

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

**September 13, 2023  
4:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81444834098?pwd=S0hmWmh3UmVVMDYzTlBtYk8ya0gzUT09>

Dial in: +1 312 626 6799 | Meeting ID: 814 4483 4098 | Passcode: 661884

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

1. It is recommended the Board of Health members adopt the agenda for September 13, 2023.

III. APPROVAL OF MINUTES

1. It is recommended the Board of Health members approve the [minutes](#) of June 21, 2023.
2. It is recommended the Board of Health members approve the [minutes](#) of July 19, 2023.
3. It is recommended the Board of Health members approve the [minutes](#) of August 16, 2023.

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

- 23-72 Discussion and Vote on August 2023 Health Officer's Report
  - [Environmental Health - \*\*Spotlight\*\*](#)
  - [Finance](#)
  - [Food Services](#)
  - [Health Equity, Epidemiology and Data \(HEED\)](#)
  - [Health Outreach, Promotion & Education \(HOPE\)](#)
  - [Nursing – Immunizations, Mobile Clinic & Public Health Nursing](#)
  - [Vital Records](#)
  - [Combined Unit Lead Report](#)

VI. NEW BUSINESS:

- 23-73 Discussion and Vote – Addition of a Disease Investigation Specialist (DIS) – Nursing - budget
- 23-74 Discussion and Vote – Maternal and Infant Health Coordinator – HOPE - budget and updated job description
- 23-75 Discussion and Vote – St. Joseph County Health Department Personnel Policy change Section 800 Resignation/Retirement/Terminations
- 23-76 Discussion and Vote – 2024 Fee Schedule - Food Services
  - Temporary One Day Event Permit Fee (Increase)
  - Temporary Two to Three Day Event Permit Fee (Increase)
  - Temporary Four to Ten Day Event Permit Fee (Increase)
  - Temporary Annual Permit Fee (Increase)
  - Temporary Lost/Stolen/Destroyed Permit Fee (Increase)

- 23-77 Discussion and Vote – 2024 Fee Schedule – Vital Records
  - Birth Certificate (Increase)
  - Correction/Amendment (Increase)
  - Death Certificate (Increase)
  - Genealogy (Increase)
  - Notary (Increase)
  - Paternity Affidavit upon Marriage/Legitimation (Increase)
  - Paternity Correction copy (Increase)
  - Paternity Affidavit copy (Increase)
  - Paternity Affidavit (Increase)
  - Home Birth Registration (New)

VII. GRANT REQUESTS:

None

VIII. OLD BUSINESS:

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

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 18, 2023 – 4:30 p.m. - Council Chambers, 4<sup>th</sup> Floor County City Building.

XI. ADJOURNMENT

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.

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
June 21, 2023  
Regular Meeting

Present at the Meeting:

|                                   |           |
|-----------------------------------|-----------|
| John Linn, P.E.                   | President |
| Heidi Beidinger-Burnett, PhD, MPH | Member    |
| Ellen Reilander, J.D.             | Member    |
| Kristin Vincent, MSN              | Member    |
| Robert Hays, MD                   | Member    |
| Jill Kaps VanBrouaene             | Member    |

Also Present at the Meeting:

|                           |  |
|---------------------------|--|
| Joseph H. Cerbin, MD      | Health Officer                             |
| Mark D. Fox, MD, PhD, MPH | Deputy Health Officer                      |
| Marcellus Lebbin, JD      | Department of Health Attorney              |
| Amy Ruppe                 | Administrator                              |
| Carolyn Smith             | Director of Food Services                  |
| Jodie Pairitz             | Director of Nursing                        |
| Mark Espich               | Director of Environmental Health           |
| Robin Vida                | Director of HOPE                           |
| Brett Davis               | Assistant Director of Environmental Health |
| Karen Teague              | Assistant Director of Food Services – Zoom |
| Kristen Sachman           | Health Promotion Specialist                |
| Ashley Helman             | Nurse – Zoom                               |
| Danielle Sims             | Disease Investigation Specialist           |
| Renata Williams           | Disease Investigation Specialist – Zoom    |
| Dominique Quartararo      | Public Health Associate                    |

**I. CALL TO ORDER, ROLL CALL, & NOMINATIONS**

Board President, Mr. Linn, called the June 21, 2023, regular Board of Health meeting to order at 4:31 pm.

**II. ADOPTION OF THE AGENDA**

On motion made by Attorney Reilander, seconded by Dr. Beidinger-Burnett, the agenda for the June 21, 2023, regular meeting of the Department of Health was approved.

### **III. APPROVAL OF THE MINUTES**

On motion made by Attorney Reilander, seconded by Dr. Beidinger-Burnett and unanimously approved, the May minutes were tabled.

On motion made by Dr. Beidinger-Burnett, seconded by Dr. Hays and unanimously approved, the minutes for the June 12, 2023, special meeting of the Board of Health were approved.

### **IV. BOARDS PRESIDENT ANNOUNCEMENT**

Mr. Linn asked those wishing to speak to sign in.

### **V. HEALTH OFFICER REPORT**

Dr. Cerbin stated that the Department of Health did not get the space it had been promised by the county in Mishawaka due to a mix-up. Dr. Beidinger-Burnett asked if there was a space update. Dr. Cerbin stated that the Board of Commissioners was doing a space utilization study and review, and did not want to move forward until the space study is done. Dr. Beidinger-Burnett asked when the study will be done. Dr. Cerbin said he thought it was going to be done at the start of June but got delayed.

Dr. Beidinger-Burnett asked about updates with the Vector Program. Mr. Davis stated that they did talks to students with School City of Mishawaka.

Dr. Beidinger-Burnett asked about lead and why Tuberculosis (TB) cases were down. Dr. Cerbin said the cause of the decrease in cases was unknown.

### **VI. NEW BUSINESS**

Request 23-44, Vote to opt into Senate Bill 4 (Governor's Public Health Commission) funding. Motion was made by Attorney Reilander, seconded by Dr. Beidinger-Burnett, to opt into Senate Bill 4. During discussion, Attorney Reilander asked about plans for the funding. Dr. Cerbin generally discussed receiving ideas from the Board and others, and how they will be considered in light of the budget and long-term planning. Attorney Reilander then asked about the timeline, which Dr. Cerbin provided. There was then a discussion about the programs. After discussion concluded, item 23-44 was unanimously approved.

Request 23-45, Vote to approve proposed job description for a Community Health Worker Coordinator. Discussion occurred regarding the proposed job title and the duties of the position. On motion made by Dr. Beidinger-Burnett, seconded by Dr. Hays, to accept the proposed job description with two changes, one to change the job title to Assistant Director of

HEED and the second to add a bullet to Duties of “other duties as assigned,” the proposed job description was unanimously approved.

Request 23-46, Vote to approve proposed job description for a full-time Public Health Coordinator. On motion made by Dr. Beidinger-Burnett, seconded by Dr. Hays, the proposed job description was unanimously approved.

Request 23-47, Vote to approve proposed job description for part-time Maternal Infant Health Coordinator. Discussion ensued regarding possibility that the position might eventually need to become a full-time position, and that this might be noted in job posting. Motion was made by Dr. Beidinger-Burnett, seconded by Dr. Hays, to accept job description with two changes, first to replace in Duties section “Manages grant funded initiatives including . . .” with “Manages grant funded initiatives as directed by the health officer,” and second to list in Job Requirements section “RN required” and “Bachelor’s Degree in Nursing, Public Health, Maternal Health or other related field preferred.” The proposed job description, as modified, was unanimously approved.

Request 03-48, Proposal to adopt Updated Department of Health Organizational Chart. On motion made by Dr. Beidinger-Burnett, seconded by Ms. Vincent to table the proposal until the July meeting. After discussion, on roll call motion failed one to five, with only Dr. Beidinger-Burnett voting in favor of the motion. Upon motion by Attorney Reilander, and seconded by Dr. Hays, to adopt the departmental restructuring request of the Health Officer as set forth in the proposed organizational chart, financial chart, and related letter submitted by Dr. Cerbin to the Board, effective July 21, 2023. On roll call the Motion passed five to one, with only Dr. Beidinger-Burnett voting against the motion.

Request 23-49, Receive Health Immunization CoAg Grant funds. On motion made by Dr. Beidinger-Burnett, seconded by Dr. Hays, the grant was unanimously approved.

Request 03-50, Receive Health PHEP (Public Health Emergency Preparedness) Grant. On motion made by Dr. Beidinger-Burnett, seconded by Dr. Hays, the grant was unanimously approved.

Request 03-51, Receive Health Crisis CoAg Grant. On motion made by Dr. Hays, seconded by Dr. Beidinger-Burnett, the grant was unanimously approved.

## **VII. PUBLIC COMMENT**

April Lidinsky expressed gratitude for those who served in the past.

Cheryl Nix showed support for the viewpoint of clinical care and the data.

Jessica Logan introduced the Health Import Alliance Meeting to help with the Public Health Projects.

Jean Dewinter discussed the changes she made to her business during COVID-19 based upon direction of the Health Department, and thanked departmental employees.

Cynthia Heckaman-Davis showed hopefulness for change coming under SEA 4, expressed gratitude towards Dr. Cerbin and the team, and has anticipation for the new Health Officer.

Don Westerhausen stated that face masks and vaccinations saved tens of thousands of lives, expressed support for health equity, and called a County Councilwoman a liar.

Trina Robinson stated that Board members should acknowledge whether they want to dismantle the Department of Health.

County Councilwoman Diana Hess discussed the history of the Department of Health over the past few years and thanked Dr. Cerbin for stepping into the role of Health Officer.

Dominique Quartararo announced that she was disgusted with the Board of Health's actions and that she would not stay in the area after her contract with the Department of Health ended.

Heidi Beidinger-Burnett gave thanks to the Department of Health.

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

The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday July 19, 2023, at 4:30 p.m., at the County-City Building.

**IX. ADJOURNMENT**

The meeting was adjourned at 6:33 p.m. upon motion of Attorney Reilander, seconded by Ms. Kaps VanBrouaene, which passed unanimously.

ATTEST:

Respectfully submitted,

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

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Marcellus Lebbin, Esq.  
Department of Health Attorney

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
July 19, 2023  
Regular Meeting

**Present at the Meeting:**

|                         |                |
|-------------------------|----------------|
| John Linn, P.E.         | President      |
| Michelle Migliore, D.O. | Vice President |
| Ellen Reilander, J.D.   | Member         |
| Kristin Vincent, MSN    | Member         |
| Jill Kaps VanBruaene    | Member         |

**Also Present at the Meeting:**

|                        |  |
|------------------------|--|
| Joseph H. Cerbin, M.D. | Health Officer                             |
| Marcellus Lebbin, J.D. | Department of Health Attorney              |
| Amy Ruppe              | Administrator                              |
| Jennifer S. Parcell    | Executive Administrative Assistant         |
| Carolyn Smith          | Director of Food Services                  |
| Jodie Pairitz          | Director of Nursing                        |
| Mark Espich            | Director of Environmental Health           |
| Robin Vida             | Director of HOPE                           |
| Brett Davis            | Assistant Director of Environmental Health |
| Karen Teague           | Assistant Director of Food Services – Zoom |
| Dominique Quartararo   | Public Health Associate                    |
| Amy Schnick            | Administrative Assistant - HEED            |

**CALL TO ORDER, ROLL CALL, & NOMINATIONS**

Board President, Mr. Linn, called the July 20, 2023, regular Board of Health meeting to order at 4:30 pm.

**I. ADOPTION OF THE AGENDA**

On motion made by Attorney Reilander, seconded by Dr. Migliore and unanimously approved, the agenda with the addition of new business for the July 20, 2023, regular meeting of the Department of Health was approved.

**II. APPROVAL OF THE MINUTES**

On motion made by Dr. Migliore, seconded by Attorney Reilander, the Board unanimously voted to table approval of the June 20, 2023, regular meeting minutes.

### **III. BOARDS PRESIDENT ANNOUNCEMENT**

Mr. Linn stated that it was Dr. Cerbin's last official meeting with the Board of Health as Health Officer. Mr. Linn thanked Dr. Cerbin for his work as Health Officer and with the Board of Health.

Mr. Linn thanked Dr. Fox for his service throughout the years.

### **IV. HEALTH OFFICER REPORT**

Dr. Cerbin explained that the productivity in most of the departments has substantially increased. There have also been decreased reports of complaints. Dr. Cerbin thanked the staff of the Department of Health for their hard work, productivity, and professionalism in all of these areas.

Mr. Linn asked Dr. Cerbin what should be expected with Dr. Purushotham coming on board. Dr. Cerbin explained that Dr. Purushotham would be starting Monday morning (July 24), would be with Human Resources first, and then would have some meetings with key directors during the day.

Dr. Cerbin said he would not officially resign as Health Officer until the morning of Monday, July 24. Because the Nursing Department would be having a big event the upcoming weekend, by not resigning until the following Monday he would ensure professional coverage for the event. After resigning the following Monday, Dr. Cerbin planned to be available the rest of the day and for the next couple weeks to answer questions and help Dr. Purushotham transition into the new role.

Attorney Reilander asked Dr. Cerbin about the 4-H Fair and how the food inspections went. The Department of Food Services would provide an update the following month.

Mr. Linn asked Mr. Davis about the notice on West Nile and the reports of Lyme Disease. Mr. Davis said that West Nile is on schedule a day earlier than when it occurred last year, and that there were recent positives for West Nile. Mr. Davis explained that based on the weather patterns for this year, it would be another bad year for West Nile. Mr. Davis said they're watching reports and doing surveillance, and while the county does not have as many cases of Lyme Disease as Berrien County, there is still a fair amount. Mr. Davis advised everyone to wear bug spray.



Attorney Reilander asked Dr. Cerbin about the Nursing Division Report that stated the Department of Health clinic will be opening five (5) days a week starting July 10, 2023, and if both branches would be open all five (5) days. Dr. Cerbin stated that each branch will be open daily for immunizations. Attorney Reilander asked if this would be temporary or long term. Dr. Cerbin stated that the plan for the immunization clinics was to do this long term.

Dr. Migliore asked Dr. Cerbin about the Nursing Department event for the upcoming weekend. Ms. Pairitz explained that this was the Back-to-School event where different vendors would provide entertainment for the kids while helping children in the community get vaccinated. The event will take place at the County Services Building in Mishawaka, where the Mishawaka DoH clinic is located, and will take place from 10:00 a.m. to 2:00 p.m. on Saturday, July 22.

## **V. NEW BUSINESS**

Request 23-53. There was a discussion about the 2024 budget for Health First Indiana. There was a discussion about the details of the proposal, including the expenses that would occur. There was a discussion about the expiring grants and funding, and about additional expenses as more programs are added and how the budget is subject to change. On motion made by Dr. Migliore, seconded by Ms. VanBrouaene, the budget request was unanimously approved.

Request 23-54. Ms. Vida explained the application and gave more information about the program. There was a discussion about the current positions in the department. There was a discussion if the current job position listings were up to date. There was a discussion about the timeline of the grant. On motion made by Dr. Migliore, seconded by Ms. VanBrouaene, the request was unanimously approved.

Request 23-55. There was a discussion about receiving the Community Health Workers COVID-19 Grant funds. On motion made by Dr. Migliore, seconded by Ms. VanBrouaene, the request was unanimously approved.

Request 23-56. There was a discussion about receiving the Health Immunization Supplemental Grant. There was a discussion about the funding and continuation of the program. There was a discussion about which positions receive the salary recovery. On motion made by Dr. Migliore, seconded by Attorney Reilander, the request was unanimously approved.

**VI. OLD BUSINESS**

There was no Old Business.

**VII. PUBLIC COMMENT**

Trina Robinson discussed the racial demographics for South Bend and the lack of representation on the Board of Health.

Katheryn Redding explained concerns about data for lead poisoning in South Bend, and wondered when data will be updated.

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

The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday, August 16, 2023, at 4:30 p.m., at the County-City Building.

**IX. ADJOURNMENT**

The meeting was adjourned at 5:05 p.m. upon motion of Attorney Reilander, seconded by Ms. Vincent, which passed unanimously.

ATTEST:

Respectfully submitted,

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

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Marcellus Lebbin, Esq.  
Department of Health Attorney

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
August 16, 2023  
Regular Meeting

Present at the Meeting:

|                           |                |
|---------------------------|----------------|
| John Linn, P.E.           | President      |
| Michelle Migliore, D.O.   | Vice President |
| Ellen Reilander, J.D.     | Member         |
| Robert Hays, M.D.         | Member         |
| Kristin Vincent, MSN      | Member         |
| Jill Kaps VanBrouaene     | Member         |
| Elizabeth Lindenman, M.D. | Member         |

Also Present at the Meeting:

|                         |  |
|-------------------------|--|
| Diana Purushotham, M.D. | Health Officer                             |
| Marcellus Lebbin, J.D.  | Department of Health Attorney              |
| Amy Ruppe               | Administrator                              |
| Carolyn Smith           | Director of Food Services                  |
| Jodie Pairitz           | Director of Nursing                        |
| Robin Vida              | Director of HOPE                           |
| Brett Davis             | Assistant Director of Environmental Health |
| Ericka Tijerina         | Director of Vital Records                  |
| Kim Dreibelbeis         | Community Health Worker                    |
| Veronica Escobedo       | Community Health Worker                    |
| Jonathan Carmona        | Community Health Worker Coordinator        |
| Amy Schnick             | Administrative Assistant (HEED)            |
| Danielle Sims           | Disease Investigation Specialist           |
| Dominique Quartararo    | Public Health Associate                    |
| Amy Schnick             | HEED Administrative Assistant              |

**CALL TO ORDER, ROLL CALL, & NOMINATIONS**

Board President, Mr. Linn, called the August 16, 2023, regular Board of Health meeting to order at 4:30 pm.

**I. ADOPTION OF THE AGENDA**

On motion made by Dr. Migliore, seconded by Ms. Kaps VanBrouaene, the agenda was unanimously approved.

## **APPROVAL OF THE MINUTES**

On motion made by Dr. Migliore, seconded by Dr. Hays, the Board unanimously voted to table approval of the May 2023, regular meeting minutes.

On motion made by Dr. Migliore, seconded by Attorney Reilander, the Board unanimously voted to table approval of the June 21<sup>st</sup>, 2023, and July 19<sup>th</sup>, 2023, minutes.

## **II. BOARDS PRESIDENT ANNOUNCEMENT**

Mr. Linn welcomed Dr. Purushotham to the Department and introduced her as the new Health Officer. Dr. Purushotham thanked Mr. Linn and noted the excellent work being done by the Department.

Mr. Linn then welcomed Dr. Lindenman to the Board and introductions were made.

## **III. HEALTH OFFICER REPORT**

Dr. Purushotham noted that the number of inspections and permits have both increased. Attorney Reilander asked about food inspections at the fair and a discussion followed.

Dr. Purushotham then informed the Board about the intended use of the Health First funds and input from the community on the programs for the best use of the funds. Discussion followed on how the community would be informed and the format of the community outreach.

## **IV. NEW BUSINESS**

On motion made by Attorney Reilander, and seconded by Dr. Hays, Dr. Lindenman was appointed to the finance committee with all in favor.

Request 23-60 was approved on motion made by Attorney Reilander, seconded by Dr. Hays, and a unanimous vote of the Board.

Request 23-61 was approved on motion made by Dr. Migliore, seconded by Dr. Hays, and a unanimous vote of the Board.

Request 23-62 was approved on motion made by Dr. Migliore, seconded by Attorney Reilander, and a unanimous vote of the Board.

Request 23-63 was approved on motion made by Dr. Migliore, seconded by Dr. Hays, and a unanimous vote of the Board.

Request 23-64 was approved on motion made by Dr. Migliore, seconded by Ms. Kaps VanBrouaene, and a unanimous vote of the Board.

Request 23-65 was approved on motion made by Dr. Migliore, seconded by Dr. Hays, and a unanimous vote of the Board.

Request 23-66 was discussed by the Board. It was tabled upon a motion made by Dr. Migliore, seconded by Attorney Reilander, which was unanimously supported by the Board.

Request 23-67 was approved on motion made by Dr. Migliore, seconded by Dr. Hays, and a unanimous vote of the Board.

Request 23-68 was approved on motion made by Dr. Migliore, seconded by Ms. VanBrouaene, and a unanimous vote of the Board.

Request 23-69 was approved on motion made by Dr. Migliore, seconded by Attorney Reilander, and a unanimous vote of the Board.

Request 23-70 was approved on motion made by Dr. Migliore, seconded by Ms. VanBrouaene, and a unanimous vote of the Board.

Request 23-71 was approved on motion made by Dr. Migliore, seconded by Attorney Reilander, and a unanimous vote of the Board.

Request 23-72 was approved on motion made by Ms. VanBrouaene, seconded by Dr. Hays, and a unanimous vote of the Board.

**V. OLD BUSINESS**

There was no Old Business.

**VI. PUBLIC COMMENT**

Dr. Cynthia Heckaman-Davis commented on Health First and the use of funds.

Ron Vincent commented on the new septic ordinance.

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

After a discussion the next regular meeting of the St. Joseph County Board of Health, scheduled for Wednesday, September 20, 2023, at 4:30 p.m., was moved to September 13, 2023, at 4:30 p.m. at the County-City Building

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:04 p.m. upon motion of Dr. Lindenman, seconded by Dr. Hays, which passed unanimously.

ATTEST:

Respectfully submitted,

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Diana Purushotham, M.D.  
St. Joseph County Health Officer

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Marcellus Lebbin, Esq.  
Health Department Attorney

**ENVIRONMENTAL HEALTH UNIT**

|  | <b>23-Aug</b> | <b>YTD 2023</b> | <b>YTD 2022</b> | <b>YTD 2021</b> |
|--|---------------|-----------------|-----------------|-----------------|
| <b>SEPTIC PROGRAM</b>                      |               |                 |                 |                 |
| <b>RESIDENTIAL NEW CONSTRUCTION</b>        |               |                 |                 |                 |
| A. Inspections                             | 22            | 135             | 111             | 123             |
| B. Consultations                           | 1             | 9               | 10              | 13              |
| <b>RESIDENTIAL REPLACEMENT</b>             |               |                 |                 |                 |
| A. Inspections                             | 83            | 482             | 399             | 425             |
| B. Consultations                           | 4             | 12              | 54              | 35              |
| <b>COMMERCIAL</b>                          |               |                 |                 |                 |
| A. Inspections                             | 2             | 22              | 24              | 4               |
| B. Consultations                           | 0             | 1               | 12              | 5               |
| C. Cluster System Inspections              | 0             | 0               | 1               | 10              |
| <b>Abandonments w/o Replacement</b>        | 4             | 27              | 20              | 31              |
| <b>Permit Applications Received</b>        | 56            | 362             | 344             | 396             |
| <b>Permits Issued</b>                      | 49            | 290             | 302             | 315             |
| <b>Public Information Events</b>           |               |                 | 1               | 1               |
| <b>SUBDIVISION PROGRAM</b>                 |               |                 |                 |                 |
| A. Health Officer Reports                  | 0             | 24              | 23              | 28              |
| B. Subdivision Reviews                     | 0             | 38              | 28              | 32              |
| C. Rezoning and Replat Reviews             | 0             | 1               | 8               | 9               |
| <b>WELLHEAD PROGRAM</b>                    |               |                 |                 |                 |
| A. Inspections Performed                   | 19            | 80              | 94              | 82              |
| <b>WELL DRILLING PROGRAM</b>               |               |                 |                 |                 |
| <b>RESIDENTIAL</b>                         |               |                 |                 |                 |
| A. Inspections                             | 7             | 111             | 115             | 192             |
| B. Well Abandonments                       | 7             | 135             | 152             | 200             |
| <b>COMMERCIAL</b>                          |               |                 |                 |                 |
| A. Inspections                             | 0             | 2               | 1               | 1               |
| B. Well Abandonment Inspections            | 0             | 3               | 1               | 4               |
| <b>NEW CONSTRUCTION</b>                    |               |                 |                 |                 |
| A. Permit Applications Received            | 8             | 60              | 53              | 67              |
| B. Permits Issued                          | 7             | 50              | 51              | 64              |
| <b>REPLACEMENT</b>                         |               |                 |                 |                 |
| A. Permit Applications Received            | 15            | 143             | **              | **              |
| B. Permits Issued                          | 14            | 136             | 132             | 212             |
| <b>Total Permits Applications Received</b> | 36            | 273             | **              | **              |
| <b>Total Permits Issued</b>                | 28            | 245             | **              | **              |
| <b>Use of Existing Well</b>                | 0             | 6               | **              | **              |
| <b>Public Information Events</b>           | 0             | 1               | 10              | 0               |
| <b>SOURCE WATER PROGRAM</b>                |               |                 |                 |                 |
| A. Phase One Inquiries                     | 16            | 118             | 127             | 134             |
| B. Spill Responses                         | 1             | 3               | 1               | 1               |

|   | <b>23-Aug</b> | <b>YTD 2023</b> | <b>YTD 2022</b> | <b>YTD 2021</b> |
|---|---------------|-----------------|-----------------|-----------------|
| C. Meth Lab Occurrence Response           | 0             | 0               | 0               | 0               |
| D. Well/ground water Sampling             | 4             | 141             | **              | **              |
| E. Microbe Treatments/Pumping Inspections | 2             | 11              | **              | **              |
| F. Other Source Water Inspections         | 6             | 11              | 12              | 10              |
| <b>SURFACE WATER PROGRAM</b>              |               |                 |                 |                 |
| A. Surface Water Sampling                 | 0             | 0               | 0               | 0               |
| <b>LEAD PROGRAM</b>                       |               |                 |                 |                 |
| A. HUD Lead Inspections                   | 0             | 0               | 0               | 7               |
| B. Lead Risk Assessments                  | 11            | 74              | 45              | 45              |
| <b>EBLL Assessments</b>                   | 5             | 40              | 16              | 16              |
| a. Parent Request                         | 6             | 34              | 29              | 36              |
| b. Clearances                             | 7             | 45              | 12              | 13              |
| c. Off Site Meetings                      | 1             | 2               | 0               | 0               |
| d. Public Information Events              | 0             | 3               | 1               | 0               |
| e. Children Tested for Lead Levels*       | 0             | 1948            | 2095            | 1817            |
| <b>CAFO PROGRAM</b>                       |               |                 |                 |                 |
| A. Inspections                            | 0             | 0               | 0               | 0               |
| <b>AIR QUALITY PROGRAM</b>                |               |                 |                 |                 |
| A. Burn Permits                           | 6             | 37              | 34              | 0               |
| B. Indoor Air Quality Investigation       | 0             | 0               | 0               | 0               |
| C. Mold Investigations                    | 0             | 2               | 4               | 0               |
| <b>VECTOR PROGRAM</b>                     |               |                 |                 |                 |
| A. Inspections performed                  | 1             | 29              | 67              | 31              |
| B. Sites Treated                          | 6             | 8               | 19              | 5               |
| C. Traps Collected                        | 55            | 147             | 132             | 209             |
| D. ISDH Submissions                       | 0             | 145             | 132             | 272             |
| E. Public Information Events              | 0             | 7               | 4               | 6               |
| <b>HEALTHY HOMES PROGRAM (Inside)</b>     |               |                 |                 |                 |
| A. Initial Complaints                     | 21            | 136             | 126             | 138             |
| a. No Water                               | 2             | 26              | 26              | 30              |
| b. Garbage/Food Waste                     | 4             | 42              | 39              | 40              |
| c. Feces                                  | 10            | 41              | 34              | 25              |
| d. Rodents/Cockroaches                    | 5             | 27              | 27              | 43              |
| B. Follow-Up Complaints                   | 17            | 147             | 109             | 96              |
| a. No Water                               | 8             | 75              | 31              | 41              |
| b. Garbage/Food Waste                     | 3             | 39              | 57              | 32              |
| c. Feces                                  | 3             | 17              | 19              | 16              |
| d. Rodents/Cockroaches                    | 3             | 16              | 2               | 7               |
| e. Dwellings Unfit                        | 7             | 28              | 23              | 19              |
| <b>MASSAGE</b>                            |               |                 |                 |                 |
| A. Establishment Inspections              | 8             | 82              | 104             | 54              |
| <b>TATTOO/BODY PIERCING PROGRAM</b>       |               |                 |                 |                 |
| A. Inspections Performed                  | 18            | 33              | 38              | 32              |



|   | 23-Aug | YTD 2023 | YTD 2022 | YTD 2021 |
|---|--------|----------|----------|----------|
| <b>COMPLAINTS/INSVESTIGATIONS</b>                     |        |          |          |          |
| A. Garbage/Food Waste (Outside)                       | 8      | 84       | 106      | 43       |
| B. Sewage   | 30     | 96       | 70       | 52       |
| C. Water (ditches, lakes, ponds, & swells)            | 0      | 6        | 1        | 6        |
| D. Motels/Hotels                                      | 2      | 5        | 3        | 3        |
| E. Burning  | 2      | 10       | 12       | **       |
| F. Open Dumping                                       | 0      | 5        | **       | **       |
| G. Follow-up Inspections                              | 11     | 67       | **       | **       |
| H. Other  | 15     | 63       | 302      | **       |
| <b>ABATEMENT CORRESPONDENCE</b>                       |        |          |          |          |
| A. Abatement Correspondence Mailed                    | 39     | 254      | 326      | 208      |
| B. Immediate Threat to Public Health Correspondence   | 1      | 6        | 3        | 7        |
| C. Order to Vacate/Condemn Correspondence Mailed      | 10     | 37       | 23       | 19       |
| D. Impending Legal Action Correspondence Mailed       | 11     | 34       | 19       | 25       |
| <b>SUBSURFACE INVESTIGATIONS</b>                      |        |          |          |          |
| A. Internal   | 0      | 13       | 29       | **       |
| B. External   | 0      | 0        | 0        | **       |
| <b>*DUE TO TIME LAG OF State Database System</b>      |        |          |          |          |
| <b>Lead testing numbers are one (1) month behind.</b> |        |          |          |          |
| <b>No data for these fields**</b>                     |        |          |          |          |

# County Health Department

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

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

|  |                                 | Budget                | July                | August              | September           | TOTALS           |                       |                       |
|--|---------------------------------|-----------------------|---------------------|---------------------|---------------------|------------------|-----------------------|-----------------------|
| <b>REVENUE</b>                               |                                 |                       |                     |                     |                     |                  |                       |                       |
| <b>Beginning Balance</b>                     |                                 | \$3,733,060.38        |                     |                     |                     |                  | \$3,733,060.38        |                       |
| Property, FIT, Excise, Vehicle Excise Tax    |                                 | \$2,106,000.00        |                     | \$0.00              | \$0.00              |                  | \$1,181,337.47        |                       |
| Federal Reimbursements                       |                                 |                       | \$7,385.71          | \$11,232.80         |                     |                  | \$654,440.79          |                       |
| Miscellaneous Revenue                        |                                 |                       | \$0.00              | \$0.00              |                     |                  | \$1,445.00            |                       |
| <b>TOTAL Tax, Fed Reimb and Misc Revenue</b> |                                 |                       | <b>\$7,385.71</b>   | <b>\$11,232.80</b>  | <b>\$0.00</b>       |                  | <b>\$5,570,283.64</b> |                       |
| Environmental Health                         |                                 |                       | \$58,550.00         | \$83,456.48         | \$0.00              |                  | \$626,501.94          |                       |
| Food Services                                |                                 |                       | \$5,933.75          | \$7,066.25          | \$0.00              |                  | \$244,703.75          |                       |
| Immunization Clinic (South Bend)             |                                 |                       | \$7,202.18          | \$4,787.85          | \$0.00              |                  | \$79,206.28           |                       |
| Vital Records (South Bend)                   |                                 |                       | \$41,746.50         | \$41,956.55         | \$0.00              |                  | \$332,882.45          |                       |
| Immunization Clinic (Mishawaka)              |                                 |                       | \$7,383.00          | \$5,602.00          | \$0.00              |                  | \$46,844.00           |                       |
| Vital Records (Mishawaka)                    |                                 |                       | \$5,203.00          | \$6,013.00          | \$0.00              |                  | \$40,971.00           |                       |
| Fees (Charge 2, Coroner Fee)                 |                                 |                       | (\$5,571.20)        | (\$4,815.00)        | \$0.00              |                  | (\$47,360.24)         |                       |
| <b>Total Fee Revenue</b>                     |                                 |                       | <b>\$120,447.23</b> | <b>\$144,067.13</b> | <b>\$0.00</b>       |                  | <b>\$1,323,749.18</b> |                       |
| <b>TOTAL REVENUE</b>                         |                                 |                       | <b>\$127,832.94</b> | <b>\$155,299.93</b> | <b>\$0.00</b>       |                  | <b>\$6,894,032.82</b> |                       |
| <b>EXPENDITURES</b>                          |                                 |                       |                     |                     |                     |                  |                       |                       |
| <b>Acct</b>                                  | <b>10000 Series</b>             | <b>Budget</b>         | <b>Carryforward</b> | <b>July</b>         | <b>August</b>       | <b>September</b> | <b>Expenditures</b>   | <b>Unexpended</b>     |
| 11030  | Administrator                   | \$71,991.00           | \$0.00              | \$5,537.76          | \$5,537.76          |                  | \$47,070.96           | \$24,920.04           |
| 11055  | County Health Officer           | \$206,211.00          | \$0.00              | \$9,615.38          | \$19,711.33         |                  | \$97,945.26           | \$108,265.74          |
| 11077  | Admin. Assistant                | \$118,362.00          | \$0.00              | \$9,104.76          | \$9,104.76          |                  | \$80,665.08           | \$37,696.92           |
| 11087  | Insurance Billing Specialist    | \$36,086.00           | \$0.00              | \$0.00              | \$0.00              |                  | \$0.00                | \$36,086.00           |
| 11143  | Registrars                      | \$108,258.00          | \$0.00              | \$8,049.87          | \$8,484.26          |                  | \$68,076.22           | \$40,181.78           |
| 11144  | Nursing Registrars              | \$72,172.00           | \$0.00              | \$5,551.68          | \$5,551.68          |                  | \$47,189.28           | \$24,982.72           |
| 11145  | Staff Assistants                | \$72,172.00           | \$0.00              | \$3,886.11          | \$5,551.68          |                  | \$44,006.22           | \$28,165.78           |
| 11151  | Director of Vital Records       | \$63,540.00           | \$0.00              | \$4,887.70          | \$4,887.70          |                  | \$41,545.45           | \$21,994.55           |
| 11154  | Asst. Director Vital Records    | \$55,000.00           | \$0.00              | \$4,230.76          | \$4,230.76          |                  | \$35,961.46           | \$19,038.54           |
| 11155  | Nurses/Other Medical            | \$337,654.00          | \$0.00              | \$25,168.88         | \$25,168.88         |                  | \$207,376.69          | \$130,277.31          |
| 11161  | Director of Env Health          | \$63,540.00           | \$0.00              | \$4,887.70          | \$4,887.70          |                  | \$41,545.45           | \$21,994.55           |
| 11162  | Asst. Dir Environmental Health  | \$58,000.00           | \$0.00              | \$4,461.54          | \$4,461.54          |                  | \$37,923.09           | \$20,076.91           |
| 11163  | Director of Food Services       | \$63,540.00           | \$0.00              | \$4,887.70          | \$4,887.70          |                  | \$41,545.45           | \$21,994.55           |
| 11165  | Asst Dir Food Services          | \$58,000.00           | \$0.00              | \$4,461.54          | \$4,461.54          |                  | \$37,923.09           | \$20,076.91           |
| 11170  | Director of HEED                | \$80,000.00           | \$0.00              | \$0.00              | \$0.00              |                  | \$43,534.20           | \$36,465.80           |
| 11172  | Environmental Health Specialist | \$468,000.00          | \$0.00              | \$33,345.07         | \$33,565.10         |                  | \$275,402.38          | \$192,597.62          |
| 11174  | Food Service Specialist         | \$260,000.00          | \$0.00              | \$20,000.00         | \$20,000.00         |                  | \$170,000.00          | \$90,000.00           |
| 11195  | Public Health Coordinator       | \$54,550.00           | \$0.00              | \$0.00              | \$2,884.66          |                  | \$32,949.71           | \$21,600.29           |
| 11196  | Health Promotion Specialist     | \$50,000.00           | \$0.00              | \$1,923.08          | \$3,846.16          |                  | \$5,769.24            | \$44,230.76           |
| 11197  | Director of HOPE                | \$63,540.00           | \$0.00              | \$4,887.70          | \$4,887.70          |                  | \$41,545.45           | \$21,994.55           |
| 11650  | Executive Secretary             | \$41,778.00           | \$0.00              | \$3,213.70          | \$3,213.70          |                  | \$27,316.45           | \$14,461.55           |
| 11701  | Director of Nursing             | \$82,640.00           | \$0.00              | \$6,356.92          | \$6,356.92          |                  | \$54,033.82           | \$28,606.18           |
| 11950  | Part Time                       | \$89,517.54           | \$0.00              | (\$4,039.66)        | \$1,256.25          |                  | \$18,011.89           | \$71,505.65           |
| 11976  | Deputy Health Officer           | \$37,194.82           | \$0.00              | \$3,856.38          | \$8,271.97          |                  | \$37,194.82           | (\$0.00)              |
| 12010  | Data Analyst                    | \$46,596.00           | \$0.00              | \$3,584.32          | \$3,420.36          |                  | \$29,365.86           | \$17,230.14           |
| 14800  | FICA Taxes @ 7.65%              | \$203,363.88          | \$0.00              | \$12,333.37         | \$14,352.54         |                  | \$115,469.92          | \$87,893.96           |
| 14810  | PERF @ 11.2%                    | \$283,543.00          | \$0.00              | \$18,098.05         | \$20,008.73         |                  | \$160,612.83          | \$122,930.17          |
| 14840  | Health Insurance                | \$786,900.00          | \$0.00              | \$0.00              | \$0.00              |                  | \$393,450.00          | \$393,450.00          |
| <b>Total 10000 Series</b>                    |                                 | <b>\$3,932,149.24</b> | <b>\$0.00</b>       | <b>\$198,290.31</b> | <b>\$228,991.38</b> | <b>\$0.00</b>    | <b>\$2,233,430.27</b> | <b>\$1,698,718.97</b> |
| <b>Acct</b>                                  | <b>20000 Series</b>             | <b>Budget</b>         | <b>Carryforward</b> | <b>July</b>         | <b>August</b>       | <b>September</b> | <b>Expenditures</b>   | <b>Unexpended</b>     |
| 21030  | Office Supplies                 | \$21,542.00           | \$0.00              | \$1,566.80          | \$5,378.97          |                  | \$12,238.39           | \$9,303.61            |
| 22120  | Garage & Motor Supplies         | \$11,980.00           | \$0.00              | \$1,527.96          | \$0.00              |                  | \$5,363.98            | \$6,616.02            |
| 22148  | Field Supplies                  | \$4,000.00            | \$986.50            | \$340.47            | \$335.27            |                  | \$3,149.56            | \$1,836.94            |
| 22328  | Equipment Repairs               | \$2,250.00            | \$0.00              | \$0.00              | \$0.00              |                  | \$110.00              | \$2,140.00            |
| 22406  | Immunization Supplies           | \$83,545.00           | \$0.00              | \$11,173.84         | \$15,502.02         |                  | \$87,721.77           | (\$4,176.77)          |
| 22448  | Education Books                 | \$200.00              | \$0.00              | \$0.00              | \$0.00              |                  | \$39.20               | \$160.80              |
| <b>Total 20000 Series</b>                    |                                 | <b>\$123,517.00</b>   | <b>\$986.50</b>     | <b>\$14,609.07</b>  | <b>\$21,216.26</b>  | <b>\$0.00</b>    | <b>\$108,622.90</b>   | <b>\$15,880.60</b>    |
| <b>Acct</b>                                  | <b>30000 Series</b>             | <b>Budget</b>         | <b>Carryforward</b> | <b>July</b>         | <b>August</b>       | <b>September</b> | <b>Expenditures</b>   | <b>Unexpended</b>     |
| 31150  | Medical Services                | \$4,500.00            | \$0.00              | \$851.31            | \$954.80            |                  | \$4,055.20            | \$444.80              |
| 32020  | Travel/Mileage                  | \$13,941.00           | \$0.00              | \$132.15            | \$275.00            |                  | \$5,071.67            | \$8,869.33            |
| 32203  | Cell Phones                     | \$20,025.00           | \$0.00              | \$1,426.95          | \$1,425.96          |                  | \$11,189.28           | \$8,835.72            |
| 32350  | Postage                         | \$250.00              | \$0.00              | \$0.00              | \$0.00              |                  | \$27.92               | \$222.08              |
| 32550  | Miscellaneous Costs             | \$25,000.00           | \$0.00              | \$0.00              | \$0.00              |                  | \$786.06              | \$24,213.94           |
| 33128  | Environmental Health            | \$3,500.00            | \$0.00              | \$0.00              | \$1,544.00          |                  | \$1,767.56            | \$1,732.44            |
| 33368  | Public Info & Ed                | \$5,000.00            | \$0.00              | \$0.00              | \$725.57            |                  | \$725.57              | \$4,274.43            |
| 33938  | Vector                          | \$25,000.00           | \$2,691.69          | \$217.74            | \$4,934.38          |                  | \$18,379.84           | \$9,311.85            |
| 34030  | Liability Insurance Coverage    | \$71,866.00           | \$0.00              | \$0.00              | \$17,966.50         |                  | \$71,866.00           | \$0.00                |
| 36015  | Contractual Services            | \$100,000.00          | \$0.00              | \$0.00              | \$44,004.52         |                  | \$44,004.52           | \$55,995.48           |
| 36500  | Service Contract                | \$16,545.21           | \$0.00              | \$0.00              | \$0.00              |                  | \$0.00                | \$16,545.21           |
| 38012  | Interest on Debt                | \$7,821.00            | \$0.00              | \$651.72            | \$542.02            |                  | \$5,104.06            | \$2,716.94            |
| 38013  | Principle on Debt               | \$45,797.00           | \$0.00              | \$3,816.34          | \$3,316.24          |                  | \$30,030.62           | \$15,766.38           |
| 39010  | Dues & Subscriptions            | \$2,790.72            | \$0.00              | \$0.00              | \$0.00              |                  | \$0.00                | \$2,790.72            |
| 39600  | Refunds, Awards & Indemnities   | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                  | \$313.99              | (\$313.99)            |
| 39750  | Information Technology          | \$4,164.07            | \$0.00              | \$0.00              | \$573.08            |                  | \$805.15              | \$3,358.92            |
| <b>Total 30000 Series</b>                    |                                 | <b>\$346,200.00</b>   | <b>\$2,691.69</b>   | <b>\$7,096.21</b>   | <b>\$76,262.07</b>  | <b>\$0.00</b>    | <b>\$194,127.44</b>   | <b>\$154,764.25</b>   |
| <b>Total Budget</b>                          |                                 | <b>\$4,401,866.24</b> | <b>\$3,678.19</b>   |                     |                     |                  |                       |                       |
| <b>TOTAL EXPENDITURES</b>                    |                                 |                       |                     | \$219,995.59        | \$326,469.71        | \$0.00           | \$2,536,180.61        |                       |
| <b>Total Unexpended</b>                      |                                 |                       |                     |                     |                     |                  |                       | \$1,869,363.82        |
| <b>Net (Monthly)</b>                         |                                 |                       |                     | (\$92,162.65)       | (\$171,169.78)      | \$0.00           |                       |                       |
| <b>FUND BALANCE</b>                          |                                 |                       |                     | \$4,529,021.99      | \$4,357,852.21      | \$4,357,852.21   |                       |                       |

# MIH Initiatives

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

*LEAD: Robin Vida*

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

# County-Wide Lead Initiative

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

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

|             |                                | Budget              | July                 | August               | September           | TOTALS              | Unexpended          |  |
|-------------|--------------------------------|---------------------|----------------------|----------------------|---------------------|---------------------|---------------------|--|
| <b>Acct</b> | <b>REVENUE</b>                 |                     |                      |                      |                     |                     |                     |  |
| 00000       | Beginning Balance              | \$378,839.24        |                      |                      |                     | \$378,839.24        |                     |  |
| 02708       | Federal Grants/Reimbursements  |                     | \$0.00               | \$0.00               |                     | \$86,859.82         |                     |  |
| 05205       | Interfund Transfer of Funds    |                     | \$0.00               | \$0.00               |                     | \$200,000.00        |                     |  |
| 05603       | Return of 2 Year Warrant Funds |                     | \$8.82               | \$0.00               |                     | \$200,008.82        |                     |  |
|             | <b>TOTAL REVENUE</b>           | <b>\$378,839.24</b> | <b>\$8.82</b>        | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>\$665,707.88</b> |                     |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
|             | <b>EXPENSES</b>                |                     |                      |                      |                     |                     |                     |  |
| <b>Acct</b> | <b>10000 Series</b>            |                     |                      |                      |                     |                     |                     |  |
| 11167       | Community Health Worker        | \$156,732.00        | \$11,730.44          | \$14,566.89          |                     | \$102,549.44        | \$54,182.56         |  |
| 11176       | Assistant Dir Health Equity    | \$60,266.00         | \$0.00               | \$0.00               |                     | \$27,374.57         | \$32,891.43         |  |
| 14800       | FICA Taxes                     | \$16,601.00         | \$879.92             | \$1,096.91           |                     | \$9,743.25          | \$6,857.75          |  |
| 14810       | PERF                           | \$24,304.00         | \$1,313.78           | \$1,545.54           |                     | \$14,465.36         | \$9,838.64          |  |
| 14840       | Health Insurance               | \$91,500.00         | \$0.00               | \$0.00               |                     | \$25,925.00         | \$65,575.00         |  |
|             | <b>Total 10000 Series</b>      | <b>\$349,403.00</b> | <b>\$13,924.14</b>   | <b>\$17,209.34</b>   | <b>\$0.00</b>       | <b>\$180,057.62</b> | <b>\$169,345.38</b> |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
| <b>Acct</b> | <b>20000 Series</b>            |                     |                      |                      |                     |                     |                     |  |
| 21030       | Office Supplies                | \$5,000.00          | \$0.00               | \$0.00               |                     | \$1,849.73          | \$3,150.27          |  |
| 22148       | Field Supplies                 | \$5,000.00          | \$683.42             | \$521.91             |                     | \$4,090.60          | \$909.40            |  |
|             | <b>Total 20000 Series</b>      | <b>\$10,000.00</b>  | <b>\$683.42</b>      | <b>\$521.91</b>      | <b>\$0.00</b>       | <b>\$5,940.33</b>   | <b>\$4,059.67</b>   |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
| <b>Acct</b> | <b>30000 Series</b>            |                     |                      |                      |                     |                     |                     |  |
| 31150       | Medical Services               | \$100.00            | \$0.00               | \$0.00               |                     | \$46.41             | \$53.59             |  |
| 32020       | Travel/Mileage                 | \$2,200.00          | \$72.45              | \$175.50             |                     | \$1,150.22          | \$1,049.78          |  |
| 32050       | Conferences & Training         | \$3,500.00          | \$0.00               | \$0.00               |                     | \$114.40            | \$3,385.60          |  |
| 32203       | Cell Phones                    | \$3,240.00          | \$285.46             | \$285.46             |                     | \$2,255.41          | \$984.59            |  |
| 32350       | Postage                        | \$3,500.00          | \$231.62             | \$329.72             |                     | \$1,605.15          | \$1,894.85          |  |
| 33368       | Public Information & Education | \$3,142.50          | \$51.97              | \$394.04             |                     | \$2,681.68          | \$460.82            |  |
| 36500       | Service Contract               | \$5,000.00          | \$0.00               | \$0.00               |                     | \$0.00              | \$5,000.00          |  |
| 39750       | Information Tech               | \$6,200.00          | \$0.00               | \$0.00               |                     | \$0.00              | \$6,200.00          |  |
|             | <b>Total 30000 Series</b>      | <b>\$26,882.50</b>  | <b>\$641.50</b>      | <b>\$1,184.72</b>    | <b>\$0.00</b>       | <b>\$7,853.27</b>   | <b>\$19,029.23</b>  |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
|             | <b>Total Budget</b>            | <b>\$386,285.50</b> |                      |                      |                     |                     |                     |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
|             | <b>Total Expenditures</b>      |                     | <b>\$15,249.06</b>   | <b>\$18,915.97</b>   | <b>\$0.00</b>       | <b>\$193,851.22</b> |                     |  |
|             | <b>Total Unexpended</b>        |                     |                      |                      |                     |                     | <b>\$192,434.28</b> |  |
|             | <b>Net (Monthly)</b>           |                     | <b>(\$15,240.24)</b> | <b>(\$18,915.97)</b> | <b>\$0.00</b>       |                     |                     |  |
|             |                                |                     |                      |                      |                     |                     |                     |  |
|             | <b>FUND BALANCE</b>            |                     | <b>\$490,772.63</b>  | <b>\$471,856.66</b>  | <b>\$471,856.66</b> |                     |                     |  |

# Health Immunization CoAg

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

*LEAD: Jodie Pairitz*

|             |                               | Budget               | July               | August               | September            | TOTALS              | Unexpended          |
|-------------|-------------------------------|----------------------|--------------------|----------------------|----------------------|---------------------|---------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                      |                    |                      |                      |                     |                     |
| 00000       | Beginning Balance             | (\$69,598.98)        |                    |                      |                      | (\$69,598.98)       |                     |
| 02708       | Federal/Grants Reimbursements |                      | \$25,188.31        | \$15,806.40          |                      | \$219,527.51        |                     |
|             | <b>TOTAL REVENUE</b>          | <b>(\$69,598.98)</b> | <b>\$25,188.31</b> | <b>\$15,806.40</b>   | <b>\$0.00</b>        | <b>\$149,928.53</b> |                     |
|             | <b>EXPENSES</b>               |                      |                    |                      |                      |                     |                     |
| <b>Acct</b> | <b>10000 Series</b>           |                      |                    |                      |                      |                     |                     |
| 11077       | Admin Assistant               | \$40,441.00          | \$0.00             | \$0.00               |                      | \$0.00              | \$40,441.00         |
| 11155       | Nurses/Other Medical          | \$61,971.00          | \$0.00             | \$0.00               |                      | \$0.00              | \$61,971.00         |
| 11781       | Imm Outreach Coordinator      | \$76,250.04          | \$0.00             | \$7,692.32           |                      | \$32,692.36         | \$43,557.68         |
| 11193       | Part Time                     | \$303,912.57         | \$0.00             | \$21,197.08          |                      | \$89,568.65         | \$214,343.92        |
| 14800       | FICA Taxes                    | \$36,849.51          | \$0.00             | \$2,192.42           |                      | \$9,267.93          | \$27,581.58         |
| 14810       | PERF                          | \$20,009.94          | \$0.00             | \$861.52             |                      | \$3,661.46          | \$16,348.48         |
| 14840       | Health Insurance              | \$64,050.00          | \$0.00             | \$0.00               |                      | \$9,150.00          | \$54,900.00         |
|             | <b>Total 10000 Series</b>     | <b>\$603,484.06</b>  | <b>\$0.00</b>      | <b>\$31,943.34</b>   | <b>\$0.00</b>        | <b>\$144,340.40</b> | <b>\$459,143.66</b> |
| <b>Acct</b> | <b>20000 Series</b>           |                      |                    |                      |                      |                     |                     |
| 21030       | Office Supplies               | \$12,692.88          | \$0.00             | \$0.00               |                      | \$692.88            | \$12,000.00         |
| 22406       | Immunization Supplies         | \$44,000.26          | \$0.00             | \$0.00               |                      | \$843.26            | \$43,157.00         |
|             | <b>Total 20000 Series</b>     | <b>\$56,693.14</b>   | <b>\$0.00</b>      | <b>\$0.00</b>        | <b>\$0.00</b>        | <b>\$1,536.14</b>   | <b>\$55,157.00</b>  |
| <b>Acct</b> | <b>30000 Series</b>           |                      |                    |                      |                      |                     |                     |
| 32020       | Travel /Mileage               | \$1,654.15           | \$0.00             | \$0.00               |                      | \$699.15            | \$955.00            |
| 32203       | Cell Phones                   | \$6,085.50           | \$0.00             | \$407.80             |                      | \$1,633.30          | \$4,452.20          |
| 33368       | Public Info & Educ            | \$19,165.71          | \$0.00             | \$121.82             |                      | \$4,287.53          | \$14,878.18         |
| 36015       | Contractual Services          | \$37,098.57          | \$0.00             | (\$503.87)           |                      | \$13,594.70         | \$23,503.87         |
|             | <b>Total 30000 Series</b>     | <b>\$64,003.93</b>   | <b>\$0.00</b>      | <b>\$25.75</b>       | <b>\$0.00</b>        | <b>\$20,214.68</b>  | <b>\$43,789.25</b>  |
|             | <b>Total Budget</b>           | <b>\$724,181.13</b>  |                    |                      |                      |                     |                     |
|             | <b>Total Expenditures</b>     |                      | <b>\$0.00</b>      | <b>\$31,969.09</b>   | <b>\$0.00</b>        | <b>\$166,091.22</b> |                     |
|             | <b>Total Unexpended</b>       |                      |                    |                      |                      |                     | <b>\$558,089.91</b> |
|             | <b>Net (Monthly)</b>          |                      | <b>\$25,188.31</b> | <b>(\$16,162.69)</b> | <b>\$0.00</b>        |                     |                     |
|             | <b>FUND BALANCE</b>           |                      | <b>\$0.00</b>      | <b>(\$16,162.69)</b> | <b>(\$16,162.69)</b> |                     |                     |

# Health PHEP

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

*LEAD: Jenna Rose*

|             |                               | Budget               | July          | August          | September     | Total              | Unexpended         |
|-------------|-------------------------------|----------------------|---------------|-----------------|---------------|--------------------|--------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                      |               |                 |               |                    |                    |
| 00000       | Beginning Balance             | (\$11,251.40)        |               |                 |               | (\$11,251.40)      |                    |
| 02708       | Federal/Grants Reimbursements |                      | \$0.00        | \$0.00          |               | \$20,343.61        |                    |
|             | <b>TOTAL REVENUE</b>          | <b>(\$11,251.40)</b> | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$9,092.21</b>  |                    |
|             |                               |                      |               |                 |               |                    |                    |
|             | <b>EXPENSES</b>               |                      |               |                 |               |                    |                    |
| <b>Acct</b> | <b>30000 Series</b>           |                      |               |                 |               |                    |                    |
| 32550       | Miscellaneous Costs           | \$36,099.55          | \$0.00        | \$381.73        |               | \$11,415.41        | \$24,684.14        |
|             | <b>Total 30000 Series</b>     | <b>\$36,099.55</b>   | <b>\$0.00</b> | <b>\$381.73</b> | <b>\$0.00</b> | <b>\$11,415.41</b> | <b>\$24,684.14</b> |
|             |                               |                      |               |                 |               |                    |                    |
|             | <b>Total Budget</b>           | <b>\$36,099.55</b>   |               |                 |               |                    |                    |
|             |                               |                      |               |                 |               |                    |                    |
|             | <b>Total Expenditures</b>     |                      | <b>\$0.00</b> | <b>\$381.73</b> | <b>\$0.00</b> | <b>\$11,415.41</b> |                    |
|             | <b>Total Unexpended</b>       |                      |               |                 |               |                    | <b>\$24,684.14</b> |
|             | <b>Net (Monthly)</b>          |                      | <b>\$0.00</b> | (\$381.73)      | <b>\$0.00</b> |                    |                    |
|             |                               |                      |               |                 |               |                    |                    |
|             | <b>FUND BALANCE</b>           |                      | (\$1,941.47)  | (\$2,323.20)    | (\$2,323.20)  |                    |                    |

# Health Issues & Challenges Lead

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

*LEAD: Director of HEED (Renata Williams)*

|             |                                 | Budget              | July               | August              | September          | TOTALS              | Unexpended          |
|-------------|---------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|---------------------|
| <b>Acct</b> | <b>REVENUE</b>                  |                     |                    |                     |                    |                     |                     |
| 00000       | Beginning Balance               | \$14,434.93         |                    |                     |                    | \$14,434.93         |                     |
| 02708       | Federal/Grants Reimbursements   |                     | \$42,384.91        | \$0.00              |                    | \$118,131.05        |                     |
|             | <b>TOTAL REVENUE</b>            | <b>\$14,434.93</b>  | <b>\$42,384.91</b> | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$132,565.98</b> |                     |
|             |                                 |                     |                    |                     |                    |                     |                     |
|             |                                 |                     |                    |                     |                    |                     |                     |
|             | <b>EXPENSES</b>                 |                     |                    |                     |                    |                     |                     |
| <b>Acct</b> | <b>10000 Series</b>             |                     |                    |                     |                    |                     |                     |
| 11155       | Nurses/Other Medical            | \$38,990.75         | \$0.00             | \$0.00              |                    | \$0.00              | \$38,990.75         |
| 11167       | Community Health Worker         | \$20,003.50         | \$0.00             | \$0.00              |                    | \$0.00              | \$20,003.50         |
| 11172       | Environmental Health Specialist | \$103,816.48        | \$4,000.00         | \$4,000.00          |                    | \$32,000.00         | \$71,816.48         |
| 11199       | Perinatal Coordinator           | \$93,186.85         | \$4,153.84         | \$4,153.84          |                    | \$28,038.50         | \$65,148.35         |
| 11950       | Part Time                       | \$153,103.76        | \$0.00             | \$0.00              |                    | \$0.00              | \$153,103.76        |
| 14800       | FICA Taxes                      | \$31,296.25         | \$589.36           | \$589.36            |                    | \$4,386.07          | \$26,910.18         |
| 14810       | PERF                            | \$36,929.97         | \$448.00           | \$448.00            |                    | \$3,584.00          | \$33,345.97         |
| 14840       | Health Insurance                | \$88,692.60         | \$0.00             | \$0.00              |                    | \$12,200.00         | \$76,492.60         |
|             | <b>Total 10000 Series</b>       | <b>\$566,020.16</b> | <b>\$9,191.20</b>  | <b>\$9,191.20</b>   | <b>\$0.00</b>      | <b>\$80,208.57</b>  | <b>\$485,811.59</b> |
|             |                                 |                     |                    |                     |                    |                     |                     |
|             | <b>Total Budget</b>             | <b>\$566,020.16</b> |                    |                     |                    |                     |                     |
|             |                                 |                     |                    |                     |                    |                     |                     |
|             | <b>Total Expenditures</b>       |                     | <b>\$9,191.20</b>  | <b>\$9,191.20</b>   | <b>\$0.00</b>      | <b>\$80,208.57</b>  |                     |
|             | <b>Total Unexpended</b>         |                     |                    |                     |                    |                     | <b>\$485,811.59</b> |
|             | <b>Net (Monthly)</b>            |                     | <b>\$33,193.71</b> | <b>(\$9,191.20)</b> | <b>\$0.00</b>      |                     |                     |
|             |                                 |                     |                    |                     |                    |                     |                     |
|             | <b>FUND BALANCE</b>             |                     | <b>\$61,548.61</b> | <b>\$52,357.41</b>  | <b>\$52,357.41</b> |                     |                     |

# Health Immun Supplemental

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

*LEAD: Jodie Pairitz*

|             |                               | Budget                | July               | August              | September           | TOTALS              | Unexpended          |
|-------------|-------------------------------|-----------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                       |                    |                     |                     |                     |                     |
| 00000       | Beginning Balance             | (\$113,898.19)        |                    |                     |                     | (\$113,898.19)      |                     |
| 02708       | Federal/Grants Reimbursements |                       | \$25,202.99        | \$4,422.88          |                     | \$303,752.77        |                     |
|             | <b>TOTAL REVENUE</b>          | <b>(\$113,898.19)</b> | <b>\$25,202.99</b> | <b>\$4,422.88</b>   | <b>\$0.00</b>       | <b>\$189,854.58</b> |                     |
|             |                               |                       |                    |                     |                     |                     |                     |
|             | <b>EXPENSES</b>               |                       |                    |                     |                     |                     |                     |
| <b>Acct</b> | <b>10000 Series</b>           |                       |                    |                     |                     |                     |                     |
| 11087       | Insurance Billing Specialist  | \$51,250.00           | \$0.00             | \$0.00              |                     | \$0.00              | \$51,250.00         |
| 11144       | Nursing Registrar             | \$85,317.56           | \$0.00             | \$0.00              |                     | \$48,329.56         | \$36,988.00         |
| 11155       | Nurses/Other Medical          | \$63,425.88           | \$0.00             | \$0.00              |                     | \$63,425.88         | \$0.00              |
| 11701       | Director of Nursing           | \$84,706.00           | \$0.00             | \$0.00              |                     | \$0.00              | \$84,706.00         |
| 11950       | Part Time                     | \$56,987.11           | \$0.00             | \$9,892.61          |                     | \$12,150.38         | \$44,836.73         |
| 11985       | Temporary/Seasonal Help       | \$13,918.83           | \$0.00             | \$0.00              |                     | \$13,918.83         | \$0.00              |
| 14800       | FICA Taxes                    | \$32,354.74           | \$0.00             | \$751.00            |                     | \$10,537.74         | \$21,817.00         |
| 14810       | PERF                          | \$28,405.46           | \$0.00             | \$0.00              |                     | \$9,035.46          | \$19,370.00         |
| 14840       | Health Insurance              | \$77,896.08           | \$0.00             | \$0.00              |                     | \$22,996.08         | \$54,900.00         |
|             | <b>Total 10000 Series</b>     | <b>\$494,261.66</b>   | <b>\$0.00</b>      | <b>\$10,643.61</b>  | <b>\$0.00</b>       | <b>\$180,393.93</b> | <b>\$313,867.73</b> |
|             |                               |                       |                    |                     |                     |                     |                     |
| <b>Acct</b> | <b>30000 Series</b>           |                       |                    |                     |                     |                     |                     |
| 36015       | Contractual Services          | \$15,681.38           | \$0.00             | \$0.00              |                     | \$15,681.38         | \$0.00              |
|             | <b>Total 30000 Series</b>     | <b>\$15,681.38</b>    | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$15,681.38</b>  | <b>\$0.00</b>       |
|             |                               |                       |                    |                     |                     |                     |                     |
|             | <b>Total Budget</b>           | <b>\$509,943.04</b>   |                    |                     |                     |                     |                     |
|             |                               |                       |                    |                     |                     |                     |                     |
|             | <b>Total Expenditures</b>     |                       | <b>\$0.00</b>      | <b>\$10,643.61</b>  | <b>\$0.00</b>       | <b>\$196,075.31</b> |                     |
|             | <b>Total Unexpended</b>       |                       |                    |                     |                     |                     | <b>\$313,867.73</b> |
|             | <b>Net (Monthly)</b>          |                       | <b>\$25,202.99</b> | <b>(\$6,220.73)</b> | <b>\$0.00</b>       |                     |                     |
|             |                               |                       |                    |                     |                     |                     |                     |
|             | <b>FUND BALANCE</b>           |                       | <b>\$0.00</b>      | <b>(\$6,220.73)</b> | <b>(\$6,220.73)</b> |                     |                     |



# Health CHWs for COVID

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

*LEAD: Director of HEED (Renata Williams) and Assistant Director of HEED (Vacant)*

|             |                                | Budget                | July                 | August               | September            | TOTALS              | Unexpended            |
|-------------|--------------------------------|-----------------------|----------------------|----------------------|----------------------|---------------------|-----------------------|
| <b>Acct</b> | <b>REVENUE</b>                 |                       |                      |                      |                      |                     |                       |
| 00000       | Beginning Balance              | \$0.00                |                      |                      |                      | \$0.00              |                       |
| 02708       | Federal/Grants Reimbursements  |                       | \$69,185.02          | \$0.00               |                      | \$391,620.87        |                       |
|             | <b>TOTAL REVENUE</b>           | <b>\$0.00</b>         | <b>\$69,185.02</b>   | <b>\$0.00</b>        | <b>\$0.00</b>        | <b>\$391,620.87</b> |                       |
|             |                                |                       |                      |                      |                      |                     |                       |
|             | <b>EXPENSES</b>                |                       |                      |                      |                      |                     |                       |
| <b>Acct</b> | <b>10000 Series</b>            |                       |                      |                      |                      |                     |                       |
| 11030       | Administrator                  | \$11,956.84           | \$543.10             | \$543.10             |                      | \$4,616.35          | \$7,340.49            |
| 11055       | Health Officer                 | \$4,889.52            | \$0.00               | \$0.00               |                      | \$2,588.45          | \$2,301.07            |
| 11077       | Admin. Assistant               | \$49,892.12           | \$2,083.46           | \$2,083.46           |                      | \$17,709.41         | \$32,182.71           |
| 11167       | Community Health Worker        | \$560,926.53          | \$19,134.20          | \$19,134.20          |                      | \$200,069.71        | \$360,856.82          |
| 11170       | Director of HEED               | \$14,778.07           | \$0.00               | \$0.00               |                      | \$4,284.12          | \$10,493.95           |
| 11176       | Assistant Dir of HEED          | \$80,074.45           | \$0.00               | \$0.00               |                      | \$20,004.32         | \$60,070.13           |
| 11195       | Public Health Coordinator      | \$2,871.02            | \$0.00               | \$0.00               |                      | \$0.00              | \$2,871.02            |
| 11196       | Health Promotion Specialist    | \$24,108.47           | \$1,036.94           | \$1,036.94           |                      | \$8,814.00          | \$15,294.47           |
| 11197       | Director of HOPE               | \$4,074.64            | \$479.34             | \$479.34             |                      | \$4,074.45          | \$0.19                |
| 11976       | Deputy Health Officer          | \$19,493.94           | \$789.96             | \$0.00               |                      | \$5,924.70          | \$13,569.24           |
| 12014       | Data Analyst                   | \$15,949.02           | \$1,099.76           | \$1,099.76           |                      | \$9,347.96          | \$6,601.06            |
| 14800       | FICA Taxes                     | \$58,300.32           | \$1,895.06           | \$1,834.53           |                      | \$20,760.70         | \$37,539.62           |
| 14810       | PERF                           | \$83,574.51           | \$2,818.67           | \$2,722.44           |                      | \$30,285.92         | \$53,288.59           |
| 14840       | Health Insurance               | \$334,551.93          | \$1,523.08           | \$1,523.08           |                      | \$67,455.71         | \$267,096.22          |
|             | <b>Total 10000 Series</b>      | <b>\$1,265,441.38</b> | <b>\$31,403.57</b>   | <b>\$30,456.85</b>   | <b>\$0.00</b>        | <b>\$395,935.80</b> | <b>\$869,505.58</b>   |
|             |                                |                       |                      |                      |                      |                     |                       |
| <b>Acct</b> | <b>20000 Series</b>            |                       |                      |                      |                      |                     |                       |
| 22148       | Field Supplies                 | \$8,013.74            | \$0.00               | \$111.06             |                      | \$159.00            | \$7,854.74            |
|             | <b>Total 20000 Series</b>      | <b>\$8,013.74</b>     | <b>\$0.00</b>        | <b>\$111.06</b>      | <b>\$0.00</b>        | <b>\$159.00</b>     | <b>\$7,854.74</b>     |
|             |                                |                       |                      |                      |                      |                     |                       |
| <b>Acct</b> | <b>30000 Series</b>            |                       |                      |                      |                      |                     |                       |
| 31015       | Consultant Services            | \$120,835.00          | \$5,295.00           | \$5,295.00           |                      | \$45,007.50         | \$75,827.50           |
| 32020       | Travel/Mileage                 | \$29,552.01           | \$78.30              | \$109.35             |                      | \$791.55            | \$28,760.46           |
| 32050       | Conferences & Training         | \$25,804.43           | \$0.00               | \$0.00               |                      | \$1,630.25          | \$24,174.18           |
| 32203       | Cell Phones                    | \$9,930.30            | \$367.02             | \$367.02             |                      | \$2,941.68          | \$6,988.62            |
| 33368       | Public Information & Education | \$501,998.37          | \$2,652.67           | \$2,074.40           |                      | \$22,870.38         | \$479,127.99          |
| 36015       | Contractual Services           | \$33,405.61           | \$256.50             | \$148.50             |                      | \$859.95            | \$32,545.66           |
| 39010       | Dues & Subscriptions           | \$820.00              | \$0.00               | \$0.00               |                      | \$40.00             | \$780.00              |
|             | <b>Total 30000 Series</b>      | <b>\$722,345.72</b>   | <b>\$8,649.49</b>    | <b>\$7,994.27</b>    | <b>\$0.00</b>        | <b>\$74,141.31</b>  | <b>\$648,204.41</b>   |
|             |                                |                       |                      |                      |                      |                     |                       |
|             | <b>Total Budget</b>            | <b>\$1,995,800.84</b> |                      |                      |                      |                     |                       |
|             |                                |                       |                      |                      |                      |                     |                       |
|             | <b>Total Expenditures</b>      |                       | <b>\$40,053.06</b>   | <b>\$38,562.18</b>   | <b>\$0.00</b>        | <b>\$470,236.11</b> |                       |
|             | <b>Total Unexpended</b>        |                       |                      |                      |                      |                     | <b>\$1,525,564.73</b> |
|             | <b>Net (Monthly)</b>           |                       | <b>\$29,131.96</b>   | <b>(\$38,562.18)</b> | <b>\$0.00</b>        |                     |                       |
|             |                                |                       |                      |                      |                      |                     |                       |
|             | <b>FUND BALANCE</b>            |                       | <b>(\$40,053.06)</b> | <b>(\$78,615.24)</b> | <b>(\$78,615.24)</b> |                     |                       |

# Health Crisis CoAg

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

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

|             |                               | Budget              | July                 | August               | September           | TOTALS                | Unexpended          |
|-------------|-------------------------------|---------------------|----------------------|----------------------|---------------------|-----------------------|---------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                     |                      |                      |                     |                       |                     |
| 00000       | Beginning Balance             | \$531,852.40        |                      |                      |                     | \$531,852.40          |                     |
| 02708       | Federal/Grants Reimbursements |                     | \$0.00               | \$0.00               |                     | \$550,000.00          |                     |
|             | <b>TOTAL REVENUE</b>          | <b>\$531,852.40</b> | <b>\$0.00</b>        | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>\$1,081,852.40</b> |                     |
|             | <b>EXPENSES</b>               |                     |                      |                      |                     |                       |                     |
| <b>Acct</b> | <b>10000 Series</b>           |                     |                      |                      |                     |                       |                     |
| 11167       | Community Health Worker       | \$81,523.00         | \$0.00               | \$0.00               |                     | \$0.00                | \$81,523.00         |
| 11781       | Imm Outreach Coordinator      | \$11,539.00         | \$3,846.16           | (\$3,846.16)         |                     | \$0.00                | \$11,539.00         |
| 11782       | MIH Coordinator               | \$13,785.00         | \$0.00               | \$0.00               |                     | \$0.00                | \$13,785.00         |
| 11950       | Part Time                     | \$52,355.00         | \$13,839.04          | (\$13,839.04)        |                     | \$0.00                | \$52,355.00         |
| 11985       | Temp/Seasonal Help            | \$8,259.00          | \$0.00               | \$0.00               |                     | \$0.00                | \$8,259.00          |
| 12010       | Data Analyst                  | \$3,300.00          | \$0.00               | \$0.00               |                     | \$0.00                | \$3,300.00          |
| 14800       | FICA Taxes                    | \$12,370.00         | \$1,341.21           | (\$1,341.21)         |                     | \$0.00                | \$12,370.00         |
| 14810       | PERF                          | \$9,777.00          | \$430.76             | (\$430.76)           |                     | \$0.00                | \$9,777.00          |
| 14840       | Health Insurance              | \$28,975.00         | \$0.00               | \$0.00               |                     | \$0.00                | \$28,975.00         |
|             | <b>Total 10000 Series</b>     | <b>\$221,883.00</b> | <b>\$19,457.17</b>   | <b>(\$19,457.17)</b> | <b>\$0.00</b>       | <b>\$0.00</b>         | <b>\$221,883.00</b> |
|             | <b>EXPENSES</b>               |                     |                      |                      |                     |                       |                     |
| <b>Acct</b> | <b>30000 Series</b>           |                     |                      |                      |                     |                       |                     |
| 31015       | Consultant Services           | \$16,616.00         | \$0.00               | \$0.00               |                     | \$0.00                | \$16,616.00         |
| 32550       | Miscellaneous Costs           | \$531,852.40        | \$772.11             | (\$225.27)           |                     | \$83,900.87           | \$447,951.53        |
|             | <b>Total 30000 Series</b>     | <b>\$548,468.40</b> | <b>\$772.11</b>      | <b>(\$225.27)</b>    | <b>\$0.00</b>       | <b>\$83,900.87</b>    | <b>\$464,567.53</b> |
|             | <b>Total Budget</b>           | <b>\$548,468.40</b> |                      |                      |                     |                       |                     |
|             | <b>Total Expenditures</b>     |                     | <b>\$20,229.28</b>   | <b>(\$19,682.44)</b> | <b>\$0.00</b>       | <b>\$83,900.87</b>    |                     |
|             | <b>Total Unexpended</b>       |                     |                      |                      |                     |                       | <b>\$464,567.53</b> |
|             | <b>Net (Monthly)</b>          |                     | <b>(\$20,229.28)</b> | <b>\$19,682.44</b>   | <b>\$0.00</b>       |                       |                     |
|             | <b>FUND BALANCE</b>           |                     | <b>\$978,269.09</b>  | <b>\$997,951.53</b>  | <b>\$997,951.53</b> |                       |                     |

# Health Local Health Services

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

*LEAD: Robin Vida*

|             |                               | Budget             | July                | August             | September          | TOTALS             | Unexpended         |
|-------------|-------------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                    |                     |                    |                    |                    |                    |
| 00000       | Beginning Balance             | \$46,084.20        |                     |                    |                    | \$46,084.20        |                    |
| 01412       | State Grant                   |                    | \$0.00              | \$0.00             |                    | \$36,336.00        |                    |
| 02708       | Federal Grants/Reimbursements |                    | \$0.00              | \$0.00             |                    | \$10,413.09        |                    |
|             | <b>TOTAL REVENUE</b>          | <b>\$46,084.20</b> | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$56,497.29</b> |                    |
|             |                               |                    |                     |                    |                    |                    |                    |
|             |                               |                    |                     |                    |                    |                    |                    |
|             | <b>EXPENSES</b>               |                    |                     |                    |                    |                    |                    |
| <b>Acct</b> | <b>10000 Series</b>           |                    |                     |                    |                    |                    |                    |
| 11193       | Health Promotion Specialist   | \$50,000.00        | \$1,923.08          | \$0.00             |                    | \$26,923.12        | \$23,076.88        |
| 14800       | FICA Taxes                    | \$3,825.00         | \$139.03            | \$0.00             |                    | \$1,970.16         | \$1,854.84         |
| 14810       | PERF                          | \$5,600.00         | \$215.38            | \$0.00             |                    | \$3,015.32         | \$2,584.68         |
| 14840       | Health Insurance              | \$18,300.00        | \$0.00              | \$0.00             |                    | \$9,150.00         | \$9,150.00         |
|             | <b>Total 10000 Series</b>     | <b>\$77,725.00</b> | <b>\$2,277.49</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$41,058.60</b> | <b>\$36,666.40</b> |
|             |                               |                    |                     |                    |                    |                    |                    |
| <b>Acct</b> | <b>20000 Series</b>           |                    |                     |                    |                    |                    |                    |
| 21030       | Office Supplies               | \$2,280.00         | \$0.00              | \$9.98             |                    | \$247.86           | \$2,032.14         |
|             | <b>Total 20000 Series</b>     | <b>\$2,280.00</b>  | <b>\$0.00</b>       | <b>\$9.98</b>      | <b>\$0.00</b>      | <b>\$247.86</b>    | <b>\$2,032.14</b>  |
|             |                               |                    |                     |                    |                    |                    |                    |
| <b>Acct</b> | <b>30000 Series</b>           |                    |                     |                    |                    |                    |                    |
| 32020       | Travel /Mileage               | \$4,917.00         | \$0.00              | \$0.00             |                    | \$2,384.80         | \$2,532.20         |
| 32203       | Cell Phones                   | \$790.00           | \$43.10             | \$43.10            |                    | \$603.94           | \$186.06           |
| 33368       | Public Info & Educ            | \$7,300.00         | \$0.00              | \$0.00             |                    | \$119.99           | \$7,180.01         |
|             | <b>Total 30000 Series</b>     | <b>\$13,007.00</b> | <b>\$43.10</b>      | <b>\$43.10</b>     | <b>\$0.00</b>      | <b>\$3,108.73</b>  | <b>\$9,898.27</b>  |
|             |                               |                    |                     |                    |                    |                    |                    |
|             | <b>Total Budget</b>           | <b>\$93,012.00</b> |                     |                    |                    |                    |                    |
|             |                               |                    |                     |                    |                    |                    |                    |
|             | <b>Total Expenditures</b>     |                    | <b>\$2,320.59</b>   | <b>\$53.08</b>     | <b>\$0.00</b>      | <b>\$44,415.19</b> |                    |
|             | <b>Total Unexpended</b>       |                    |                     |                    |                    |                    | <b>\$48,596.81</b> |
|             | <b>Net (Monthly)</b>          |                    | <b>(\$2,320.59)</b> | <b>(\$53.08)</b>   | <b>\$0.00</b>      |                    |                    |
|             |                               |                    |                     |                    |                    |                    |                    |
|             | <b>FUND BALANCE</b>           |                    | <b>\$48,471.18</b>  | <b>\$48,418.10</b> | <b>\$48,418.10</b> |                    |                    |

# Health Trust Fund

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

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

|             |                               | Budget              | July                | August              | September           | TOTALS              | Unexpended         |
|-------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                     |                     |                     |                     |                     |                    |
| 00000       | Beginning Balance             | \$296,519.51        |                     |                     |                     | \$296,519.51        |                    |
| 01412       | State Grant                   |                     | \$0.00              | \$0.00              |                     | \$46,828.51         |                    |
| 02708       | Federal Grants/Reimbursements |                     | \$0.00              | \$0.00              |                     | \$0.00              |                    |
|             | <b>TOTAL REVENUE</b>          | <b>\$296,519.51</b> | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$296,519.51</b> |                    |
|             |                               |                     |                     |                     |                     |                     |                    |
|             |                               |                     |                     |                     |                     |                     |                    |
|             | <b>EXPENSES</b>               |                     |                     |                     |                     |                     |                    |
| <b>Acct</b> | <b>10000 Series</b>           |                     |                     |                     |                     |                     |                    |
| 12018       | PACEs Coordinator             | \$60,893.00         | \$4,801.19          | \$0.00              |                     | \$33,373.90         | \$27,519.10        |
| 14800       | FICA Taxes                    | \$4,659.00          | \$356.07            | \$0.00              |                     | \$2,496.71          | \$2,162.29         |
| 14810       | PERF                          | \$6,821.00          | \$537.73            | \$0.00              |                     | \$3,737.89          | \$3,083.11         |
| 14840       | Health Insurance              | \$18,300.00         | \$0.00              | \$0.00              |                     | \$9,150.00          | \$9,150.00         |
|             | <b>Total 10000 Series</b>     | <b>\$90,673.00</b>  | <b>\$5,694.99</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$48,758.50</b>  | <b>\$41,914.50</b> |
|             |                               |                     |                     |                     |                     |                     |                    |
| <b>Acct</b> | <b>30000 Series</b>           |                     |                     |                     |                     |                     |                    |
| 32020       | Travel/Mileage                | \$2,444.00          | \$0.00              | \$0.00              |                     | \$484.87            | \$1,959.13         |
| 32203       | Cell Phones                   | \$540.00            | \$40.78             | \$40.78             |                     | \$326.66            | \$213.34           |
| 33368       | Public Info. & Educ.          | \$500.00            | \$0.00              | \$0.00              |                     | \$0.00              | \$500.00           |
|             | <b>Total 30000 Series</b>     | <b>\$3,484.00</b>   | <b>\$40.78</b>      | <b>\$40.78</b>      | <b>\$0.00</b>       | <b>\$811.53</b>     | <b>\$2,672.47</b>  |
|             |                               |                     |                     |                     |                     |                     |                    |
|             | <b>Total Budget</b>           | <b>\$94,157.00</b>  |                     |                     |                     |                     |                    |
|             |                               |                     |                     |                     |                     |                     |                    |
|             | <b>Total Expenditures</b>     |                     | <b>\$5,735.77</b>   | <b>\$40.78</b>      | <b>\$0.00</b>       | <b>\$49,570.03</b>  |                    |
|             | <b>Total Unexpended</b>       |                     |                     |                     |                     |                     | <b>\$44,586.97</b> |
|             | <b>Net (Monthly)</b>          |                     | <b>(\$5,735.77)</b> | <b>(\$40.78)</b>    | <b>\$0.00</b>       |                     |                    |
|             |                               |                     |                     |                     |                     |                     |                    |
|             | <b>FUND BALANCE</b>           |                     | <b>\$293,818.77</b> | <b>\$293,777.99</b> | <b>\$293,777.99</b> |                     |                    |

# Beacon Safety Pin Grant

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

*LEAD: Robin Vida*

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

# Safety PIN Grant

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

*LEAD: Robin Vida*

|             |                           | Budget              | July                | August            | September        | TOTALS             | Unexpended         |
|-------------|---------------------------|---------------------|---------------------|-------------------|------------------|--------------------|--------------------|
| <b>Acct</b> | <b>REVENUE</b>            |                     |                     |                   |                  |                    |                    |
| 00000       | Beginning Balance         | (\$3,600.58)        |                     |                   |                  | (\$3,600.58)       |                    |
| 01412       | State Grant               |                     | \$3,902.54          | \$6,999.60        |                  | \$38,946.45        |                    |
|             | <b>TOTAL REVENUE</b>      | <b>(\$3,600.58)</b> | <b>\$3,902.54</b>   | <b>\$6,999.60</b> | <b>\$0.00</b>    | <b>\$35,345.87</b> |                    |
|             |                           |                     |                     |                   |                  |                    |                    |
|             | <b>EXPENSES</b>           |                     |                     |                   |                  |                    |                    |
| <b>Acct</b> | <b>10000 Series</b>       |                     |                     |                   |                  |                    |                    |
| 11782       | MIH Coordinator           | \$33,388.75         | \$823.50            | \$0.00            |                  | \$21,181.50        | \$12,207.25        |
| 11950       | Part Time                 | \$5,119.66          | \$5,119.66          | \$0.00            |                  | \$5,119.66         | \$0.00             |
| 14800       | FICA Taxes                | \$3,721.76          | \$451.13            | \$0.00            |                  | \$2,004.95         | \$1,716.81         |
|             | <b>Total 10000 Series</b> | <b>\$42,230.17</b>  | <b>\$6,394.29</b>   | <b>\$0.00</b>     | <b>\$0.00</b>    | <b>\$28,306.11</b> | <b>\$13,924.06</b> |
|             |                           |                     |                     |                   |                  |                    |                    |
| <b>Acct</b> | <b>20000 Series</b>       |                     |                     |                   |                  |                    |                    |
| 24012       | Promotion Supplies        | \$14,500.91         | \$200.31            | \$0.00            |                  | \$5,017.26         | \$9,483.65         |
|             | <b>Total 20000 Series</b> | <b>\$14,500.91</b>  | <b>\$200.31</b>     | <b>\$0.00</b>     | <b>\$0.00</b>    | <b>\$5,017.26</b>  | <b>\$9,483.65</b>  |
|             |                           |                     |                     |                   |                  |                    |                    |
| <b>Acct</b> | <b>30000 Series</b>       |                     |                     |                   |                  |                    |                    |
| 32020       | Travel /Mileage           | \$3,536.00          | \$0.00              | \$0.00            |                  | \$0.00             | \$3,536.00         |
| 32203       | Cell Phones               | \$1,110.00          | \$30.00             | \$30.00           |                  | \$240.00           | \$870.00           |
| 36015       | Contractual Services      | \$53,934.84         | \$375.00            | \$0.00            |                  | \$1,812.50         | \$52,122.34        |
|             | <b>Total 30000 Series</b> | <b>\$58,580.84</b>  | <b>\$405.00</b>     | <b>\$30.00</b>    | <b>\$0.00</b>    | <b>\$2,052.50</b>  | <b>\$56,528.34</b> |
|             |                           |                     |                     |                   |                  |                    |                    |
|             | <b>Total Budget</b>       | <b>\$115,311.92</b> |                     |                   |                  |                    |                    |
|             |                           |                     |                     |                   |                  |                    |                    |
|             | <b>Total Expenditures</b> |                     | <b>\$6,999.60</b>   | <b>\$30.00</b>    | <b>\$0.00</b>    | <b>\$35,375.87</b> |                    |
|             | <b>Total Unexpended</b>   |                     |                     |                   |                  |                    | <b>\$79,936.05</b> |
|             | <b>Net (Monthly)</b>      |                     | <b>(\$3,097.06)</b> | <b>\$6,969.60</b> | <b>\$0.00</b>    |                    |                    |
|             |                           |                     |                     |                   |                  |                    |                    |
|             | <b>FUND BALANCE</b>       |                     | <b>(\$6,999.60)</b> | <b>(\$30.00)</b>  | <b>(\$30.00)</b> |                    |                    |

# CHW Safety PIN

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

*LEAD: Director of HEED (Vacant)*

|             |                           | Budget               | July                | August              | September           | TOTALS             | Unexpended          |
|-------------|---------------------------|----------------------|---------------------|---------------------|---------------------|--------------------|---------------------|
| <b>Acct</b> | <b>REVENUE</b>            |                      |                     |                     |                     |                    |                     |
| 00000       | Beginning Balance         | (\$15,752.70)        |                     |                     |                     | (\$15,752.70)      |                     |
| 01412       | State Grant               |                      | \$16,373.63         | \$0.00              |                     | \$80,393.61        |                     |
|             | <b>TOTAL REVENUE</b>      | <b>(\$15,752.70)</b> | <b>\$16,373.63</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$64,640.91</b> |                     |
|             | <b>EXPENSES</b>           |                      |                     |                     |                     |                    |                     |
| <b>Acct</b> | <b>10000 Series</b>       |                      |                     |                     |                     |                    |                     |
| 11167       | Community Health Worker   | \$105,543.55         | \$3,014.08          | \$4,838.86          |                     | \$46,623.73        | \$58,919.82         |
| 14800       | FICA Taxes                | \$24,762.42          | \$216.94            | \$356.53            |                     | \$3,396.57         | \$21,365.85         |
| 14810       | Perf                      | \$12,620.89          | \$337.58            | \$541.95            |                     | \$5,186.45         | \$7,434.44          |
| 14840       | Health Insurance          | \$54,000.00          | \$0.00              | \$0.00              |                     | \$18,300.00        | \$35,700.00         |
|             | <b>Total 10000 Series</b> | <b>\$196,926.86</b>  | <b>\$3,568.60</b>   | <b>\$5,737.34</b>   | <b>\$0.00</b>       | <b>\$73,506.75</b> | <b>\$123,420.11</b> |
| <b>Acct</b> | <b>30000 Series</b>       |                      |                     |                     |                     |                    |                     |
| 32020       | Travel /Mileage           | \$1,123.20           | \$0.00              | \$0.00              |                     | \$0.00             | \$1,123.20          |
| 32050       | Conferences & Trainings   | \$3,015.70           | \$0.00              | \$135.05            |                     | \$215.15           | \$2,800.55          |
| 32203       | Cell Phones               | \$1,018.00           | \$60.00             | \$60.00             |                     | \$480.00           | \$538.00            |
| 33368       | Public Info & Educ        | \$1,083.00           | \$0.00              | \$0.00              |                     | \$0.00             | \$1,083.00          |
| 39750       | Information Technology    | \$212.18             | \$0.00              | \$0.00              |                     | \$0.00             | \$212.18            |
|             | <b>Total 30000 Series</b> | <b>\$6,452.08</b>    | <b>\$60.00</b>      | <b>\$195.05</b>     | <b>\$0.00</b>       | <b>\$695.15</b>    | <b>\$5,756.93</b>   |
|             | <b>Total Budget</b>       | <b>\$203,378.94</b>  |                     |                     |                     |                    |                     |
|             | <b>Total Expenditures</b> |                      | <b>\$3,628.60</b>   | <b>\$5,932.39</b>   | <b>\$0.00</b>       | <b>\$74,201.90</b> |                     |
|             | <b>Total Unexpended</b>   |                      |                     |                     |                     |                    | <b>\$129,177.04</b> |
|             | <b>Net (Monthly)</b>      |                      | <b>\$12,745.03</b>  | <b>(\$5,932.39)</b> | <b>\$0.00</b>       |                    |                     |
|             | <b>FUND BALANCE</b>       |                      | <b>(\$3,628.60)</b> | <b>(\$9,560.99)</b> | <b>(\$9,560.99)</b> |                    |                     |

# NACCHO Mentor Program

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

*LEAD: Robin Vida*

|             |                               | Budget              | July              | August              | September           | TOTALS            | Unexpended         |
|-------------|-------------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|--------------------|
| <b>Acct</b> | <b>REVENUE</b>                |                     |                   |                     |                     |                   |                    |
| 00000       | Beginning Balance             | \$0.00              |                   |                     |                     | \$0.00            |                    |
| 02708       | Federal/Grants Reimbursements |                     | \$0.00            | \$0.00              |                     | \$0.00            |                    |
|             | <b>TOTAL REVENUE</b>          | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>     |                    |
|             |                               |                     |                   |                     |                     |                   |                    |
|             |                               |                     |                   |                     |                     |                   |                    |
| <b>Acct</b> | <b>EXPENSES</b>               |                     |                   |                     |                     |                   |                    |
|             | <b>10000 Series</b>           |                     |                   |                     |                     |                   |                    |
| 11030       | Administrator                 | \$2,624.00          | \$0.00            | \$0.00              |                     | \$0.00            | \$2,624.00         |
| 11055       | Health Officer                | \$3,267.00          | \$0.00            | \$0.00              |                     | \$0.00            | \$3,267.00         |
| 11170       | Director of HEED              | \$1,631.00          | \$0.00            | \$0.00              |                     | \$0.00            | \$1,631.00         |
| 11197       | Director of HOPE              | \$13,898.00         | \$0.00            | \$0.00              |                     | \$0.00            | \$13,898.00        |
| 12014       | Data Analyst                  | \$2,177.00          | \$0.00            | \$0.00              |                     | \$0.00            | \$2,177.00         |
| 12018       | PACEs Coordinator             | \$2,177.00          | \$0.00            | \$0.00              |                     | \$0.00            | \$2,177.00         |
| 14800       | FICA Taxes                    | \$1,971.72          | \$0.00            | \$0.00              |                     | \$0.00            | \$1,971.72         |
| 14810       | PERF                          | \$2,886.68          | \$0.00            | \$0.00              |                     | \$0.00            | \$2,886.68         |
| 14840       | Health Insurance              | \$5,869.50          | \$0.00            | \$0.00              |                     | \$0.00            | \$5,869.50         |
|             | <b>Total 10000 Series</b>     | <b>\$36,501.90</b>  | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>\$36,501.90</b> |
|             |                               |                     |                   |                     |                     |                   |                    |
| <b>Acct</b> | <b>30000 Series</b>           |                     |                   |                     |                     |                   |                    |
| 32020       | Travel/Mileage                | \$5,375.75          | \$0.00            | \$473.44            |                     | \$1,090.41        | \$4,285.34         |
| 32550       | Miscellaneous Costs           | \$12,200.00         | \$0.00            | \$0.00              |                     |                   |                    |
| 36015       | Contractual Services          | \$45,922.35         | \$0.00            | \$0.00              |                     | \$0.00            | \$45,922.35        |
|             | <b>Total 30000 Series</b>     | <b>\$63,498.10</b>  | <b>\$0.00</b>     | <b>\$473.44</b>     | <b>\$0.00</b>       | <b>\$1,090.41</b> | <b>\$62,407.69</b> |
|             |                               |                     |                   |                     |                     |                   |                    |
|             | <b>Total Budget</b>           | <b>\$100,000.00</b> |                   |                     |                     |                   |                    |
|             |                               |                     |                   |                     |                     |                   |                    |
|             | <b>Total Expenditures</b>     |                     | <b>\$0.00</b>     | <b>\$473.44</b>     | <b>\$0.00</b>       | <b>\$1,090.41</b> |                    |
|             | <b>Total Unexpended</b>       |                     |                   |                     |                     |                   | <b>\$98,909.59</b> |
|             | <b>Net (Monthly)</b>          |                     | <b>\$0.00</b>     | <b>(\$473.44)</b>   | <b>\$0.00</b>       |                   |                    |
|             |                               |                     |                   |                     |                     |                   |                    |
|             | <b>FUND BALANCE</b>           |                     | <b>(\$616.97)</b> | <b>(\$1,090.41)</b> | <b>(\$1,090.41)</b> |                   |                    |



# NACCHO ACEs

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

*LEAD: Robin Vida*

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

## FOOD SERVICES UNIT

315 routine food establishment inspections were completed in August 2023 vs the 191 routine food establishment inspections completed in August 2022. **2250 total** routine food establishment inspections were performed Y-T-D thru August 2023, representing a **47.8%** increase over the **1522** inspections completed for the same 8-month period in 2022. This increased productivity is directly attributable to the proficiency and stability of our Food Safety Inspection Officers (FSIO). Our inspection staff are fully trained and has been at budgeted levels for 9 nine months.

Fire at Tony's Kitchen resulted in the permanent closure of the establishment. Extensive damage, in the kitchen and to an apartment over the establishment, caused the ceiling to collapse. The location was also used as a commissary kitchen for another food operation.

Food Services assistant Director, Environmental Director and environmental staff met at Howard Park to evaluate adequacy of on-site facilities which will be used for disposal of wastewater, food waste and grease during the 2-day Fusion Fest, on September 9 & 10<sup>th</sup>. Festival coordinators and park facilities staff were also present. The festival will feature some 50 food vendors, preparing/serving food representing 6 countries to the many thousands estimated attendees.

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

In August, our team participated in 12 different outreach events that included lead education/testing, back to school events, and health fairs. Our team received 110 Social Needs Assessments from individuals requesting resources, the most SNAs since program inception. The average number of SNAs received monthly is 53. Of the 110 SNAs received in August, 7 Community Members stated they had no needs. 103 Community Members that identified needs, reported 279 total separate needs. The top two social needs for the month of August were food and health insurance.

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

Supporting the coordination and educational materials for community meetings as it relates to Health First Indiana. HOPE team has been instrumental in creating materials that highlight the work of the Department and ensuring that information is accurate and easily presented to the public via the website and handout materials.

Finishing out both NACCHO projects and beginning to implement activities as stated in each grant now that all deliverables have been met.

Development of updated emergency operations plan and ensuring emergency preparedness and response is robust and realistic.

## NURSING

The Nursing Unit is starting to get busy with back-to-school immunizations. Our Mobile Clinic has done eleven clinics at schools and local events. The Immunization Outreach Coordinator has been working with the school nurses to help identify students that are out of compliance with their school age shots. One of the major issues our team is having is trying to get ahold of parents to update their child's immunizations. Since the school nurses are understaffed, the Mobile Team has gone to schools to assist with sign-ups.

We have started to get Private Flu vaccine and will soon get flu vaccines for the Vaccines for Children (VFC) and 317 program. Staff hired for the respiratory seasons are training so that they will be ready to take on patients in October for Covid/Flu.

We have gotten 25 animal bites with 4 animals sent to the lab testing for rabies. No positive animals have come back.

Respiratory illness is starting to rise. This past month, there were 211 positive cases of Covid in St. Joseph County. This number, however, doesn't represent all people that test themselves at home. Most of the numbers are from physician offices and urgent care centers using a PCR test to verify positive results.

Tuberculosis cases in August are 46 directly observed therapies by staff and Nursing has done 25 home visits. We are following 2 active cases and 16 latent cases. No new cases were identified in August.

## MOBILE CLINIC

In August, the mobile team was very busy with back-to-school events and partnered with Real Services to hold clinics at their meal sites. The Real Services clinic sites were well attended, and we gave Tdap boosters and PCV20 immunizations.

Our second mobile nurse was able to get back to vaccinating this month!

For routine immunizations, the mobile team saw 123 patients and administered 200 routine immunizations. We also administered 54 covid vaccinations.

### Clinics

| CLINIC DATE | CLINIC NAME             | # OF PTS | # OF SHOTS | # OF COVID |
|-------------|-------------------------|----------|------------|------------|
| 8/01/23     | Healthlinc Event        | 8        | 15         | 3          |
| 8/02/23     | Briarcliff Nursing Home | 4        |            | 4          |
| 8/02/23     | Real Services           | 9        | 7          | 3          |
| 8/08/23     | St. Margaret's House    | 7        | 7          |            |
| 8/12/23     | Back to School Bash     | 31       | 83         | 3          |
| 8/14/23     | Emmons Elementary       | 6        | 15         | 2          |
| 8/15/23     | HealthLinc Event        | 13       | 33         | 4          |
| 8/22/23     | Real Services           | 8        | 6          | 4          |
| 8/28/23     | Real Services           | 15       | 13         | 13         |
| 8/29/23     | Howard Park Senior Day  | 3        |            | 3          |
| 8/30/23     | Real Services           | 19       | 21         | 15         |

### Vital Records

|                           | <u>Records Filed<br/>in August 2023</u> | <u>YTD 2023<br/>Occurrences</u> | <u>YTD 2022<br/>Occurrences</u> | <u>YTD 2021<br/>Occurrences</u> |
|---------------------------|---|---------------------------------|---------------------------------|---------------------------------|
| <b><u>Statistics*</u></b> |   |                                 |                                 |                                 |
| Total Births              | 338                                     | 2745                            | 2801                            | 2837                            |
|                           |   |                                 |                                 |                                 |
| Total Deaths              | 207                                     | 2177                            | 2313                            | 2238                            |
|                           |   |                                 |                                 |                                 |

Birth & Death data reflected as of 09/7/2023.

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

# Combined Unit Lead Report

## Tests drawn July 1, 2023 – July 31, 2023

| <i>Pb Level (ug/dL)</i> | <i>Venous</i> | <i>Capillary</i> | <i>Unknown</i> | <i>Total</i> |
|-------------------------|---------------|------------------|----------------|--------------|
| <i>0</i>                | 39            | 24               | 0              | 63           |
| <i>0.1-3.4</i>          | 49            | 141              | 0              | 190          |
| <i>3.5-4.9</i>          | 5             | 5                | 0              | 10           |
| <i>5-9.9</i>            | 9             | 6                | 2              | 17           |
| <i>10-19.9</i>          | 4             | 3                | 0              | 7            |
| <i>20-29.9</i>          | 0             | 1                | 0              | 1            |
| <i>30-39.9</i>          | 1             | 0                | 0              | 1            |
| <i>40-49.9</i>          | 0             | 0                | 0              | 0            |
| <i>≥50</i>              | 0             | 0                | 0              | 0            |
| <i>Total</i>            | <b>107</b>    | <b>180</b>       | <b>2</b>       | <b>289</b>   |

There were no duplicate tests in the month of July, 289 unique children were tested.

2023 YTD = 1,948

2022 YTD = 2,095

**Elevated tests by zip codes:**

|              |            |                         |
|--------------|------------|-------------------------|
| <b>46613</b> | 4 elevated | <b>YTD: 32 elevated</b> |
| <b>46628</b> | 5 elevated | <b>YTD: 27 elevated</b> |
| <b>46619</b> | 3 elevated | <b>YTD: 18 elevated</b> |
| <b>46614</b> | 4 elevated | <b>YTD: 14 elevated</b> |
| <b>46601</b> | 3 elevated | <b>YTD: 11 elevated</b> |
| <b>46544</b> | 2 elevated | <b>YTD: 8 elevated</b>  |
| <b>46615</b> | 4 elevated | <b>YTD: 8 elevated</b>  |
| <b>46616</b> | 1 elevated | <b>YTD: 5 elevated</b>  |
| <b>46545</b> | 0 elevated | <b>YTD: 3 elevated</b>  |
| <b>46637</b> | 0 elevated | <b>YTD: 3 elevated</b>  |
| <b>46561</b> | 0 elevated | <b>YTD: 2 elevated</b>  |
| <b>46617</b> | 0 elevated | <b>YTD: 1 elevated</b>  |
| <b>46530</b> | 0 elevated | <b>YTD: 1 elevated</b>  |



**HEALTH OFFICER**

Report in the Health Officer Presentation and Report portion.

Respectfully,

Diana Purushotham, MD  
Health Officer







Acts as a liaison with prenatal care providers to increase awareness of prevention potential, connection to family support, safe sleep products, Count the kicks literature and other FIMR recommendations and/or best practices.

Attends meetings, training, and educational workshops as necessary.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned by the Director of Health Outreach, Promotion, Education (HOPE), Administrator or Health Officer.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Nursing, Public Health, Maternal Health or related field required with experience in reproductive, infant, and maternal health. RN highly preferred.

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

Working knowledge of resources for women and families in St. Joseph County, with ability to network and connect with different agencies.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare informational brochures/pamphlets, presentations and written reports as required.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine. Proficiency in database, word processing and presentation programs required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, community organizations, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

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

Ability to file, post, mail materials and maintain accurate and organized records.

Ability to compile, analyze and evaluate information, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/present public speaking presentations and special events.

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

Ability to occasionally respond to emergencies on a 24-hour basis.

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

## **II. DIFFICULTY OF WORK:**

Incumbent's work requires dealing with sensitive and sometimes emotionally challenging subject material.

## **III. RESPONSIBILITY:**

Incumbent is responsible for development and implementation of the day-to-day maternal and infant health program activities-working with community members to examine social, economic, cultural, safety and health systems factors associated with fetal and infant mortality. The Incumbent supports the FIMR Case Review and Community Action Team as it relates to core service requirements for Health First Indiana. Work is reviewed for soundness of judgment, attainment of objectives, and continuing quality of Department of Health services for St. Joseph County.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, hospitals/medical centers/healthcare providers, community partners, state department of health, and other intentional partners.

Incumbent reports directly to the Director of Health Outreach, Promotion, Education (HOPE)

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, driving, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of the Maternal and Infant Health Coordinator 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 \_\_\_\_\_

health/MIH Coordinator

---

Applicant/Employee Signature

---

Date

---

Print or Type Name

MIH Coordinator  
Health

Factors: PAT

Status: Full-Time

FLSA Status: Exempt

Written: February 2016

Revised: September 2023

Incumbent:

Disc: St. Joseph County

File: MIH Coordinator

## Resignation/Retirement/Terminations

### Termination

#### Purpose:

The Department of Health strives to maintain employment for all employees; however, conditions may develop which result in the resignation, retirement or termination of an employee or reduction in staff. The following policy is to provide an orderly process whereby terminations are conducted in a fair and equitable manner.

#### Policy:

##### Resignation/Retirement

Employees voluntarily leaving the Department of Health's employment must give at least 3 working days' notice. If an employee does not provide advance notice as requested, the employee will be considered ineligible for re-hire within the department. However, all employees are encouraged to give the Department of Health at least two (2) weeks' advance notice of resignation or retirement.

##### Termination

Termination of employment is a permanent separation initiated by the Department of Health due to an at-will dismissal, lack of work, reorganization, or completion of a temporary project. A reduction in force within a certain function of the Department of Health may occur for various reasons, such as a lack of funds in a budget, a reduction of workload, the elimination of a previously approved position or reorganization involving a reassignment of duties and responsibilities.

A release from duties may also arise in circumstances which cause an employee to be unable to perform to the degree necessary to satisfy the requirements of the job or to report for work on a consistent and timely basis.

In determining which employees will be separated in a reduction in force or lay off situation, the Health Officer, in conjunction with the County Human Resources Director, shall take into consideration past performance, length of service, qualifications and responsibilities and/or duties for current, remaining, or restructured positions. The methodology undertaken to determine which positions would be affected would be reviewed with the Department of Health Attorney.

##### Final Pay



An employee's final pay will normally be given to the employee on the next regularly scheduled pay period.



# St. Joseph County Department of Health

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

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

July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase a fee for 2024 on our fee schedule for our Food Services Unit. The proposed fee is \$ 35.00 which is an increase from the current fee of \$30.00. The increase being proposed is needed due to increased number of temporary event requiring increased work hours. Additional staff hours accrued to cover after hour and weekend temporary events.

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

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

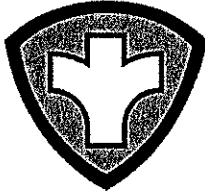
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APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This **13th** Day of **September, 2023** by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, DO  
Vice President, Board of Health



# St. Joseph County Department of Health

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

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

July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase a fee on our fee schedule for 2024 for our Food Services Unit. The proposed fee is \$65.00 which is an increase from the current fee of \$50.00. The increase being proposed is needed due to increased number of temporary event requiring increased work hours. Additional staff hours accrued to cover after hour and weekend temporary events.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:CAS:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 13<sup>th</sup> Day of September, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

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President, Board of Health

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Prevent. Promote. Protect.

July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase a fee for 2024 on our fee schedule for our Food Services Unit. The proposed fee is \$ 150.00 which is an increase from the current fee of \$130.00. The increase being proposed is needed due to increased number of temporary event requiring increased work hours. Additional staff hours accrued to cover after hour and weekend temporary events.

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

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:CAS:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 13<sup>th</sup> Day of September, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

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Prevent. Promote. Protect.

July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase a fee for 2024 on our fee schedule for our Food Services Unit. The proposed fee is \$ 400.00 which is an increase from the current fee of \$375.00. The increase being proposed is needed due to increased number of temporary event requiring increased work hours. Additional staff hours accrued to cover after hour and weekend temporary events.

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

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

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This 13<sup>th</sup> Day of September, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

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July 26, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase a fee for 2024 on our fee schedule for our Food Services Unit. The proposed fee is \$ 10.00 for lost or stolen permit fee which is an increase from the current fee of \$5.00. The increase being proposed is needed due to consistent with overall increases requested for temporary event permits.

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

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:CAS:jsp

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This **13th** Day of **September, 2023** by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the birth certificate fee on our fee schedule for our Vital Records Unit. The proposed fee is \$20.00 which is an increase from the current fee of \$15.00. The increase being proposed is needed due to demand, sasthanability, and keeping in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the death certificate fee on our fee schedule for our Vital Records Unit. The proposed fee is \$20.00 which is an increase from the current fee of \$15.00 The increase being proposed is needed due to Coroner Fee increase, demand, sasthanability, and keeping in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

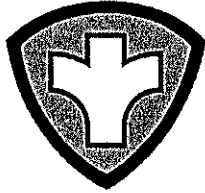
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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Correction/Amendment fee on our fee schedule for our Vital Records Unit. The proposed fee is \$ 50.00 which is an increase from the current fee of \$35.00 The increase being proposed is needed due to demand and manpower necessary for sustainability.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Paternity Affidavit Upon Marriage/Legitimation fee on our fee schedule for our Vital Records Unit. The proposed fee is \$100.00 which is an increase from the current fee of \$75.00 The increase being proposed is needed due to increase in demand and manpower necessary for sustainability.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Paternity Affidavit Copy fee on our fee schedule for our Vital Records Unit. The proposed fee is \$20.00 which is an increase from the current fee of \$15.00 The increase being proposed is needed due to demand, sasthanability, and keeping in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

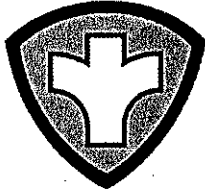
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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Paternity Affidavit fee on our fee schedule for our Vital Records Unit. The proposed fee is \$100.00 which is an increase from the current fee of \$75.00 The increase being proposed is needed due to demand, sasthanability, and keeping in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

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Health Officer

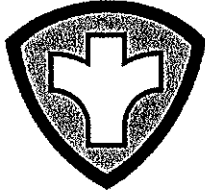
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August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Genealogy fee on our fee schedule for our Vital Records Unit. The proposed fee is \$10.00 which is an increase from the current fee of \$7.00. The increase being proposed is needed due to demand & sastanability.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

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DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Notary fee on our fee schedule for our Vital Records Unit. The proposed fee is \$5.00 which is an increase from the current fee of \$1.00. The increase being proposed is needed due to demand & sustainability.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

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President, Board of Health

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DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to increase the Paternity Correction Copy fee on our fee schedule for our Vital Records Unit. The proposed fee is \$20.00 which is an increase from the current fee of \$15.00. The increase being proposed is needed due to demand, sustainability, and keeping in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

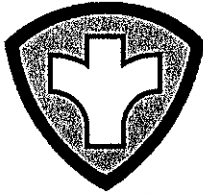
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President, Board of Health

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Vice President, Board of Health



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

August 21, 2023

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

Members of the Board of Health,

The Department of Health would like your support to add a new fee to our fee schedule for our Vital Records Unit. The proposed fee is \$50.00 and is for Home Birth Registration fee. We would like to offer this service at the St. Joseph County Department of Health in order to keep up with demand and stay in range with other counties throughout the state.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Diana Purushotham, MD  
Health Officer

DP:ET:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 13<sup>th</sup> Day of **September, 2023** by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, DO  
Vice President, Board of Health



**September 11, 2023 DRAFT**

**📖 CHAPTER 51: SEWAGE AND SEPTIC SYSTEMS REGULATIONS**

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Section

*General Provisions*

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

Licensing and Permits

- 51.15 Licenses and registrations
- 51.16 Permits
- 51.17 Siting
- 51.18 Soil investigations and reports

Construction

- 51.30 Site preparation
- 51.31 System design
- 51.32 System construction

- 51.33 System damage and maintenance
- 51.34 Wastewater administrative control areas
- 51.35 Elimination of direct discharge of effluent
- 51.36 Public education program
- 51.37 Issuance of standards and requirements

Administration and Enforcement

- 51.50 Enforcement
- 51.51 Variances
- 51.52 Disclaimer of liability
- 51.53 Effective date
- 51.99 Penalty

*Cross-reference: Onsite Wastewater Advisory Board, see § [32.07](#)*

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## GENERAL PROVISIONS

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### § 51.01 PURPOSE.

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

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

### § 51.02 CONFLICTING ORDINANCES.

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

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

### § 51.03 INCORPORATION BY REFERENCE.

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

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

### § 51.04 REPORTING REQUIREMENT SUBSTITUTION.

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

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

### § 51.05 DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**I.C.** Indiana Code.

~~**IDOH.** Indiana Department of Health.~~

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

**INSTALLER LICENSE.** A license issued by the Health Department, after specific conditions are met ~~as defined herein~~, to an individual that authorizes the individual to install and repair septic systems in the county under permits issued by the Health Department. ~~A person with an **INSTALLER LICENSE** must be employed by an entity with a contractor license to~~

~~install or repair septic systems. A person with an **INSTALLER LICENSE** must be on site at all times when a septic system is being installed, including backfilling, or repaired.~~

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

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

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

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

**PERMIT STIPULATIONS.** Permit-specific requirements **or clarifications** issued by the Health Department to address unique issues raised by site-specific conditions or situations **as authorized by this ordinance and applicable statutes.**

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

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

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

*psi.* Pounds per square inch.

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

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

Natural Resources Commission. The regulatory flood elevation is also referred to as the base flood elevation.

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

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

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

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

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

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

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

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

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

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

- (4) A private utility.

**SEPTIC EFFLUENT, SEPTAGE, SEWAGE or WASTEWATER.** Any combination of liquid- and water-carried wastes from residence(s), commercial building(s), industry(s), institutions or any other facility generated by ordinary living processes or other waste approved by **ISDH IDOH**. Also includes any groundwater, surface water or storm water that may be present in the distribution system or holding tank.

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

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

~~(1) The system refuses to accept sewage at the rate of design application;~~

~~(2) Effluent discharge exceeds the absorptive capacity of the soil, resulting in ponding, seepage or other discharge of effluent to the ground surface or to surface waters; or~~

~~(3) Effluent is discharged or released from the system causing contamination of a potable water supply, groundwater or surface water.~~

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

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

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

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

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

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

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



**§ 51.06 APPLICABILITY.**

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

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

**§ 51.07 PROHIBITIONS.**

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

- (1) Inform the Health Department of the failure; and
- (2) Comply with any lawful orders of the Health Department to repair or replace the failed system.

(B) A dry well that receives septic effluent is a potential threat to the quality of the groundwater, and are thereby a threat to public health and the construction, installation, or repair of a dry well to receive septic effluent is prohibited. Therefore, all of the following apply:

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

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

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

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

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

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

(c) Any dry well in areas where the drinking water does not meet federal drinking water standards

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

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

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

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

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

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

(E) Any county, city, or town government agency within St. Joseph County shall not ~~rezone a property or a portion of a property receiving an application to rezone a property~~ which has a structure served by an onsite septic system ~~without notifying~~ shall notify the Health Department of the application at least ten working days prior to taking final action on the application. When reasonable and necessary, the Health Department may:

(1) Provide comments on the application;

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

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

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

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

~~(H) No person, including a municipality, shall construct a sewer or water supply system or extend the service area of an existing sewer or water supply system within the county that is outside the boundaries of the municipality without first informing the Health Department according to the following requirements.~~

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

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

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

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

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

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

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

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

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

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

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## LICENSING AND PERMITS

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### § 51.15 LICENSES AND REGISTRATIONS.

(A) *Contractor licenses.*

(1) Septic systems may only be installed and repaired by persons employed by a company, partnership, or corporation that possesses a current Contractor License. A person with an Installer License must be on site at all times when a septic system is being installed, including backfilling, or being repaired. Any company, partnership or corporation that installs or repairs a septic system in the county shall first obtain a contractor license from the Health Department except as provided in division (A)(2)(f) below.

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

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

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

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

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

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

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

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

2. The amount of the bond shall be:

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

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

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

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

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

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

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

(B) *Installer and inspector licenses.*

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

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

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

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

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

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

(c) Pass the appropriate test administered by the Health Department.

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

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

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

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

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

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

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

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

(h) The Health Department shall recognize the testing certificate offered by the Indiana Onsite Wastewater Professionals Association (IOWPA) and will accept it ~~may, at its discretion, accept a testing and certification process implemented by another party in place of testing required herein, given~~ if the applicant is a member of IOWPA in good standing and the testing certificate is ~~not due for expiration~~ valid for the year.

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

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

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

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

(b) Members of IOWPA in good standing are not subject to this provision but are ~~highly~~ encouraged to participate.

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

(1) No tank or distribution box may be used in a septic system unless the specifications for the tank or distribution box have been registered with and approved by the Health Department. It is recommended that tanks and distribution boxes shall be registered with the Health Department in order to better facilitate the review and inspection process.

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

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

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

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

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

(D) *Soil scientist registration.*

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

(2) The Health Department shall maintain a list of soil scientists available to perform work in St. Joseph County. approve any soil scientist who:

(a) This list is to be made available to the general public to aid them in the permitting process. Submits a written request to the Health Department to be on the list of approved soil scientists;

(b) Soil scientists on the list shall be Is in good standing with the Indiana Registry of Soil Scientists;

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

(d) Does not have any unresolved violations of this chapter. The Health Department shall update the registration list as frequently as necessary, but at least every three years.

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

(43) The Health Department may issue policies and procedures for collecting and reporting soils data to be used for septic permit applications and septic decisions and

recommendations issued by the Health Department. Soil scientists who perform soil evaluations for septic permits in St. Joseph County shall comply with all policies and procedures established by the Health Department. For soil data collected as part of the on-site evaluation or site mitigation process, the information shall be reported in accordance with industry standards, policies, and procedures and include requisite information as dictated by the IDOH Indiana Department of Health and/or the Indiana Registry of Soil Scientists.

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

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

## § 51.16 PERMITS.

### (A) *General requirements.*

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

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

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

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

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

### (B) *Permit categories.*

(1) Facility type:

- (a) Residential permits shall be required for the following:
  1. One- or two-family dwelling;



day;

2. Two dwellings with a daily design flow of less than or equal to 750 gallons per

3. Residential outbuilding for the private use of the owner; and

4. Connection of a dwelling to a cluster system.

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

1. Any septic system that receives sewage from a commercial facility;

2. Any septic system that receives a construction approval letter from the **ISDH** **IDOH**; and

3. Connection of a commercial facility to a cluster system.

(2) Permit types include:

- (a) New construction;

- (b) Replacement;

- (c) Repair;

- (d) Cluster; ~~and~~

- (e) Holding Tank, and

- (ef) Operating.

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

- (a) Any existing or proposed cluster system;

- (b) Any residential or commercial septic systems included in an administrative control area established pursuant to § [51.34](#) and where an operating permit has been determined to be necessary by the Health Department; or

- (c) Any other system determined by the Health **Officer** **Department** to require an operating permit to ensure reasonable and necessary continued operation of the system while protecting public health and property; **consistent with the requirements set forth in the I.C., I.A.C., and/or to ensure reasonable and necessary continued operation of the system while protecting public health and property.** ~~Specifically included are constructed wetlands and systems that include TNI.~~

(C) *General permit application requirements.*

(1) All permit applications shall:

(a) Be submitted on forms prescribed by the Health Department;

(b) Contain the data prepared by a soil scientist that is prescribed by the Health Department assessing the suitability of the soils at the site to support the proper functioning of an onsite septic system; ~~prepared by a soil scientist who is a member of the IRSS in good standing and registered with the Health Department;~~ and

(c) Contain other data prescribed by the Health Department necessary to process the application, including, but not limited to:

1. All well radii on subject and adjacent properties;
2. Easements, property lines, right-of-ways and utility locations; ~~and~~
3. Existing lot features; and
4. For New Construction and remodels, floorplans of all levels of the residence or other structure that are utilizing the onsite septic system.

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

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

(b) Be prepared by

- (i) a person with a current county installer license,
- (ii) a certified soil scientist,
- (iii) a professional engineer,
- (iv) a professional geologist or
- (v) a licensed surveyor

except when a system is to be installed subject to ~~section division~~ § 51.15(A)(2)(f).

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

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

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

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

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

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

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

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

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

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

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

~~(2) One set of detailed construction plans and specifications certified and sealed by an engineer or architect currently registered in holding a then valid license from the State of Indiana state. Plans shall be drawn to scale and have sufficient clarity to be reproduced;~~

~~(3) A map showing the location of the property;~~

~~(4) A plot plan, drawn to scale, showing the location of the cluster system with respect to property lines, existing and proposed structures, roads and parking lots, any drinking water supply facilities within 300 feet of the cluster system and topography with contours at intervals of two feet or less;~~

~~(5) The maximum design capacity of the cluster system;~~

~~(6) A list of properties that are expected to be connected to the cluster system;~~

~~(7) A soil report detailing the evaluation of soils observed in the area of the proposed absorption field. A minimum of six borings within 50 feet of the absorption field, with no less than three of the six borings within the absorption field are required. Boring locations shall be evenly distributed throughout the absorption field area;~~

~~(8) A statement of how financial resources will be obtained to cover the cost to maintain and replace the system; and~~

~~(9) Any other information deemed appropriate and necessary by the Health Department.~~

~~(E) Cluster system operating permit application requirements.~~

~~(1) An application for a cluster system operating permit shall include the following:~~

~~(a) Proof of registration with the Indiana Utility Regulatory Commission (IURC) or documentation to the satisfaction of the Health Department that registration is not required; and~~

~~(b) A maintenance agreement that shall include the following, as applicable:~~

~~1. Contact information for the organization responsible for maintenance;~~

~~2. Vegetation and erosion control measures;~~

~~3. Regular monitoring well sampling and inspection;~~

~~4. Schedule for pumping and cleaning of septic tanks;~~

~~5. Wastewater flow recording;~~

~~6. A statement binding the owner to report all malfunctions of the systems to the Health Department; and~~

~~7. Other information deemed reasonable and necessary by the Health Department.~~

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

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

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

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

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

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

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

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

(2) The Health Department shall then:

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

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

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

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

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

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

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

(4) The Health Department shall then:

(a) Conduct an onsite inspection, as necessary;

(b) Review and assess the acceptability of the proposed design;

(c) Require modifications of the designs as necessary to meet specifications, site conditions and regulatory requirements; and

(d) Issue a permit upon the receipt and approval of all required information and after determining that the application meets all applicable state and county requirements.

(5) The permit shall consist of:

(a) An approval sheet;

(b) The approved specifications;

- (c) The approved site plan and designs; and
- (d) Any required permit stipulations.

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

- (1) The property owner shall first make application to **ISDH IDOH** for approval to install or replace a septic system.
- (2) Upon receiving **ISDH IDOH** approval of an application, the property owner shall submit a permit application to the Health Department along with a copy of the **ISDH IDOH** approval.
- (3) The process as described in **subsection division** (G) above shall then be followed to issue a permit.
- (4) If the **ISDH IDOH** delegates the permit approval process to the Health Department during the approval process, the property owner or his or her authorized agent shall submit a copy of the delegating letter from **ISDH IDOH** and follow the process defined in **subsection division** (G) above.

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

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

~~(2) Within 30 calendar days of receipt of written approval by the IURC or **ISDH IDOH**, the applicant shall notify all owners of properties, residences and other structures within 500 feet of the cluster system of the planned construction of the cluster system and shall provide a list of recipients of the notice to the Health Department.~~

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

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

~~**(J)** *Duration of permits.*~~

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

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

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

~~(34) An operating permit shall be renewed every three years and shall be applied for at least 60 days prior to the expiration of the existing permit.~~

~~(45) If the Health Department determines that it is necessary to install or repair a septic system within a specified schedule to protect public health, the Health Department shall specify the schedule for installation in the permit. The schedule shall be binding on the property owner and any septic installer who agrees to perform the installation. The permit shall expire as indicated in the permit.~~

~~(K)G~~ *Requirements applicable to all permits.*

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

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

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

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

## § 51.17 SITING.

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

- (1) A sanitary sewerage system; or
- (2) A septic system that is:
  - (a) Located on the property on which the structure is located;

- (b) Located on a property with an applicable septic system easement; or
- (c) Connected to an approved cluster system.

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

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

(D) *Connection to sanitary sewerage system.*

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

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

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

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

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

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

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



first notify the Health Department in writing of their intent so that the Health Department may evaluate the potential for threats to public health.

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

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

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

## § 51.18 SOIL INVESTIGATIONS AND REPORTS.

The Health Department may issue policies and procedures guidance concerning the preparation and submittal of soil reports to support any decision concerning septic systems and the policies and procedures of this chapter shall be binding on all soil scientists and permit applicants. Guidance to this affect will be based on policies and practices of the Indiana Registry of Soil Scientists, Indiana Department of Health, Natural Resources Conservation Service, and/or other relevant agencies.

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

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## CONSTRUCTION

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§ 51.30 SITE PREPARATION.

(A) *New construction.*

(1) *Initial construction activities.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Removing any soil from the septic area;

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

- e. Compacting the septic area and dispersal area in any manner; or
- f. Removing large tree root balls that damage the area or system.

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

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

- (a) Reworking soils in the septic area;
- (b) Implementing additional measures to protect the septic area or system;
- (c) Canceling the septic permit;
- (d) Requiring additional borings;
- (e) Increasing the size of the absorption area or otherwise changing the specifications for the system;
- (f) Preventing the use of the disturbed area for a septic system; and
- (g) Preventing the installation of an onsite septic system.

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

- (1) Ends of the trenches, all tank(s), manifold and distribution box;
- (2) Four corners of the aggregate bed and the downslope dispersal area; and
- (3) Utilities in the vicinity of the proposed system.

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

## § 51.31 SYSTEM DESIGN.

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

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

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

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

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

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

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

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

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

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

1. The soil and hydrogeologic conditions in the vicinity of the proposed septic system;
  2. The history of septic failures in the vicinity of the proposed septic system;
- and/or

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

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

1. Installation of two compartment septic tanks;
2. Installation of an effluent filter;
3. Obtaining an operating permit;
4. Enlarging the soil absorption area; and/or
5. ~~Requiring~~ **Recommending** a pump assisted system to be installed.

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

(C) *Distribution boxes and piping.*

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

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

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

**(43)** For gravity distribution systems:

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

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

**(54)** All piping, except that described in division ~~(B)(4)~~ **(C)(3)** above, used in onsite septic systems shall meet the applicable minimum requirements of Rule 410.

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

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

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

(D) Tanks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) At least 18 inches in diameter extending to ground surface;
- (b) Fitted with safely secured, gas-tight cover with either a locking device or screwed in;
- (c) Provided for each tank compartment for service and inspection;
- (d) Installed over the outlet/effluent filter;
- (e) Installed in a manner to facilitate septic tank pumping and cleaning;
- (e) Sealed to the top of the tank with butyl rubber sealant or hydraulic cement in a manner to provide a water-tight seal; and
- (f) Fitted with a plug where the riser connects to the top of the tank to comply with the requirements of IC 16-41-25-3, whenever a riser is installed. A plug in the riser shall not be required if a plug is included in the tank.
- (g) **The** Health Department may **require suggest** additional measures where deemed reasonable and necessary.

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

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

- ~~(ba) Installed according to manufacturer's recommendations; and~~
- ~~(eb) A minimum of one and one-half inches wide and compressed to 50%.~~

(E) *Absorption fields.*

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

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



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

(F) *System replacement.*

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

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

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

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

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

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

(4) Bed design shall meet the following requirements.

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

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

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

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

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

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

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

1. A bed, single or multiple, is installed;
2. The total square footage of absorption field fails to meet design specifications;

or

3. Deemed necessary by the Health Department.

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

~~(G) Cluster system operating requirements.~~

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

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

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

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

~~(H) Cluster system replacement fund~~

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

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

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

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

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

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

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

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

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

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

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

#### (G) *Holding Tanks*

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

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

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

(4) The piping and tank standards for material and separation distance shall mirror those set forth in Rule 410 for pipe specifications and septic tanks.

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

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

(a) This Operating Permit must include:

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

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

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

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

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

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

## § 51.32 SYSTEM CONSTRUCTION.

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

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

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

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

(4) The Health Department may stipulate a pre-construction conference prior to the installation of the septic system in order to meet with the installer and verify that the proposed septic system ~~can~~ ~~is capable of~~ meeting the provisions stated in the design and will be in accordance with applicable rules and chapters. No contractor shall construct any portion of a septic system prior to this pre-construction conference, if stipulated.

(B) *Septic Tanks and Dosing Tanks*

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

(C) *Distribution boxes and headers.*

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

(D) *Absorption fields.*

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

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

(E) *Covering systems.*

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

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

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

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

(1) General requirements.

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

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

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

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

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

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

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

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

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

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

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

(3) *Absorption fields.*

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

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

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

1. The tanks shall be pumped and the absorption field shall be allowed to completely dry;

2. Distribution boxes shall be pumped and cleaned;

3. The distribution network, aggregate and sand (if any) shall be removed from the site and taken to a licensed landfill for disposal; and

4. The site shall be graded so that it does not pond water and a vegetative cover shall be established.

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

### § 51.33 SYSTEM DAMAGE AND MAINTENANCE.

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

(B) *Maintenance of septic systems.*

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

(2) The Health Department may establish requirements for the pumping of any or all septic tanks and other reasonable and necessary routine maintenance activities. Property owners shall follow the manufacturer's maintenance recommendations for any equipment installed.

(3) No person shall discharge or release any hazardous material or petroleum products into a septic system or connect the septic system to any tank used to store the materials.

(C) *System protection.*

(1) No person may construct any structure or other improvement over any septic tank, distribution box or absorption area. The types of structures or improvements that are prohibited include but are not limited to a sidewalk, driveway, parking lot, paved or unpaved road, deck, swimming pool or shed.

(2) The Health Department may order the removal of any structure or other improvement constructed over a septic system and any necessary repair or replacement of the septic system caused by the construction.

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

§ 51.34 WASTEWATER ADMINISTRATIVE CONTROL AREAS.

(A) *Purpose.* To protect drinking water supplies and public health, the Health Officer may establish wastewater administrative control areas where seepage or other releases of septic effluent are causing drinking water wells to exceed fall below the federal drinking water standards.

(B) *Process.*

(1) An Administrative Control Area may be established by:

- (a) Issuing a public notice of the intent to establish an Administrative Control Area;
- (b) Advising the potentially affected residents of the intent to establish an Administrative Control Area;
- (c) Preparing a draft Administrative Control Plan which shall:
  - 1. Identify the area to be included in the Administrative Control Area;
  - 2. Summarize the current and potential health threat(s);
  - 3. Identify the actions to be taken to reduce the threat to the drinking water supplies and public health; and
  - 4. Identify the implementation schedule for the actions.
- (d) The Health Department shall:
  - 1. Hold a public meeting to accept comments on the draft Administrative Control Plan; and
  - 2. Consider the public comments and prepare a Final Administrative Control Plan.

(2) The requirements of any Final Administrative Control Plan shall be binding on all persons within the Administrative Control Area.

(3) Among the requirements that the Health Department may consider for inclusion in an Administrative Control Plan are requiring:

- (a) Routine maintenance programs for septic systems;
- (b) Obtaining an Annual operating permit be obtained from the Health Department;



- (c) ~~Installing p~~ Pretreatment systems ~~be installed on all systems~~;
- (d) ~~Having n~~ New and replacement septic systems in the Administrative Control Area meet more strict design requirements;
- (e) ~~Connecting s~~ Structures within the Administrative Control Area ~~be connected~~ to a municipal water system including a system under the jurisdiction of the County Regional Water and Sewer District; and
- (f) Other measures deemed appropriate and necessary by the Health Officer.

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

### § 51.35 ELIMINATION OF DIRECT DISCHARGE OF EFFLUENT.

When the Health Department becomes aware of any direct discharge of septic waste or effluent from any structure to the surface or a drain tile, ditch, stream, lake or other surface water, the Health Department shall issue an order of abatement consistent with § [51.50](#) ordering the owner of the structure to install a septic system that meets all current state and county laws and regulations, ~~install a holding tank, or abandon the property~~. The Health Department may issue a waiver of this requirement for any direct discharge that is being addressed by the County Regional Water and Sewer District in a plan approved by the State Department of Environmental Management.

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

### § 51.36 PUBLIC EDUCATION PROGRAM.

The Health Department shall perform the following, subject to the availability of funds, to inform the public of the measures necessary to protect drinking water supplies from septic effluent and to improve the useful life of septic systems:

- (A) Prepare and implement plans to inform the public of the proper use and maintenance of septic systems and the potential impact of improper maintenance on drinking water quality; and
- (B) Seek to partner with other parties that provide or have an interest in providing information to the public concerning the proper use and maintenance of septic systems and their potential impact on drinking water quality.

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

**§ 51.37 ISSUANCE OF STANDARDS AND REQUIREMENTS.**

(A) The County Board of Health may adopt, amend or rescind any rules, regulations or standards as deemed appropriate and necessary for proper enforcement of and to carry out the purposes and intent of this chapter subject to the following requirements:

(1) Public comment periods, public meetings and public hearings, as appropriate, shall be used in accordance with state law; and

(2) The County Onsite Wastewater Advisory Board shall be consulted prior to the issuance.

(3) Proper submittal requirements and supporting documentation necessary for approval by the Technical Review Panel of the Indiana Department of Health, as appropriate.

(B) The Health Department may adopt, amend or rescind policies and procedures for the appropriate implementation of this chapter.

(C) The rules, regulations, standards, policies and procedures issued pursuant to this chapter may not:

(1) Threaten public health; or

(2) Conflict with any provision of this chapter or other applicable federal, state or county laws or regulations.

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

**§ 51.38 CLUSTER SYSTEMS**

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

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

(2) Within 30 calendar days of receipt of written approval by the IURC or ~~ISDH~~ IDOH, the applicant shall notify all owners of properties, residences and other structures within 500 feet of the cluster system of the planned construction of the cluster system and shall provide a list of recipients of the notice to the Health Department.

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

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

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

- (1) The name, business address and business telephone number of the owner;
- (2) One set of detailed construction plans and specifications certified and sealed by an engineer or architect ~~currently registered in~~ holding a then valid license from the ~~State of Indiana~~ state. Plans shall be drawn to scale and have sufficient clarity to be reproduced;
- (3) A map showing the location of the property;
- (4) A plot plan, drawn to scale, showing the location of the cluster system with respect to property lines, existing and proposed structures, roads and parking lots, any drinking water supply facilities within 300 feet of the cluster system and topography with contours at intervals of two feet or less;
- (5) The maximum design capacity of the cluster system;
- (6) A list of properties that are expected to be connected to the cluster system;
- (7) A soil report detailing the evaluation of soils observed in the area of the proposed absorption field. A minimum of six borings within 50 feet of the absorption field, with no less than three of the six borings within the absorption field are required. Boring locations shall be evenly distributed throughout the absorption field area;
- (8) A statement of how financial resources will be obtained to cover the cost to maintain and replace the system; ~~and~~
- (9) ~~A complete cluster system operating permit application, as described in subsection (C); and~~
- (910) Any other information deemed appropriate and necessary by the Health Department.

(C) *Cluster system operating permit application requirements.*

(1) An application for a cluster system operating permit shall include the following:

(a) Proof of registration with the Indiana Utility Regulatory Commission (IURC) or documentation to the satisfaction of the Health Department that registration is not required; and

(b) A maintenance agreement that shall include the following, as applicable:

1. Contact information for the organization responsible for maintenance;
2. Vegetation and erosion control measures;
3. Regular monitoring well sampling and inspection;
4. Schedule for pumping and cleaning of septic tanks;
5. Wastewater flow recording;
6. A statement binding the owner to report all malfunctions of the systems to the Health Department; and
7. Other information deemed reasonable and necessary by the Health Department.

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

(D) *Cluster system operating requirements.*

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

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

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

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

(E) *Cluster system replacement fund*

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

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

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

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

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

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

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

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

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

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

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

(F) *Corrective action for failure to collect, maintain, or pay residential cluster system repair and/or replacement fund.*

(1) Whenever the Health Department determines that the owner of a residential cluster system has failed to collect or maintain the replacement fund determined by the Health Department, the Health Department may:

- (a) Order the owner to modify the method, rate, or amount of funds collected;
- (b) Require other measures as may be deemed reasonable and necessary to protect public health and property; and
- (c) Require the payment of penalties as prescribed in Section §51.99.

(2) Whenever the Health Department determines that the owner of a property served by the residential cluster system has failed to make the required payments into the replacement fund, the Health Department may:

- (a) Order the property owner to modify the method, rate, or amount of the payment;
- (b) Require other measures as may be deemed reasonable and necessary to protect public health and property;
- (c) Require the payment of penalties as prescribed in Section §51.99; and
- (d) Require the property be disconnected from the residential cluster system and order the residence to be vacated.

#### **§ 51.40 PROPERTY TRANSFER INSPECTIONS**

(A) All septic inspections performed to meet the requirements of §§ 52.001 through 52.014 shall be conducted by a registered and licensed septic inspector.

(B) If the septic tank(s) is pumped prior to an inspection, the tank shall be filled to the outlet pipe prior to conducting the inspection. A septic tank shall not be pumped to mislead the buyer or the Health Department about the condition of the septic system.

(C) A septic inspection shall be performed according to the procedures established by the Health Department to observe and document the condition of the septic system to the extent the condition can be assessed by the procedures established by the Health Department. The septic inspection shall include an inspection to assess if:

(1) A water tight and safety secured seal exists on the tank lid;

(2) The tank(s) is structurally sound, sufficiently level, and holds effluent;

(3) The baffle(s) is in place and functioning correctly;

(4) The level of solids or floatable in the tank are impairing its use;

(5) Any existing effluent filter is functioning correctly;

(6) Any existing pump or alarm are functioning correctly;

(7) Effluent flows freely into and out of the tank;

(8) The absorption area has normal liquid levels and biomat;

(9) Effluent is not rising above the outlet pipe, the top of the tank, to the ground surface, or into a surface water; and

(10) ——— Other items deemed reasonable and necessary by the Health Department.

(D) The inspector shall obtain a copy of the most recent drawing of the existing septic system from the Health Department and shall attach the drawing to the inspection report. The inspector shall also prepare a sketch showing the location of the septic system if the conditions observed in the field are different than the drawing obtained from the Health Department or if the Health Department does not have a current drawing of the septic system.

(E) The results of the septic inspection shall be documented on a form(s) provided by the Health Department.

(F) System Failure, Repair, and Cleaning

(1) The Health Department may issue an appropriate order to repair, replace, or clean any system or part of a system that has failed, is in violation of applicable public health codes, or is a threat to the groundwater or public health as determined by the Health Officer.

(2) Any person repairing or replacing a septic system or part of a system shall obtain the appropriate permit from the Health Department.

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## ADMINISTRATION AND ENFORCEMENT

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### § 51.50 ENFORCEMENT.

(A) *Enforcement authority.* Except as provided for elsewhere in this chapter, the Health Department is authorized and charged with enforcing this chapter.

(B) *Right of entry for permit inspections.*

(1) Any application for a permit submitted under the provisions of this chapter by a property owner or his or her authorized agent shall constitute permission for representatives of the Health Department bearing proper credentials and identification to enter the property identified in the application to:

(a) Collect data and information necessary to process the application;

- (b) Inspect any existing septic system; and
- (c) Inspect the installation or repair of any septic system.

(2) In the event a person who has common ownership over a building, structure or land does not allow an inspection after a permit has been applied for, the following shall occur:

- (a) The application submitted or permit issued pursuant to this chapter shall be immediately cancelled;
- (b) All work being performed under a permit shall be immediately suspended; and
- (c) The work may only commence upon the issuance of a new permit and a notification by the Health Department that the work can continue.

(C) *Right of entry for inspecting conditions that may threaten public health.*

(1) When the Health Department has reason to believe that a septic system has failed or septic effluent is otherwise being released to the environment, representatives of the Health Department, bearing proper credentials and identification, may enter upon and inspect any private property for such purposes as inspecting, observing, measuring, sampling, testing and examining records necessary to carry out the provisions of this chapter.

(2) In the event a person who has common ownership over a building, structure or land does not permit an inspection, the inspection may be rescheduled and the person shall be notified by certified mail. Failure of the person to thereafter permit an inspection will be sufficient grounds and probable cause for a court of competent jurisdiction to issue an administrative warrant for the purpose of inspecting, observing, measuring, sampling, testing or examining records necessary to carry out the provisions of this chapter.

(3) In the event a building, structure or land appears to be vacant or abandoned and/or the property owner cannot be readily contacted in order to obtain consent for an inspection, the representatives of the Health Department, may enter into or upon any open or unsecured portion of the premises for purposes of inspecting, observing, measuring, sampling, testing or examining records necessary to carry out the provisions of this chapter.

(D) *Corrective action for failed septic systems.* Whenever the Health Department determines there are reasonable grounds to believe that there has been a violation of any provision of this chapter or that a septic system has failed, the Health Department may issue a written order to abate the violation or repair or replace the failed system to the person or persons responsible for the violation and the property owner consistent with the following requirements.

(1) The abatement order shall be sent by certified mail to the last known address of the person responsible and the property owner.



(2) If the certified letter is returned, a copy of the letter shall be posted at the property where the violation occurred or where the failed system exists.

(3) The abatement order shall include a:

- (a) Statement explaining the nature of the violation or condition;
- (b) Description of the remedies required to abate the violation or condition;
- (c) Reasonable time for correcting the violation or condition; and
- (d) Description of the penalty that is imposed for the violation, if any.

(4) Any property owner notified of a corrective action requirement by the process identified above shall comply with the order or he or she shall be in violation of this chapter and subject to the penalties provided in § [51.99](#).

(E) *Order or abatement for failure to properly install a septic system.* Whenever the Health Department determines that a violation of this chapter has occurred during the installation of a septic system by a person possessing a license issued pursuant to § [51.15](#), the Health Department shall require corrective action consistent with the following.

(1) If the violation can be readily corrected without changing any permit requirements or altering the suitability of the site to support the septic system being installed or a future septic system that may become necessary, the following shall apply.

- (a) The Health Department shall notify the contractor of the action required to correct the violation by leaving a tag at the site and by similarly verbally informing the licensee.
- (b) The contractor shall perform the required action and contact the Health Department for a reinspection within 24 working hours.
- (c) Failure to perform the action required shall be grounds for the issuance of an abatement order under this section.

(2) If the violation cannot be readily corrected without changing any permit requirements or altering the suitability of the site to support the septic system being installed or a future septic system that may become necessary, the following shall apply.

(a) The Health Department shall verbally order the immediate suspension of work and shall issue an order of abatement pursuant to this section.

(b) Upon the receipt of a verbal order to suspend work the licensee shall take the necessary measures and be responsible for protecting the site from any **and all** damage.

(c) The contractor shall comply with the order of abatement and pay any reasonable and appropriate penalty determined by the Health Department.

(d) If a contractor fails to comply with an order of abatement, the penalties shall increase and the Health Department may suspend or cancel the licensee of the offending party.

(F) *Issuance of emergency orders.*

(1) Whenever the Health Officer finds that an emergency exists which requires immediate action to protect the public health, the Health Officer may, without notice or hearing, issue an emergency abatement order to any person or licensee reciting the existence of such an emergency and requiring that action be taken as the Health Officer deems reasonable and necessary to meet the emergency. Notwithstanding any other provisions of this chapter, the order shall be effective immediately. An emergency abatement order may include but not be limited to:

- (a) Immediately discontinuing the use of any septic system;
- (b) Removing any septic effluent which has entered the environment; or
- (c) Ordering any structure served by a failed septic system to be vacated.

(2) Any person receiving an emergency abatement order:

- (a) Shall comply with and carry out the order;
- (b) May seek a hearing under division (G) below while carrying out the order;
- (c) Shall have the right to recover any of its response costs from the county to the extent that the order or any portion thereof is found to have been arbitrary or capricious or not otherwise in accordance with law; and

(d) If a person fails to perform the lawful measures ordered by the Health Department pursuant to this division (F), the Health Department:

1. May enter the property without prior notice to take or cause to be taken any emergency order; and

2. Shall be reimbursed by the person who failed to perform the emergency order for all costs incurred by the Health Department associated with taking the action ordered.

~~—(G) Corrective action for failure to collect, maintain, or pay residential cluster system repair and/or replacement fund.~~

~~(1) Whenever the Health Department determines that the owner of a residential cluster system has failed to collect or maintain the replacement fund determined by the Health Department, the Health Department may:~~

- ~~(a) Order the owner to modify the method, rate, or amount of funds collected;~~
- ~~(b) Require other measures as may be deemed reasonable and necessary to protect public health and property; and~~
- ~~(c) Require the payment of penalties as prescribed in Section §51.99.~~

~~(2) Whenever the Health Department determines that the owner of a property served by the residential cluster system has failed to make the required payments into the replacement fund, the Health Department may:~~

- ~~(a) Order the property owner to modify the method, rate, or amount of the payment;~~
- ~~(b) Require other measures as may be deemed reasonable and necessary to protect public health and property;~~
- ~~(c) Require the payment of penalties as prescribed in Section §51.99; and~~
- ~~(d) Require the property be disconnected from the residential cluster system and order the residence to be vacated.~~

**(HG)** *Appealing an order of the Health Department.*

(1) Any person affected by an abatement order or any decision issued by the Health Department may petition for and shall be granted a hearing on the matter before the Health Officer, provided that the person shall file a petition with the office of the Health Officer by mail postmarked or hand delivered, within 15 days after service of an order of abatement or issuance of the decision. The request for a hearing shall be written and shall set forth a brief statement of the grounds thereof.

(2) Upon receipt of the petition, the Health Officer shall arrange a time and place for the hearing and shall give the petitioner written notice thereof. The hearing shall be held as soon as practicable after the receipt of a petition but in no case shall the hearing be more than 30 days after receipt of the petition. At the hearing, the petitioner shall be given an opportunity to be heard and to show cause why the abatement order should not be complied with.

(3) The Health Officer shall sustain, modify or withdraw the notice to the petitioner as soon as practical and in no case later than 15 days following the hearing. The decision shall be final subject only to review by a court of competent jurisdiction.

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

 **§ 51.51 VARIANCES.**

(A) Any person affected by any adverse decision by the Health Department pursuant to this chapter may petition for a variance by the Health Department, provided that the person shall file a petition with the Health Department by mail postmarked or hand delivered within 30 days of the adverse decision. The variance request shall be written and shall set forth a brief statement of the grounds thereof.

(B) The Health Department shall approve, amend or disapprove a written petition for a variance from provisions of this chapter as soon as practical after receiving the petition and in no case more than 30 days after the petition is filed.

(C) A decision by the Health Department to approve, amend or disapprove a variance may be appealed to the Health Officer. The Health Officer shall render a decision in the matter as soon as practical and, in no case, later than 30 days after the submittal of the appeal.

(D) A decision by the Health Officer shall be final and appealable only to a court of competent jurisdiction.

(E) Neither the Health Department nor the Health Officer may approve a variance that:

(1) Materially threatens public health; or

(2) Would result in a material violation of any applicable federal, state or county law, regulation or rule.

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

 **§ 51.52 DISCLAIMER OF LIABILITY.**

(A) This chapter shall not create liability on the part of the Health Department or any officer, employee or agent thereof for any damage that may result from reliance on this chapter or on any administrative decision lawfully made thereunder.

(B) All inspections shall be at the discretion of the Health Department, and nothing in this chapter shall be construed as requiring the Health Department to conduct any inspection, nor shall any inspection imply a duty to conduct any other inspection. Nothing in this chapter shall be construed to hold the Health Department responsible for any damage to persons or property by any failure to make an inspection or reinspection or for inspections that fail to identify unacceptable conditions or procedures.

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

§ 51.53 EFFECTIVE DATE.

This chapter and all provisions contained herein shall become effective 60 days after approval.

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

§ 51.99 PENALTY.

(A) Any person determined by the Health Officer to be in violation of this chapter shall be punished for each offense by a penalty established by the Health Officer for first, second and subsequent offenses, as set out in the [Appendix: Schedule of Fines and Fees](#).

(B) Any person owning property on which a violation of this chapter occurs may be punished fined for each offense by a penalty fee established by the Health Officer for first, second and subsequent offenses, as set out in the [Appendix: Schedule of Fines and Fees](#).

(C) Each day a person fails to perform the corrective action in accordance with the schedule identified in an abatement order issued by the Health Officer shall constitute a distinct and separate violation and the person shall be subject to the penalties identified in [section division](#) (A) above.

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

(E) The Health Officer may restrict, suspend, revoke or cancel any license or registration issued pursuant to the provisions of this chapter for:

- (1) Repeated substantive violations of this chapter;
- (2) Failure to perform a corrective action ordered by the Health Department;
- (3) Violations of the prohibitions identified in § [51.07](#); or
- (4) Providing false information to the Health Department.

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