

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

**Regular Meeting**

September 17, 2025  
4:30 p.m.

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

**Members Present:**

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

**Members Absent:**

Kristin Vincent, CNM  
Vacant Position  
Vacant Position

**Others Present:**

Michelle Migliore, D.O.	Hope Eck, RN
Alissa Balke	Mark Espich
Amy Ruppe	Mike Wruble
Ashley Helman, RN	Renata Williams
Briannah McCall	Diana Purushotham, MD - TEAMS
Ericka Tijerina	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 4:32 p.m.

**II. ADOPTION OF THE AGENDA**

- A. It is recommended the Board of Health members adopt the agenda for September 17, 2025.

Upon a motion by Ellen Reilander, Esq., being seconded  
by Jill Kaps VanBrouaene and unanimously carried, the agenda for  
September 17, 2025, was adopted.

**III. APPROVAL OF MINUTES**

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of August 20, 2025.

Ellen Reilander, Esq., mentioned that the motion in Item 25-32 Discussion and Vote: Job Description – Contracted Certified Medical Assistant (CMA) was not unanimously carried as

stated in the minutes. This will be corrected to and carried striking out unanimously in the final version of the minutes.

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBruaene, and unanimously carried, the minutes of the August 20, 2025, meeting of the Board of Health were approved as amended.

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

John Linn, P.E., mentioned the EMBER Program 1 year celebration. That it was very well attended and wanted to tell everyone involved great job.

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

##### 25-31 Discussion and Vote – Health Officer’s Report (August)

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

Dr. Migliore stated all of our open positions should be filled by the end of this week. EMBER did celebrate their 1<sup>st</sup> year; they work so hard and are so passionate about what they do. She also stated that several units spoke at a League of Women Voters meeting last week and they were amazed at all the stuff that we do.

Ellen Reilander, Esq., asked about the health fairs at the Kroc Center and the one in Lakeville.

Renata Williams, Director of CARE, stated the one in Lakeville was not very well attended, the CHW that is no longer with us is the one who coordinated this one, but because we had so many vendors contact us wanting to be involved, we decided to go on with the event. We had about 23 vendors at Lakeville and the Kroc Center. The Kroc Center event was very well attended, and the Kroc Center did a great job of advertising it. There were about 650 attendees.

John Linn, P.E., asked about the changes in the Vector program and what the future will look like.

Dr. Migliore stated the future is very bright as we just hired our Environmental Health/Vector Specialist, and they just started this week.

Mark Espich, Director of Environmental Health stated she will be coordinating with the State Entomologist to get certified as a pesticide applicator. She will also be part time septic.

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

Ashley Helman, RN, Director of Nursing presented the Nursing unit spotlight, which is attached to these minutes. She highlighted things each subunit does. There was an update on page 26; under 1/1-8/31/2025 vaccines administered: 4165 and patients served: 1565 were updated from the PowerPoint that the Board of Health initially received.

## **VI. NEW BUSINESS**

### **25-32 Discussion and Vote - Amend and Supplement Appendix: Schedule of Fines and Fees of the St. Joseph County Code**

Amy Ruppe, Director of Finance, VaxCare does not offer COVID vaccine for 6 months - 4 years any longer, so we have to update our fee schedule to show COVID offered at 6 months - 11 years at a \$32.00 increase (\$110.00/dose); and COVID 5 - 11 years at a \$33.00 decrease (\$66.00/dose).

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBruaene and unanimously carried, the schedule of fines and fees of the St. Joseph County Code were approved as presented.

### **25-33 Discussion and Vote - Job Description - Director of Operations**

Mike Wruble, Director of Operations, "We have added in a medical billing role to the Director of Operations position and Certification and/or experience with medical billing is preferred but not required. Training will be arranged".

Amendments made to the job description at the Board of Health meeting include:

1. Adding "if needed" to "Certification and/or experience with medical billing is preferred but not required. Training will be arranged, *if needed*".
2. Deleting "and Board of Health" in "Interviews candidates for new or vacant positions, makes hiring recommendations to the Health Officer *and Board of Health*, hires personnel upon approval from the Health Officer, and performs annual evaluations of all managerial staff, as well as staff who directly report to him/her".
3. Deleting "and ability to participate in drafting the budget in collaboration with the Health Officer and Director of Finance" in "Working knowledge of County and department budget processes *and ability to participate in drafting the budget in collaboration with the Health Officer and Director of Finance*".

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and unanimously carried, the Job Description of Director of Operations was approved as amended.

25-34 Discussion and Vote - Job Description - Food Safety Inspection Officer / CPO®

Mike Wruble, “The primary changes are just to clean up the job requirements that Human Resources asked us to do”.

Amendments made to the job description at the Board of Health meeting include:

- 1) Adding “*Ability to work extended, evening, and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight, as needed*” to the duties section.
- 2) Adding “*Responds to public health emergencies on a 24-hour basis*” under I. Job Requirements.
- 3) Adding “pool owners/operators” to “Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, other Department divisions, Indiana Department of Health (IDoH), establishment owners and operators, *pool owners and operators* and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities”.
- 4) Adding “Ability to work extended hours, evenings, and/or weekends and travel out of town for meetings/conferences, sometimes overnight, as needed.
- 5) Deleting “*Incumbent is occasionally required to work extended hours, evenings, and/or weekends and regularly required to travel out of town, but not overnight* in Section V. Physical Effort and Work Environment.

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBruaene, and unanimously carried, the Job Description of Food Safety Inspection Officer/CPO® was approved as amended.

25-35 Discussion and Vote - Job Description - Immunization Nurse (Contracted)

Amendments made to the job description at the Board of Health meeting include:

- 1) Adding *and mobile medical* to “Incumbent performs duties primarily in standard office, medical clinic *and mobile medical* clinic environments including 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 in section V. Physical Efforts and Work Environment”.
- 2) Deleting “*Ability to occasionally work extended, evening, or weekend hours and respond to public health emergencies on a 24-hour basis*” in section V. Physical Effort and Work Environment.

- 3) Adding “*Ability to occasionally work extended, evening, or weekend hours and respond to public health emergencies on a 24-hour basis*” to the duties section.
- 4) Deleting “*grant funded position of Mobile*” in “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” under Applicant/Employee Acknowledgment.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried, the Job Description of Immunization Nurse (Contracted) was approved as amended.

#### 25-36 Discussion and Vote - 2026 Budget – Trust Fund (updated)

Amy Ruppe, “With the change in personnel, an opportunity arose to update our 2026 budget so when January 1, 2026, comes around it is accurate with the new personnel in place. The change is budget neutral”.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried, the 2026 Budget – Trust Fund was approved as presented.

## **IX. GRANT REQUESTS**

#### 25-37 Discussion and Vote - Receive - Automotive Safety Program (ASP)

Renata Williams, “We were awarded the grant of eight car seats and we ask that we be allowed to receive them”.

Ellen Reilander, Esq., asked if there was a clinic where these would be given out.

Renata Williams, September 25<sup>th</sup> is National Automotive Safety week, and we will be giving them out then.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried, approval to receive up to eight (8) car seats by the Automotive Safety Program car were approved as presented.

## **X. OLD 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" - AS TABLED.

Mark Espich requested approval of the changes. "A majority of the changes is just to clarify the language, we have some establishments who have individuals living in them and that will not be permitted any longer under this ordinance".

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBruaene, and unanimously carried, Chapter 113, Massage Establishments/Massage Therapists, of the St. Joseph County Code was approved as amended.

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

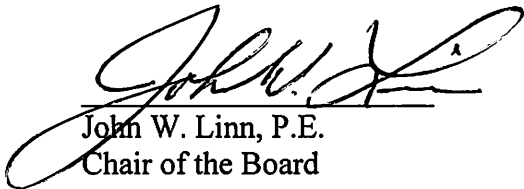
There was no public comment.

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

October 15, 2025 - 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XIII. ADJOURNMENT**

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:43 p.m.

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

  
Michelle Migliore, D.O.  
Secretary of the Board