000 Series		\$4,148,823.77	\$437,157.16	\$252,207.90	\$338,053.13	\$2,270,720.01
Acct 20000 Series		Budget	2024 PO's	May	June	Expenditures
21030	Office Supplies	\$22,742.00	\$39.00	\$244.67	\$824.31	\$435.25
22120	Garage & Motor Supplies	\$11,980.00	\$1,932.12	\$0.00	\$0.00	\$3,631.14
22148	Field Supplies	\$4,000.00	\$76.88	\$350.00	\$74.69	\$362.89
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00
22406	Immunization Supplies	\$208,000.00	\$924.64	\$20,140.08	\$4,516.98	\$6,836.48
23243	Fuel Allocation	\$10,500.00	\$0.00	\$0.00	\$0.00	\$5,250.00
Total 20000 Series		\$259,472.00	\$2,972.64	\$20,734.75	\$5,415.98	\$7,634.62
Acct 30000 Series		Budget	2024 PO's	May	June	Expenditures
31010	Legal Services	\$80,000.00	\$0.00	\$3,575.00	\$7,650.00	\$100.00
31070	Other Contractual Services	\$140,087.00	\$0.00	\$10,500.00	\$10,656.73	\$12,110.30
31150	Medical Services	\$3,000.00	\$300.00	\$640.00	\$0.00	\$135.00
32200	Travel/Mileage	\$13,941.00	\$0.00	\$843.87	\$443.00	\$100.00
32203	Cell Phones	\$20,025.00	\$0.00	\$3,009.76	\$0.00	\$2,460.66
32350	Postage	\$250.00	\$0.00	\$0.00	\$0.00	\$30.78
32550	Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33128	Environmental Health	\$3,500.00	\$0.00	\$0.00	\$0.00	\$300.00
33243	Fleet Allocation	\$76,230.00	\$0.00	\$0.00	\$0.00	\$38,115.00
33368	Public Info & Educ	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
34030	Liability Insurance Coverage	\$187,406.00	\$0.00	\$46,851.50	\$0.00	\$0.00
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00
39010	Dues & Subscriptions	\$2,917.00	\$0.00	\$0.00	\$0.00	\$211.37
39600	Refunds, Awards & Indemnities	\$996.00	\$0.00	\$83.00	\$0.00	\$996.00
39750	Information Technology	\$5,000.00	\$0.00	\$998.00	\$715.18	\$577.12
Total 30000 Series		\$555,352.00	\$300.00	\$66,418.13	\$19,547.91	\$15,813.86
Total Budget		\$4,963,647.77	\$3,272.64			
TOTAL EXPENDITURES				\$524,310.04	\$277,171.79	\$361,501.61
Total Unexpended						\$2,334,887.13
Net (Monthly)				(\$406,141.37)	\$1,272,087.87	(\$242,350.27)
FUND BALANCE				\$2,965,566.17	\$4,237,654.04	\$3,995,303.77

Local Public Health Services

LEAD: Dr. Migliore - SUPPORT: Amy Ruppe and Mike Wruble

Valid: 01/01/2025-12/31/2025		Budget	May	June	July	YTD TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$2,048,859.05				\$2,048,859.05	
01412	State Grant		\$0.00	\$0.00	\$0.00	\$6,364,751.97	
	TOTAL REVENUE	\$2,048,859.05	\$0.00	\$0.00	\$0.00	\$8,413,611.02	
	EXPENDITURES						
Acct	10000 Series	Budget	May	June	July	Expenditures	Unexpended
11048	Vector Coordinator	\$60,638.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,638.00
11066	Vector/Env Health Specialist	\$57,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,330.00
11077	Admin Assistant	\$26,048.08	\$0.00	\$3,473.08	\$5,209.62	\$8,682.70	\$17,365.38
11155	Nurses/Other Medical	\$110,240.42	\$5,127.46	\$9,143.97	\$0.00	\$37,088.63	\$73,151.79
11167	Community Health Workers (15)	\$586,126.00	\$30,759.30	\$38,361.04	\$47,387.49	\$153,971.39	\$432,154.61
11172	Environmental Health Specialist	\$57,330.00	\$4,410.00	\$2,205.00	\$0.00	\$26,460.00	\$30,870.00
11174	Food Service Specialist	\$57,330.00	\$4,410.00	\$4,410.00	\$6,615.00	\$35,280.00	\$22,050.00
11176	Assistant Director of CARE	\$63,945.00	\$4,918.84	\$4,918.84	\$7,378.26	\$39,350.72	\$24,594.28
11180	School Health Liaison	\$66,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,657.00
11181	Lead Program Coordinator	\$2,205.00	\$339.24	\$339.24	\$8.02	\$2,205.00	(\$0.00)
11182	Director of Community Partnerships & Development	\$70,053.00	\$5,195.87	\$7,008.90	\$0.00	\$35,915.05	\$34,137.95
11196	Health Promotion Specialist (2)	\$110,250.00	\$8,480.76	\$8,480.76	\$10,600.95	\$65,725.89	\$44,524.11
11199	Perinatal Coordinator	\$59,535.00	\$4,579.62	\$4,579.62	\$6,869.43	\$36,636.96	\$22,898.04
11197	MIH Coordinator	\$66,657.00	\$5,127.46	\$5,127.46	\$7,691.19	\$17,946.11	\$48,710.89
11950	Part Time	\$132,434.10	\$0.00	\$15,575.64	\$14,456.33	\$30,031.97	\$102,402.13
14800	FICA Taxes @ 7.65%	\$123,271.97	\$5,639.11	\$7,718.11	\$7,948.81	\$36,566.74	\$86,705.23
14810	PERF @ 11.2%	\$161,054.73	\$8,753.20	\$9,923.90	\$10,295.24	\$52,056.32	\$108,998.41
14840	Health Insurance @ \$18,500	\$521,083.33	\$0.00	\$0.00	\$0.00	\$124,875.00	\$396,208.33
	Total 10000 Series	\$2,332,188.63	\$87,740.86	\$121,265.56	\$124,460.34	\$702,792.48	\$1,629,396.15
	Acct 20000 Series	Budget	May	June	July	Expenditures	Unexpended
21030	Office Supplies	\$47,539.00	\$167.05	\$0.00	\$412.46	\$1,022.44	\$46,516.56
22148	Field Supplies	\$476,250.00	\$0.00	\$479.11	\$485.56	\$19,743.94	\$456,506.06
22328	Equipment Repairs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
	Total 20000 Series	\$623,789.00	\$167.05	\$479.11	\$898.02	\$20,766.38	\$603,022.62
	Acct 30000 Series	Budget	May	June	July	Expenditures	Unexpended
31015	Consultant Services	\$75,600.00	\$6,300.00	\$6,300.00	\$6,300.00	\$25,200.00	\$50,400.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
31070	Other Contractual Services	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32020	Travel/Mileage	\$12,070.00	\$1,984.57	\$1,122.86	\$541.80	\$4,521.04	\$7,548.96
32050	Conferences & Trainings	\$18,500.00	\$0.00	\$0.00	\$247.00	\$1,648.03	\$16,851.97
32203	Cell Phones	\$25,929.00	\$2,134.54	\$0.00	\$2,193.94	\$7,553.20	\$18,375.80
32350	Postage	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
32550	Miscellaneous Costs	\$348,318.96	\$0.00	\$0.00	\$0.00	\$10,871.87	\$337,447.09
32705	Other Services	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
33020	Advertising	\$81,302.57	\$846.44	\$797.15	\$1,042.37	\$14,603.78	\$66,698.79
33034	Grant	\$1,541,194.12	\$17,470.43	\$123,678.92	\$84,065.76	\$439,146.58	\$1,102,047.54
33100	Printing	\$37,500.00	\$524.66	\$229.34	\$107.74	\$3,836.15	\$33,663.85
33128	Environmental Health	\$253,557.00	\$10,445.00	\$16,118.49	\$7,200.00	\$50,723.49	\$202,833.51
33648	Rebinding Records	\$201,116.00	\$0.00	\$0.00	\$0.00	\$21,600.00	\$179,516.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$37,500.00
36015	Contractual Services	\$19,200.00	(\$386.50)	\$594.00	\$162.00	\$13,155.50	\$6,044.50
37010	Rent - Bldgs & Office Space	\$636,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636,475.00
39262	Chronic Disease Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$1,737.91	\$148,262.09
39263	Injury Prevention	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
39264	Maternal and Child Health	\$150,000.00	\$546.46	\$390.00	\$2,036.64	\$20,680.06	\$129,319.94
39268	Immunization	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
	Total 30000 Series	\$3,793,262.65	\$39,865.60	\$149,230.76	\$103,897.25	\$627,777.61	\$3,165,485.04
	Acct 40000 Series	Budget	May	June	July	Expenditures	Unexpended
44010	Equipment	\$49,000.00	\$0.00	\$0.00	\$24,675.00	\$24,704.99	\$24,295.01
	Total 40000 Series	\$49,000.00	\$0.00	\$0.00	\$24,675.00	\$24,704.99	\$24,295.01
	Total Budget	\$6,798,240.28					
	TOTAL EXPENDITURES		\$127,773.51	\$270,975.43	\$253,930.61	\$1,376,041.46	\$5,422,198.82
	Total Unexpended		(\$127,773.51)	(\$270,975.43)	(\$253,930.61)		
	Net (Monthly)						
	FUND BALANCE		\$7,562,475.60	\$7,291,500.17	\$7,037,569.56		

OPIOID RESTRICTED FUND

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 07/16/2025-12/31/2025		Budget	May	June	July	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$906,739.30				\$906,739.30	
						\$0.00	
	TOTAL REVENUE	\$906,739.30	\$0.00	\$0.00	\$0.00	\$906,739.30	
	EXPENDITURES						
Acct	10000 Series						
11196	Health Promotion Specialist	\$21,202.00	\$2,120.19			\$2,120.19	\$19,081.81
14800	FICA Taxes @ 7.65%	\$1,622.00	\$162.19			\$162.19	\$1,459.81
14810	PERF @ 11.2%	\$2,375.00	\$237.46			\$237.46	\$2,137.54
14840	Health Insurance @ \$18,500	\$7,709.00	\$0.00			\$0.00	\$7,709.00
	Total 10000 Series	\$32,908.00	\$2,519.84	\$0.00	\$0.00	\$2,519.84	\$30,388.16
Acct	30000 Series						
32020	Travel/Mileage	\$250.00	\$0.00			\$0.00	\$250.00
32203	Printing	\$716.00	\$0.00			\$0.00	\$716.00
33368	Public Information & Education	\$1,476.00	\$0.00			\$0.00	\$1,476.00
	Total 30000 Series	\$2,442.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,442.00
	Total Budget	\$35,350.00					
	Total Expenditures		\$2,519.84	\$0.00	\$0.00	\$2,519.84	
	Total Unexpended						\$32,830.16
	Net (Monthly)		(\$2,519.84)	\$0.00	\$0.00		
	FUND BALANCE		\$904,219.46	\$904,219.46	\$904,219.46		

Health Immunization CoAg

LEAD: Ashley Helman

Valid: 07/01/2024-06/30/2025		Budget	May	June	July	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$42,636.57)				(\$42,636.57)	
02708	Federal/Grants Reimbursements		\$29,569.59	\$48,705.66	\$5,566.03	\$250,960.33	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL REVENUE	(\$42,636.57)	\$29,569.59	\$48,705.66	\$5,566.03	\$208,323.76	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant	\$19,101.94	\$3,473.08	\$0.00		\$19,101.94	\$0.00
11155	Nurses/Other Medical	\$12,818.65	\$0.00	\$0.00		\$12,818.65	\$0.00
11781	Imm Outreach Coordinator	\$15,761.92	\$0.00	\$0.00		\$15,761.92	\$0.00
11193	Part Time (6)	\$99,053.33	\$18,032.53	\$1,338.76		\$99,053.33	\$0.00
14800	FICA Taxes @ 7.65%	\$11,114.91	\$1,628.18	\$129.31		\$11,114.91	\$0.00
14810	PERF @ 11.2%	\$5,340.42	\$388.98	\$0.00		\$5,340.42	\$0.00
14840	Health Insurance @ \$18,500	\$16,958.34	\$3,083.34	\$0.00		\$16,958.34	\$0.00
	Total 10000 Series	\$180,149.51	\$26,606.11	\$1,468.07	\$0.00	\$180,149.51	\$0.00
Acct	20000 Series						
21030	Office Supplies	\$2,610.50	\$300.55	\$135.20		\$2,610.50	\$0.00
22406	Immunization Supplies	\$6,580.63	\$876.23	\$2,509.19		\$6,580.63	\$0.00
	Total 20000 Series	\$9,191.13	\$1,176.78	\$2,644.39	\$0.00	\$9,191.13	\$0.00
Acct	30000 Series						
32020	Travel /Mileage	\$624.48	\$0.00	\$0.00		\$624.48	\$0.00
32203	Cell Phones	\$1,785.16	\$585.30	\$0.00		\$1,785.16	\$0.00
33368	Public Info & Educ	\$1,978.33	\$1,370.00	\$0.00		\$1,978.33	\$0.00
36015	Contractual Services	\$14,595.15	\$6,123.78	\$1,453.57		\$14,595.15	\$0.00
	Total 30000 Series	\$18,983.12	\$8,079.08	\$1,453.57	\$0.00	\$18,983.12	\$0.00
Acct	40000 Series						
44010	Equipment	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Total 40000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$208,323.76					
	Total Expenditures		\$35,861.97	\$5,566.03	\$0.00	\$208,323.76	
	Total Unexpended						\$0.00
	Net (Monthly)		(\$6,292.38)	\$43,139.63	\$5,566.03		
12	FUND BALANCE		(\$48,705.66)	(\$5,566.03)	\$0.00		

Health School Liaison

LEAD: Ashley Helman - SUPPORT: Kayla Mondich

No Expiration		Budget	May	June	July	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$1,413,586.35				\$1,413,586.35	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
05600	Refunds		\$0.00	\$0.00	\$150.00	\$150.00	
06400	Donations		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE		\$1,413,586.35	\$0.00	\$0.00	\$150.00	\$1,413,736.35	
EXPENDITURES							
Acct	10000 Series						
11180	School Health Liasion	\$66,657.00	\$5,127.46	\$5,127.46	\$7,691.19	\$35,936.99	\$30,720.01
14800	FICA Taxes @ 7.65%	\$5,100.00	\$369.93	\$369.93	\$574.47	\$2,659.78	\$2,440.22
14810	PERF @ 11.2%	\$7,466.00	\$574.28	\$574.28	\$861.42	\$4,024.97	\$3,441.03
14840	Health Insurance @ \$18,500	\$18,500.00	\$0.00	\$4,625.00	\$0.00	\$6,166.67	\$12,333.33
Total 10000 Series		\$97,723.00	\$6,071.67	\$10,696.67	\$9,127.08	\$48,788.41	\$48,934.59
Acct	20000 Series						
21030	Office Supplies	\$3,500.00	\$39.00	\$0.00	\$0.00	\$39.00	\$3,461.00
24120	Medical Supplies	\$200,000.00	\$107.70	\$206.06	\$0.00	\$2,139.36	\$197,860.64
Total 20000 Series		\$203,500.00	\$146.70	\$206.06	\$0.00	\$2,178.36	\$201,321.64
Acct	30000 Series						
32020	Travel/Mileage	\$1,000.00	\$0.00	\$306.97	\$0.00	\$306.97	\$693.03
32050	Conferences/Trainings	\$8,000.00	\$0.00	\$0.00	\$0.00	\$27.00	\$7,973.00
32203	Cell Phones	\$600.00	\$89.54	\$0.00	\$89.53	\$358.22	\$241.78
33368	Public Info & Educ	\$1,820.85	\$0.00	\$0.00	\$0.00	\$952.50	\$868.35
39243	Donations	\$50,000.00	\$10,579.19	\$9,644.26	\$325.97	\$34,451.35	\$15,548.65
Total 30000 Series		\$61,420.85	\$10,668.73	\$9,951.23	\$415.50	\$36,096.04	\$25,324.81
Total Budget		\$362,643.85					
Total Expenditures			\$16,887.10	\$20,853.96	\$9,542.58	\$87,062.81	
Total Unexpended							\$275,581.04
Net (Monthly)			(\$16,887.10)	(\$20,853.96)	(\$9,392.58)		
FUND BALANCE			\$1,356,920.08	\$1,336,066.12	\$1,326,673.54		

Health Trust Fund

Lead: Brett Davis

No Expiration		Budget	May	June	July	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$214,459.66				\$214,459.66	
	TOTAL REVENUE	\$214,459.66	\$0.00	\$0.00	\$0.00	\$214,459.66	
	EXPENDITURES						
	Acct 10000 Series						
11048	Vector Coordinator	\$48,820.00	\$4,664.46	\$4,664.46	\$6,996.69	\$25,497.11	\$23,322.89
11066	Vector/Env Health Specialist	\$46,305.00	\$4,410.00	\$8,004.15	\$0.00	\$21,234.15	\$25,070.85
11950	Part Time (\$17/hour)	\$13,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,125.00
14800	FICA Taxes @ 7.65%	\$8,294.00	\$674.17	\$949.12	\$529.50	\$3,461.08	\$4,832.92
14810	PERF @ 11.2%	\$10,672.00	\$1,016.34	\$1,418.88	\$783.63	\$5,251.53	\$5,420.47
14840	Health Insurance @ \$18,500	\$30,834.00	\$0.00	\$9,250.00	\$0.00	\$12,333.33	\$18,500.67
	Total 10000 Series	\$158,050.00	\$10,764.97	\$24,286.61	\$8,309.82	\$67,777.20	\$90,272.80
	Acct 20000 Series						
21030	Office Supplies	\$409.66	\$0.00	\$0.00	\$49.34	\$49.34	\$360.32
22120	Gas/Motor Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
22148	Field Supplies	\$2,500.00	\$566.60	\$0.00	\$116.63	\$937.83	\$1,562.17
	Total 20000 Series	\$5,409.66	\$566.60	\$0.00	\$165.97	\$987.17	\$4,422.49
	Acct 30000 Series						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$602.71	\$397.29
32050	Conferences & Trainings	\$4,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380.00
32203	Cell Phones	\$1,620.00	\$262.86	\$0.00	\$129.98	\$930.29	\$689.71
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$47.23	\$47.23	\$952.77
33368	Public Info & Educ	\$7,000.00	\$440.89	\$0.00	\$336.17	\$1,007.72	\$5,992.28
33938	Vector	\$25,000.00	\$52.06	\$0.00	\$6,765.33	\$8,209.39	\$16,790.61
36500	Service Contract	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$2,600.00
	Total 30000 Series	\$46,000.00	\$755.81	\$0.00	\$7,278.71	\$13,197.34	\$32,802.66
	Acct 40000 Series						
44010	Equipment	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total 40000 Series	\$10,349.90	\$0.00	\$0.00	\$0.00	\$8,669.39	\$1,680.51
	Total Budget	\$219,809.56					
	Total Expenditures		\$12,087.38	\$24,286.61	\$15,754.50	\$90,631.10	
	Total Unexpended						\$129,178.46
	Net (Monthly)		(\$12,087.38)	(\$24,286.61)	(\$15,754.50)		
14	FUND BALANCE		\$163,869.67	\$139,583.06	\$123,828.56		

NACCHO Mentor Program

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	May	June	July	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$38,187.19				\$38,187.19	
	TOTAL REVENUE	\$38,187.19	\$0.00	\$0.00	\$0.00	\$38,187.19	
	EXPENDITURES						
Acct	20000 Series						
21030	Office Supplies	\$6,000.00	\$0.00	\$0.00	\$0.00	\$32.72	\$5,967.28
22148	Field Supplies	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
24120	Medical Supplies	\$12,187.19	\$0.00	\$0.00	\$0.00	\$0.00	\$12,187.19
	Total 20000 Series	\$24,187.19	\$0.00	\$0.00	\$0.00	\$32.72	\$24,154.47
Acct	30000 Series						
32020	Travel/Mileage	\$6,000.00	\$0.00	\$0.00	\$0.00	\$2,354.00	\$3,646.00
33368	Public Info & Educ	\$8,000.00	\$510.00	\$51.64	\$513.20	\$2,093.37	\$5,906.63
	Total 30000 Series	\$14,000.00	\$510.00	\$51.64	\$513.20	\$4,447.37	\$9,552.63
	Total Budget	\$38,187.19					
	Total Expenditures		\$510.00	\$51.64	\$513.20	\$4,480.09	
	Total Unexpended						\$33,707.10
	Net (Monthly)		(\$510.00)	(\$51.64)	(\$513.20)		
	FUND BALANCE		\$34,271.94	\$34,220.30	\$33,707.10		

FOOD SERVICES

July 3, 2025 - 'Best of the Best' certificates were awarded to 26 food vendors for having 100% compliance for all their inspections during the 2025 4H Fair.

Overall temporary events increased 34.8% YTD, however because many event vendors participate at multiple events and are fully compliant, they are not required to be inspected at every event.

Our third CPO staff completed orientation and is now performing pool/spa inspections independently. Coordinators for the 2025 Fusion Festival held the first meeting with both the Fire and Health departments in attendance. The two-day festival will be held on September 27th & 28th and all food inspection staff will be on hand for the event inspections.

HEALTH FIRST INDIANA

KPI Progress:

All Orgs Collective Progress Of:	
KPI 1	58.10%
KPI 2	60.98%
KPI 3	53.48%
KPI 4	98.68%
KPI 5	157.43%
KPI 6	27.80%
KPI 7	21.00%
KPI 8	1.50%

The above chart shows collective progress (as a percentage) across all community partner KPIs. This progress accounts for January - June submissions. Outside of KPI progress, financial reporting was completed for June. We are currently waiting for July's completed KPI's and financial reporting.

LEAD COMBINED UNIT

Environmental lead is harmful to the physical, mental, and social development of young children. To combat the risks that lead poses to children and families, the Department utilizes a collaborative, multi-unit response that includes the Public Health Nursing, Environmental Health, and CARE Units to provide services to St. Joseph County residents.

While there is no safe level of lead in the blood, a lead level of 3.5 μ g/dL is considered elevated. Any confirmed result of 5 μ g/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9 μ g/dL are monitored until the level drops to below 3.5 μ g/dL.

Testing

Lead Tests Across St. Joseph County

This chart is always two months behind due to when it is received from IDOH. For example, on August 1, 2025, the report will include all lead tests drawn in June of 2025.

Tests drawn from June 1, 2025 – June 30, 2025

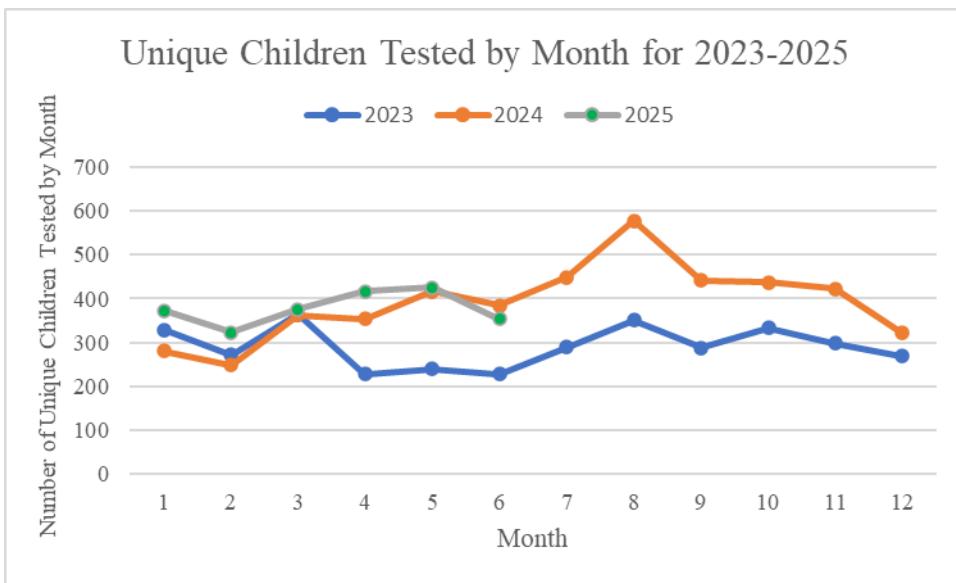
Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	20	74	0	94
0.1-<2	12	51	0	63
2-3.4	9	48	102	159
3.5-4.9	6	11	2	19
5-9.9	8	8	0	16
10-19.9	0	1	0	1
20-29.9	1	0	0	1
30-39.9	0	0	0	0
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	56	193	104	353

There were 2 duplicate tests in the month of June, 353 unique children were tested.

2025 YTD = 2,265

2024 YTD = 2,045

2023 YTD = 1,659



Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2024, the zip code of 46613 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e. population size).

Zip Code	June 2025	YTD 2025
46613	1 elevated	18 elevated
46628	3 elevated	16 elevated
46544	5 elevated	13 elevated
46545	0 elevated	9 elevated
46619	4 elevated	7 elevated
46614	0 elevated	6 elevated
46615	0 elevated	6 elevated
46635	2 elevated	5 elevated
46530	1 elevated	5 elevated
46616	0 elevated	4 elevated
46617	2 elevated	4 elevated
46561	1 elevated	3 elevated
46637	0 elevated	1 elevated
46601	1 elevated	1 elevated

Community Outreach Settings

One part of the lead initiative is to offer lead education and testing for children aged 6 years and younger. We provide education and testing to the community by hosting lead events at daycares, churches, elementary schools, and other community settings. We also offer lead testing and/or education at community-organized events. We aim to host at least two events per month. The events hosted by the Department of Health are organized and conducted by the Assistant Director of CARE and the CHWs from the CARE unit.

Testing and Education Events	# of events	# of tests	Awareness Events	# of events
July 2025	6	13	July 2025	0

YTD	# of events	# of tests
YTD 2025	37	243
YTD 2024	49	229

Case Numbers

Public Health Nursing receives elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels ≥ 10 ug/dL. Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL. In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of 3.5-4.9 ug/dL). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

Current Case Numbers as of 7/31/2025

Case Management	Case Monitoring	Unconfirmed Cases
69	55	37

Risk Assessments

The Environmental Health Unit's lead risk assessor's role is to determine potential sources of exposure to lead through dust sampling, soil sampling, water sampling, and XRF testing of paint and other miscellaneous items such as toys or furniture. The environmental risk assessment helps families understand where the lead exposure is likely coming from, how to address these hazards to mitigate further exposure, and how to prevent new lead hazards from appearing in the home.

Activity	July 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
A. Lead Risk Assessments	6	58	76	63	34	45
i. EBLL Assessments	2	19	29	35	10	14
ii. Parent Requests	4	39	47	28	24	31
B. Clearances	9	51	57	38	10	11

NURSING

In July, all nursing unit staff successfully completed their annual Bloodborne Pathogen training, reinforcing best practices for safely handling blood and body fluids and maintaining compliance with occupational health standards.

Immunizations

Across our two clinics, we served 99 adults and 83 children, totaling 182 unique individuals. The staff administered a total of 383 immunizations. In July, our recall program for patients who missed scheduled appointments resulted in a rescheduling rate of 35% and the identification of alternative needs for 22% of the patients.

Mobile Immunization Team

Clinics

7/1 Portage Township
7/8 One Roof
7/9 Youth Services Bureau
7/14 El Campito TB Tests
7/15 Families First Center
7/16 DuComb Center
7/17 One Roof
7/22 Families First Center
7/24 Family Justice Center
7/30 Career Academy
7/31 Paramount School

Public Health Nursing

There were 66 animal bites and 70 communicable disease cases in July.

School Health

With most schools out of session for the summer, our school health liaison reviewed 2024/2025 school submitted assessments and created a strategic plan for the upcoming school year. Trauma and injury prevention, water safety, and staff communicable disease education were identified as new areas of focus. She provided support to K-12 schools across the county, with 7 distinct contacts made through phone and email. Physical resources were distributed to 3 local schools.

TB

	July 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	73	191	254	157	945
Nurse Visits	20	191	245	194	182
QFT Ordered	17	121	56	10	40
CXR	6	19	2	4	3
New Active Cases	1	5	2	2	6
Active TB Cases Following	4	7	4	3	11
Latent TB Cases Following	15	58	60	41	35

VITAL RECORDS

<u>Statistics*</u>	<u>Records Filed in JULY 2025</u>	<u>YTD 2025 Occurrences</u>	<u>YTD 2024 Occurrences</u>
Total Births	287	2328	2470
Total Deaths	234	1878	1971
Paternities	1	25	42
Corrections	2	23	19
Genealogy	2	8	2
	<u>YTD 2025-Requestors</u>	<u>YTD 2025- Number of Records Issued</u>	<u>YTD 2025 Pending Requests</u>
Birth Cert Asst.	53	21	32
	<u>Records Issued JULY 2025</u>	<u>YTD 2025 Issued</u>	<u>YTD 2024 Issued</u>
Birth Certs Total	1196	9100	8641
Death Certs Total	1477	10723	11,212

Birth & Death data reflected as of 08/11/2025.

Subject to change, generated from DRIVE and File Maker.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully, Michelle Migliore, D.O., Health Officer



St. Joseph County Department of Health

"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County"

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

August 8, 2025

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support to amend and supplement Appendix: Schedule of Fines and Fees of the St. Joseph County Code. (Department wide fee schedule)

If you have any questions, I can be reached at 574-235-9750 Ext. 7903.

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:AR:jsp

APPROVED _____ DENIED _____

This 20th Day of August, 2025 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice Chair of the Board

KEY:

INCREASE

DECREASE

NEW FEE/ADDED TO SCHEDULE

NEW FEE AND SERVICE



FEE SCHEDULE

Website: <https://www.in.gov/localhealth/stjosephcounty/>

In person business transactions gladly accepted between the hours of 8:00 am and 4:00 pm.

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Payments Accepted:

In-person: Cash, Visa, MasterCard, Discover, American Express, Money Order / Cashier's Check and Business Check (made payable to St. Joseph County Department of Health). Personal checks are not accepted.

On-line (Additional fees): To pay with Visa, MasterCard, Discover or American Express.

Note: This method has no tracking or delivery confirmation, so we are not responsible for lost or undelivered mail sent via regular U.S. Postal Service if you choose this method.

For Birth or Death Certificates:

[www.in.gov/localhealth/stjosephcounty/vital records/request-and-pay-online/](https://www.in.gov/localhealth/stjosephcounty/vital%20records/request-and-pay-online/)

For Permits:

www.in.gov/localhealth/stjosephcounty/forms-and-permits/

US Mail (Additional fees): Money Order / Cashier's Check, Business Check (made payable to St. Joseph County Department of Health). Personal checks are not accepted.

Note: This method has no tracking or delivery confirmation, so we are not responsible for lost or undelivered mail sent via regular U.S. Postal Service if you choose this method.

UPS Next Day Delivery (Additional fees): Birth and Death Records only: www.VitalChek.com.

All in-person and on-line credit and debit card payments will be charged a transaction fee of 2.55% or \$1.55, whichever is greater.

<https://www.in.gov/localhealth/stjosephcounty/finance/fee-schedule/>
https://library.municode.com/in/st_joseph_county/codes/code_of_ordinances?nodeId=APPENDIXSCFIFE

Approved by BoH:

Approved by Co. Council:

Approved by Co. Commissioners:

MISCELLANEOUS FEES

(Department wide)

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Convenience Fee (Monthly invoicing for bulk transactions)	3% of the invoice total	New fee
Convenience Fee (Mail)	\$3.00/item	New fee
Copies - Black and White (Including hard copies of FOIA/APRA requests)	\$.05/page	
Copies - Color (Including hard copies of FOIA/APRA requests)	\$.15/page	New to our fee schedule
Late fee for invoiced charges Note: If you are late more than three times, going forward you will be required to pay at the time of application.	\$25.00/late invoice	New fee
Envelope for full size sheets	\$2.00/each	New service/fee
Envelope for half size sheets	\$1.00/each	New service/fee
Pouches for wallet size sheet	\$1.00/each	New service/fee

<https://www.in.gov/localhealth/stjosephcounty/finance/fee-schedule/>
https://library.municode.com/in/st_joseph_county/codes/code_of_ordinances?nodeId=APPENDIXSCFIFE

Approved by BoH:

Approved by Co. Council:

Approved by Co. Commissioners:

Effective:

ENVIRONMENTAL HEALTH UNIT

Phone: 574-235-9750, Option 6

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **SEPTIC**

Cluster System Installation	\$1,250.00	
Cluster System Operating Permit - (Every 3 years)	\$660.00	\$60.00 increase
Commercial - (New & Replacement Construction)	\$413.00	\$38.00 increase
Commercial Repair	\$138.00	\$13.00 increase
Contractor Registration - (Company)	\$413.00/year	\$38.00 increase
Health Officer's Report	\$125.00/lot (\$875.00 max.)	
Inspector License - (Licensed Contractors Do Not Pay)	\$275.00/year	\$25.00 increase
Installer License - (Individual)	\$165.00/year	\$15.00 increase
Residential - (New & Replacement Construction)	\$303.00	\$28.00 increase
Residential Repair - (Tank Only)	\$110.00	\$10.00 increase
Septic Contractor Exam	\$25.00/exam	New fee
Schematics/Maps/Drawings - (In-person) (black and white)	\$.05/page	
Schematics/Maps/Drawings - (Mail)	\$3.00/each	New fee
Schematics/Maps/Drawings - (Sent Out to Copy)	Actual cost	

- **GROUND PENETRATING RADAR (GPR)**

Ground Penetrating Radar Location Services	\$100.00/hour (minimum of one hour)	New service/fee
Ground Penetrating Radar Travel Fee	\$50.00/site	New service/fee

- **WELL DRILLING**

Commercial - (New & Replacement Construction)	\$225.00
Contractor Registration	\$200.00
No Well Abandonment	\$150.00
Non-Potable/Monitoring Wells/Geothermal	\$75.00/well (\$450.00 max.)
Residential - (New & Replacement Construction)	\$200.00

- **WELLHEAD PROTECTION**

<i>Small</i> - (1 threat to groundwater)	
Application Fee - (Every 3 years)	\$150.00
Permit and Inspection Fee	\$175.00
<i>Medium</i> - (2 or 3 threats to groundwater)	
Application Fee - (Every 3 years)	\$225.00
Permit & Inspection Fee	\$300.00
<i>Large</i> - (More than 3 threats to groundwater)	
Permit & Inspection - (Every 3 years)	\$325.00
Permit and Inspection Fee	\$425.00
<i>Drywell Only</i>	
Application Fee - (Every 3 years)	\$150.00
Annual Permit & Inspection fee	N/A
Late Fee	25%

<https://www.in.gov/localhealth/stjosephcounty/finance/fee-schedule/>

https://library.municode.com/in/st_joseph_county/codes/code_of_ordinances?nodeId=APPENDIXSCFIFE

Approved by BoH:

Approved by Co. Council:

Approved by Co. Commissioners:

ENVIRONMENTAL HEALTH UNIT (Continued)

- **CAFO**

Permit - (Every 5 years)	\$600.00
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- **MASSAGE**

Establishment	\$248.00/year	\$23.00 increase
Therapist	\$110.00/year	\$10.00 increase
Late Fee	25%	
Violation of St. Joseph County Ordinance, Chapter 113 - First Offense, not more than	\$1,000.00	\$500 increase, new to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 113 - Second offense, not more than	\$2,500.00	\$1,500 increase, new to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 113 - Third offense, not more than	\$5,000.00	\$3,500 increase, new to our fee schedule

- **TATTOO AND BODY PIERCING**

Practitioner	\$248.00	\$23.00 increase
Establishment	\$275.00	\$25.00 increase
Permanent Make-Up	\$275.00	\$25.00 increase
Mobile Facility	\$275.00	\$25.00 increase
Temporary	\$110.00	\$10.00 increase
Apprentice	\$110.00	\$10.00 increase
Late Fee	25%	
Violation of St. Joseph County Ordinance, Chapter 114 - First offense, not more than	\$500.00	New to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 114 - Second offense, not more than	\$1,000.00	New to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 114 - Third offense and each subsequent offense, not more than	\$1,500.00	New to our fee schedule

- **TRASH**

Trash Hauler Permit	\$83.00/truck	\$8.00 increase
Late Fee	25%	

FOOD SERVICES UNIT

Phone: 574-235-9750, Option 5

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **FOOD SERVICE/STORE ESTABLISHMENT PERMIT - ANNUAL
GROSS SALES FROM/TO**

\$0.00 TO \$49,999.99	\$85.00	
\$50,000.00 – \$149,999.99	\$115.00	
\$150,000.00 – \$249,999.99	\$145.00	
\$250,000.00 – \$499,999.99	\$175.00	
\$500,000.00 – \$749,999.99	\$225.00	
\$750,000.00 – \$999,999.99	\$275.00	
\$1,000,000.00 – \$1,249,999.99	\$350.00	
\$1,250,000.00 - \$1,499,999.99	\$375.00	
\$1,500,000.00 – And up	\$425.00	
Late Fee - (See note below)	100% cost of permit	25% increase
Replacement Permit - (Lost/Stolen/Destroyed)	\$25.00	

Note: Late fee will be charged for:

- Retail Food Establishments who fail to apply for a permit before operating an establishment.
- For not obtaining the permit by the renewal date of January 31.
- Retail Food Establishments who fail to obtain their permit within one week of receiving permit approval from the opening inspection.

- **PLAN & REVIEW – APPLICATION FOR PERMANENT ESTABLISHMENT
FOOD SERVICE / ~~**(Includes \$75.00 application fee)~~**

Note: Does not include Administration/Application Fee or Annual Permit Fee

Under 3,000 Square Feet	\$100.00	
3,001 to 30,000 Square Feet	\$180.00	
30,001 to 40,000 Square Feet	\$260.00	
40,001 to 60,000 Square Feet	\$340.00	
60,001 Square Feet and Over	\$400.00	

- **~~**NEW BUSINESS AND/OR OWNERSHIP CHANGE OF ESTABLISHMENT~~**

Administration/Application Fee	\$75.00	
Permit Fee Based on Estimated Gross Sales	See Annual Food Service/Store Establishment Permit Above	
Additional Consultation or Inspection Fee	\$35.00/visit	

- **NEW CONSTRUCTION - FAILURE TO NOTIFY THE DEPARTMENT OF
HEALTH - (Plan and Review must also be submitted)**

Late Fee	Fine equal to cost of required Plan and Review
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- **CHANGE IN OWNERSHIP - FAILURE TO NOTIFY DEPARTMENT OF
HEALTH - (New permit must also be applied for)**

Late Fee	100% cost of permit	25% increase
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FOOD SERVICES UNIT (Continued)

- **TEMPORARY PERMIT**

One (1) Day Event	\$35.00	
Two (2) to Three (3) Day Event	\$75.00	
Four (4) to Ten (10) Day Event	\$150.00	
Annual Permit	\$375.00/year	
Late Fee	100% cost of permit	
Replacement Permit - (Lost/Stolen/Destroyed)	\$25.00	\$15.00 increase

- **VENDING**

All Machines	\$15.00/machine	\$5.00 increase (inflation is \$17.50)
Replacement Permit - (Lost/Stolen/Destroyed)	\$15.00/machine	\$5.00 increase

- **MOBILE FOOD ESTABLISHMENTS - (Trucks)**

Pre-Packaged Items - (i.e. Summer Song, Butcher's Best)	\$100.00/unit
Dispensing & Food Prep in Unit - (i.e. Taco, BBQ, Etc.)	\$200.00/unit

- **SEASONAL MOBILE**

Push Carts - (i.e. Hot Dog and Ice Cream Push Carts)	\$100.00/unit
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- **PROBATION**

Probationary Fee - (When placed on Probationary Status)	\$200.00
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- **ADDITIONAL FEES**

Administration/Application fee	\$85.00	\$10.00 increase
Additional consultation or inspection fee	\$35.00/visit	
Indiana State Department of Health Certification of Food Handler Requirements (410 IAC 7-22)	\$1.00/book	\$4.00 decrease
Indiana State Department of Health Retail Food Establishment Sanitation Requirements (410 IAC 7-26)	\$6.00/book	\$1.00 increase
St. Joseph County Food Ordinance 22-25, Chapter 117	\$5.00/book	
Violation of St. Joseph County Ordinance, Chapter 117 - First Offense, not more than	\$500.00	New to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 117 - Second offense, not more than	\$1,000.00	New to our fee schedule
Violation of St. Joseph County Ordinance, Chapter 117 - Third offense, not more than	\$1,500.00	New to our fee schedule

POOLS AND SPAS

Phone: 574-235-9750, Option 5

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **SWIMMING POOLS AND SPAS - (January – December)**

Public Swimming Pool	\$155.00	
Public Wading Pool	\$85.00	
Spa	\$90.00	
Late Fee	100% cost of permit	25% increase

- **SUMMER TIME POOLS - (May – September)**

Public Swimming Pool	\$85.00	
Public Wading Pool	\$60.00	
Spa	\$65.00	
Late Fee	100% cost of permit	25% increase

- **GOVERNMENT AND SCHOOLS**

Public Swimming Pool	\$85.00	
Public Wading Pool	\$60.00	
Spa	\$65.00	
Late Fee	50% cost of permit	50% increase

- **POOL REGULATIONS**

Public and Semi-Public Swimming Pools Rule (410 IAC 6-2.1)	\$1.00/book	\$4.00 decrease
St. Joseph County Public/Semi Public Pools and Spas Ordinance 17-06	\$2.00/book	\$3.00 decrease
Virginia Graeme Baker Pool and Spa Safety Act (VGB)	\$1.00/book	\$4.00 decrease

NURSING UNIT

Phone: 574-235-9750, Option 2 or 4

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

Note: Some insurance companies do not pay for all recommended vaccines. Therefore, we encourage you to confirm your vaccine coverage with your insurance company prior to receiving any vaccines.

- **ADMINISTRATION**

Travel Vaccination Consultation	\$20.00/traveler
VFC/Section 317 Administration	\$15.00/dose

- **VACCINES**

COVID (6 months - 4 years)	\$79.00/dose	\$5.00 increase
COVID (5 - 11 years)	\$99.00/dose	\$7.00 increase
COVID (12+ years)	\$127.00/dose	\$3.00 decrease
DTaP - (Per Dose in a Multiple Shot Series)	\$40.00/dose	
DTaP-IPV - (Per Dose in a Multiple Shot Series)	\$69.00/dose	\$2.00 increase
DTaP-IPV-Hep B - (Per Dose in a Multiple Shot Series)	\$88.00/dose	\$2.00 increase
DTaP-IPV-Hep B-Hib - (Per Dose in a Multiple Shot Series)	\$127.00/dose	
DTaP-IPV-Hib - (Per Dose in a Multiple Shot Series)	\$96.00/dose	\$3.00 increase
Hep A & Hep B - (Per Dose in a Multiple Shot Series)	\$133.00/dose	\$5.00 increase
Hep A Adult - (Per Dose in a Multiple Shot Series)	\$96.00/dose	\$4.00 increase
Hep A Pediatric - (Per Dose in a Multiple Shot Series)	\$48.00/dose	\$1.00 increase
Hep B Adult, 2 doses - (Per Dose in a Multiple Shot Series)	\$163.00/dose	
Hep B Adult, 3 doses - (Per Dose in a Multiple Shot Series)	\$67.00/dose	
Hep B Pediatric - (Per Dose in a Multiple Shot Series)	\$38.00/dose	\$1.00 increase
Hib - (Per Dose in a Multiple Shot Series)	\$47.00/dose	
HPV9 - (Per Dose in a Multiple Shot Series)	\$335.00/dose	
Influenza - (6 months+)**	\$36.00/dose	
Influenza - Flu mist**	\$43.00/dose	\$1.00 increase
Influenza - High Dose**	\$83.00/dose	\$2.00 increase
IPV - (Per Dose in a Multiple Shot Series)	\$46.00/dose	\$2.00 increase
Measles, Mumps and Rubella - (Per Dose in a Multiple Shot Series)	\$113.00/dose	\$1.00 increase
Measles, Mumps, Rubella and Varicella - (Per Dose in a Multiple Shot Series)**	\$309.00/dose	
Meningococcal - (Per Dose in a Multiple Shot Series)	\$140.00/dose	\$5.00 increase
Meningococcal B - (Per Dose in a Multiple Shot Series)	\$196.00/dose	\$1.00 decrease
Meningococcal A, B, C, W and Y - (Per Dose in a Multiple Shot Series)	\$246.00/dose	New fee
Mpox	\$290.00/dose	\$6.00 decrease
PCV15 - (Per Dose in a Multiple Shot Series)	\$253.00/dose	
PCV20	\$274.00/dose	\$5.00 decrease
PPSV23	\$141.00/dose	
QuantiFERON	\$35.00/draw	
Rabies Vaccine - (Per Dose in a Multiple Shot Series)**	\$450.00/dose	\$59.00 increase
Rotavirus - (Per Dose in a Multiple Shot Series)	\$136.00/dose	\$3.00 increase

<https://www.in.gov/localhealth/stjosephcounty/finance/fee-schedule/>

https://library.municode.com/in/st_joseph_county/codes/code_of_ordinances?nodeId=APPENDIXSCFIFE

Approved by BoH:

Effective:

Approved by Co. Council:

Approved by Co. Commissioners:

NURSING UNIT (Continued)

RSV	\$302.00/dose	\$6.00 increase
RSV Monoclonal Antibody for Children	\$519.00/dose	\$37.00 increase
Tdap	\$58.00/dose	\$1.00 increase
Tetanus/Diphtheria	\$48.00/dose	\$1.00 increase
Typhim	\$168.00/dose	\$59.00 increase
Typhim, Oral - (Per One (1) Pack of Four (4) Capsules)	\$125.00/pack	\$18.00 increase
Varicella - (Per Dose in a Multiple Shot Series)	\$209.00/dose	
Yellow Fever**	\$248.00/dose	\$29.00 increase
Zoster**	\$235.00/dose	\$12.00 increase

** Please call (574) 235-9750, Extension 4 to verify availability of vaccine

- **TUBERCULOSIS – (TB)**

TB Test	\$27.00	\$4.00 increase
Basic Tuberculosis Testing Training Class (Includes Training Tools, Testing or Retesting for Certification)***	\$50.00/person	

*** Please call (574) 235-9750, Extension 4 to verify the availability of training.

- **ADDITIONAL FEES**

Replacement Immunization Record (In-person)	\$0.05/record	\$4.95 decrease
Replacement Immunization Record (Electronic)	\$1.00/record	New fee
Replacement Immunization Record (Mail)	\$3.00/record	New fee
Replacement Yellow Fever Certificate	\$10.00/certificate	New fee
Set Up Fee for Private Off-Site Clinic (Does not include the Cost of the Individual Vaccine).	\$30.00/Public Health Nurse	

VITAL RECORDS UNIT

Phone: 574-235-9750, Option 3

Non-refundable/non-transferable charges: Once fees have been paid, they are non-refundable and non-transferable. We are not responsible for lost or undelivered mail.

- **BIRTH CERTIFICATES**

Birth Certificate - (Regular size)	\$20.00/each	
Birth Certificate - (Wallet size with pouch)	\$21.00/each	\$1.00 increase

- **CORRECTIONS AND PATERNITIES**

Correction Affidavits and Notifications	\$50.00/each
Additional Copy of Correction or Paternity Affidavits	\$20.00/each
Paternities and Legitimations	\$100.00/each

- **COURT ORDER CHANGES**

Court Order Change	\$20.00/court order	New fee
Additional Copy of Court Order Change	\$20.00/court order	New fee

- **DEATH CERTIFICATES**

Death Certificate - (Certified and Non-Certified)	\$20.00/each
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- **GENEALOGY SEARCH ***Does not include the cost of any documents found and/or requested.**

Up to 5 Names	\$25.00/search	\$15.00 increase
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- **OUT-OF-COUNTY SERVICE FEE**

Out-of-County Service Fee	\$10.00/name	New service/fee
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- **ADDITIONAL FEES**

Notary Fee	\$5.00/page
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HEALTH OUTREACH, PROMOTION AND EDUCATION DIVISION FEE SCHEDULE

Blood Borne Pathogen Certification Class[*]	
Individual	\$10.00/person
Organization/Agency 5 – 15 Participants/Class	\$50.00
Organization/Agency 16 – 30 Participants/Class	\$100.00
Organization/Agency 31+ Participants/Class	\$150.00

^{*}Individuals and organizations seeking blood borne pathogens training to comply with licensing outside of the Department of Health policy will need to pay a certification class fee. If an organization needs just general information and is not required to have a Department of Health certificate, training will be offered at no fee. Individuals/agencies required to have this Blood Borne Pathogen certification as part of the county department of health permit/license will not have to pay for the certification class.

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Under Food Services

• **NEW BUSINESS AND/OR OWNERSHIP CHANGE OF ESTABLISHMENT

Administration/Application Fee	\$75.00
Permit Fee Based on Estimated Gross Sales	See Annual Food Service/Store Establishment Permit Above
Additional Consultation or Inspection Fee	\$35.00/visit

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Immunization Nurse / Certified Medical Assistant
DIVISION or UNIT: Nursing
DEPARTMENT: Health
WORK SCHEDULE: As assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 2025
DATE REVISED:

STATUS: PRN / Contracted
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 Immunization Nurse for the St. Joseph County Department of Health on as "as needed" basis. Responsible for providing healthcare and education to County residents, ensuring compliance with established policies, practices, regulations, and professional and public health standards. Must be available to accept shifts with short notice.

DUTIES:

Advises patients on needed routine vaccinations for various age groups based on Center for Disease Control (CDC) guidelines.

Registers patients, recording demographic information, preparing patient charts, and entering medical details such as prior vaccines.

Reviews patient records to ensure accurate immunizations are being administered, explains to patients what immunizations are being administered, and provides information regarding immunizations, possible side effects, and remedies for side effects.

Prepares immunizations for injection using sterile technique, administers immunizations, and monitors patients for signs of anaphylactic reaction. Reviews patient assessments for contraindications. Prints and provides vaccine records for patients.

Educes the public on vaccine preventable diseases.

Maintains inventory of vaccines, monitors transportation and temperature of vaccines, investigates and responds to issues or discrepancies, orders vaccines, and submits inventory information to state and private vaccine providers.

Maintains current records and documentation of services provided, completing a variety of reports as required by supervisor, Health Board, and regulating agencies.

May provide other clinic services such administering and reading results of tuberculosis (TB) tests.

Manages the care of clients using established protocols, ensuring compliance with applicable Department policies and procedures, Indiana Department of Health (IDOH) standards, HIPAA regulations, and all other federal and state laws relating to privacy, confidentiality, and service delivery.

Researches and maintains current knowledge of CDC and IDOH guidelines.

Attends in-service programs and professional education workshops/training seminars as necessary.

Responds to telephone calls and questions from the public, including scheduling appointments, making referrals, counseling, and providing health-related information as appropriate.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associate's degree in nursing required with Bachelor's degree and previous experience in public health nursing preferred.

Nursing candidates will possess required certifications and training, including valid Indiana license as Registered Nurse, certification in Vaccines A-Z or equivalent, and other areas as required for public health programs and operations.

Certified Medical Assistant candidates will possess a valid Indiana certification. Registered Medical Assistants with current Indiana credentials is accepted. Medical assistants should be certified similar in Vaccines A-Z and other public health areas.

Thorough knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, research professional medical resources, and provide information, treatments, assistance, and referrals as appropriate.

Practical knowledge of standard policies and practices of St Joseph County Department of Health. with ability to apply appropriate procedures accordingly.

Working knowledge of health and social services available to St. Joseph County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Working knowledge of Department-specific software systems such as state vaccine database, vaccine scheduling program, and medical records management systems.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or difficult persons.

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).

May be asked to work extended, evening, or weekend hours. May be asked to assist in response to public health emergencies.

Possession of valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to established policies and procedures, exercising judgment to effectively develop and maintain health programs, examine and evaluate individuals, and provide information, counseling, treatment, assistance, and/or referrals.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs, including examining, educating, testing, and treating individuals. Goals and objectives of incumbent's work are known and work is reviewed primarily for compliance with Department policy and legal requirements. Decisions are restricted by only the broadest policy and/or guidance from supervisor, and unusual circumstances are discussed with supervisor at incumbent's discretion.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County and City departments, state departments and agencies, medical laboratories, healthcare providers, and the public for purposes of exchanging information, instructing, and rendering service.

Incumbent reports directly to Director of Nursing.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in standard office and medical clinic environments sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, handling/grasping/fingering objects, close/far vision, color/depth perception, hearing sounds/ communication, speaking clearly, and driving. Incumbent is exposed to irate or difficult persons. Incumbent is regularly exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

Incumbent is required to occasionally work extended, evening, or weekend hours and is required to respond to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the grant funded position of Mobile Immunization Nurse 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