

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
September 17, 2025
4:30 p.m.**

TEAMS Meeting
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Meeting ID: 289 421 040 967 8 - Passcode: Do9oQ2ig

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

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

III. APPROVAL OF MINUTES

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

IV. BOARD PRESIDENT ANNOUNCEMENTS:

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

VI. NEW BUSINESS:

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

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

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

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

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

VII. GRANT REQUESTS:

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

VIII. 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.

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:

October 15, 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 VanBraeue	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 Mishawaka	
Vacant	Member	Mayor - City of South Bend	
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

August 20, 2025
4:30 p.m.

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

Members Present:

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

Members Absent:

Vacant Position
Vacant Position

Others Present:

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

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

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

I. CALL TO ORDER & ROLL CALL

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

II. ADOPTION OF THE AGENDA

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

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

III. APPROVAL OF MINUTES

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

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

IV. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

V. HEALTH OFFICER PRESENTATION and REPORT

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

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

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

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

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

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

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

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

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

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

VI. NEW BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

IX. GRANT REQUESTS

There were no grant requests to discuss.

X. OLD BUSINESS

There was no old business to discuss.

XI. PUBLIC COMMENT (3 Minute Limit)

There was no public comment.

XII. TIME AND PLACE OF NEXT REGULAR MEETING

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

XIII. ADJOURNMENT

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

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

Michelle Migliore, D.O.
Secretary of the Board



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

Health Officer's Report of Unit Activities
August 2025



COMMUNITY ACCESS, RESOURCES AND EDUCATION (C.A.R.E.)

The CARE Unit had a productive August, engaging with over 1,815 community members through our robust outreach efforts. We participated in more than 10 community events and hosted two of our own: a health fair in Lakeville and a large Community Resource Fair at the Kroc Center. The Kroc Center event drew an estimated 650 people and brought together over 20 community partners to offer vital back-to-school services. These services included screenings for blood pressure, glucose, and lead, as well as mental health resources, radon test kits, immunizations, free school uniforms, and haircuts. Pictures from the Kroc Center event are attached for your reference.

In addition to our community events, we distributed 915 doses of Narcan and had a new Narcan public access cabinet installed at St. Joseph Regional Medical Center. This fulfills our goal of having two public access cabinets at both hospitals in the county.

We also achieved our end-of-year goal for the Empowering Moms & Babies through Education & Resilience (EMBER) program, with 111 unique participants year-to-date, surpassing our end of year goal of 100. This brings our total participant count to 934 across all classes and support groups this year.

Our MIH team provided safe sleep education to 131 people through our events, EMBER classes, and home visiting program. We also had the highest number of MIH CHW home visits in a single month at 17.

ENVIRONMENTAL HEALTH

In the month of August, the Environmental Unit was part of both the Lakeville Health Fair and C.A.R.E. Fair, distributing both education and free test kits at both events. In total, 53 tests were given this month. We received 11 passing test results back, 1 remediation bid was received, and 1 remediation system was installed. As part of the Indiana Cancer Consortium radon subgroup meeting, the Environmental Unit brainstormed ways they can reach local realtors to impress upon them the importance of radon testing as a part of the property transfer process.

Monthly Radon Statistics	
Tests Provided	53
Failed Results	0
Passing Results	11
Mitigation Bids Received	1
Remediation Systems Installed	1
Health Fairs	2

County Health Department

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

Valid: 01/01/2025-12/31/2025		Budget	June	July	August	YTD TOTALS	
REVENUE							
Beginning Balance		\$4,003,259.26					\$4,003,259.26
Property, FIT, Excise, Vehicle Excise Tax			\$1,459,992.83	\$0.00	\$0.00		\$1,459,992.83
Federal Reimbursements			\$0.00	\$0.00	\$0.00		\$0.00
Miscellaneous Revenue			\$0.00	\$0.00	\$0.00		\$2,641.00
TOTAL Tax, Fed Reimb and Misc Revenue			\$1,459,992.83	\$0.00	\$0.00	\$5,465,893.09	
Environmental Health			\$19,290.00	\$29,675.00	\$24,806.48		\$277,877.73
Food Services			\$14,313.75	\$10,375.00	\$7,008.75		\$395,305.50
Immunization Clinic (South Bend)			\$12,955.08	\$14,887.44	\$13,625.58		\$134,615.14
Vital Records (South Bend)			\$41,623.00	\$66,819.90	\$57,087.00		\$434,232.90
Immunization Clinic (Mishawaka)			\$2,839.00	\$489.00	\$0.00		\$38,577.00
Vital Records (Mishawaka)			\$1,880.00	\$2,605.00	\$0.00		\$19,135.00
Fees (Charge 2, Coroner Fee)			(\$3,634.00)	(\$5,700.00)	(\$5,927.50)		(\$41,699.00)
Total Fee Revenue			\$89,266.83	\$119,151.34	\$96,600.31	\$1,258,044.27	
TOTAL REVENUE			\$1,549,259.66	\$119,151.34	\$96,600.31	\$6,723,937.36	
EXPENDITURES							
10000 Series		Budget	June	July	August	Expenditures	Unexpended
11046	Director of Operations	\$76,650.00	\$5,896.16	\$8,844.24	\$5,896.16	\$53,065.44	\$23,584.56
11055	County Health Officer	\$131,250.00	\$10,096.16	\$15,144.24	\$10,096.16	\$90,865.44	\$40,384.56
11077	Admin. Assistant (3)	\$135,450.00	\$10,419.24	\$15,628.86	\$10,419.24	\$88,563.54	\$46,886.46
11143	Registrars (3)	\$119,358.00	\$9,181.38	\$13,772.07	\$9,181.38	\$82,591.61	\$36,766.39
11144	Nursing Registrars (2)	\$79,572.00	\$7,929.24	\$4,590.69	\$3,060.46	\$49,245.45	\$30,326.55
11145	Staff Assistants (2)	\$79,572.00	\$6,120.92	\$9,181.38	\$6,120.92	\$51,899.34	\$27,672.66
11151	Director of Vital Records	\$70,053.00	\$5,388.70	\$8,083.05	\$5,388.70	\$48,498.30	\$21,554.70
11154	Asst. Director Vital Records	\$63,945.00	\$4,918.84	\$7,378.26	\$4,918.84	\$44,269.56	\$19,675.44
11155	Nurses/Other Medical (7)	\$415,861.00	\$31,517.28	\$47,246.90	\$31,517.28	\$279,149.76	\$136,711.24
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	\$8,083.05	\$5,388.70	\$48,498.30	\$21,554.70
11162	Asst. Dir Environmental Health	\$63,945.00	\$4,918.84	\$7,378.26	\$3,842.92	\$43,193.64	\$20,751.36
11163	Director of Food Services	\$70,053.00	\$5,388.70	\$8,083.05	\$5,388.70	\$48,498.30	\$21,554.70
11165	Asst Dir Food Services	\$63,945.00	\$4,918.84	\$7,378.26	\$4,918.84	\$44,269.56	\$19,675.44
11167	Community Health Worker	\$43,201.00	\$0.00	\$6,605.76	\$9,908.64	\$16,514.40	\$26,686.60
11170	Director of CARE	\$70,053.00	\$5,388.70	\$8,083.05	\$5,388.70	\$48,498.30	\$21,554.70
11172	Environmental Health Specialist (7)	\$405,935.00	\$34,898.68	\$39,690.00	\$26,460.00	\$267,554.11	\$138,380.89
11174	Food Service Specialist (5)	\$286,650.00	\$22,050.00	\$33,075.00	\$22,050.00	\$198,450.00	\$88,200.00
11181	Lead Program Coordinator	\$2,205.00	\$0.00	\$500.84	\$339.24	\$840.08	\$1,364.92
11183	Communications and Events Specialist	\$63,945.00	\$8,771.94	\$0.00	\$0.00	\$34,874.58	\$29,070.42
11184	Env Health Spec Coordinator (2)	\$4,410.00	\$339.24	\$508.86	\$339.24	\$3,053.16	\$1,356.84
11195	Public Health Coordinator	\$58,656.00	\$8,046.40	\$0.00	\$0.00	\$32,862.40	\$25,793.60
11305	Deputy County Attorney	\$17,713.00	\$1,362.54	\$2,043.81	\$1,362.54	\$12,262.86	\$5,450.14
11650	Executive Secretary	\$50,400.00	\$3,876.92	\$5,815.38	\$3,876.92	\$34,892.28	\$15,507.72
11701	Director of Nursing	\$91,111.00	\$7,008.54	\$10,512.81	\$7,008.54	\$55,340.90	\$35,770.10
11709	Asst. Dir. Nursing	\$63,000.00	\$0.00	\$0.00	\$0.00		\$63,000.00
11950	Part Time	\$41,046.00	\$0.00	\$4,426.43	\$6,666.73	\$11,093.16	\$29,952.84
11988	Director of Finance	\$76,650.00	\$5,896.16	\$8,844.24	\$5,896.16	\$53,065.44	\$23,584.56
12010	Data Analyst	\$63,945.00	\$4,918.84	\$7,378.26	\$4,918.84	\$44,269.56	\$19,675.44
14800	FICA Taxes @ 7.65%	\$209,231.17	\$15,836.03	\$21,463.31	\$14,757.42	\$131,910.66	\$77,320.51
14810	PERF @ 11.2%	\$304,340.60	\$21,730.91	\$28,313.07	\$19,635.23	\$180,376.38	\$123,964.22
14840	Health Insurance @ \$18,500	\$790,875.00	\$0.00	\$0.00	\$0.00	\$407,000.00	\$383,875.00
Total 10000 Series		\$4,148,823.77		\$252,207.90	\$338,053.13	\$234,746.50	\$2,505,466.51
Acct 20000 Series		Budget	2024 PO's	June	July	August	Expenditures
21030	Office Supplies	\$22,742.00	\$39.00	\$24.31	\$435.25	\$815.28	\$10,287.37
22120	Garage & Motor Supplies	\$11,980.00	\$1,932.12	\$0.00	\$0.00	\$6.45	\$3,637.59
22148	Field Supplies	\$4,000.00	\$76.88	\$74.69	\$362.89	\$0.00	\$1,515.25
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$208,000.00	\$924.64	\$4,516.98	\$6,836.48	\$4,824.56	\$80,199.53
23243	Fuel Allocation	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00
Total 20000 Series		\$259,472.00	\$2,972.64	\$5,415.98	\$7,634.62	\$5,646.29	\$100,889.74
Acct 30000 Series		Budget	2024 PO's	June	July	August	Expenditures
31010	Legal Services	\$80,000.00	\$0.00	\$7,650.00	\$100.00	\$6,875.00	\$43,154.59
31070	Other Contractual Services	\$140,087.00	\$0.00	\$10,656.73	\$12,110.30	\$11,474.09	\$86,741.12
31150	Medical Services	\$3,000.00	\$300.00	\$0.00	\$135.00	\$0.00	\$1,999.45
32020	Travel/Mileage	\$13,941.00	\$0.00	\$443.00	\$100.00	\$175.60	\$2,469.16
32203	Cell Phones	\$20,025.00	\$0.00	\$0.00	\$2,460.66	\$0.00	\$11,561.52
32350	Postage	\$250.00	\$0.00	\$0.00	\$30.78	\$29.01	\$59.79
32550	Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33128	Environmental Health	\$3,500.00	\$0.00	\$0.00	\$300.00	\$0.00	\$962.00
33243	Fleet Allocation	\$76,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,115.00
33368	Public Info & Educ	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
34030	Liability Insurance Coverage	\$187,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93,703.00
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
39010	Dues & Subscriptions	\$2,917.00	\$0.00	\$0.00	\$0.00	\$0.00	\$211.37
39600	Refunds, Awards & Indemnities	\$996.00	\$0.00	\$83.00	\$0.00	\$996.00	\$0.00
39750	Information Technology	\$5,000.00	\$0.00	\$715.18	\$577.12	\$542.36	\$5,192.88
Total 30000 Series		\$555,352.00	\$300.00	\$19,547.91	\$15,813.86	\$29,096.06	\$295,165.88
Total Budget		\$4,963,647.77	\$3,272.64				
TOTAL EXPENDITURES				\$277,171.79	\$361,501.61	\$269,488.85	\$2,901,522.13
Total Unexpended							\$2,065,398.28
Net (Monthly)				\$1,272,087.87	(\$242,350.27)	(\$172,888.54)	
FUND BALANCE				\$4,237,654.04	\$3,995,303.77	\$3,822,415.23	

Local Public Health Services

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

Valid: 01/01/2025-12/31/2025		Budget	June	July	August	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	June	July	August	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	\$3,473.08	\$5,209.62	\$3,473.08	\$12,155.78	\$13,892.30
11155	Nurses/Other Medical	\$110,240.42	\$9,143.97	\$0.00	\$0.00	\$37,088.63	\$73,151.79
11167	Community Health Workers (15)	\$586,126.00	\$38,361.04	\$47,387.49	\$26,086.86	\$180,058.25	\$406,067.75
11172	Environmental Health Specialist	\$57,330.00	\$2,205.00	\$0.00	\$0.00	\$26,460.00	\$30,870.00
11174	Food Service Specialist	\$57,330.00	\$4,410.00	\$6,615.00	\$4,410.00	\$39,690.00	\$17,640.00
11176	Assistant Director of CARE	\$63,945.00	\$4,918.84	\$7,378.26	\$4,918.84	\$44,269.56	\$19,675.44
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	\$8.02	\$0.00	\$2,205.00	(\$0.00)
11182	Director of Community Partnerships & Development	\$70,053.00	\$7,008.90	\$0.00	\$0.00	\$35,915.05	\$34,137.95
11196	Health Promotion Specialist (2)	\$110,250.00	\$8,480.76	\$10,600.95	\$4,240.38	\$69,966.27	\$40,283.73
11199	Perinatal Coordinator	\$59,535.00	\$4,579.62	\$6,869.43	\$4,579.62	\$41,216.58	\$18,318.42
11197	MIH Coordinator	\$66,657.00	\$5,127.46	\$7,691.19	\$5,127.46	\$23,073.57	\$43,583.43
11950	Part Time	\$132,434.10	\$15,575.64	\$14,456.33	\$3,011.35	\$33,043.32	\$99,390.78
14800	FICA Taxes @ 7.65%	\$123,271.97	\$7,718.11	\$7,948.81	\$4,104.26	\$40,671.00	\$82,600.97
14810	PERF @ 11.2%	\$161,054.73	\$9,923.90	\$10,295.24	\$5,666.52	\$57,722.84	\$103,331.89
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	\$121,265.56	\$124,460.34	\$65,618.37	\$768,410.85	\$1,563,777.78
	20000 Series	Budget	June	July	August	Expenditures	Unexpended
21030	Office Supplies	\$47,539.00	\$0.00	\$412.46	\$291.56	\$1,314.00	\$46,225.00
22148	Field Supplies	\$476,250.00	\$479.11	\$485.56	\$0.00	\$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	\$479.11	\$898.02	\$291.56	\$21,057.94	\$602,731.06
	30000 Series	Budget	June	July	August	Expenditures	Unexpended
31015	Consultant Services	\$75,600.00	\$6,300.00	\$6,300.00	\$6,300.00	\$31,500.00	\$44,100.00
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	\$1,122.86	\$541.80	\$502.60	\$5,023.64	\$7,046.36
32050	Conferences & Trainings	\$18,500.00	\$0.00	\$247.00	\$20.00	\$1,668.03	\$16,831.97
32203	Cell Phones	\$25,929.00	\$0.00	\$2,193.94	\$0.00	\$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	\$797.15	\$1,042.37	\$181.00	\$14,784.78	\$66,517.79
33034	Grant	\$1,541,194.12	\$123,678.92	\$84,065.76	\$127,699.87	\$566,846.45	\$974,347.67
33100	Printing	\$37,500.00	\$229.34	\$107.74	\$81.96	\$3,918.11	\$33,581.89
33128	Environmental Health	\$253,557.00	\$16,118.49	\$7,200.00	\$5,900.00	\$56,623.49	\$196,933.51
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	\$594.00	\$162.00	\$175.50	\$13,331.00	\$5,869.00
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	\$390.00	\$2,036.64	\$1,623.20	\$22,303.26	\$127,696.74
39268	Immunization	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
	Total 30000 Series	\$3,793,262.65	\$149,230.76	\$103,897.25	\$142,484.13	\$770,261.74	\$3,023,000.91
	40000 Series	Budget	June	July	August	Expenditures	Unexpended
44010	Equipment	\$49,000.00	\$0.00	\$24,675.00	\$0.00	\$24,704.99	\$24,295.01
	Total 40000 Series	\$49,000.00	\$0.00	\$24,675.00	\$0.00	\$24,704.99	\$24,295.01
	Total Budget	\$6,798,240.28					
	TOTAL EXPENDITURES		\$270,975.43	\$253,930.61	\$208,394.06	\$1,584,435.52	
	Total Unexpended						\$5,213,804.76
	Net (Monthly)			(\$270,975.43)	(\$253,930.61)	(\$208,394.06)	
	FUND BALANCE			\$7,291,500.17	\$7,037,569.56	\$6,829,175.50	

OPIOID RESTRICTED FUND

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 07/16/2025-12/31/2025		Budget	June	July	August	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	\$0.00	\$2,120.19	\$4,240.38	\$6,360.57	\$14,841.43
14800	FICA Taxes @ 7.65%	\$1,622.00	\$0.00	\$162.19	\$305.26	\$467.45	\$1,154.55
14810	PERF @ 11.2%	\$2,375.00	\$0.00	\$237.46	\$474.92	\$712.38	\$1,662.62
14840	Health Insurance @ \$18,500	\$7,709.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,709.00
	Total 10000 Series	\$32,908.00	\$0.00	\$2,519.84	\$5,020.56	\$7,540.40	\$25,367.60
Acct	30000 Series						
32020	Travel/Mileage	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
32203	Printing	\$716.00	\$0.00	\$0.00	\$0.00	\$0.00	\$716.00
33368	Public Information & Education	\$1,476.00	\$0.00	\$0.00	\$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		\$0.00	\$2,519.84	\$5,020.56	\$7,540.40	
	Total Unexpended						\$27,809.60
	Net (Monthly)		\$0.00	(\$2,519.84)	(\$5,020.56)		
	FUND BALANCE		\$906,739.30	\$904,219.46	\$899,198.90		

Health School Liaison

LEAD: Ashley Helman

No Expiration		Budget	June	July	August	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	\$150.00	\$0.00	\$150.00		
06400	Donations		\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL REVENUE		\$1,413,586.35	\$0.00	\$150.00	\$0.00	\$1,413,736.35		
	EXPENDITURES							
Acct	10000 Series							
11180	School Health Liason	\$66,657.00	\$5,127.46	\$7,691.19	\$1,525.25	\$37,462.24	\$29,194.76	
14800	FICA Taxes @ 7.65%	\$5,100.00	\$369.93	\$574.47	\$116.69	\$2,776.47	\$2,323.53	
14810	PERF @ 11.2%	\$7,466.00	\$574.28	\$861.42	\$170.83	\$4,195.80	\$3,270.20	
14840	Health Insurance @ \$18,500	\$18,500.00	\$4,625.00	\$0.00	\$0.00	\$6,166.67	\$12,333.33	
Total 10000 Series		\$97,723.00	\$10,696.67	\$9,127.08	\$1,812.77	\$50,601.18	\$47,121.82	
Acct	20000 Series							
21030	Office Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$39.00	\$3,461.00	
24120	Medical Supplies	\$200,000.00	\$206.06	\$0.00	\$0.00	\$2,139.36	\$197,860.64	
Total 20000 Series		\$203,500.00	\$206.06	\$0.00	\$0.00	\$2,178.36	\$201,321.64	
Acct	30000 Series							
32020	Travel/Mileage	\$1,000.00	\$306.97	\$0.00	\$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	\$0.00	\$89.53	\$0.00	\$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	\$9,644.26	\$325.97	\$497.90	\$34,949.25	\$15,050.75	
Total 30000 Series		\$61,420.85	\$9,951.23	\$415.50	\$497.90	\$36,593.94	\$24,826.91	
Total Budget		\$362,643.85						
Total Expenditures			\$20,853.96	\$9,542.58	\$2,310.67	\$89,373.48		
	Total Unexpended						\$273,270.37	
Net (Monthly)			(\$20,853.96)	(\$9,392.58)	(\$2,310.67)			
FUND BALANCE			\$1,336,066.12	\$1,326,673.54	\$1,324,362.87			

Health Trust Fund

Lead: Mark Espich

No Expiration		Budget	June	July	August	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	\$6,996.69	\$4,120.27	\$29,617.38	\$19,202.62
11066	Vector/Env Health Specialist	\$46,305.00	\$8,004.15	\$0.00	\$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	\$949.12	\$529.50	\$311.37	\$3,772.45	\$4,521.55
14810	PERF @ 11.2%	\$10,672.00	\$1,418.88	\$783.63	\$461.47	\$5,713.00	\$4,959.00
14840	Health Insurance @ \$18,500	\$30,834.00	\$9,250.00	\$0.00	\$3,083.34	\$15,416.67	\$15,417.33
	Total 10000 Series	\$158,050.00	\$24,286.61	\$8,309.82	\$7,976.45	\$75,753.65	\$82,296.35
	Acct 20000 Series						
21030	Office Supplies	\$409.66	\$0.00	\$49.34	\$0.00	\$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	\$0.00	\$116.63	\$86.80	\$1,024.63	\$1,475.37
	Total 20000 Series	\$5,409.66	\$0.00	\$165.97	\$86.80	\$1,073.97	\$4,335.69
	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	\$0.00	\$129.98	\$0.00	\$930.29	\$689.71
32350	Postage	\$1,000.00	\$0.00	\$47.23	\$38.41	\$85.64	\$914.36
33368	Public Info & Educ	\$7,000.00	\$0.00	\$336.17	\$0.00	\$1,007.72	\$5,992.28
33938	Vector	\$25,000.00	\$0.00	\$6,765.33	\$35.90	\$8,245.29	\$16,754.71
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	\$0.00	\$7,278.71	\$74.31	\$13,271.65	\$32,728.35
	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		\$24,286.61	\$15,754.50	\$8,137.56	\$98,768.66	
	Total Unexpended						\$121,040.90
	Net (Monthly)		(\$24,286.61)	(\$15,754.50)	(\$8,137.56)		
14	FUND BALANCE		\$139,583.06	\$123,828.56	\$115,691.00		

NACCHO Mentor Program

LEAD: Renata Williams - SUPPORT: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	June	July	August	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	\$3,363.34	\$3,363.34	\$8,823.85
	Total 20000 Series	\$24,187.19	\$0.00	\$0.00	\$3,363.34	\$3,396.06	\$20,791.13
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	\$51.64	\$513.20	\$85.53	\$2,178.90	\$5,821.10
	Total 30000 Series	\$14,000.00	\$51.64	\$513.20	\$85.53	\$4,532.90	\$9,467.10
	Total Budget	\$38,187.19					
	Total Expenditures		\$51.64	\$513.20	\$3,448.87	\$7,928.96	
	Total Unexpended						\$30,258.23
	Net (Monthly)		(\$51.64)	(\$513.20)	(\$3,448.87)		
	FUND BALANCE		\$34,220.30	\$33,707.10	\$30,258.23		

FOOD SERVICES

August 11, 2025 - Unit Director, four (4) FSIO's and IDOH field representative facilitated in-service training at Notre Dame. 100+ University dining staff and Levy contracted food service personnel were on hand for the training, which highlighted the 410 IAC 7-26 code revisions. Designed to inform and educate, the session answered questions and prepared attendees for what to expect relative to the roll out of the new code. Full compliance and enforcement expected by January 2026. Feedback was very positive and ND participants suggested SJCDoh host similar sessions, in the future.

August 11, 2025 - The Assistant Director and Elkhart County delegates, representing Indiana Congressional District 2, attended the first of monthly HB1577 "Mobile Retail Food Establishment" workgroup committee meetings. Group established to discuss standards for licensure, inspection, operation, and license and inspection fees for statewide mobile retail food establishment license.

August 21, 2025 - Fire at The Inn at St. Mary's. Innjoy cafe area affected by fire at ice machine across the hall. Other areas ok to operate. Clean up was verified, ice machine has been removed.

August 27, 2025 - Received notice of a fire at Wendy's on McKinley Avenue. FSIO met Fire investigator at the establishment, which he had ordered to close and remain closed pending professional clean-up, equipment repair or replacement and documentation of staff fire safety training. FSIO ordered food disposition, detailed cleaning and proof of routine cleaning schedules. Our FSIO and the Fire investigator returned together on 8/28/2025. Minimal compliance and follow through with the previous day's instructions resulted in the establishment being ordered to remain closed until another recheck after the holiday weekend

HEALTH FIRST INDIANA

KPI Progress:

Collective Progress of KPIs	
KPI 1	67.93%
KPI 2	67.44%
KPI 3	64.51%
KPI 4	126.92%
KPI 5	177.43%
KPI 6	33.30%
KPI 7	47.00%
KPI 8	2.00%

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

Organization Name	Collective Progress of all KPIs
Health Plus Indiana	28.63%
Dr. Angie's Dental Health Exchange	5.00%
Play Like a Champion Today, Inc.	62.70%
Mental Health Awareness of Michiana	211.93%
SAINT JOSEPH REGIONAL MEDICAL CENTER, INC.	N/A
St. Margaret's House	55.78%
SAINT JOSEPH REGIONAL MEDICAL CENTER, INC.	31.09%
Portage Township	56.23%
Women's Care Center	79.13%
REAL Services, Inc.	96.66%
Cultivate Food Rescue	111.40%
Northern Indiana Maternal & Child Health Network	68.15%
Purdue Extension - St. Joseph County	53.00%
Unity Gardens Inc.	79.63%

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 September 1, 2025, the report will include all lead tests drawn in July of 2025.

Tests drawn from July 1, 2025 – July 31, 2025

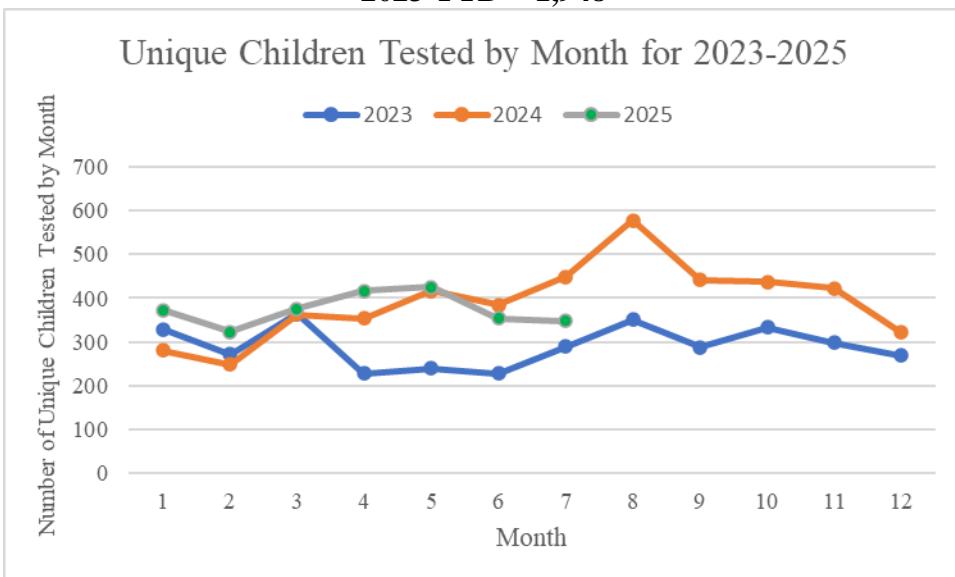
Pb Level (μ g/dL)	Venous	Capillary	Unknown	Total
0	28	59	0	87
0.1-2	13	50	1	64
2-3.4	12	51	102	165
3.5-4.9	5	7	4	16
5-9.9	8	3	1	12
10-19.9	1	0	1	2
20-29.9	1	0	0	1
30-39.9	0	0	1	1
40-49.9	0	0	0	0
\geq50	0	0	0	0
Total	68	170	110	348

There were 0 duplicate tests in the month of July, 348 unique children were tested.

2025 YTD = 2,613

2024 YTD = 2,494

2023 YTD = 1,948



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	July 2025	YTD 2025
46613	2 elevated	20 elevated
46628	1 elevated	17 elevated
46544	2 elevated	15 elevated
46619	5 elevated	12 elevated
46545	2 elevated	11 elevated
46614	1 elevated	7 elevated
46615	0 elevated	6 elevated
46530	1 elevated	6 elevated
46635	0 elevated	5 elevated
46616	0 elevated	4 elevated
46617	0 elevated	4 elevated
46561	0 elevated	3 elevated
46637	0 elevated	1 elevated
46601	0 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 Only Events	# of events
August 2025	13	52	August 2025	0

YTD	# of events	# of tests
YTD 2025	50	295
YTD 2024	59	289

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 8/31/2025

Case Management	Case Monitoring	Unconfirmed Cases
70	48	31

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	August 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022	YTD 2021
A. Lead Risk Assessments	11	69	91	74	45	52
i. EBLL Assessments	6	25	35	40	16	2
ii. Parent Requests	5	44	56	34	29	5
B. Clearances	12	63	62	45	12	13

NURSING UNIT

Immunizations

We were very busy with back-to-school vaccines, and more than doubling the number of children seen! Across our two clinics, we served 51 adults and 193 children, totaling 244 unique individuals. The staff administered a total of 723 immunizations.

We utilized free local calendars to promote events and partnered with the City of Mishawaka to provide vaccines in locations convenient to local residents.

In August, our recall program for patients who missed scheduled appointments resulted in a rescheduling rate of 34% and the identification of alternative needs for 18% of the patients.

Mobile Immunization Team

Clinics:

8/4 YMCA O'Brien Center

8/5 Mishawaka Health & Wellness

8/5 Healthlinc

8/9 Charles Black Center

8/9 La Casa

8/11 Food Bank of Northern IN

8/12 Mishawaka Health & Wellness

8/13 Kroc Center

8/16 South Bend School Corp Back to School

8/19 Hope Ministries

8/20 DuComb Center

Public Health Nursing

There were 44 animal bites and 34 communicable disease cases in July.

School Health

Schools began returning to learning this month, and inquiries came in regarding state emergency medication standing orders and communicable disease. Fourteen contacts were made via phone and email, and physical resources were distributed to 7 schools.

TB	August 2025	YTD 2025	YTD 2024	YTD 2023	YTD 2022
Directly Observed Therapies	83	660	289	203	1087
Nurse Visits	22	213	266	219	208
QFT Ordered	11	132	80	14	42
CXR	2	21	4	4	5
New Active Cases	1	6	3	2	6
Active TB Cases Following	5	8	5	3	11
Latent TB Cases Following	16	62	60	48	36

VITAL RECORDS

	<u>Records Filed in August 2025</u>	<u>YTD 2025 Occurrences</u>	<u>YTD 2024 Occurrences</u>
<u>Statistics*</u>			
Total Births	313	2677	2801
Total Deaths	206	2100	2210
Paternities	6	32	44
Corrections	2	25	22
Genealogy	0	8	2
	<u>YTD 2025- Requestors</u>	<u>YTD 2025- Number of Records Issued</u>	<u>YTD 2025 Pending Requests</u>
Birth Cert Asst.	29	102	35
	<u>Records Issued AUG 2025</u>	<u>YTD 2025 Issued</u>	<u>YTD 2024 Issued</u>
Birth Certs Total	1608	10708	10057
Death Certs Total	1260	11983	12497

Birth & Death data reflected as of 09/08/2025.

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

Nursing Unit

Ashley Helman
Director of Nursing



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



Our Team

- Public Health
- Mobile Vaccines
- Downtown Clinic
- Tuberculosis
- School Health
- Lead
- Administration

Tuberculosis

-Prevention

-Latent & Active Case Management

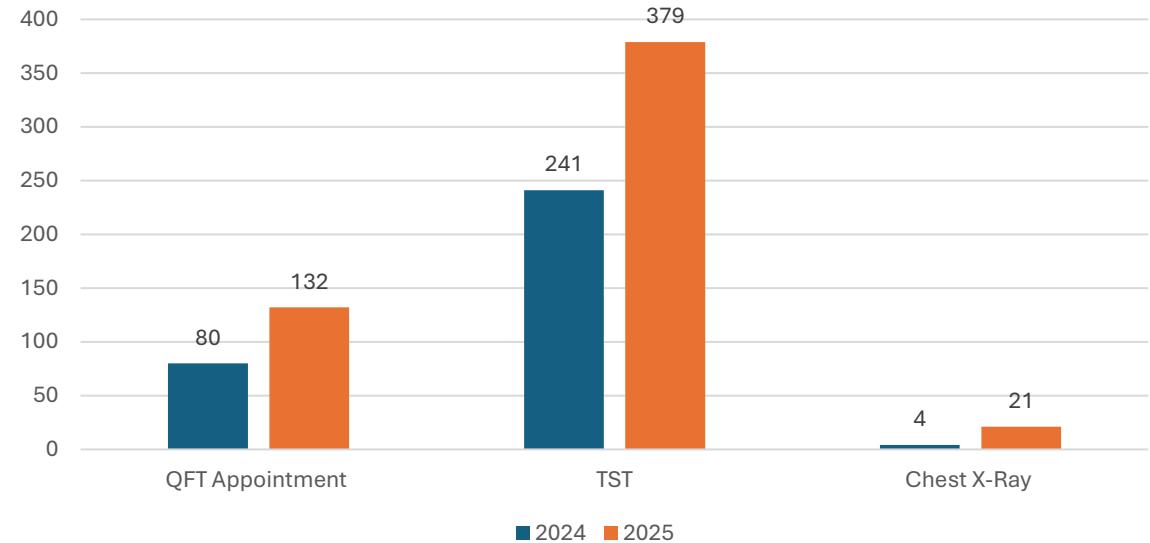
-Contact Tracing

-Medication

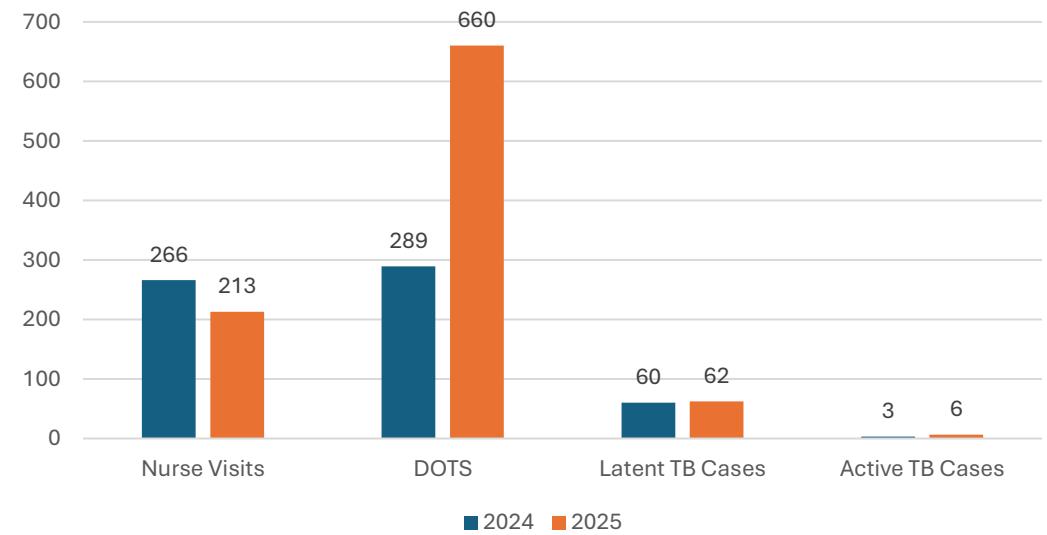
-Education



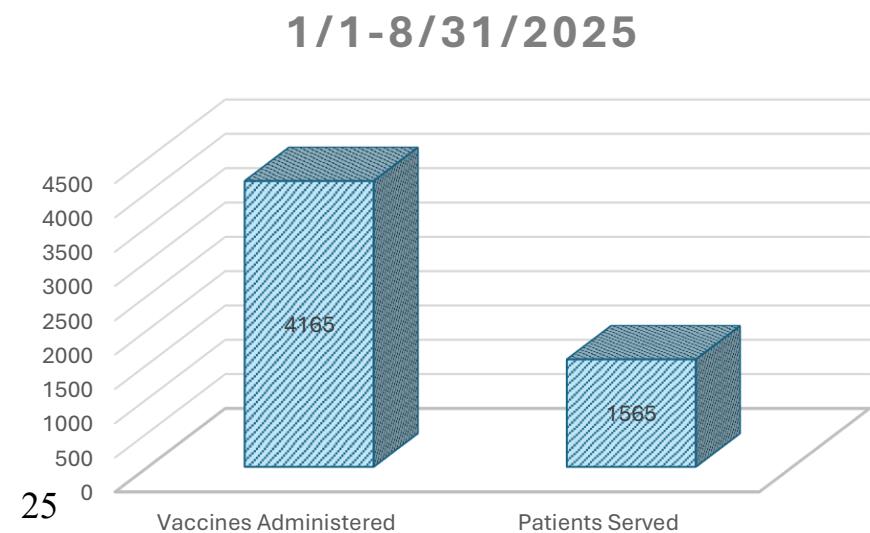
TB Prevention Activities



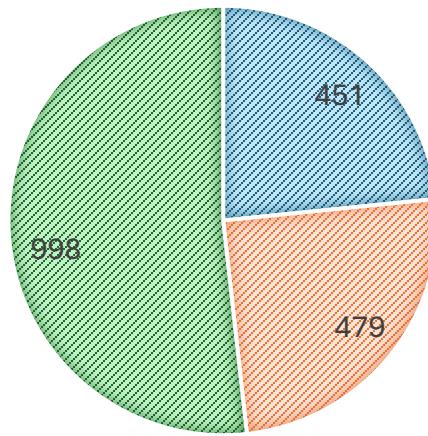
TB Care Provided



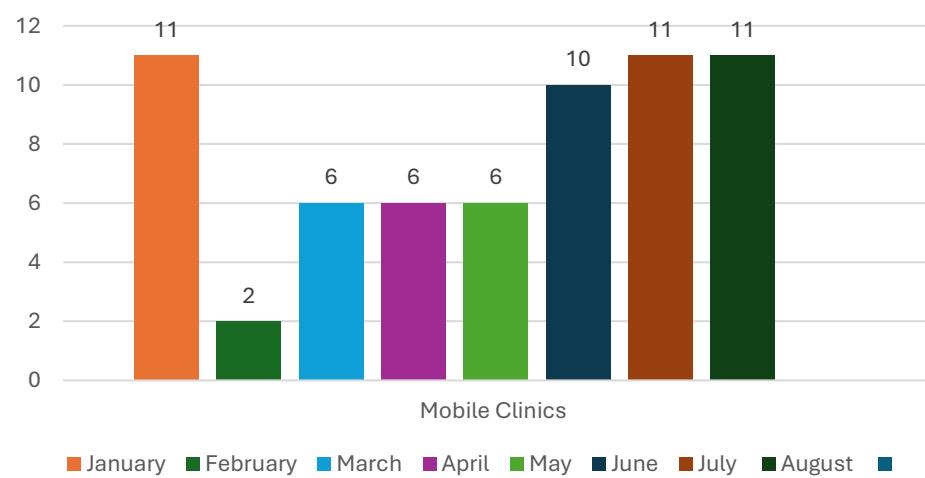
Immunization Team



■ Mobile ■ Mishawaka ■ South Bend



Mobile Clinics



Public Health



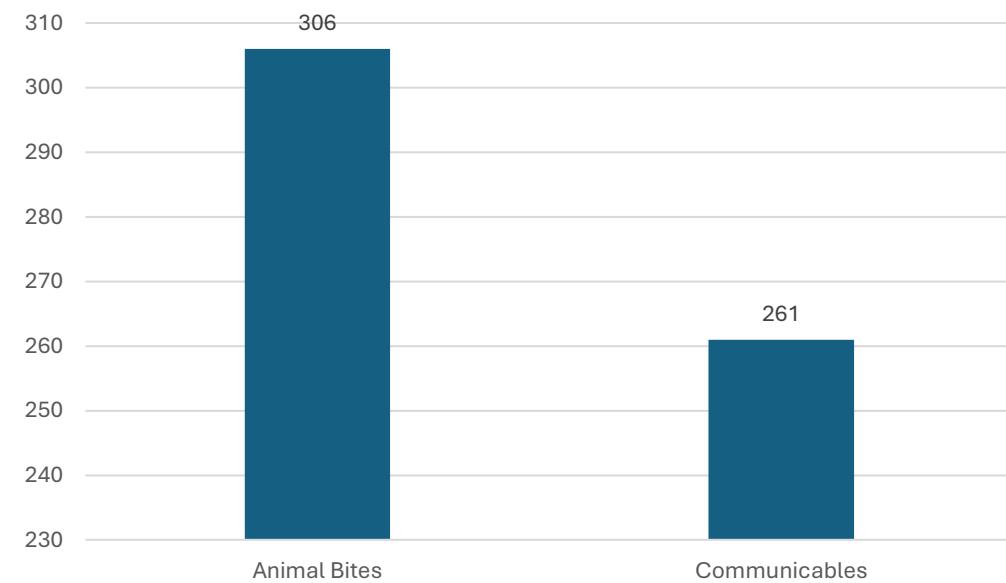
Lead Case Management



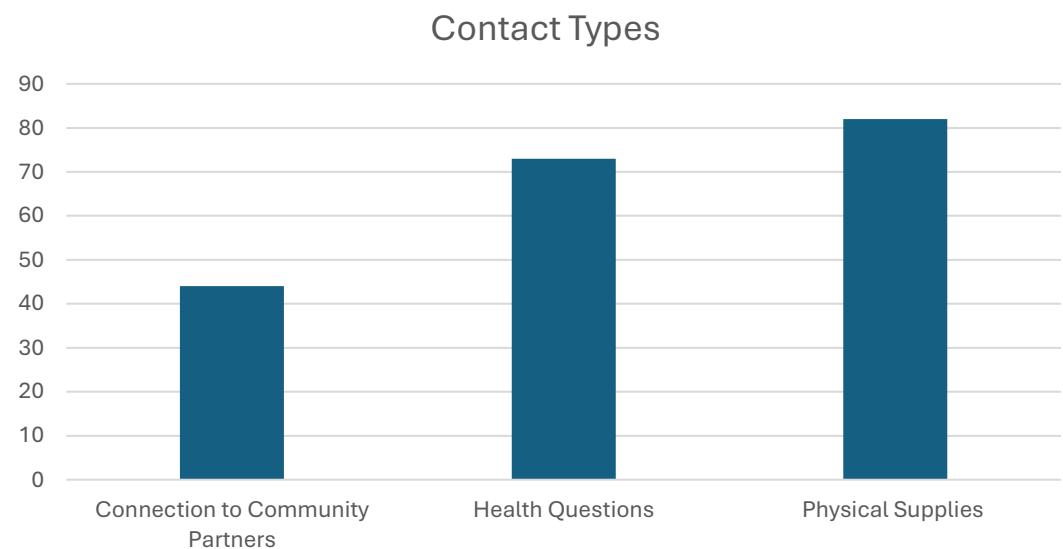
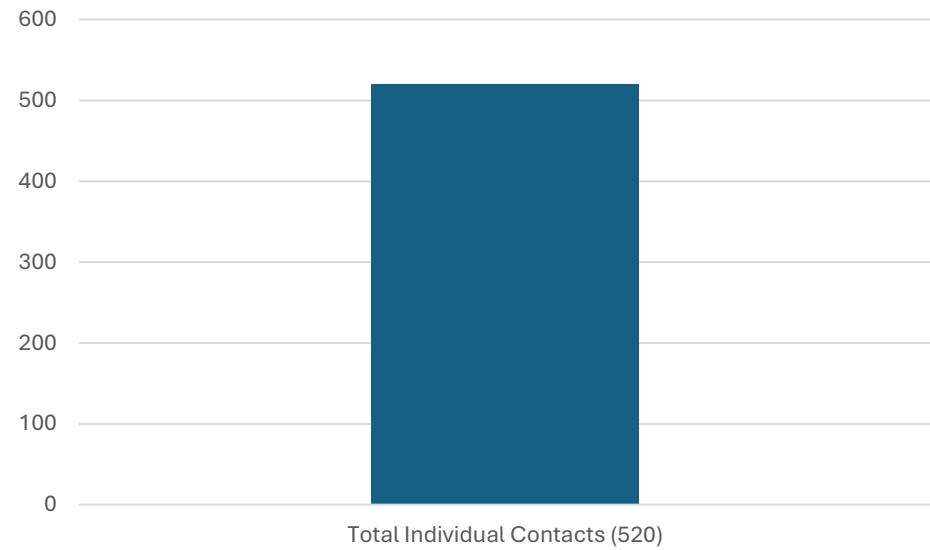
Animal Bites



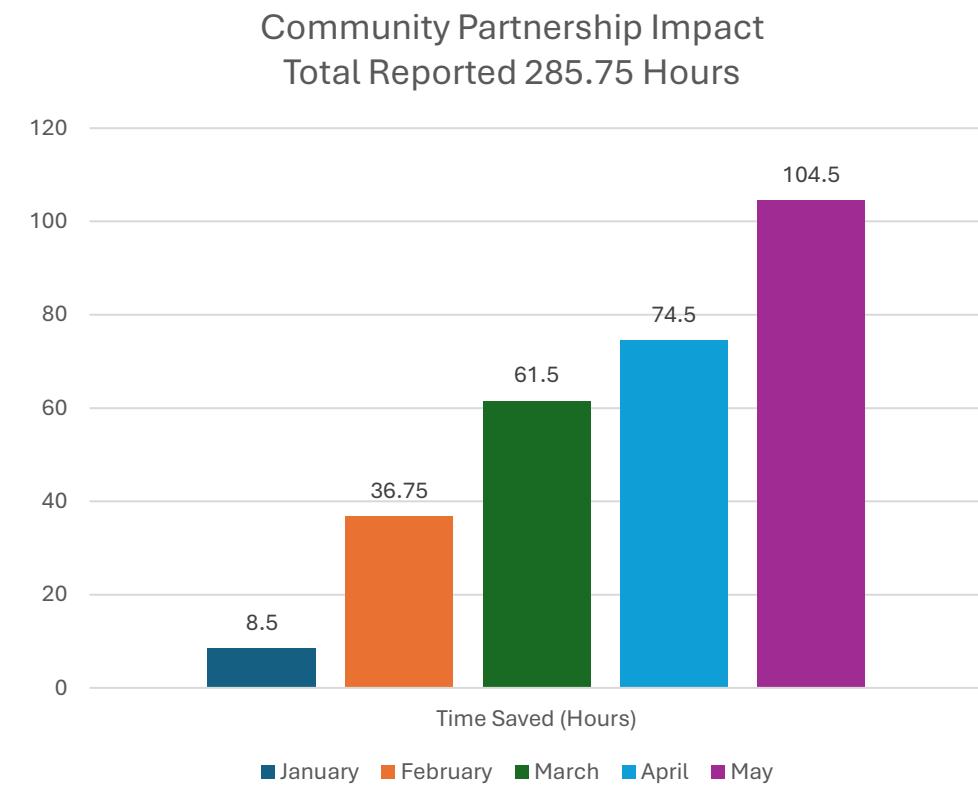
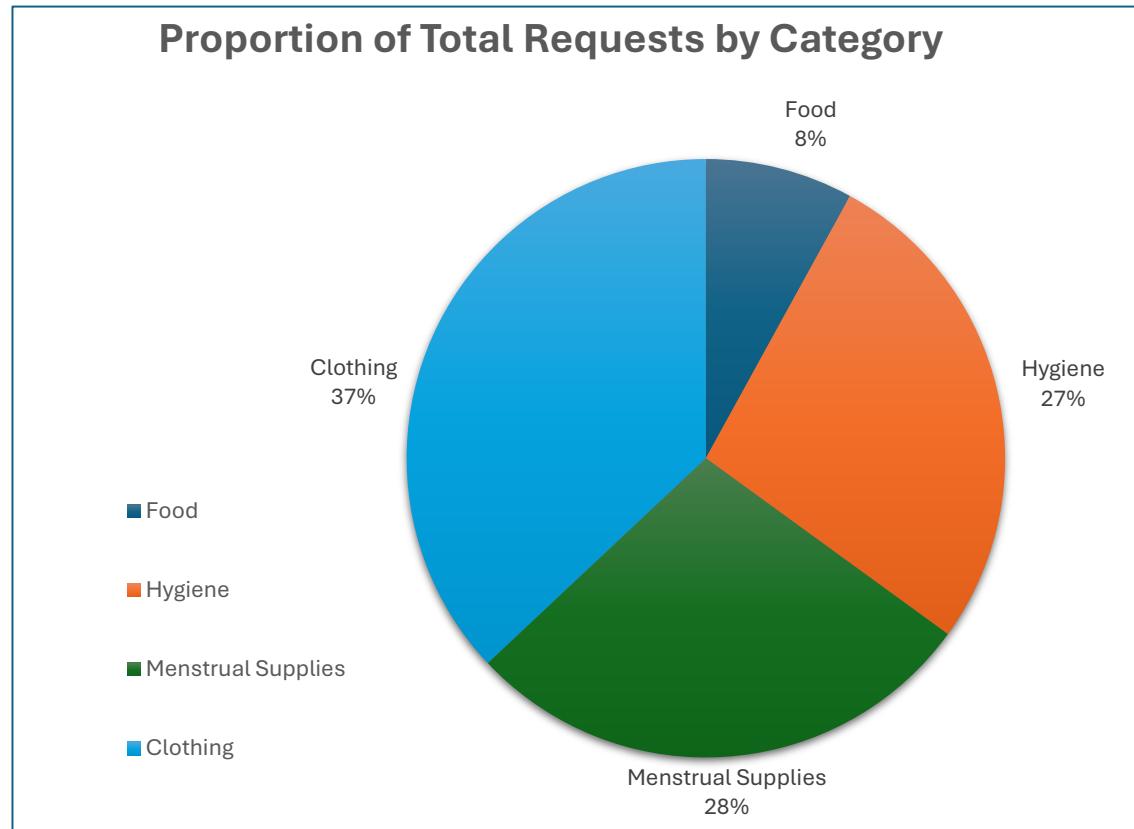
Communicable
Disease



School Health 2024-2025 School Year



Community Partnership Program



The Nursing Team





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
Prevent. Promote. Protect.

September 9, 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. (Departmentwide 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 17th Day of **September, 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

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

Was COVID (6 months – 4 years) but is now 6 months – 11 years)

COVID (6 months - 11 years)	\$110.00	32.00 increase
COVID (5 - 11 years)	\$66.00	\$33.00 decrease
COVID (12+ years)	\$127.00/dose	
DTaP - (Per Dose in a Multiple Shot Series)	\$40.00/dose	
DTaP-IPV - (Per Dose in a Multiple Shot Series)	\$69.00/dose	
DTaP-IPV-Hep B - (Per Dose in a Multiple Shot Series)	\$88.00/dose	
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	
Hep A & Hep B - (Per Dose in a Multiple Shot Series)	\$133.00/dose	
Hep A Adult - (Per Dose in a Multiple Shot Series)	\$96.00/dose	
Hep A Pediatric - (Per Dose in a Multiple Shot Series)	\$48.00/dose	
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	
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	
Influenza - High Dose**	\$83.00/dose	
IPV - (Per Dose in a Multiple Shot Series)	\$46.00/dose	
Measles, Mumps and Rubella - (Per Dose in a Multiple Shot Series)	\$113.00/dose	
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	
Meningococcal B - (Per Dose in a Multiple Shot Series)	\$196.00/dose	
Meningococcal A, B, C, W and Y - (Per Dose in a Multiple Shot Series)	\$246.00/dose	
Mpox	\$290.00/dose	
PCV15 - (Per Dose in a Multiple Shot Series)	\$253.00/dose	
PCV20	\$274.00/dose	

PPSV23	\$141.00/dose	
QuantiFERON	\$35.00/draw	
Rabies Vaccine - (Per Dose in a Multiple Shot Series)***	\$450.00/dose	
Rotavirus - (Per Dose in a Multiple Shot Series)	\$136.00/dose	

NURSING UNIT (Continued)

RSV	\$302.00/dose	
RSV Monoclonal Antibody for Children	\$519.00/dose	
Tdap	\$58.00/dose	
Tetanus/Diphtheria	\$48.00/dose	
Typhim	\$116.00/dose	
Typhim, Oral - (Per One (1) Pack of Four (4) Capsules)	\$119.00/pack	
Varicella - (Per Dose in a Multiple Shot Series)	\$209.00/dose	
Yellow Fever**	\$248.00/dose	
Zoster**	\$235.00/dose	

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

- **TUBERCULOSIS – (TB)**

TB Test	\$27.00	
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	
Replacement Immunization Record (Electronic)	\$1.00/record	
Replacement Immunization Record (Mail)	\$3.00/record	
Replacement Yellow Fever Certificate	\$10.00/certificate	
Set Up Fee for Private Off-Site Clinic (Does not include the Cost of the Individual Vaccine).	\$30.00/Public Health Nurse	

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

POSITION: Director of Operations
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: August 2025
DATE REVISED:

STATUS: Full Time
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 Director of Operations for the St. Joseph County Department of Health (DoH), responsible for maintaining and directing daily operations, supervising DoH personnel, and recommending and administering policies/programs. Incumbent is also involved in developing, managing, and maintaining volunteer and internship/fellowship opportunities for the community.

DUTIES:

Administers department activities to effectively and efficiently provide St. Joseph County residents with public health services in accordance with professionally recognized standards/practices.

Supervises department personnel, including administering personnel programs/procedures, providing training, making work assignments, evaluating performance, reviewing position responsibilities and salaries, recommending personnel actions, and providing corrective instruction as appropriate. Recommends discipline and/or termination of employment to Health Officer as warranted.

Interviews candidates for new or vacant positions, makes hiring recommendations to the Health Officer, 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.

Reviews job descriptions and maintains the DoH organizational chart.

Maintains and develops internal controls and policies/procedures to provide direction and guidance to DoH staff. Conducts regular meetings with staff to review department operations and share relevant professional information.

In conjunction with DoH attorney, monitors changes in laws, legal requirements, and services in other departments/agencies affecting DoH operations. Works with Health Officer and Unit Directors to effectively assess operations and develop, revise, recommend to Board of Health, and implement new policies, procedures, and/or ordinances accordingly.

Works in conjunction with Health Officer to ensure both short-term and long-range goals of the department are met, revising goals in accordance with strategic direction of the department and monitoring progress toward achievement of these goals.

Ensures proper maintenance and filing of all DoH records, personnel files, and reports as required by Indiana State Department of Health (IDoH), St. Joseph County Board of Health, State Board of Accounts, and other government/regulating agencies.

Represents the DoH to the public when appropriate, responding to complaints and inquiries, attending meetings and conferences with IDoH and other government/County agencies, coordinating and/or resolving problems with services, responding to assistance needs, and providing information upon request. Presents at Board of Health, County Commissioner, and County Council meetings as requested.

Develops and maintains a system by which individuals can volunteer with St. Joseph County Department of Health where appropriate. This includes ensuring appropriate liability coverage and paperwork is completed in compliance with appropriate regulations.

Develops and maintain a system by which educational institutions can send students, including but not limited to medical students, nursing students, public health fellows, and undergraduate and graduate interns, to the DoH as part of their educational experience in public health. Develops and maintains a method for tracking the number of applicants and their placement within the DoH.

Performs basic medical billing tasks, including verifying coverage, entering charges, preparing and submitting claims, and resolving unpaid or denied claims. Works with staff, the Director of Finance, and payers to build and improve billing processes.

Assists Health Officer, Director of Finance, and Unit Directors in drafting annual DoH budget.

Incumbent is required to occasionally work extended, evening and/or weekend hours and may travel out of town for meetings/conferences, sometimes overnight.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in public health, public health administration, or business administration required. Master's Degree in a relevant field with 2 years' experience in management preferred.

Thorough knowledge of standard principles and practices of public health, with ability to effectively administer DoH operations and develop/implement DoH policies and procedures accordingly.

Thorough knowledge of federal, state, and local laws and regulations governing DoH operations, with ability to effectively monitor operations, maintain records and files, and draft ordinances and policies to assure compliance with all legal requirements.

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.

Ability to supervise personnel, including administering personnel programs/procedures, providing training, making work assignments, evaluating job performance, reviewing position responsibilities and salaries, recommending personnel actions, providing corrective instruction, and recommending discipline and/or termination of employment as warranted.

Certification and/or experience with medical billing is preferred but not required. Training will be arranged if needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, County Council, Auditor's Office, County Treasurer, IDoH, Indiana Department of Environmental Management (IDEM), and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of DoH information and records according to state requirements.

Ability to respond to public health emergencies on a 24-hour basis.

Ability to work extended, evening, and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent's work is broad-ranging and often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with generally applicable procedures and legal guidelines, exercising judgment to effectively administer, assess, and improve Department operations, supervise personnel, respond to complaints, and ensure compliance with legal requirements. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent assures proper direction and administration of the St. Joseph County Department of Health. Goals and objectives of incumbent's work are known, with highly unusual circumstances discussed with Health Officer at incumbent's discretion. Work is primarily reviewed for effect on DoH goals/objectives, compliance with legal requirements, and continuing quality of DoH services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, County Commissioners, County Council, County Auditor's Office, County Treasurer, IDoH, IDEM, and the public for purposes of formulating and executing policies, disseminating public health information, improving services, and supervising personnel.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, close vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director of Operations 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

Director of Operations
Health

Factors: SO

Status: Full Time

FLSA Status: Exempt

Written: August 2025

Revised:

Incumbent:

Disc: St. Joseph County

File: Director of Operations

Approved by Board of Health:

POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA

POSITION:	Food Safety Inspection Officer
DIVISION OR UNIT:	Food
DEPARTMENT:	Health
WORK SCHEDULE:	8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY:	PAT (Professional, Administrative, Technological)
DATE WRITTEN:	October 2006
DATE REVISED:	September 2025
	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 Food Safety Inspection Officer for the St. Joseph County Department of Health (DoH), Food Services Unit, responsible for investigating food-related health complaints, conducting inspections of food establishments, and ensuring health codes are met.

DUTIES:

Inspects assigned retail food establishments according to risk-based schedule, ensuring compliance with local, state, and federal food safety and sanitation regulations.

Inspects, conducts closures, and investigates complaints of swimming pools and spas as required by local and state rules and ordinances.

Inspects mobile railroad camps, Bed and Breakfast establishments, and temporary food vendors at scheduled events and celebrations.

Provides consultations and/or advises and instructs owners/operators and the public on proper procedures and practices concerning food safety and sanitation rules, codes, and requirements via phone, email, or in person.

Conducts investigations as necessary in response to complaints and reports from the public. Prepares and files detailed records and reports of investigations and sends to establishments.

Discusses appropriate corrective action with Food Service Director and Assistant Director, which may include recommending closure of an establishment for non-compliance or a Health Officer hearing.

Plans and schedules itinerary for health inspections.

Assists with paperwork and contacts establishments for renewal of food service permits.

Responds to public health emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in environmental science, public health, or related field with two (2) years' food industry experience.

Possession of or ability to obtain Pool Operator certification, if also conducting pool and spa inspections.

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

Thorough knowledge of standard principles and practices of safe food handling requirements, public health sanitation, and proper food storage, handling, and service, with ability to effectively evaluate and instruct the public in application of appropriate procedures.

Practical knowledge of federal, state, and local laws and regulations governing food sanitation, with ability to conduct effective investigations of food-related establishments and take action to ensure compliance with all legal requirements.

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/operators, 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 competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to plan and present public speaking presentations.

Ability to occasionally work extended hours, evenings, and/or weekends and travel out of town, including overnight, as needed.

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

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. RESPONSIBILITY:

Incumbent is responsible for the proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor, and the incumbent is responsible for applying standard departmental practices and precedents to individual work assignments. Work product is periodically assessed for overall conformity with guidelines and standard departmental practices.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, IDoH, business owners and operators, and the public for purposes of exchanging information, rendering service, instructing, and negotiating.

Incumbent reports directly to the Director of Food Service.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a vehicle, and in the field/outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, driving, walking on uneven terrain, working in wet/icy surroundings and extreme temperatures, working near fumes, odors, dust, dirt, and in noisy environments, lifting/carrying/pushing/pulling objects weighing less than 50 pounds, bending/reaching, keyboarding, crouching/kneeling, handling/grasping/fingering objects, close/far vision, color and depth perception, speaking clearly, and hearing sounds/communication. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing/equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Food Safety Inspection Officer for the St. Joseph County Department of Health, Food Services Unit, 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

Approved by Board of Health:

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

POSITION: Immunization Nurse
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 (DoH) on as "as needed" basis, responsible for providing healthcare and education to county residents, and ensuring compliance with established policies, practices, regulations, and professional and public health standards. Incumbent works at minimum two shifts per month and 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, records demographic information, prepares patient charts, and enters medical details such as prior vaccines into charts.

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

Prepares immunizations for injection using sterile techniques, 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 Officer, Board of Health, and regulating agencies.

May provide other clinic services as needed, such as 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 Center for Disease Control (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.

Responds to public health emergencies on a 24-hour basis, as able. Performs related duties as assigned.

I. JOB REQUIREMENTS:

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

Possession of 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.

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 work with and support our public health programming and facilitate referrals as appropriate.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems such as the state vaccine database, vaccine scheduling program, and medical records management systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County and municipal departments, state departments and agencies, medical laboratories, healthcare providers, 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 provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Ability to maintain inventory of medical supplies and vaccines.

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 present educational materials, and maintain positive community support/public relations.

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

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, 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.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for this grant funded position of 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

Approved by Board of Health:

St. Joseph County Department of Health

Trust Fund - DRAFT #3

Acct #	Account Name	2025 Adopted	Approved 5/21/25	2026 Updated	+ / -
11048	Vector Coordinator (0)	\$48,820.00	\$60,638.00	\$0.00	(\$48,820.00)
11066	Vector/Env Health Specialist (1)	\$46,305.00	\$0.00	\$57,330.00	\$11,025.00
11950	Part Time (0)	\$13,125.00	\$0.00	\$0.00	(\$13,125.00)
14800	Fica Taxes @ 7.65%	\$8,294.00	\$4,638.00	\$4,386.00	(\$3,908.00)
14810	PERF @ 11.2%	\$10,672.00	\$6,792.00	\$6,421.00	(\$4,251.00)
14840	Group Health Insurance @ \$18,500/person	\$30,834.00	\$18,500.00	\$18,500.00	(\$12,334.00)
	10000 series TOTAL	\$158,050.00	\$90,568.00	\$86,637.00	(\$71,413.00)
21030	Office Supplies	\$409.66	\$0.00	\$0.00	(\$409.66)
22120	Gas/Motor Supplies	\$2,500.00	\$0.00	\$0.00	(\$2,500.00)
22148	Field Supplies	\$2,500.00	\$6,000.00	\$6,000.00	\$3,500.00
22328	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00
	20000 series TOTAL	\$5,409.66	\$6,000.00	\$6,000.00	\$590.34
32020	Travel/Mileage	\$1,000.00	\$0.00	\$0.00	(\$1,000.00)
32050	Conferences & Trainings	\$4,380.00	\$0.00	\$500.00	(\$3,880.00)
32203	Cell Phones	\$1,620.00	\$0.00	\$531.00	(\$1,089.00)
32350	Postage	\$1,000.00	\$0.00	\$500.00	(\$500.00)
33368	Public Information & Education	\$7,000.00	\$0.00	\$0.00	(\$7,000.00)
33938	Vector	\$25,000.00	\$0.00	\$0.00	(\$25,000.00)
36500	Service Contract	\$1,000.00	\$0.00	\$2,400.00	\$1,400.00
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	(\$5,000.00)
	30000 series TOTAL	\$46,000.00	\$0.00	\$3,931.00	(\$42,069.00)
44010	Equipment	\$5,000.00	\$0.00	\$0.00	(\$5,000.00)
	30000 series TOTAL	\$5,000.00	\$0.00	\$0.00	(\$5,000.00)
	10000 series sub-total	\$158,050.00	\$90,568.00	\$86,637.00	(\$71,413.00)
	20000 series sub-total	\$5,409.66	\$6,000.00	\$6,000.00	\$590.34
	30000 series sub-total	\$46,000.00	\$0.00	\$3,931.00	(\$42,069.00)
	40000 series sub-total	\$5,000.00	\$0.00	\$0.00	(\$5,000.00)
	GRAND TOTAL	\$214,459.66	\$96,568.00	\$96,568.00	(\$117,891.66)



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
Prevent. Promote. Protect.

August 27, 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 receive the Automotive Safety Program (ASP) grant. The purpose of this grant will allow us to replace up to 8 car seats during our EMBER Infant & Toddler Car Seat Safety class. These classes led by our certified Child Passenger Safety MIH staff will also include car seat checks and educate participants on essential car seat safety practices.

Attached is the 2025 Child Passenger Safety Week Contractual Services Agreement.

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:RW:jsp

APPROVED _____ DENIED _____

This 17th Day of September 2025 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
Chairman, Board of Health

Elizabeth Lindenman, MD
Vice Chairman, Board of Health

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

 @stjosephcountyhealth

 @sjchealth

**Automotive Safety Program
2025 Child Passenger Safety Week Contractual Services Agreement**

Re: Indiana University (IU) and the Automotive Safety Program (ASP) – Recipient Organization Contractual Services Agreement for 2025 National Child Passenger Safety (CPS) Week Car Seat Clinics.

Dear Nancy Coiro

We are very pleased to inform you that Indiana University and the Automotive Safety Program have approved funding to support (the "Grant") St. Joseph County Department of Health ("Grantee") to be used in accordance with the terms of this Agreement Letter and solely in connection with the implementation of car seat clinics.

References in this Agreement Letter to "us" or the "ASP" shall be a reference to Indiana University and the Automotive Safety Program. References to "you" or "Subgrantee" shall be a reference to St. Joseph County Department of Health.

1. Funding Details:

- 1.1. The Grantee must submit a standardized ASP child restraint order form six weeks prior to the first day of the 2025 Child Passenger Safety (CPS) Week intended car seat clinic date. The child restraints purchased through the Automotive Safety Program are conditional upon the ASP receiving a signed copy of this Agreement Letter from you six weeks prior to the first day of the 2025 Child Passenger Safety (CPS) Week intended clinic date.
- 1.2. Funding will be for the 2025 CPS Week time period beginning on September 21, 2025 and ending on September 27, 2025.
CPS Week Car Seat Clinic will be held on:

Date: September 23, 2025

@ 5:00 PM to 6:30 PM

Location Name and Address:

The Beacon Resource Center

4210 Lincoln Way West, South Bend, Indiana 46628

- 1.3. The child restraint purchase total will not exceed \$750.00.

2. Your Obligations:

The purpose of car seat clinics is to reduce injury and death to infants and children due to motor vehicle crashes by increasing the proper installation and usage of child safety seats, encouraging best practice use, and providing education and training to parents and caregivers of children. The Automotive Safety Program (ASP) is providing funding through the Indiana Criminal Justice Institute to support this training program. As the sponsor of the training, St. Joseph County Department of Health agrees to the following terms and requirements:

- 2.1.1. Plan to use all remaining car seats for future clients. The Grantee must consult with the Automotive Safety Program prior to transferring remaining seats to another organization.
- 2.1.2. Several technicians must be present at the clinic or the event needs to be canceled or postponed to a date within CPS Week. If the event is canceled, all purchased car seats must be returned to the Automotive Safety Program.
- 2.1.3. Provide instruction to parents and caregivers on child safety seat use and installation only by a nationally certified Child Passenger Safety Technician or Instructor.
- 2.1.4. Provide replacement seats to parents/caregivers who cannot otherwise afford to car seats if seats are deemed unsafe. Unsafe car seats include seats that have been recalled, have expired (if no expiration date; are older than six years), have been in a crash (check child seat manufacturer's instructions for replacement guidelines), have unknown history, or are the inappropriate size for the child. Child must be present to receive a child restraint, unless unborn. Parent must be in third trimester to receive a car seat.
- 2.1.5. Verify proof of financial need for each car seat distributed. (Membership cards for any public assistance program e.g. Hoosier Healthwise, WIC, would qualify as proof of financial need, or notes in the comments section of the check-up form saying something like "parent lost job but not on public assistance and unable to afford child safety seat").
- 2.1.6. Redeem Project L.O.V.E. vouchers. Provide seats to children who meet low-income financial eligibility and do not currently have seats or have seats that are deemed unsafe. Offer replacement seats if available to parents/caregivers who do not meet low-income financial eligibility at cost if seats are deemed unsafe. Child must be present to receive a child restraint, unless unborn. Parent must be in third trimester to receive a car seat.
- 2.1.7. Encourage parents/caregivers to make a donation to your program.
- 2.1.8. Provide storage space for all car seat clinic supplies including child safety seats, cones, signage, towels, forms, and clipboards.
- 2.1.9. Provide a safe and appropriate site for the car seat clinic, which includes a parking lot or service bay to conduct the car seat clinic.
- 2.1.10. Use the National Digital Car Seat Check Form V.9.0 to document the inspections conducted at the clinic.

- 2.2. Upload the Car Seat Check Forms to the [FY25 Post-Funding Report](#) no later than Monday, September 29, 2025. This Qualtrics link was also shared with the Car Seat Clinic Coordinator and/or Lead Child Passenger Safety Technician (CPST); additionally, they should make and keep a copy.

3. Automotive Safety Program's Obligations:

- 3.1. The ASP will provide you with:
 - 3.1.1. Up-to-date resources and consultation.
 - 3.1.2. Assistance recruiting technicians for the car seat clinic.
 - 3.1.3. Posting of information about the car seat clinic on our website, preventinjury.medicine.iu.edu
 - 3.1.4. Sample press materials.
 - 3.1.5. Child safety seat manufacturer order information.

Liability and Indemnification:

3.2. Each Party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

4. Termination

- 4.1. This Agreement Letter may be terminated by either party providing written notice to the other party thirty (30) days prior to the effective date of termination.
- 4.2. This Agreement Letter may be immediately terminated orally by notifying the other party if any breach of this agreement endangers the life, health or safety of any person. Written notification confirming the termination will be mailed within three (3) business days thereafter specifying the reason for termination.
- 4.3. This Agreement Letter may be terminated immediately by the ASP upon written notice to Subgrantee if the State reduces funding allocation to a region covered by this agreement, or if the State discontinues the ASP's grant from the State.
- 4.4. In case of termination, Subgrantee shall be paid for all costs and noncancelable commitments incurred prior to the date of termination, not to exceed the total amount of this agreement.
- 4.5. In case of termination, Subgrantee will return any remaining inventory of car seats purchased with these funds.

5. NHTSA Certified Assurances

5.1. You may access and review the NHTSA Certified Assurance as [this link](#).

6. Subgrantee Contact Information

Nancy Coiro

Contact name: _____

St Joseph County Department of Health

Organization: _____

Address: 125 S Lafayette Blvd, South Bend, IN 46601
County: 71 St Joseph

Phone: 5742359750 x7964

Fax: 574-235-9960

Email: ncoiro@sjcindiana.gov

Organization's Federal Tax ID #: 35-6000194

On behalf of Indiana University and the Automotive Safety Program, please accept this funding as an expression of encouragement and support for your work, with optimism that it will make a significant contribution to accomplishing our mutual goals of providing safe environments for Indiana's children.

Signed,

Signature

Name

Title

0

Date

Nancy Coiro

Electronically signed by: Nancy
Coiro
Date: Aug 22, 2025 09:54:45 EDT

Lead CPST Signature

Lead CPST Name

Date

Automotive Safety Program

Bobbie Priester

Electronically signed by: Bobbie
Priester
Date: Aug 27, 2025 10:24:05 EDT

Signature

Bobbie Priester

Name

Program Director

Title

08/27/2025

Date



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
Prevent. Promote. Protect.

September 3, 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 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".

If you have any questions, I can be reached at 574-235-9750 Ext. 7957.

Thank you for your consideration of this request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:ME;jsp

APPROVED DENIED

This **17th Day of September 2025** by a vote of (Aye) to (Nay) Abstain

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

Elizabeth Lindenman, MD
Vice Chair, Board of Health

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



@stjosephcountyhealth



@sjchealth

CHAPTER 113: MASSAGE ESTABLISHMENTS/MASSAGE THERAPY

Section

- 113.01 Short title
- 113.02 Purpose
- 113.03 Incorporation and adoption
- 113.04 Definitions
- 113.05 License requirements
- 113.06 Application for massage Establishment license
- 113.07 Inspection of massage Establishment
- 113.08 License requirements for massage Establishments
- 113.09 Performing massage therapy without a license
- 113.10 Massage Establishment facilities
- 113.11 Massage Establishment operation
- 113.12 Massage therapy requirements
- 113.13 Massage therapy licenses
- 113.14. Enforcement
- 113.15 Variances
- 113.16 Disclaimer of liability
- 113.17 Severability
- 113.18 Penalty

§ 113.01 SHORT TITLE.

The ordinance codified in this chapter shall be known and amended as the “St. Joseph County Massage Establishments/Massage Therapy Ordinance.”

§ 113.02 PURPOSE.

The purpose of this chapter is to protect public health and safety by establishing procedures that will assure St. Joseph County residents that all Massage Establishments will be operated and maintained in a clean and sanitary manner and that all persons performing massage therapy will have met the training requirements to competently practice or administer massage therapy.

§ 113.03 INCORPORATION AND ADOPTION.

The rules and regulations of the Indiana Department of Fire and Building Services 675 I.A.C 20-3 and Indiana Occupational Safety and Health Administration (IOSHA) 29 C.F.R. 1910.1030 are hereby incorporated into this chapter. A copy of these rules and regulations are on file in the office of the St. Joseph County Department of Health.

§ 113.04 DEFINITIONS.

For this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. Any person applying for a license under this chapter, whether for a new or a renewal license.

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

DISINFECTION. A process that destroys all microorganisms, with the exception of high numbers of bacterial spores, through the use of high temperature or an Environmental Protection Agency registered tuberculocidal disinfectant.

DEPARTMENT OF HEALTH. The St. Joseph County Department of Health.

EMPLOYEE. Any person who performs any service at a Massage Establishment including, but not limited to, any Massage Establishment owner, massage therapist, partner, operator, manager, supervisor, receptionist, or worker, whether paid or not, including those who have no physical contact with customers or clients.

HEALTH OFFICER. The St. Joseph County Health Officer or their duly authorized representative.

INDIANA STATE BOARD OF MASSAGE THERAPY. The board established by Indiana Code IC 25-21.8-2 to provide for the certification of persons as Certified Massage Therapists.

INDIANA STATE MASSAGE THERAPIST CERTIFICATE. A certificate issued by the Indiana State Board of Massage Therapy for persons who are Certified Massage Therapist.

ISDH. Indiana State Department of Health.

INSPECTION. An onsite review of the Massage Establishment, any other portion of the Massage Establishment, and associated records as deemed necessary by the Department of Health.

MASSAGE ESTABLISHMENT. Any business located in a building, room, or place utilized for the practice of massage therapy, other than:

- (1) A recognized school of massage therapy; or
- (2) An Indiana State Department of Health (ISDH) licensed medical facility.

MASSAGE THERAPY. The manipulation of superficial and deeper layers of the muscle and connective tissue using various techniques to enhance function, aid in the healing process, or promote relaxation and well-being by using the hands, fingers, elbows, knees, feet, and legs. Massage therapy involves working and acting upon the body with pressure through structured and unstructured, stationary, or moving tension, motion, or vibration, performed manually or with mechanical aids. Target tissues may include muscles, tendons, ligaments, fascia, skin, joints, or other connective tissue, as well as lymphatic vessels, organs, or the gastrointestinal system. Target tissues specifically exclude the genitals or female breasts.

PERSON. Any individual, partnership, firm, company, corporation, association or his or her legal representative or agent.

RECOGNIZED SCHOOL. Any school or institution of learning that is a member in good standing of at least one of the following organizations:

- (1) The American Massage Therapy Association;
- (2) The American Medical Massage Therapy Association;
- (3) The National Certification Board for Therapeutic Massage and Bodywork;
- (4) A state agency or a board or other organization established by a state law which has as its purpose the regulation or monitoring of the massage industry and/or therapists in the state;
- (5) A school that is part of or operated by a state licensed community college, college, or university; or
- (6) A school, as determined by the Department of Health, which has for its purpose the teaching of the theory, ethics, practice methods, and profession or work of massage therapy and which requires that a student successfully complete a course of study of not less than 625 credit hours of classroom instruction in massage therapy and related training.

STERILIZE. The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

§ 113.05 LICENSE REQUIREMENTS.

- (A) All persons intending to operate a Massage Establishment or practice massage therapy shall obtain the appropriate license from the Department of Health, subject to the exceptions listed in Section 113.05 (B).
- (B) A person may operate a Massage Establishment or practice massage therapy without obtaining a license if the person is:
 - (1) A State of Indiana licensed professional nurse, registered nurse, physician, chiropractor, osteopath, physical therapist, or physical therapist assistant with their license displayed in a prominent location;

- (2) A student enrolled in a recognized school and performing massage therapy only as part of their training requirement;
- (3) An athletic trainer who has received training in massage therapy and who is providing massage therapy in a training facility that has sufficient space and training equipment to serve 10 customers at once;
- (4) A Barber, cosmetologist, or pedicurist performing massages only to the face, head, neck, shoulders, or feet, when said massage is only offered in adjunct to, and not as the primary business practice; or
- (5) A State of Indiana licensed esthetician who is only performing manipulation of the skin at a State of Indiana licensed salon with the license displayed in a prominent location. An esthetician may not perform massage therapy of the muscle and connective tissue without obtaining a massage therapy license.

(C) Irrespective of all other conditions, requirements, and exceptions listed in this chapter, a Massage Establishment license or massage therapy license shall not be issued to any person who has been found in violation of any statute or ordinance pertaining to sex offenses, prostitution, keeping a house of ill fame, or maintaining a public nuisance.

(D) It shall be unlawful for any person to knowingly make any false, fraudulent, or untruthful statement, either written or oral, or in any way knowingly omit any material fact, or give or use any fictitious name in order to secure or aid in securing a license. Any such license shall be void.

§ 113.06 APPLICATION FOR MASSAGE ESTABLISHMENT LICENSE.

- (A) No person shall allow massage therapy to be performed in or on a property they own without first obtaining a current Massage Establishment license from the Department of Health.
- (B) It shall be unlawful for any applicant operating a Massage Establishment to knowingly employ, in any capacity therein, any person who has been found in violation of any statute or ordinance pertaining to sex offenses, prostitution, keeping a house of ill fame, or maintaining a public nuisance.
- (C) An application for a Massage Establishment license shall be renewed annually and shall be:
 - (1) Made on or before February 28 of each calendar year; and
 - (2) Made on an application form provided by the Department of Health. On the form, the applicant shall provide the following information:
 - i. The legal name of the Massage Establishment;
 - ii. The current address and telephone number of the Massage Establishment and the address of the residence of the applicant;
 - iii. A picture of the owner of the Massage Establishment, who must be the applicant;

- iv. The applicant's massage business or employment history for the three years immediately preceding the date of the application, including but not limited to whether the applicant has previously operated under a massage permit or license in another municipality and whether the applicant has had the permit or license suspended or revoked;
- v. The reason for the suspension/revocation of any massage permit or license and all business activity or occupation subsequent to the action of suspension or revocation;
- vi. Information regarding the applicant's standing with any state, regional, or national agency of government charged with regulating massage therapy schools or programs;
- vii. A register of all employees, showing the name, nicknames, and aliases used by each employee, as well as the home address, phone numbers, date of employment and termination, and duties of each employee;
- viii. A detailed floor plan of the layout of the Massage Establishment, including the use of any other rooms not utilized for massage therapy;
- ix. A list of rates, services, and hours of operation; and
- x. A copy of the lease agreement showing proof of legal authority to operate the Massage Establishment at the location for the duration of the license period. This shall include the name, address, and phone number of the property owner.

(D) The applicant shall provide documentation that the location of the business is properly zoned by the proper governmental agency in which the business is located.

(E) If the applicant is a corporation, the name of the corporation shall be set forth exactly as shown in its articles of incorporation or chapter, together with the state and date of incorporation, and the names and addresses of each of its current officers.

(F) The applicant cannot be the owner of multiple Massage Establishments with the same hours of operation if the applicant is listed as the only massage therapist at each Massage Establishment.

(G) No building or Massage Establishment owner shall allow any person to reside within the premises of the Massage Establishment.

(H) If during the term of a license, the license holder has any change in any information submitted on the original or renewal application, the license holder shall notify the Department of Health in writing of such change within ten (10) business days thereafter.

§ 113.07 INSPECTION OF MASSAGE ESTABLISHMENT.

(A) The Department of Health shall inspect Massage Establishment locations to determine compliance with this chapter.

- (B) Inspections are unscheduled and conducted during Massage Establishment hours of operation.
- (C) The premises may be inspected outside of business or operating hours, as necessary, in any situation that poses an immediate threat to life, property, or public safety, or for the purpose of preventing human trafficking and/or commercial sex activities in Massage Establishments.
- (D) An establishment claiming to be exempt from the provisions of this ordinance under Section 113.05 (B) may be inspected if the exemption is in question. The owner or manager of an establishment, or any other individual who claims to be exempt from this ordinance, shall produce documentation sufficient to show that the establishment or individual is exempt.

§ 113.08 LICENSE REQUIREMENTS FOR MASSAGE ESTABLISHMENTS.

- (A) It shall be unlawful for any person to operate a Massage Establishment in St. Joseph County without a valid license from the Department of Health. This license shall be prominently displayed for full viewing by the customer on the premises of the licensed Massage Establishment at all times during business hours. Only persons who own a facility that meets all of the applicable provisions of this chapter shall be entitled to receive and retain such a license.
- (B) All Massage Establishments shall pay an annual license fee as prescribed by St. Joseph County, which shall be paid to the St. Joseph County Department of Health at the time an application for license is filed. All license fees shall be payable on or before February 28 and shall be subject to the addition of a late penalty. This license shall not be transferable nor refundable.

§ 113.09 PERFORMING MASSAGE THERAPY WITHOUT A LICENSE.

- (A) The owners and/or operators of a Massage Establishment shall not allow massage therapy to be performed by any person that does not possess a current massage therapy license from the Department of Health.
- (B) The Department of Health shall suspend or revoke the license of any Massage Establishment where a person that does not possess a current massage therapy license from the Department of Health performs massage therapy.
- (C) If during an inspection there is no licensed massage therapist on the premises, the Health Officer shall immediately close the Massage Establishment. Any such violation may result in the Department of Health revoking or not renewing a license.
- (D) A person who is not working for a licensed Massage Establishment, or that has not obtained a license under this ordinance, may not use the word "massage" on any form of advertising unless the person or the organization is expressly exempt from this ordinance.

§ 113.10 MASSAGE ESTABLISHMENT FACILITIES.

- (A) Every Massage Establishment shall have a restroom with a minimum of one toilet, one washbasin equipped with both hot and cold water, anti-bacterial soap, sanitary towels, and a door capable of being locked for privacy.
- (B) If a shower is provided, it shall be a single person shower. Only customers shall be able to shower in the shower stall. No personal belongings shall be stored in the shower stall.
- (C) If a shower, steam room, or sauna is available for patron use, each shall be thoroughly cleaned with a disinfectant solution not less than once each day that the premises is open to patrons and more frequently as may be needed for proper sanitation.
- (D) Lighting in or on the Massage Establishment in colors other than white or natural is prohibited. Signs shall comply with applicable zoning requirements.
- (E) The Massage Establishment shall be equipped with appropriate storage of clean linens. There shall be storage for chemicals and biohazard receptacles for the storage of soiled linen.
- (F) No stuffed or upholstered furniture, beds, or mattresses shall be permitted in rooms in which massage is to be practiced or administered. In addition, no break room shall be equipped with beds, mattresses, or items that would indicate those rooms were being used as living quarters. The rooms shall be equipped with massage tables having a hard surface impervious to liquids with a width of no more than three feet and a length of no more than eight feet. The surface of the tables shall be positioned at least two feet from the surface of the floor so as to allow for free access to the floor beneath. The tables may be equipped with either non-disposable pads or coverings or disposable coverings not more than two and one-half inches thick. Non-disposable pads or coverings shall be removable, impervious, and cleanable.
- (G) The premises shall not be used or made available for accommodating any person for sleeping quarters. No beds, mattresses, cots, or other furniture for sleeping shall be permitted at the Massage Establishment. No Massage Establishment shall be operated or a massage conducted using any room or place which is also used for residential purposes. In any case where the Massage Establishment is conducted in a building that also includes living quarters, there shall be no direct connection between the Massage Establishment and the residential quarters. No one shall use the Massage Establishment for a place of habitation.
- (H) No Massage Establishment shall have an entrance or exit way providing a direct passageway to any other type of business, residence, or living quarters.
- (I) The following requirements shall be used to maintain clean and sanitary linens.
 - (1) Soiled linen shall be handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of persons handling the linen.
 - (2) All soiled linen shall be bagged or put into carts at the location where it was used.
 - (3) Linen soiled with blood or body fluids, including perspiration, shall be deposited and transported in bags to prevent leakage and human contact with the blood or bodily fluids.

- (4) Linen shall be washed with a detergent in water at least 71°C (160°F) for 25 minutes.
- (5) All washed linen shall be dried at a high temperature setting.
- (6) Clean linen shall be transported and stored using methods that will ensure its cleanliness.

(J) The front of the Massage Establishment must have and maintain clear transparent glass or notify the Department of Health in writing that the building does not have glass at the front of the building. The glass must not be painted, darkened, or obstructed by any material. The front area where patrons are greeted must remain visible from the outside during business hours. All exterior windows of the Massage Establishment, except those in a room where massage therapy is performed, shall remain at least 75 percent uncovered by curtains or shades.

(K) Any person performing massage therapy at the Massage Establishment shall prominently display their massage therapy license or a clearly legible copy for full viewing by the customer in the lobby or waiting area of the Massage Establishment.

(L) The Massage Establishment owner shall keep and maintain a register of all employees, showing the name, nicknames, and alias used by each employee, as well as the home address, phone number, date of employment and termination, and the duties of each employee. Such records shall be maintained onsite and available upon request.

(M) The Massage Establishment shall comply with 847 IAC 1-2-3 and 847 IAC 1-2-4, as amended from time to time, and allow the Health Officer access to all records required to be maintained thereunder.

(N) The Massage Establishment shall display a human trafficking awareness poster provided by the Department of Health in English, Spanish, Chinese. The poster provided by the Department of health shall include:

- (1) A description of human trafficking
- (2) Information about indicators of human trafficking, such as restricted freedom of movement and signs of physical abuse, and
- (3) Contact information for:
 - i. The Human Trafficking Hotline, including the toll-free telephone number and text line; and
 - ii. A local law enforcement agency.

§ 113.11 MASSAGE ESTABLISHMENT OPERATION.

(A) All Massage Establishments and persons performing massage therapy shall comply with the following operating requirements. These requirements shall be prominently and publicly displayed in a conspicuous place upon every premises licensed under the provisions of this chapter.

1. All Massage Establishments shall post the hours of operation so that they can be viewed from outside the Massage Establishment.
2. Massage Establishments shall at all times be equipped with an adequate supply of clean sanitary towels, coverings, and linens. Towels and linens shall not be used on more than one patron unless they have first been laundered and disinfected. Disposable coverings and towels shall not be used on more than one patron.
3. Instruments utilized while performing a massage that come into direct contact with the patron's skin must be sterilized. These instruments must be kept in single-use packages until used and then re-sterilized before use again. Any instrument used during a massage that does not come into direct contact with the skin of the patron must undergo disinfection following its use. Massage table pads must undergo disinfection following their use. All chemical containers shall be stored in cabinets reserved solely for that purpose.
4. Massages shall not be given unless all patrons are wearing clothing fully covering their genitals and female patrons are additionally wearing clothing fully covering their breasts. Where such clothing is furnished to patrons by the Massage Establishment, it shall not be used by more than one patron unless it has first been laundered and disinfected. Persons performing massage therapy shall be fully clothed from the knee to the neck in clean clothing.
5. Massages shall not be given to patrons who have open sores or other visual signs of contagion or communicable disease.
6. No person in any Massage Establishment under this section shall place their hand upon, touch with any part of their body, fondle in any manner, or massage a sexual and/or genital area of any other person. This includes, but is not limited to, the individual's sexual organs and the breasts of any female.
7. No person employed in any Massage Establishment under this section shall perform, offer, or agree to perform any act which shall require the touching of the patron's sexual and/or genital area.
8. Massage Establishments are prohibited from installing or maintaining any lock or similar device on any door to an area where massage services are provided.
9. No patron shall enter the Massage Establishment through any door other than the front. The front entrance to the Massage Establishment shall remain unlocked and unobstructed in any way during business hours, including while any massage is being administered therein. No patron shall enter or exit the Massage Establishment through the back exterior doors.
10. Price rates for all services shall be prominently posted in the reception area in a location available to all prospective customers. If the Massage Establishment operates by appointment only, rates and services may be posted on an online website.

11. No Massage Establishment or persons employed in any Massage Establishment, by means of statement, solicitation, offer in print or electronic publication, sign, placard, storefront, or other medium, shall publish or distribute, any advertisement, picture, or statement that is sexually suggestive or implies sexual activity.
12. No bathing or cleaning of a customer shall be performed by any person other than the customer.
13. A licensed massage therapist shall be on the premises at all hours that the Massage Establishment is occupied by patrons or is open to the public. If during the inspection there is no licensed massage therapist, the Massage Establishment must cease operations and close until a licensed therapist is on the premises.
14. At the time of the inspection, the inspector shall verify the identity of all on-duty massage therapists by checking each massage therapist's photo identification and massage therapist license.

§ 113.12 MASSAGE THERAPY LICENSES.

- (A) No person shall perform massage therapy without first obtaining a current massage therapy license from the Department of Health.
- (B) An application for a massage therapy license shall be:
 - (1) Made on or before February 28 of each calendar year; and
 - (2) Made on an application form provided by the Department of Health which shall include:
 - i. The legal name of the applicant;
 - ii. The current, local address where the applicant will reside while performing massage therapy in St. Joseph County, as well as the applicant's two previous addresses and dates of residence at each. If the applicant cannot provide a local address or the address given is deemed not local, a variance can be signed by the Health Officer after review. The Health Officer must sign off on the variance for a license to be granted.
 - iii. A copy of the applicant's driver's license or other government issued identification;
 - iv. A copy of the applicant's Indiana State Board of Massage Therapy Certificate;
 - v. A copy of the applicant's diploma or certificate of graduation from a recognized school of massage therapy where they received their training in massage therapy;
 - vi. The names of all the Massage Establishments at which the applicant is or expects to be employed, and the applicant's previous business, occupation, or employment during the two years immediately preceding the date of application; and

- vii. Any other related information as may be deemed reasonable and necessary by the Department of Health to determine the validity of the applicant's diploma or certificate from a recognized school.
- (C) The Massage Establishment where the applicant intends to work must possess a current Massage Establishment license from the Department of Health.
- (D) If the Indiana State Board of Massage Therapy ceases to require background checks for applicants or to validate the massage therapy school which provided training to the applicant, Item 113.12 (B)(2)(iv) shall not be required. Instead, the applicant shall provide to the Department of Health clear, verifiable, and convincing information that the school that provided the applicant's training in massage therapy is a recognized school as defined in Section 113.04 and that the applicant received a certificate or diploma in massage therapy that included 625 hours of applicable classroom training. This information shall include one of the two items listed below:

- (1) A statement from one of the organizations listed in the definition of recognized school found in Section 113.04 that the school is a member in good standing; or
- (2) Sufficient information for the Department of Health to determine the school is a recognized school and the applicant completed the required training. In making this determination, the Department of Health may require the following:
 - i. Licensing or membership information showing the school is a recognized school;
 - ii. Requirements for a student to obtain a certification or diploma;
 - iii. Information concerning suspension or cancellation of any massage license, approval, or certifications in the last 10 years;
 - iv. Transcripts of classroom study;
 - v. A certification of graduation or diploma reasonable and necessary for the Department of Health to determine the school is a recognized school and the applicant for a license has obtained the required training and certification or diploma; and
 - vi. Any other information as may be deemed reasonable and necessary for the Department of Health to determine the school is a recognized school and the applicant for a license has obtained the required training and certification or diploma.

§ 113.13 MASSAGE THERAPY REQUIREMENTS.

- (A) It shall be unlawful for any person to perform massage therapy in St. Joseph County unless they have a valid license issued pursuant to the provisions of Section 113.12. A massage therapy license shall be valid for a term of one year, and shall be renewed annually on or before February 28.

(B) An annual massage therapy license fee as prescribed by St. Joseph County shall be paid to the St. Joseph County Department of Health at the time an application for a license is filed. All license fees shall be payable on or before February 28 or shall be subject to the addition of a late penalty.

§ 113.14 ENFORCEMENT.

(A) The Board of Health may adopt, amend, or rescind any rules, ~~and~~ regulations, and standards to carry out the purposes and intent of this chapter and as necessary for proper enforcement.

(B) The Health Officer or an authorized representative, bearing proper credentials and identification, may enter upon and inspect a Massage Establishment where massage therapy is performed, for such purposes as inspections, observation, and records examination necessary to carry out the provisions of this chapter.

(1) In the event a person who has common ownership over a building or structure or their authorized representative or the Massage Establishment licensee or their authorized representative, does not permit an inspection by an authorized representative of the Department of Health, it shall be grounds for the immediate suspension of the license to perform massage therapy at the Massage Establishment. The suspension shall remain in effect unless rescinded by the Health Officer through the process described in subsections 113.14.(D) and (E). Failure of the person to 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 and records examination necessary to carry out the provisions of this chapter.

(C) Whenever the Department of Health determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter, the Department of Health shall give notice in writing of the alleged violation to the person or persons responsible thereof, and to any known agent of the person. This notice shall:

(1) Include a statement of reasons why it is being issued;

(2) Allow a reasonable time for the performance of any required corrective action;

(3) Describe the penalty that is imposed for the violation; and

(4) Be served upon the owner, the owner's agent, or the operator, as the case may require. The notice shall be deemed to be properly served upon the owner, the owner's agent or the operator if a copy is served upon them personally, if a copy is sent by certified mail to their last known address, ~~or~~ if a copy is posted in a conspicuous place in the dwelling affected by the notice, or if they are served with the notice by any other method authorized or required under Indiana law.

(D) Any person affected by any notice issued by the Department of Health may request and shall be granted a hearing to appeal the notice before the Health Officer, provided that the person shall file a written petition to appeal with the Department of Health within 15 days after service of the notice.

The written petition shall request a hearing and set forth a brief statement of the grounds for appeal, and it must be hand-delivered or sent by mail postmarked within 15 days after service of the notice.

- (1) Any notice property served shall automatically become an order if a written petition for a hearing is not filed with the Department of Health within 15 days after the notice is served.
- (2) Any license which has been suspended by a notice shall be deemed to be automatically revoked if a petition for a hearing is not filed with the Department of Health within 15 days after the notice is served.
- (E) Upon receipt of the petition, the Health Officer shall arrange a time and place for the hearing and shall give the petitioner written notice. The hearing shall be held as soon as practicable after the receipt of a request. The matter shall be held in an open hearing. At the hearing, the petitioner shall be given an opportunity to be heard and to show cause why the notice should not be complied with.
- (F) After the hearing, the Health Officer shall sustain, modify, or withdraw the notice in writing to the petitioner, depending upon the findings as to whether the provisions of this chapter have been complied with. The decision of the Health Officer shall be a final order.
- (G) Whenever the Health Officer finds that an emergency exists that requires immediate action to protect the public's health, the Health Officer may, without notice or hearing, issue an order reciting the existence of the emergency, and requiring the action to be taken as the Health Officer deems necessary to meet the emergency, including the immediate suspension of a Massage Establishment or massage therapy license. Notwithstanding any other provisions of this chapter, the order shall be effective immediately. Any person receiving such an order may seek a hearing under subsections (D) and (E) of this section, and shall have the right to recover any of their response costs to the extent that the order or any portion thereof is found to have been arbitrary or capricious or otherwise not in accordance with law. After such consideration, depending upon the findings as to whether the provisions of this chapter have been complied with, the Health Officer shall continue the order in effect, modify, or revoke the license.

§ 113.15 VARIANCES.

- (A) The Health Officer shall consider a petition for variances and exemptions from provisions of this chapter, and shall render a decision in writing no later than 60 days after the petition is submitted to the Health Officer. A decision by the Health Officer shall be a final order.

§ 113.16 DISCLAIMER OF LIABILITY.

- (A) This chapter shall not create liability on the part of the Department of Health 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 Department of Health, and nothing in this chapter shall be construed as requiring the Department of Health 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 Department of Health responsible for any damage to persons or property by any failure to make an inspection or re-inspection.

§ 113.17 SEVERABILITY

If any section or part of this chapter is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, that holding shall not affect the validity of the remaining portions of the chapter, and the remaining portions shall be and remain in full force and effect.

§ 113.99 PENALTY.

- (A) Any person determined by the Health Officer to be in violation of this chapter shall be punished for each offence 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) 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.
- (C) The Health Officer may restrict, suspend, or revoke any license 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 Department of Health;
 - (3) Providing false information to the Department of Health;
 - (4) Knowingly hiring an employee to perform massage therapy without a current massage therapy license from the Department of Health;
 - (5) Employing, in any capacity therein, any person who has been found in violation of any state statute or local ordinance pertaining to sex offenses, prostitution, keeping a house of ill fame, or maintaining a public nuisance;
 - (6) Violating any local rules, ordinances, or safety codes; or
 - (7) When determined by the Health Officer to be reasonable and necessary to protect public health or safety.
- (D) Any person who has had a Massage Establishment or massage therapist license revoked in St. Joseph County shall not be eligible to apply for a new license for a period of two years thereafter.
- (E) Failure to comply with any of the requirements of this ordinance shall result in a violation punishable by fine or revoking of a license. Each day shall constitute a separate offense.

(F) Any person violating any provisions of this chapter shall also be liable to the Department of Health for any expense, loss, or damage occasioned by reason of the violation, including the costs for labor, supplies, equipment, and services.

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