

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
October 16, 2024
4:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/87145703217?pwd=9Jak81asMAJd4AnJTKLv3aJ5BtH2FB.1>

Dial In - +1 312 626 6799 US | Meeting ID: Meeting ID: 871 4570 3217 | Passcode: 625449

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for October 16, 2024.

III. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of September 18, 2024.

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

24-39 Discussion and Vote - Health Officer's Report (Quarterly)
Communications & Events
Community Access, Resources, and Education (C.A.R.E.)
Community Partnerships and Development/Health First Indiana (HFI)
Environmental Health
Finance
Food Services
Lead Report
Nursing
Vital Records

VI. NEW BUSINESS:

24-40 Discussion and Vote – Job Description – Community Health Worker – Supervisor

24-41 Discussion and Vote – 2025 Department of Health Fee Schedule – (Food Services, Environmental Health and Vital Records)

24-42 Discussion and Vote – 2025 Board of Health Meeting Schedule

VII. GRANT REQUESTS:

VIII. OLD BUSINESS:

24-37 Discussion and Vote - Department of Health Fee Schedule (Nursing Unit), as tabled

IX. PUBLIC COMMENT: (3 Minute Limit)

The following statement provides guidance for the public comment portion of the meeting, as well as the expected decorum for all conversations during the meeting.

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda. Individuals may only speak once during this section of the agenda. Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

Public comment may be given in person. Input from the public can also be sent to the Board by mail or email via the St. Joseph County Department of Health.

X. TIME AND PLACE OF NEXT REGULAR MEETING:

November 20, 2024 – 4:30 p.m. 4th Floor Council Chambers.

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.

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

Regular Meeting

MINUTES

September 18, 2024,
4:30 p.m.

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

Members Present:

John Linn, P.E., President
Michael A. Harding, EdD.
Elizabeth Lindenman, MD, Vice President
Ellen Reilander, Esq.
Kristin Vincent, CNM

Members Absent:

Vacant Position
Vacant Position
Robert Hays, MD
Jill Kaps VanBrouene

Also Present:

Michelle Migliore, D.O.	Brett Davis
Diana Purushotham, MD - Zoom	Amy Ruppe
Michael Wruble	Jodie Pairitz, RN
Jennifer S. Parcell	Matt Gotsch
Ericka Tijerina	Briannah McCall
Alissa Balke	Ashley Helman, RN
Carolyn Smith	Marcellus Lebbin, Esq. - Counsel
Renata Williams	

I. CALL TO ORDER & ROLL CALL

- A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:34 p.m.

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for September 18, 2024.

Upon a motion by Elizabeth Lindenman, MD being seconded by Ellen Reilander, Esq. and unanimously carried, the agenda for September 18, 2024, was adopted.

APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of July 17, 2024.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and carried, the minutes of the July 17,

2024 meeting of the Board of Health were approved. (Michael Harding EDD, abstained)

- B. It is recommended the Board of Health members approve the minutes of the regular meeting of August 21, 2024.

Upon a motion by, Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and unanimously carried, the minutes of the August 21, 2024, meeting of the Board of Health were approved, as amended.

III. BOARD PRESIDENT ANNOUNCEMENTS

John Linn requests that all speakers speak into their microphones so that they are clearly heard by all.

IV. HEALTH OFFICER PRESENTATION and REPORT

24-36 Discussion and Vote – Health Officer’s Report (August 2024)
Communications and Events
Community Access, Resources, and Education (CARE)
Community Partnerships and Development / Health First Indiana (HFI)
Environmental Health
Finance
Food Services
Lead Report
Nursing – Immunizations, Mobile Clinic & Public Health Nursing
Vital Records

Dr. Migliore gave a quick update of the Department. We are in the middle of the 2025 HFI grant process. We had 45 very strong applicants. Finalists were notified September 17th and today, September 18 we notified those who were awarded in 2024. Environmental Health has a lead-based paint management training next Tuesday (September 24). Vital Records is working on going to a paperless counter, the Food Unit has had a very busy September with the Notre Dame Football game, Fusion Fest and September fest that was held at the 4-H fairgrounds, the Nursing Unit was busy with back-to-school immunizations, animal bites including 7 bat bites in one week. Our School Health Liaison had a conference for all school nurses in St. Joseph County which was very well attended. The Care Unit had an event in North Liberty and has begun the EMBER program.

Mr. Harding, EDD, asked if we would continue helping the schools and school nurses.

Dr. Migliore stated yes, our School Health Liaison has been working with the nurses and will continue to meet with them.

Ms. Reilander, Esq., asked how the donations provided for school nurses were going and what the biggest need is.

Ashley Helman, RN, School Health Liaison stated there has been a big response from the community. Menstrual products and pants are the biggest need right now. Pants are expensive so it is going to be a little bit more of an effort to get pants.

Ms. Reilander, Esq., asked where the individuals were coming from at the North Liberty event.

Alissa Balke, Assistant Director of CARE mentioned that most were local residents, we did have some from further away for immunizations. We would like to work with other towns around St. Joseph County for an event like this.

Mr. Linn asked what the Public Information and Education fund from the Health CHWs for COVID was used for?

Amy Ruppe, Director of Finance stated it was used for TRANSPO bus passes, fuel cards and personalized swag. Anything that would be handed out to the public.

NOTE: The Environmental Health Unit spotlight presentation is available in the meeting packet and audio posted on www.sjcindiana.com/health.

Briannah McCall, Assistant Director of Environmental Health explained the new Radon Program within the Environmental Health Unit. Radon is the leading cause of lung cancer among non-smokers. One out of four homes in St. Joseph County have high radon levels, biggest areas of concern are South side of South Bend, New Carlisle, and Walkerton. The Department of Health is supplying 500 test kits this year; 108 test kits have been given out this year already. The kits are available at seven Public Libraries. 2,500 test kits will be available in 2025.

Mr. Harding, EDd., asked what the predictions are determined on?

Ms. McCall stated that number is based on the average test results that the EPA has done.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, the Health Officer's Report for August 2024 was approved as presented.

V. NEW BUSINESS

24-37 Discussion and Vote - Department of Health Fee Schedule - Nursing Unit

Mr. Linn asked that this item be tabled until the October 16, 2024, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, MD being seconded by Ellen Reilander, Esq., and unanimously

carried the Department of Health Fee Schedule – Nursing Unit is tabled until the October 16, 2024, meeting of the Board of Health.

VI. GRANT REQUESTS

24-38 Discussion and Vote – Apply and Receive - Health CHWs for COVID – CDC (No Cost Extension)

Renata Williams, Director of CARE, advised the board that the CDC allowed us to apply any funds not used during the grant period for an extension. The only caveat was we could not add new programs with the funds.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried the Health CHWs for COVID CDC (No Cost Extension) to apply and receive was approved.

VII. OLD BUSINESS

There was no old business.

VIII. PUBLIC COMMENT (3 Minute Limit)

No one signed up for public comment.

IX. TIME AND PLACE OF NEXT REGULAR MEETING

October 16, 2024 – 4:30 p.m. 4th Floor Council Chambers.

X. ADJOURNMENT

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq. the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:17 p.m.

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

Michelle Migliore, D.O.
Secretary of the Board



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

Health Officer's 3rd Quarter Report of Unit Activities

July, August, September 2024

COMMUNICATIONS AND EVENTS

July 9- August 8 media stats

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

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions
Social Media	29	5,849	245

August 9 – September 8 media stats

	Total Number of Releases by DoH	Media Stories Featuring DoH
Media Engagement	1 Unique 2 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = 5 WSBT = 3 WNDU = 2 ABC57 = 2 WVPE= 2

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions
Social Media	18	21,047	417

September 9 – October 8 media stats

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

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions
Social Media	24	158,689	492

Total Number of Releases by DoH

Media Engagement 1 Unique
 1 Public Notice
 0 Media Roundtable
 0 Press Conference

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

CDC Community Health Worker (CHW) Program

From July – September 2024, we had **8** CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index and/or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing insurance navigation, resource referrals, COVID-19 testing, and outreach events for residents.

Social Needs Assessments

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

From July – September 2024, our team received 449 SNAs from individuals requesting resources and 11 SNAs with no identified needs. A total of 1460 resources were requested on the SNAs. Of the SNAs completed, 368 individuals were reached for follow-up within 48 hours, and 328 community members were connected to 793 resources to assist them with their needs.

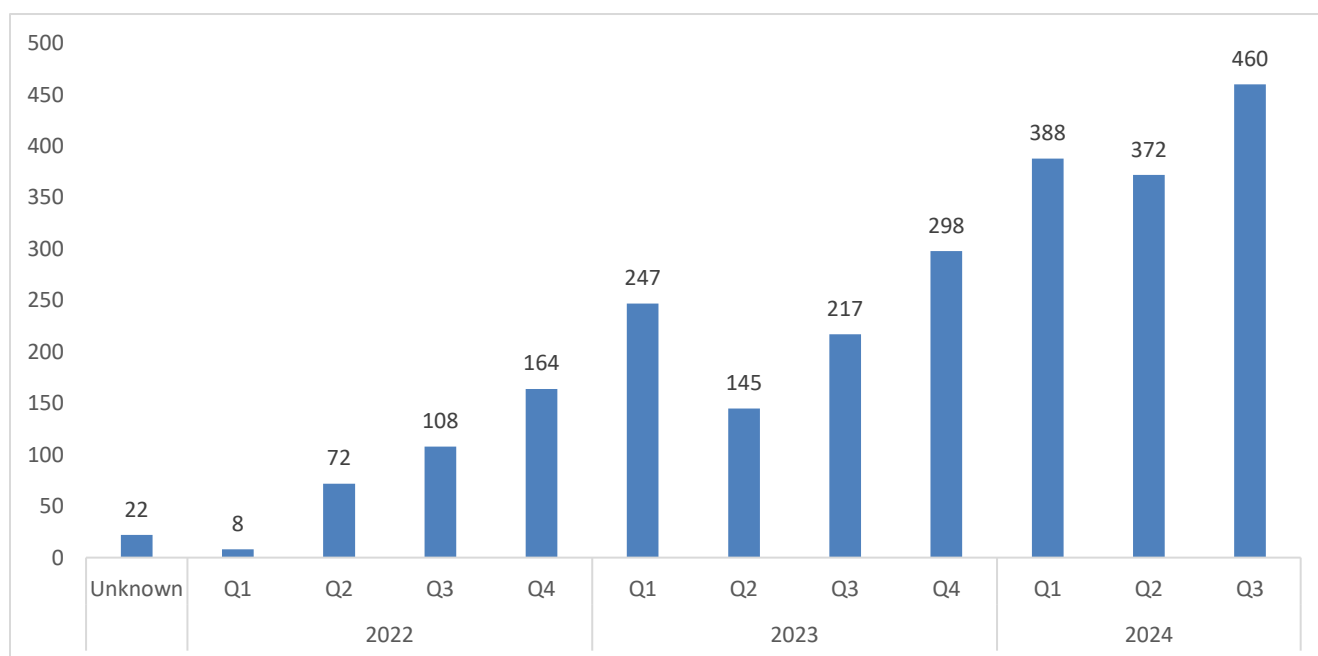


Figure 1. Total number of Social Needs Assessments completed since launch date (03/15/2022) by quarter.

Housing	Family	Healthcare	Financial	Education/Safety
Finding housing, housing application, and furniture/ utilities assistance.	Support for food, daycare, legal services, and transportation.	Obtaining health insurance, immunizations, lead screening, prenatal and reproductive health, mental health and substance abuse, and COVID-19.	Issues related to employment and unemployment, financial assistance, and social security.	Adult education, childhood education, domestic violence education/support

Table 1. Examples of needs requested by category. People requesting assistance must indicate on the SNA form what type of support they require. These options are organized to follow the CDC’s guidelines on “needs” and facilitate ease of use for the survey taker.

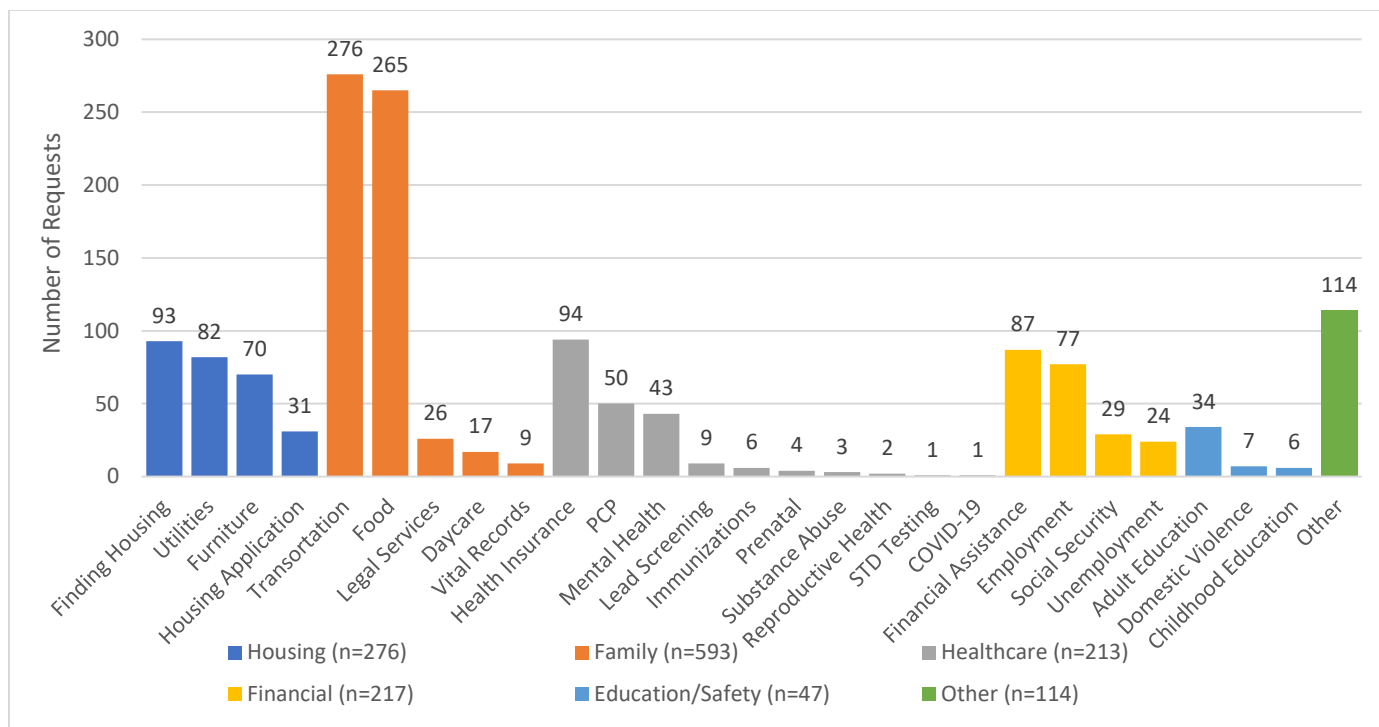


Figure 2. Needs requested organized by category from July – September 2024.

Insurance Navigation

Through the SNAs, the CHW team can aid individuals and families that need assistance obtaining or changing their insurance coverage. All CHWs complete training to become licensed in the state of Indiana as insurance navigators. Insurance applications can take a minimum of 60 days to initiate coverage following submission. From July – September 2024, our team received 94 separate requests from community members for insurance assistance. We successfully assisted 31 of these requests with insurance navigation, many of whom had additional family members who required assistance (22). This resulted in a total of 53 people who completed the insurance navigation process with our CHWs.

Outreach

To broaden the awareness and impact of our programs, the CDC and Lead CHWs regularly engage in community outreach. Outreach efforts may include a variety of activities, including visits to partner sites, canvassing to engage local businesses and organizations, and participation in community events. From July – September 2024, the CDC and Lead CHWs performed 176 total outreach activities. In all outreach efforts, CHWs provide relevant health education and promote awareness of DoH services (e.g., connection to community resources, immunization clinics, radon education and test kits, health insurance navigation, and lead testing and poisoning prevention programs). Partner site visits typically involve a CHW being stationed at a community partner to interact with their clientele for a set number of hours on a regular schedule. Canvassing is a broad category that encompasses a variety of outreach activities like engaging with local businesses or community centers. CHWs also attend a variety of events held by the DoH, libraries or civic centers, partner organizations, and other local gathering points to increase awareness of our services.

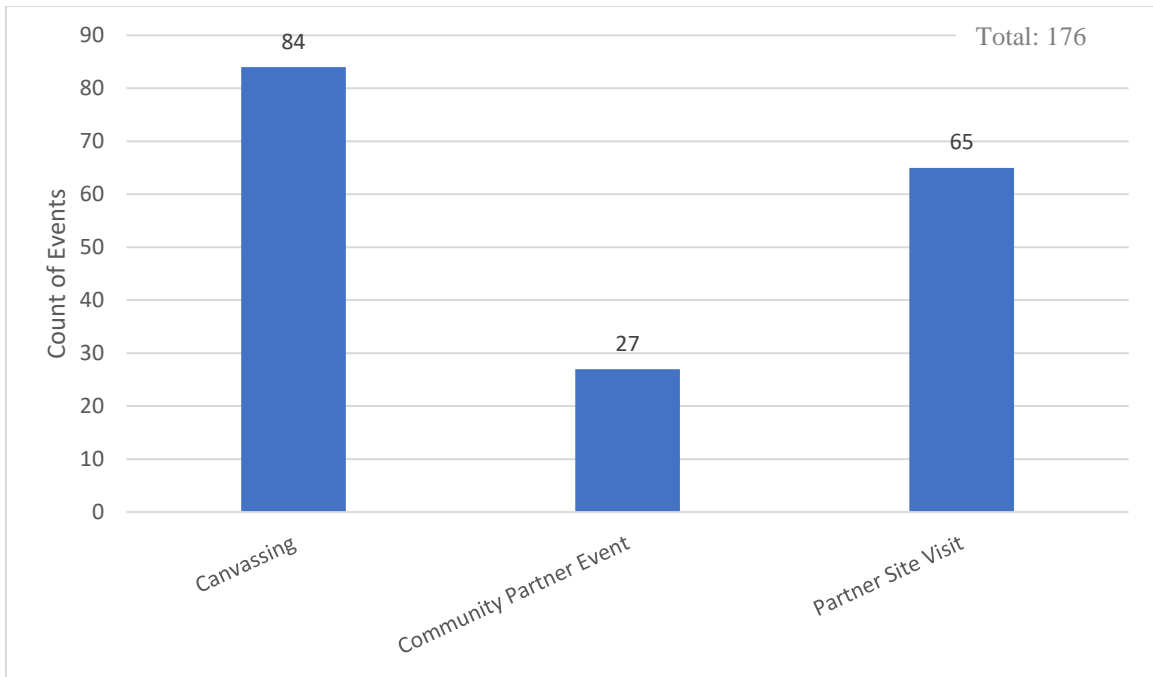


Figure 3. Count of outreach efforts by type of activity from July – September 2024.

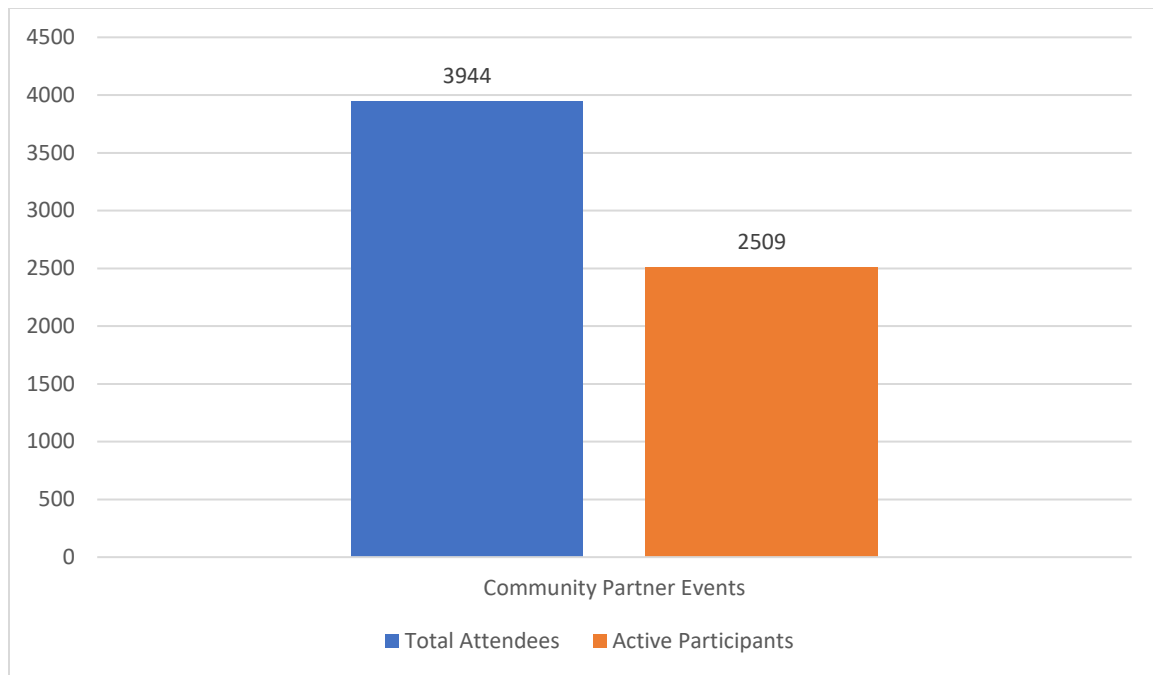


Figure 4. Total number of attendees and participants who actively engaged with staff at community events from July – September 2024. “Active” participants included anyone who engaged in conversation about education and DoH services.

Maternal and Infant Health

The CARE Unit has several current initiatives designed to improve the mental and physical health for women and infants in St. Joseph County, including our Perinatal Lead Poisoning Prevention and Maternal and Infant Health (MIH) CHW programs.

The Perinatal Lead Poisoning Prevention program aims to protect pregnant mothers and their newborns from lead exposure. Pregnant women scan a QR code on strategically placed materials to take a survey assessing lead risk. From July – September 2024, our team received surveys from 17 different people, of whom we have successfully contacted 11. Of these 11 people, 2 moved away, 5 requested a home testing kit that they could perform themselves, and 4 were referred for and completed home assessments with the DoH’s Environmental Health Licensed Lead Risk Assessor (See Figure 5).

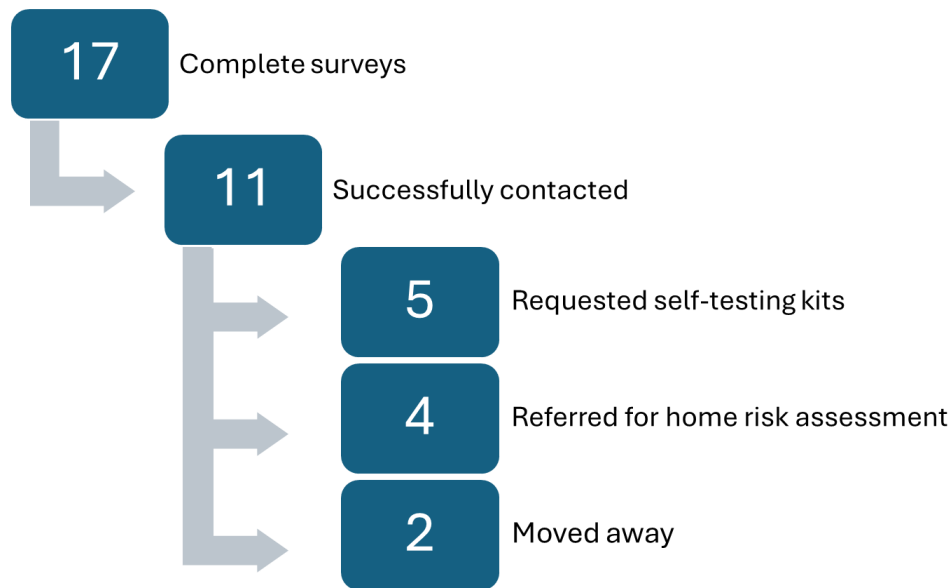


Figure 5. Summary of outcomes for completed perinatal lead risk assessment surveys.

The St. Joseph County Department of Health has an ongoing collaboration with Women’s Care Center (WCC) to provide two Maternal and Infant Health (MIH) CHWs to serve clients at three WCC facilities. These CHWs assist clients with insurance navigation, connection to prenatal care providers, and other resources as identified through SNAs.

From July – September 2024, the MIH CHWs saw 73 total patients at WCC, of whom 6 reported no social needs. The 67 patients that required assistance reported 226 social needs and had 203 resources provided to them.

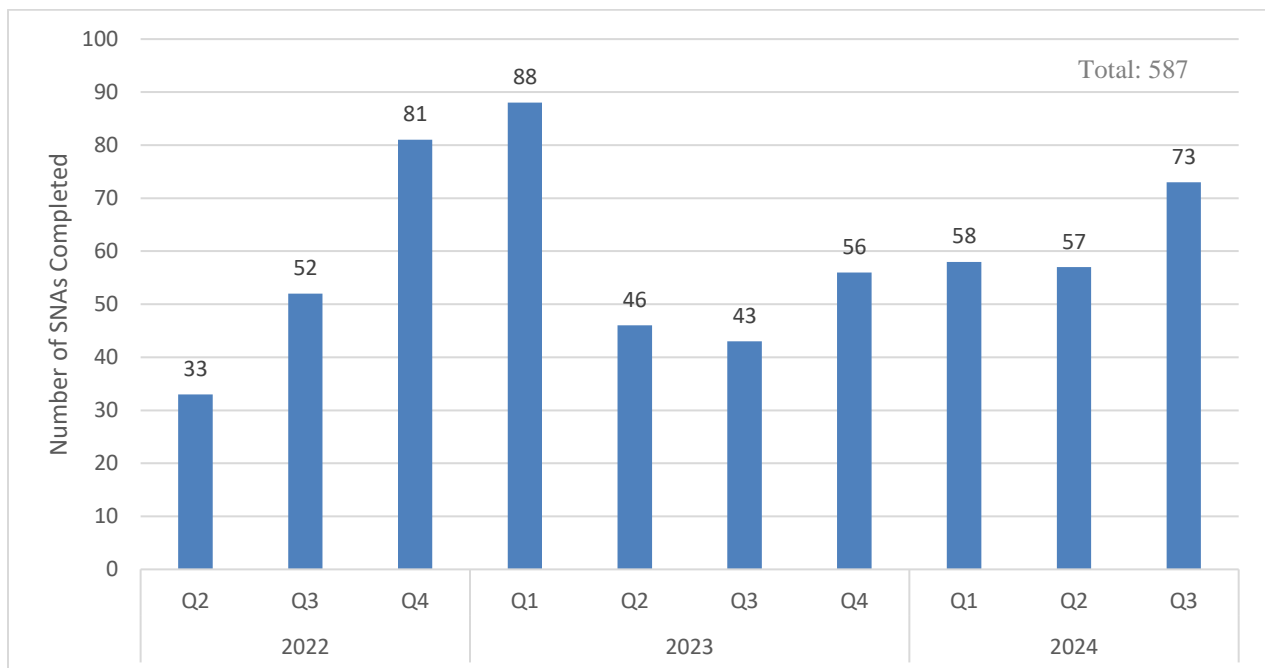


Figure 6. Total number of SNAs completed since launch of the WCC collaborative program, by quarter.

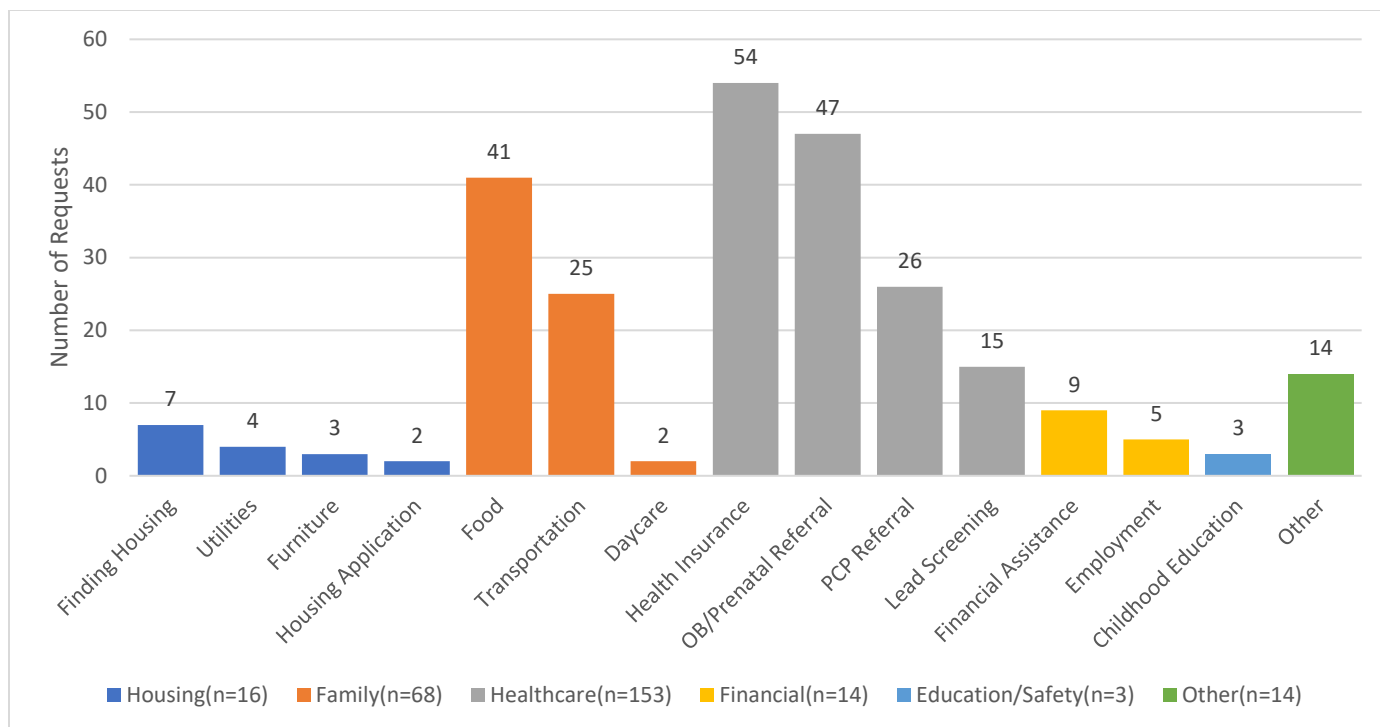
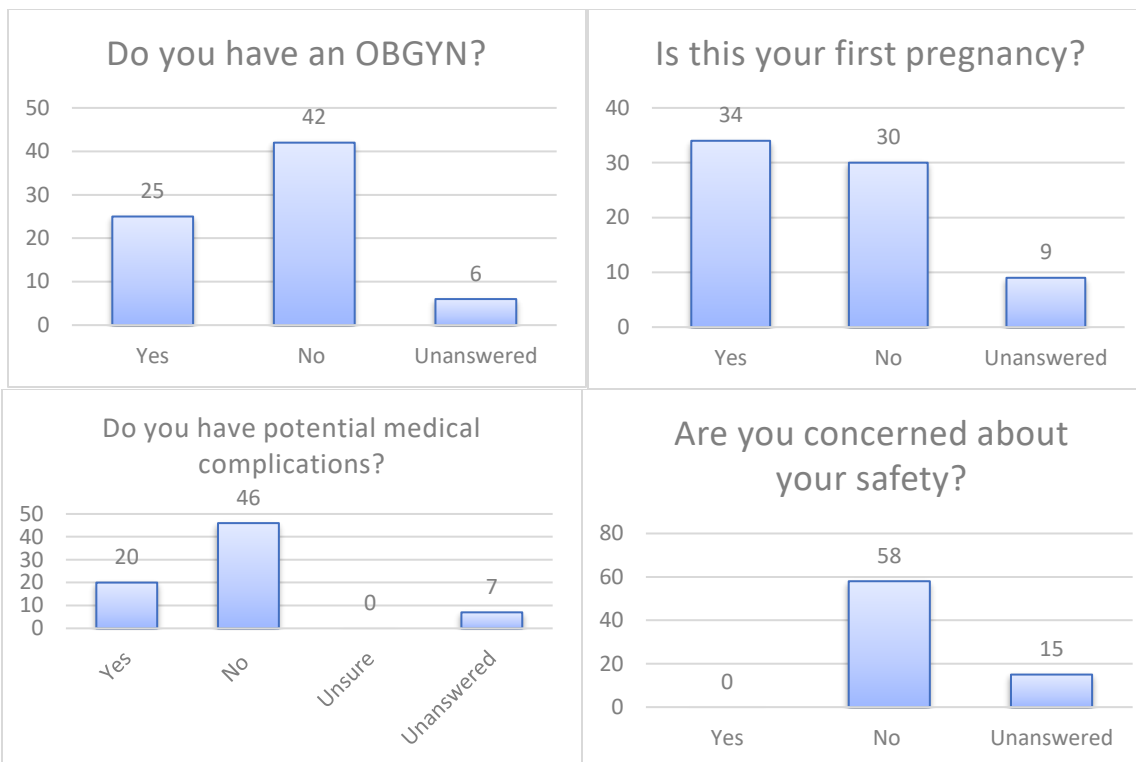
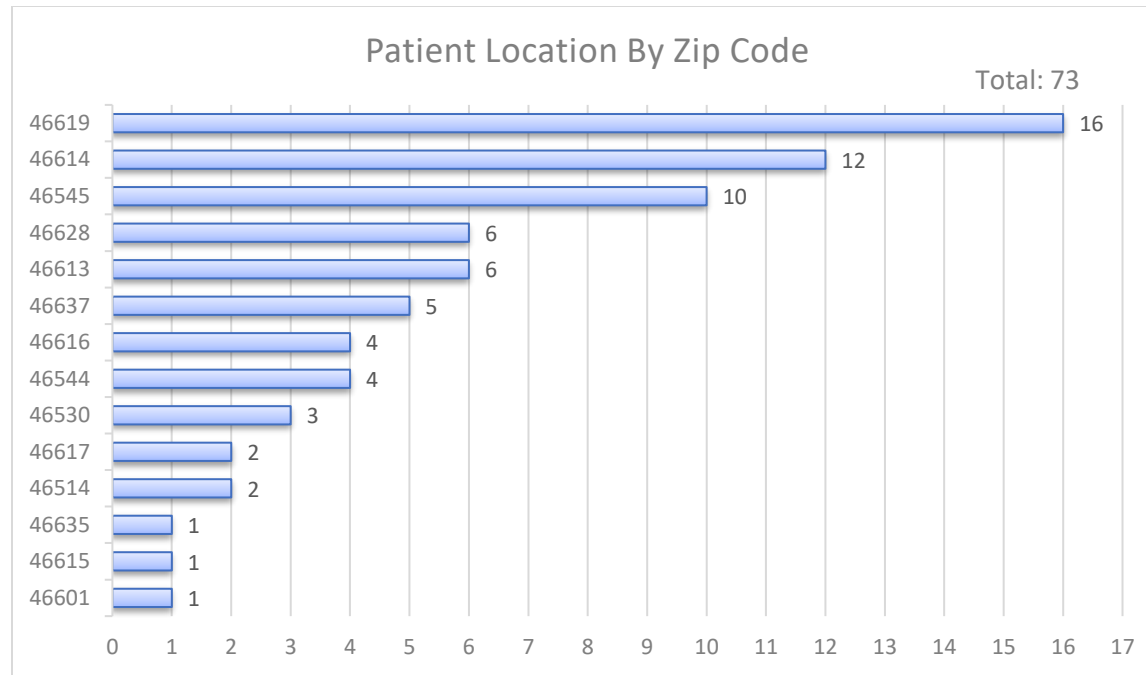


Figure 7. Needs requested through the WCC collaborative program organized by category from July – September 2024.

From these new patients, we have collected the following demographic statistical data to better help us understand the populations utilizing these services:







COMMUNITY PARTNERSHIPS AND DEVELOPMENT

HFI Quarter 3 Report:

KPI Progress:

Collective Progress of KPI 1:	48.38%
Collective Progress of KPI 2:	98.81%
Collective Progress of KPI 3:	150.00%
Collective Progress of KPI 4:	41.03%
Collective Progress of KPI 5:	132.50%
Collective Progress of KPI 6:	92.30%
Collective Progress of KPI 7:	106.70%

Collective KPI Progress amongst all Organizations and all KPIs: 82.44%

As you can see, we saw significant increases in KPI progress during our Quarter 2 submissions with some organizations meeting or exceeding their KPIs. Collectively, we can see that 82.44% of KPIs are completed in Quarter 2 compared to the 19.3% that we had completed in Quarter 1. We are currently waiting for KPI submissions for Quarter 3. We will report on those numbers next month.

Outside of KPI progress, financial reporting was completed for August and September. Financial reporting was sent out for October on 10/1. During this Quarter, we also made some difficult decisions not to continue with some of our community partners. The Community Info Session scheduled for 8/12/2024 ran smoothly with over 50 community partners participating. Out of those 50+ community partners, we had 45 Letters of Intent submitted. Upon review, 22 of those Letters of Intent moved to Request for Proposals. Proposals are due 10/14 by the end of the day. Our review period starts 10/14 and ends on 11/7.

ENVIRONMENTAL HEALTH

	Sep-24	Sept / YTD 2024	Aug / YTD 2024	July / YTD 2024
SEPTIC PROGRAM				
RESIDENTIAL NEW CONSTRUCTION				
A. Inspections	15	102	87	75
B. Consultations	0	4	4	4
RESIDENTIAL REPLACEMENT				
A. Inspections	69	582	513	423
B. Consultations	1	12	11	7
COMMERCIAL				
A. Inspections	7	26	19	16
B. Consultations	2	2	0	0
C. Cluster System Inspections	0	2	2	2
Abandonments w/o Replacement	5	29	24	16
Permit Applications Received	39	407	368	315
Permits Issued	47	403	356	297
Public Information Events	0	0	0	0
SUBDIVISION PROGRAM				
A. Health Officer Reports	4	40	36	32
B. Subdivision Reviews	6	50	44	39
C. Rezoning and Replat Reviews	0	4	4	4
WELLHEAD PROGRAM				
A. Inspections Performed	19	115	96	76

	Sep-24	Sept / YTD 2024	Aug / YTD 2024	July / YTD 2024
WELL DRILLING PROGRAM				
RESIDENTIAL				
A. Inspections	13	124	111	96
B. Well Abandonments	14	143	129	111
COMMERCIAL				
A. Inspections	1	3	2	2
B. Well Abandonment Inspections	2	3	1	1
NEW CONSTRUCTION				
A. Permit Applications Received	7	68	61	48
B. Permits Issued	7	52	45	37
REPLACEMENT				
A. Permit Applications Received	24	167	143	126
B. Permits Issued	25	163	138	124
Total Permits Applications Received	39	308	269	236
Total Permits Issued	39	290	251	225
Use of Existing Well	0	7	7	7
Public Information Events	1	6	5	4
SOURCE WATER PROGRAM				
A. Phase I Inquiries	19	159	140	114
B. Spill Responses	0	3	3	3
C. Meth Lab Occurrence Response	0	1	1	1
D. Well/ground water Sampling	2	188	186	172
E. Microbe Treatments/Pumping Inspections	0	12	12	11
F. Illicit Discharge	0	6	6	6
G. Other	11	20	9	7
SURFACE WATER PROGRAM				
A. Surface Water Sampling	0	0	0	0

	Sep-24	Sept / YTD 2024	Aug / YTD 2024	July / YTD 2024
LEAD PROGRAM				
A. Lead Risk Assessments	16	107	91	76
a. EBLL Assessments	8	43	35	29
b. Parent Request Assessments	8	64	56	47
B. Clearances	9	71	62	57
C. Children Tested for Lead Levels*	0	3071	2494	2045
CAFO PROGRAM				
A. Inspections	0	0	0	0
AIR QUALITY PROGRAM				
A. Burn Permits	0	40	40	36
B. Indoor Air Quality Investigation	0	0	0	0
C. Mold Investigations	0	1	1	1
VECTOR PROGRAM				
A. Inspections performed	42	415	373	315
B. Sites Treated	19	181	162	128
C. Traps Collected	72	259	187	104
D. ISDH Submissions	47	292	245	131
E. Public Information Events	0	4	4	4
HEALTHY HOMES PROGRAM (Inside)				
A. Initial Complaints	13	111	98	81
a. No Water	5	25	20	20
b. Garbage/Food Waste	5	39	34	28
c. Feces	3	24	21	15
d. Rodents/Cockroaches	0	23	23	18
B. Follow-Up Complaints	10	98	88	76
a. No Water	3	48	45	43
b. Garbage/Food Waste	3	23	20	17
c. Feces	2	15	13	8

	Sep-24	Sept / YTD 2024	Aug / YTD 2024	July / YTD 2024
d. Rodents/Cockroaches	2	12	10	8
C. Dwellings Unfit	7	23	16	16
MASSAGE				
A. Establishment Inspections	0	84	84	77
B. Complaints	1	8	7	6
TATTOO/BODY PIERCING PROGRAM				
A. Inspections Performed	7	35	28	11
B. Complaints	0	1	1	1
COMPLAINTS/INSVESTIGATIONS				
A. Garbage/Food Waste	13	86	73	60
B. Sewage	6	64	58	52
C. Water (ditches, lakes, ponds, & swells)	0	2	2	0
D. Motels/Hotels	0	2	2	2
E. Burning	0	13	13	11
F. Open Dumping	0	1	1	1
G. Followup Inspections	1	85	84	69
H. Eyelash Extensions	0	0	0	0
I. Other	23	124	101	74
ABATEMENT CORRESPONDENCE				
A. Abatement Correspondence Letters Mailed	48	263	215	183
B. Immediate Threat to Public Health Letters Mailed	0	4	4	4
C. Order to Vacate/Condemn Letters Mailed	7	34	27	27
D. Impending Legal Action Letters Mailed	0	30	30	27
SUBSURFACE INVESTIGATIONS				
A. Internal	0	15	15	14
B. External	0	1	1	1
*DUE TO TIME LAG OF State Database System				
Lead testing numbers are one (1) month behind.				
No data for these fields**				

County Health Department

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

Valid: 01/01/2024-12/31/2024		Budget	July	August	September	TOTALS	
REVENUE							
Beginning Balance		\$4,288,237.52				\$4,288,237.52	
Property, FIT, Excise, Vehicle Excise Tax		\$2,089,100.00	\$0.00	\$0.00	\$0.00	\$1,370,035.13	
Federal Reimbursements			\$8,462.77	\$14,214.15	\$0.00	\$371,211.52	
Miscellaneous Revenue			\$0.00	\$0.00	\$0.00	\$581.77	
TOTAL Tax, Fed Reimb and Misc Revenue			\$8,462.77	\$14,214.15	\$0.00	\$6,030,065.94	
Environmental Health			\$47,697.50	\$26,010.00	\$23,502.75	\$478,956.92	
Food Services			\$9,468.75	\$8,440.00	\$9,546.25	\$410,451.50	
Immunization Clinic (South Bend)			\$9,740.04	\$13,503.93	\$10,423.82	\$113,934.67	
Vital Records (South Bend)			\$48,527.00	\$42,121.00	\$38,776.55	\$387,128.20	
Immunization Clinic (Mishawaka)			\$6,327.00	\$7,468.00	\$5,251.00	\$53,984.00	
Vital Records (Mishawaka)			\$3,060.00	\$3,375.00	\$2,190.00	\$26,499.00	
Fees (Charge 2, Coroner Fee)			(\$7,390.00)	(\$7,847.00)	(\$6,780.00)	(\$60,947.50)	
Total Fee Revenue			\$117,430.29	\$93,070.93	\$82,910.37	\$1,410,006.79	
TOTAL REVENUE			\$125,893.06	\$107,285.08	\$82,910.37	\$7,440,072.73	
EXPENDITURES							
10000 Series		Budget	July	August	September	Expenditures	Unexpended
11030	Administrator	\$26,166.15	\$0.00	\$0.00	\$0.00	\$26,166.15	(\$0.00)
11046	Director of Operations	\$73,000.00	\$5,615.38	\$8,423.07	\$5,615.38	\$29,480.75	\$43,519.25
11055	County Health Officer	\$213,950.00	\$37,115.37	\$14,423.07	\$9,615.38	\$185,192.22	\$28,757.78
11077	Admin. Assistant (3)	\$129,000.00	\$9,923.10	\$14,884.65	\$9,906.56	\$98,597.05	\$30,402.95
11143	Registrars (3)	\$113,673.00	\$8,311.80	\$13,101.58	\$8,501.21	\$83,608.28	\$30,064.72
11144	Nursing Registrars (2)	\$75,782.00	\$5,829.40	\$8,744.10	\$5,829.40	\$57,895.65	\$17,886.35
11145	Staff Assistants (2)	\$75,782.00	\$5,829.40	\$8,744.10	\$5,829.40	\$58,294.00	\$17,488.00
11151	Director of Vital Records	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$51,320.80	\$15,396.20
11154	Asst. Director Vital Records	\$57,750.00	\$4,442.30	\$6,663.45	\$4,442.30	\$44,423.00	\$13,327.00
11155	Nurses/Other Medical (7)	\$396,055.00	\$30,465.80	\$45,698.70	\$30,465.80	\$297,529.01	\$98,525.99
11161	Director of Env Health	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$51,320.80	\$15,396.20
11162	Asst. Dir Environmental Health	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$39,819.27	\$21,080.73
11163	Director of Food Services	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$51,320.80	\$15,396.20
11165	Asst Dir Food Services	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$46,846.20	\$14,053.80
11170	Director of CARE	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$51,320.80	\$15,396.20
11172	Environmental Health Specialist (10)	\$534,370.60	\$27,020.00	\$41,405.00	\$27,783.00	\$332,723.16	\$201,647.44
11174	Food Service Specialist (5)	\$273,000.00	\$21,000.00	\$31,500.00	\$21,000.00	\$210,000.00	\$63,000.00
11183	Communications and Events Specialist	\$60,900.00	\$4,684.62	\$6,792.70	\$4,684.62	\$31,152.72	\$29,747.28
11195	Public Health Coordinator	\$52,500.00	\$4,038.46	\$5,653.84	\$4,038.46	\$29,682.67	\$22,817.33
11196	Health Promotion Specialist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11197	Director of HOPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11305	Deputy County Attorney	\$16,869.00	\$1,297.62	\$1,946.43	\$1,297.62	\$12,358.28	\$4,510.72
11650	Executive Secretary	\$48,000.00	\$3,692.30	\$5,538.45	\$3,692.30	\$36,923.00	\$11,077.00
11701	Director of Nursing	\$86,772.00	\$6,674.76	\$10,012.14	\$6,674.76	\$66,747.60	\$20,024.40
11950	Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11988	Director of Finance	\$58,463.25	\$5,615.38	\$8,423.07	\$5,615.38	\$30,884.59	\$27,578.66
12010	Data Analyst	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$46,846.20	\$14,053.80
14800	FICA Taxes @ 7.65%	\$212,491.00	\$15,899.06	\$21,095.58	\$13,890.47	\$145,091.15	\$67,399.85
14810	PERF @ 11.2%	\$309,208.00	\$19,554.36	\$29,093.07	\$19,435.19	\$204,911.07	\$104,296.93
14840	Health Insurance	\$814,350.00	\$0.00	\$202,825.00	\$0.00	\$638,975.00	\$175,375.00
Total 10000 Series		\$4,077,650.00	\$251,591.29	\$536,841.27	\$222,899.41	\$2,959,430.22	\$1,118,219.78
Acct	20000 Series	Budget	July	August	September	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$1,710.57	\$654.26	\$2,028.34	\$13,384.49	\$9,357.51
22120	Garage & Motor Supplies	\$11,980.00	\$24.26	\$49.84	\$60.12	\$3,555.43	\$8,424.57
22148	Field Supplies	\$4,000.00	\$50.48	\$88.89	\$301.76	\$1,666.35	\$2,333.65
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$200,000.00	\$20,118.15	\$11,602.14	\$4,734.12	\$83,627.23	\$116,372.77
Total 20000 Series		\$240,972.00	\$21,903.46	\$12,395.13	\$7,124.34	\$102,233.50	\$138,738.50
Acct	30000 Series	Budget	July	August	September	Expenditures	Unexpended
31010	Legal Services	\$75,000.00	\$4,825.23	\$0.00	\$4,075.00	\$34,348.28	\$40,651.72
31070	Other Contractual Services	\$73,500.00	\$8,400.00	\$10,500.00	\$10,500.00	\$29,400.00	\$44,100.00
31150	Medical Services	\$3,000.00	\$438.90	\$500.00	\$0.00	\$1,128.36	\$1,871.64
32020	Travel/Mileage	\$13,941.00	\$385.56	\$386.10	\$120.00	\$2,853.11	\$11,087.89
32203	Cell Phones	\$20,025.00	\$1,642.30	\$1,485.64	\$0.00	\$11,327.09	\$8,697.91
32350	Postage	\$250.00	\$0.00	\$0.00	\$18.21	\$56.48	\$193.52
32550	Miscellaneous Costs	\$5,000.00	\$0.00	\$0.00	\$0.00	\$941.38	\$4,058.62
33128	Environmental Health	\$3,500.00	\$1,595.50	\$0.00	\$27.00	\$1,937.09	\$1,562.91
33368	Public Info & Educ	\$5,000.00	\$0.00	\$210.00	\$0.00	\$655.79	\$4,344.21
33938	Vector	\$38,872.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,872.00
34030	Liability Insurance Coverage	\$663,390.00	\$0.00	\$165,847.50	\$60,273.50	\$557,816.00	\$105,574.00
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00
38012	Interest on Debt	\$7,821.00	\$601.59	\$601.59	\$601.59	\$5,414.31	\$2,406.69
38013	Principle on Debt	\$45,797.00	\$3,561.57	\$3,561.57	\$3,561.57	\$31,807.58	\$13,989.42
39010	Dues & Subscriptions	\$3,000.00	\$0.00	\$0.00	\$2,134.00	\$3,879.00	(\$879.00)
39600	Refunds, Awards & Indemnities	\$1,628.00	\$15.00	\$15.00	\$69.99	\$1,227.99	\$400.01
39750	Information Technology	\$14,500.00	\$590.54	\$454.70	\$633.39	\$5,323.48	\$9,176.52
Total 30000 Series		\$991,224.00	\$22,056.19	\$183,562.10	\$82,014.25	\$688,115.94	\$303,108.06
Total Budget		\$5,309,846.00					
TOTAL EXPENDITURES			\$295,550.94	\$732,798.50	\$312,038.00	\$3,749,779.66	
Total Unexpended							\$1,560,066.34
Net (Monthly)			(\$169,657.88)	(\$625,513.42)	(\$229,127.63)		
24	FUND BALANCE		\$4,544,934.12	\$3,919,420.70	\$3,690,293.07		

Local Public Health Services

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

Valid: 01/01/2024-12/31/2024		Budget	July	August	September	TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
01412	State Grant		\$0.00	\$0.00	\$0.00	\$3,293,255.46	
	TOTAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$3,293,255.46	
	EXPENDITURES						
Acct	10000 Series	Budget	July	August	September	Expenditures	Unexpended
11155	Nurses/Other Medical	\$63,482.00	\$4,883.24	\$7,324.86	\$4,883.24	\$19,532.96	\$43,949.04
11167	Community Health Workers	\$247,588.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247,588.00
11172	Environmental Health Specialist	\$29,400.00	\$6,300.00	\$6,300.00	\$4,200.00	\$16,800.00	\$12,600.00
11174	Food Service Specialist	\$54,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,600.00
11176	Assistant Director of CARE	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$45,440.84	\$15,459.16
11181	Lead Program Coordinator	\$4,200.00	\$323.08	\$484.62	\$323.08	\$2,423.10	\$1,776.90
11182	Director of Community Partnerships & Development	\$48,755.26	\$5,132.08	\$7,698.12	\$5,132.08	\$33,358.52	\$15,396.74
11196	Health Promotion Specialist	\$105,000.00	\$4,038.46	\$6,057.69	\$8,076.92	\$51,779.39	\$53,220.61
11197	Director of HOPE	\$24,753.74	\$0.00	\$0.00	\$0.00	\$24,753.74	(\$0.00)
11199	Perinatal Lead Coordinator	\$30,531.00	\$6,542.31	\$6,542.31	\$4,361.54	\$17,446.16	\$13,084.84
14800	FICA Taxes @ 7.65%	\$51,195.67	\$2,373.77	\$3,102.86	\$2,355.23	\$15,862.01	\$35,333.66
14810	PERF @ 11.2%	\$74,953.33	\$3,573.23	\$4,640.67	\$3,546.08	\$23,691.87	\$51,261.46
14840	Health Insurance	\$250,100.00	\$2,320.38	\$0.00	\$22,875.00	\$40,445.38	\$209,654.62
	Total 10000 Series	\$1,045,459.00	\$40,171.17	\$49,178.06	\$60,437.79	\$291,533.97	\$753,925.03
Acct	20000 Series	Budget	July	August	September	Expenditures	Unexpended
21030	Office Supplies	\$31,000.00	\$136.47	\$71.98	\$175.32	\$1,372.68	\$29,627.32
22148	Field Supplies	\$8,039.00	\$6,287.82	\$0.00	\$40.00	\$6,327.82	\$1,711.18
	Total 20000 Series	\$39,039.00	\$6,424.29	\$71.98	\$215.32	\$7,700.50	\$31,338.50
Acct	30000 Series	Budget	July	August	September	Expenditures	Unexpended
31015	Consultant Services	\$22,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,154.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$2,500.00
31070	Other Contractual Services	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
32020	Travel/Mileage	\$6,900.00	\$0.00	\$705.12	\$1,200.00	\$1,905.12	\$4,994.88
32050	Conferences & Trainings	\$14,000.00	\$837.78	\$2,339.40	\$0.00	\$7,835.81	\$6,164.19
32203	Cell Phones	\$14,950.00	\$788.32	\$442.80	\$0.00	\$2,354.58	\$12,595.42
32350	Postage	\$4,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,504.00
32550	Miscellaneous Costs	\$35,000.00	\$0.00	\$2,678.92	\$396.91	\$3,374.11	\$31,625.89
32705	Other Services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
33020	Advertising	\$150,000.00	\$0.00	\$60.00	\$162.98	\$222.98	\$149,777.02
33034	Grant	\$973,755.46	\$73,306.39	\$0.00	\$115,087.09	\$349,227.39	\$624,528.07
33128	Environmental Health	\$10,000.00	\$225.00	\$286.00	\$50.00	\$561.00	\$9,439.00
33368	Public Info & Ed	\$32,500.00	\$751.37	\$221.87	\$775.60	\$1,787.84	\$30,712.16
33648	Rebinding Records	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
39262	Chronic Disease Prevention	\$196,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,938.00
39263	Injury Prevention	\$96,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,939.00
39264	Maternal and Child Health	\$196,938.00	\$0.00	\$0.00	\$175.52	\$175.52	\$196,762.48
39268	Immunization	\$66,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,939.00
39750	Information Technology	\$6,000.00	\$1,700.00	\$0.00	\$0.00	\$1,700.00	\$4,300.00
	Total 30000 Series	\$2,189,017.46	\$77,608.86	\$6,734.11	\$124,348.10	\$375,644.35	\$1,813,373.11
Acct	40000 Series	Budget	July	August	September	Expenditures	Unexpended
44010	Equipment	\$19,740.00	\$0.00	\$0.00	\$0.00	\$7,588.00	\$12,152.00
	Total 40000 Series	\$19,740.00	\$0.00	\$0.00	\$0.00	\$7,588.00	\$12,152.00
	Total Budget	\$3,293,255.46					
	TOTAL EXPENDITURES		\$124,204.32	\$55,984.15	\$185,001.21	\$682,466.82	
	Total Unexpended						\$2,610,788.64
	Net (Monthly)		(\$124,204.32)	(\$55,984.15)	(\$185,001.21)		
	FUND BALANCE		\$2,851,774.00	\$2,795,789.85	\$2,610,788.64		

MIH Initiatives

LEAD: Renata Williams - SUPPORT: Alissa Balke

No Expiration		Budget	July	August	September	TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$7,871.60				\$7,871.60		
	TOTAL REVENUE	\$7,871.60	\$0.00	\$0.00	\$0.00	\$7,871.60		
	EXPENDITURES							
Acct	30000 Series					Expenditures	Unexpended	
33368	Public Info & Educ	\$7,871.60	\$0.00	\$107.26	\$2,481.16	\$2,588.42	\$5,283.18	
	Total 30000 Series	\$7,871.60	\$0.00	\$107.26	\$2,481.16	\$2,588.42	\$5,283.18	
	Total Budget	\$7,871.60						
	Total Expenditures		\$0.00	\$107.26	\$2,481.16	\$2,588.42		
	Total Unexpended						\$5,283.18	
	Net (Monthly)		\$0.00	(\$107.26)	(\$2,481.16)			
	FUND BALANCE		\$7,871.60	\$7,764.34	\$5,283.18			

County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2024		Budget	July	August	September	TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$386,998.75				\$386,998.75		
02708	Federal Grants/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00		
	TOTAL REVENUE	\$386,998.75	\$0.00	\$0.00	\$0.00	\$386,998.75		
	EXPENDITURES							
Acct	10000 Series							
11167	Community Health Worker	\$160,124.00	\$12,317.20	\$18,465.82	\$12,050.16	\$111,668.38	\$48,455.62	
14800	FICA Taxes	\$12,250.00	\$916.40	\$1,386.77	\$895.97	\$8,433.25	\$3,816.75	
14810	PERF	\$17,934.00	\$1,379.52	\$2,068.16	\$1,349.62	\$12,506.84	\$5,427.16	
14840	Health Insurance	\$73,200.00	\$0.00	\$0.00	\$13,725.00	\$44,225.00	\$28,975.00	
	Total 10000 Series	\$263,508.00	\$14,613.12	\$21,920.75	\$28,020.75	\$176,833.47	\$86,674.53	
Acct	20000 Series							
21030	Office Supplies	\$3,000.00	\$0.00	\$0.00	\$0.00	\$227.91	\$2,772.09	
22148	Field Supplies	\$62,840.75	\$688.44	\$207.63	\$293.30	\$27,710.53	\$35,130.22	
	Total 20000 Series	\$65,840.75	\$688.44	\$207.63	\$293.30	\$27,938.44	\$37,902.31	
Acct	30000 Series							
32020	Travel/Mileage	\$4,500.00	\$344.25	\$429.75	\$353.70	\$2,529.90	\$1,970.10	
32050	Conferences & Training	\$2,000.00	\$0.00	\$0.00	\$5.15	\$1,497.65	\$502.35	
32203	Cell Phones	\$4,500.00	\$537.00	\$268.56	\$0.00	\$2,163.36	\$2,336.64	
32350	Postage	\$4,560.56	\$0.00	\$0.00	\$0.00	\$1,064.81	\$3,495.75	
33368	Public Information & Education	\$37,150.00	\$1,134.06	\$3,488.56	\$796.10	\$10,656.24	\$26,493.76	
39750	Information Tech	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
	Total 30000 Series	\$57,710.56	\$2,015.31	\$4,186.87	\$1,154.95	\$17,911.96	\$39,798.60	
	Total Budget	\$387,059.31						
	Total Expenditures		\$17,316.87	\$26,315.25	\$29,469.00	\$222,683.87		
	Total Unexpended						\$164,375.44	
	Net (Monthly)		(\$17,316.87)	(\$26,315.25)	(\$29,469.00)			
	FUND BALANCE		\$220,099.13	\$193,783.88	\$164,314.88			

Health Immunization CoAg

LEAD: Jodie Pairitz

Valid: 07/01/2024-06/30/2025		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$103,461.24	\$0.00	\$66,016.47	\$382,489.74	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$0.00	\$1,018.88	
	TOTAL REVENUE	(\$62,224.56)	\$103,461.24	\$0.00	\$66,016.47	\$321,284.06	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant	\$60,646.00	\$3,307.70	\$4,961.55	\$3,307.70	\$26,786.94	\$33,859.06
11155	Nurses/Other Medical	\$89,434.00	\$0.00	\$0.00	\$0.00	\$19,834.10	\$69,599.90
11781	Imm Outreach Coordinator	\$81,828.04	\$2,826.92	\$6,057.69	\$4,038.46	\$31,298.06	\$50,529.98
11193	Part Time	\$421,123.00	\$16,157.64	\$27,403.81	\$17,237.59	\$173,633.26	\$247,489.74
14800	FICA Taxes	\$50,120.13	\$1,682.97	\$2,916.96	\$1,858.24	\$19,021.97	\$31,098.16
14810	PERF	\$25,893.00	\$687.07	\$1,234.14	\$822.76	\$8,726.86	\$17,166.14
14840	Health Insurance	\$78,050.00	\$0.00	\$0.00	\$4,575.00	\$21,350.00	\$56,700.00
	Total 10000 Series	\$807,094.17	\$24,662.30	\$42,574.15	\$31,839.75	\$300,651.19	\$506,442.98
Acct	20000 Series						
21030	Office Supplies	\$41,764.29	\$48.10	\$0.00	\$201.85	\$29,340.60	\$12,423.69
22406	Immunization Supplies	\$20,125.32	\$466.89	\$723.57	\$152.39	\$4,992.18	\$15,133.14
	Total 20000 Series	\$61,889.61	\$514.99	\$723.57	\$354.24	\$34,332.78	\$27,556.83
Acct	30000 Series						
32020	Travel /Mileage	\$1,697.58	\$0.00	\$0.00	\$0.00	\$388.38	\$1,309.20
32203	Cell Phones	\$8,493.04	\$599.48	\$299.80	\$0.00	\$2,402.04	\$6,091.00
33368	Public Info & Educ	\$28,050.30	\$0.00	\$48.21	\$105.24	\$3,585.22	\$24,465.08
36015	Contractual Services	\$35,108.44	\$537.10	\$504.30	\$572.70	\$4,903.40	\$30,205.04
	Total 30000 Series	\$73,349.36	\$1,136.58	\$852.31	\$677.94	\$11,279.04	\$62,070.32
Acct	40000 Series						
44010	Equipment	\$10,343.91	\$0.00	\$0.00	\$0.00	\$7,892.98	\$2,450.93
	Total 40000 Series	\$10,343.91	\$0.00	\$0.00	\$0.00	\$7,892.98	\$2,450.93
	Total Budget	\$952,677.05					
	Total Expenditures		\$26,313.87	\$44,150.03	\$32,871.93	\$354,155.99	
	Total Unexpended						\$598,521.06
	Net (Monthly)		\$77,147.37	(\$44,150.03)	\$33,144.54		
28	FUND BALANCE		(\$21,866.44)	(\$66,016.47)	(\$32,871.93)		

Health PHEP

LEAD: Cameron Harris

Valid: 07/01/2024-06/30/2025		Budget	July	August	September	Total	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$609.23)				(\$609.23)	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00		\$5,219.90	
	TOTAL REVENUE	(\$609.23)	\$0.00	\$0.00	\$0.00	\$4,610.67	
	EXPENDITURES						
Acct	10000 Series						
11195	Public Health Coordinator	\$21,269.92	\$0.00	\$0.00	\$0.00	\$0.00	\$21,269.92
14800	FICA Taxes	\$1,513.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1,513.81
14810	PERF	\$2,216.27	\$0.00	\$0.00	\$0.00	\$0.00	\$2,216.27
14840	Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 10000 Series	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Acct	30000 Series						
32550	Miscellaneous Costs	\$19,808.62	\$0.00	\$0.00		\$19,805.83	\$2.79
	Total 30000 Series	\$19,808.62	\$0.00	\$0.00	\$0.00	\$19,805.83	\$2.79
	Total Budget	\$44,808.62					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$19,805.83	
	Total Unexpended						\$25,002.79
	Net (Monthly)		\$0.00	\$0.00	\$0.00		
	FUND BALANCE		(\$15,195.16)	(\$15,195.16)	(\$15,195.16)		

Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/30/2024-08/30/2025		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$39,425.86	\$67,803.37	\$14,271.85	\$562,680.50	
	TOTAL REVENUE	(\$47,723.92)	\$39,425.86	\$67,803.37	\$14,271.85	\$514,956.58	
	EXPENDITURES						
Acct	10000 Series						
11030	Administrator	\$5,081.76	\$564.64	\$846.96	\$0.00	\$5,081.76	\$0.00
11055	Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11077	Admin. Assistant	\$22,280.22	\$2,475.58	\$3,713.37	\$0.00	\$22,280.22	\$0.00
11167	Community Health Worker	\$390,265.20	\$25,403.64	\$37,411.91	\$22,409.88	\$234,118.12	\$156,147.08
11170	Director of CARE	\$22,713.66	\$2,523.74	\$3,785.61	\$0.00	\$22,713.66	\$0.00
11176	Assistant Dir of CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11196	Health Promotion Specialist	\$490.83	\$0.00	\$0.00	\$0.00	\$490.83	\$0.00
11197	Director of HOPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11976	Deputy Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12014	Data Analyst	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14800	FICA Taxes	\$28,186.37	\$2,295.86	\$3,445.76	\$1,676.44	\$21,343.47	\$6,842.90
14810	PERF	\$39,473.65	\$3,468.37	\$5,124.87	\$2,509.90	\$31,875.23	\$7,598.42
14840	Health Insurance	\$174,992.31	\$1,850.00	\$2,775.00	\$22,875.00	\$87,117.31	\$87,875.00
	Total 10000 Series	\$683,484.00	\$38,581.83	\$57,103.48	\$49,471.22	\$425,020.60	\$258,463.40
Acct	20000 Series						
22148	Field Supplies	\$2,431.38	\$35.99	\$0.00	\$221.94	\$1,751.87	\$679.51
	Total 20000 Series	\$2,431.38	\$35.99	\$0.00	\$221.94	\$1,751.87	\$679.51
Acct	30000 Series						
31015	Consultant Services	\$122,400.00	\$6,000.00	\$6,000.00	\$6,000.00	\$54,000.00	\$68,400.00
32020	Travel/Mileage	\$3,442.76	\$128.70	\$351.23	\$346.91	\$1,297.09	\$2,145.67
32050	Conferences & Training	\$6,078.49	\$191.05	\$0.00	\$5.15	\$3,632.74	\$2,445.75
32203	Cell Phones	\$5,593.10	\$716.00	\$358.08	\$0.00	\$2,933.61	\$2,659.49
33368	Public Information & Education	\$466,598.42	\$13,199.05	\$18,086.93	\$6,161.11	\$87,768.30	\$378,830.12
36015	Contractual Services	\$3,865.26	\$0.00	\$175.50	\$337.50	\$1,096.20	\$2,769.06
39010	Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 30000 Series	\$607,978.03	\$20,234.80	\$24,971.74	\$12,850.67	\$150,727.94	\$457,250.09
	Total Budget	\$1,293,893.41					
	Total Expenditures		\$58,852.62	\$82,075.22	\$62,543.83	\$577,500.41	
	Total Unexpended						\$716,393.00
	Net (Monthly)		(\$19,426.76)	(\$14,271.85)	(\$48,271.98)		
	FUND BALANCE		\$0.00	(\$14,271.85)	(\$62,543.83)		

Health School Liaison

LEAD: Ashley Helman

Valid: 07/01/2023-06/30/2024		Budget	July	August	September	TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$996,265.47				\$996,265.47		
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$550,000.00	\$550,000.00		
	TOTAL REVENUE	\$996,265.47	\$0.00	\$0.00	\$550,000.00	\$1,546,265.47		
	EXPENDITURES							
Acct	10000 Series							
11157	Epidemiologist/EP Supervisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11167	Community Health Worker	\$83,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,885.00	
11180	School Health Liasion	\$63,482.00	\$4,883.24	\$7,324.86	\$4,883.24	\$49,577.26	\$13,904.74	
11781	Imm Outreach Coordinator	\$11,539.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,539.00	
11782	MIH Coordinator	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	
11950	Part Time	\$19,096.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,096.00	
11985	Temp/Seasonal Help	\$8,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,259.00	
14800	FICA Taxes	\$15,851.00	\$365.08	\$551.86	\$365.08	\$3,474.71	\$12,376.29	
14810	PERF	\$14,873.00	\$546.92	\$820.38	\$546.92	\$5,515.77	\$9,357.23	
14840	Health Insurance	\$42,700.00	\$0.00	\$0.00	\$4,575.00	\$13,725.00	\$28,975.00	
	Total 10000 Series	\$289,685.00	\$5,795.24	\$8,697.10	\$10,370.24	\$72,292.74	\$217,392.26	
Acct	20000 Series							
21030	Office Supplies	\$3,500.00	\$84.15	\$0.00	\$0.00	\$1,694.35	\$1,805.65	
	Total 20000 Series	\$3,500.00	\$84.15	\$0.00	\$0.00	\$1,694.35	\$1,805.65	
Acct	30000 Series							
31015	Consultant Services	\$16,616.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,616.00	
32020	Travel/Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$113.40	\$886.60	
32203	Cell Phones	\$850.00	\$89.50	\$44.76	\$0.00	\$368.55	\$481.45	
32550	Miscellaneous Costs	\$757,766.47	\$0.00	\$0.00	\$2,181.47	\$28,754.84	\$729,011.63	
33368	Public Info & Educ	\$101,000.00	\$20,415.09	\$2,883.54	\$10,092.63	\$39,650.37	\$61,349.63	
	Total 30000 Series	\$877,232.47	\$20,504.59	\$2,928.30	\$12,274.10	\$68,887.16	\$808,345.31	
	Total Budget	\$1,170,417.47						
	Total Expenditures		\$26,383.98	\$11,625.40	\$22,644.34	\$142,874.25		
	Total Unexpended						\$1,027,543.22	
	Net (Monthly)		(\$26,383.98)	(\$11,625.40)	\$527,355.66			
31	FUND BALANCE		\$887,660.96	\$876,035.56	\$1,403,391.22			

Health Local Health Services

LEAD: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$81,325.75				\$81,325.75	
	TOTAL REVENUE	\$81,325.75	\$0.00	\$0.00	\$0.00	\$81,325.75	
	EXPENDITURES						
Acct	10000 Series						
11066	Vector/Env Health Specialist	\$54,600.00	\$4,200.00	\$6,300.00	\$4,200.00	\$18,900.00	\$35,700.00
14800	FICA Taxes	\$4,177.00	\$316.67	\$468.16	\$307.51	\$1,413.64	\$2,763.36
14810	PERF	\$6,116.00	\$470.40	\$705.60	\$470.40	\$2,116.80	\$3,999.20
14840	Health Insurance	\$16,439.00	\$0.00	\$0.00	\$4,575.00	\$6,100.00	\$10,339.00
	Total 10000 Series	\$81,332.00	\$4,987.07	\$7,473.76	\$9,552.91	\$28,530.44	\$52,801.56
	Total Budget	\$81,332.00					
	Total Expenditures		\$4,987.07	\$7,473.76	\$9,552.91	\$28,530.44	
	Total Unexpended						\$52,801.56
	Net (Monthly)		(\$4,987.07)	(\$7,473.76)	(\$9,552.91)		
	FUND BALANCE		\$69,821.98	\$62,348.22	\$52,795.31		

Health Trust Fund

Lead: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$373,482.35				\$373,482.35	
	TOTAL REVENUE	\$373,482.35	\$0.00	\$0.00	\$0.00	\$373,482.35	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator	\$56,000.00	\$4,307.70	\$6,461.55	\$4,307.70	\$23,692.35	\$32,307.65
11950	Part Time (\$17/hour)	\$12,500.00	\$1,972.00	\$1,844.50	\$0.00	\$5,180.75	\$7,319.25
14800	FICA Taxes	\$5,241.00	\$474.71	\$629.73	\$323.85	\$2,180.37	\$3,060.63
14810	PERF	\$6,272.00	\$482.46	\$723.69	\$482.46	\$2,653.53	\$3,618.47
14840	Health Insurance	\$20,161.00	\$0.00	\$0.00	\$4,575.00	\$7,625.00	\$12,536.00
	Total 10000 Series	\$100,174.00	\$7,236.87	\$9,659.47	\$9,689.01	\$41,332.00	\$58,842.00
Acct	20000 Series						
21030	Office Supplies	\$2,000.00	\$39.00	\$0.00	\$10.79	\$263.88	\$1,736.12
22120	Gas/Motor Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
22148	Field Supplies	\$3,000.00	\$219.90	\$103.46	\$233.19	\$1,120.97	\$1,879.03
	Total 20000 Series	\$8,500.00	\$258.90	\$103.46	\$243.98	\$1,384.85	\$7,115.15
Acct	30000 Series						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$267.00	\$733.00
32050	Conferences & Trainings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
32203	Cell Phones	\$1,800.00	\$262.50	\$133.08	\$0.00	\$560.34	\$1,239.66
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
33368	Public Info & Educ	\$5,000.00	\$816.66	\$0.00	\$0.00	\$816.66	\$4,183.34
33938	Vector	\$50,000.00	\$20.99	\$22,040.12	\$462.07	\$22,649.20	\$27,350.80
36500	Service Contract	\$3,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$600.00
39750	Information Technology	\$15,500.00	\$3,231.38	\$0.00	\$0.00	\$3,348.28	\$12,151.72
	Total 30000 Series	\$78,300.00	\$4,331.53	\$22,173.20	\$462.07	\$30,041.48	\$48,258.52
Acct	40000 Series						
44010	Equipment	\$35,000.00	\$0.00	\$26,037.02	\$0.00	\$31,938.89	\$3,061.11
45010	Vehicles	\$117,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,500.00
	Total 40000 Series	\$152,500.00	\$0.00	\$26,037.02	\$0.00	\$31,938.89	\$120,561.11
	Total Budget	\$339,474.00					
	Total Expenditures		\$11,827.30	\$57,973.15	\$10,395.06	\$104,697.22	
	Total Unexpended						\$234,776.78
	Net (Monthly)		(\$11,827.30)	(\$57,973.15)	(\$10,395.06)		
	FUND BALANCE		\$337,153.34	\$279,180.19	\$268,785.13		

CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2025		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$28,280.77	\$0.00	\$40,173.54	\$170,346.52	
	TOTAL REVENUE	(\$23,172.91)	\$28,280.77	\$0.00	\$40,173.54	\$147,173.61	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker	\$137,246.46	\$8,440.31	\$13,728.54	\$9,057.41	\$84,742.29	\$52,504.17
11782	MIH Coordinator	\$74,853.13	\$4,883.24	\$6,836.54	\$5,127.40	\$29,055.28	\$45,797.85
14800	FICA Taxes	\$16,125.27	\$973.28	\$1,516.10	\$1,031.83	\$8,461.06	\$7,664.21
14810	Perf	\$23,608.24	\$1,492.24	\$2,303.29	\$1,588.70	\$12,745.32	\$10,862.92
14840	Health Insurance	\$106,750.00	\$0.00	\$0.00	\$18,300.00	\$47,275.00	\$59,475.00
	Total 10000 Series	\$358,583.10	\$15,789.07	\$24,384.47	\$35,105.34	\$182,278.95	\$176,304.15
	Total Budget	\$358,583.10					
	Total Expenditures		\$15,789.07	\$24,384.47	\$35,105.34	\$182,278.95	
	Total Unexpended						\$176,304.15
	Net (Monthly)		\$12,491.70	(\$24,384.47)	\$5,068.20		
	FUND BALANCE		(\$15,789.07)	(\$40,173.54)	(\$35,105.34)		

NACCHO Mentor Program

LEAD: Jenna Rose

Valid: 11/11/2022-07/31/2023		Budget	July	August	September	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$51,507.69				\$51,507.69	
	TOTAL REVENUE	\$51,507.69	\$0.00	\$0.00	\$0.00	\$51,507.69	
	EXPENDITURES						
Acct	20000 Series						
21030	Office Supplies	\$1,582.00	\$0.00	\$0.00	\$0.00	\$1,581.00	\$1.00
	Total 20000 Series	\$1,582.00	\$0.00	\$0.00	\$0.00	\$1,581.00	\$1.00
Acct	30000 Series						
31015	Consultant Services	\$18,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,450.00
32020	Travel/Mileage	\$4,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,285.00
32550	Miscellaneous Costs	\$10,690.69	\$0.00	\$0.00	\$0.00	\$136.36	\$10,554.33
33020	Advertising	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
33100	Printing	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total 30000 Series	\$49,925.69	\$0.00	\$0.00	\$0.00	\$136.36	\$49,789.33
	Total Budget	\$51,507.69					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$1,717.36	
	Total Unexpended						\$49,790.33
	Net (Monthly)		\$0.00	\$0.00	\$0.00		
	FUND BALANCE		\$49,790.33	\$49,790.33	\$49,790.33		

FOOD SERVICES

	July	August	September	3 rd Quarter totals 2024	3 rd Quarter totals 2023	YTD Jan-Sep 2024	YTD Jan-Sep 2023
Food Store Complaints	3	1	2	6	10	22	20
Food Service Complaints	16	15	11	42	60	118	160
Civil Penalties	0	2	0	2	0	2	0
Health Officer Hearings	0	1	0	2	0	1	0
Abatements Correspondence	1	1	0	2	1	4	3
Possible Foodborne Illness Investigations	0	0	0	0	1	1	8
Opening Inspections	10	6	18	34	25	134	83
Inspections	191	269	267	727	836	2209	2529
Plan & Review/New Constr./Remodel	3	8	6	17	10	38	25
Fire Investigations	0	2	0	2	4	5	4
# Establishments Requested to Close	0	0	0	0	0	1	0
Number of Temporary Events	33	36	35	104	115	206	218
Temporary Inspections	153	72	90	315	326	632	560
Mobile Inspections	14	0	6	20	10	40	20
Meetings	15	14	18	47	32	122	66
Smoking Information							
Smoking Complaints	0	0	0	0	2	1	5
Smoking Appeals Hearings	0	0	0	0	0	0	0
Pool Information							
Pool Inspections	36	33	18	87	98	111	126
Pool Consultations	0	0	0	0	0	0	2
Pool Complaints	0	1	0	1	1	2	6
Pool Closings	23	20	12	55	76	74	105

September 7 - 1st home game of the season. Notre vs Northern Illinois; 87 total inspections completed for food stands and mobile units within the stadium.

September 14 & 15 - All Food staff on hand Saturday and 3 on Sunday. Approximately 85 inspections completed for Fusion Fest over the 2-day event.

Due to legislative delays, the roll out of Indiana's new code 410 IAC 7-26 has not progressed as previously reported and a date for its adoption is currently unknown.

Lead Program

July, August, September 2024

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

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

Testing

Lead Tests Across St. Joseph County

This chart is always two months behind due to when it is received from IDOH. For example, on October 1, 2024, the report will include all lead tests drawn in August of 2024.

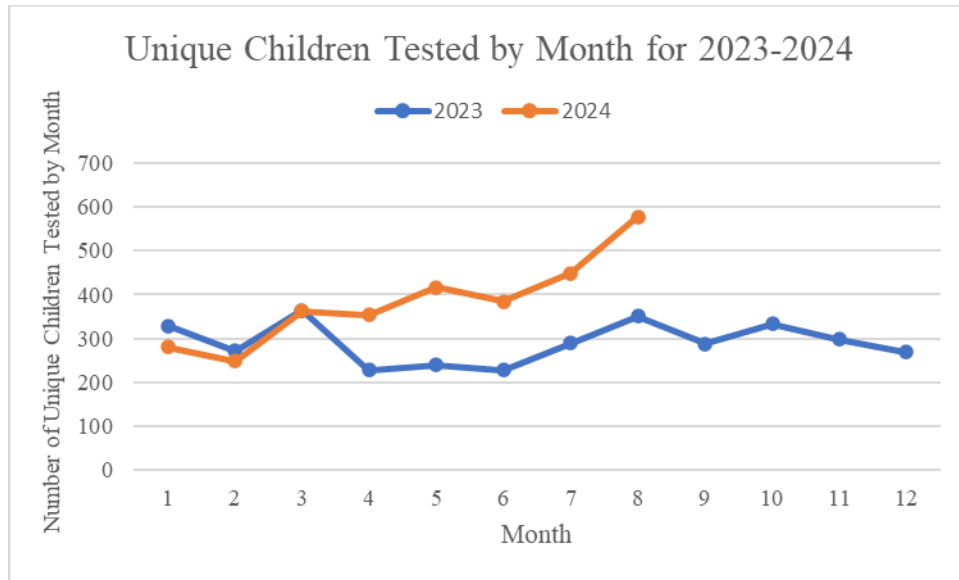
Tests drawn from August 1, 2024 – August 31, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	30	66	1	97
0.1-<2	32	295	0	327
2-3.4	13	60	0	73
3.5-4.9	12	29	0	41
5-9.9	11	17	0	28
10-19.9	4	4	0	8
20-29.9	1	1	0	2
30-39.9	0	1	0	1
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	103	473	1	577

There was one duplicate test in the month of August, 577 unique children were tested.

2024 YTD = 3,071

2023 YTD = 2,298



Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2023, the zip code of 46613 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e. population size).

Zip Code	August 2024	YTD 2024
46613	6 elevated	35 elevated
46619	6 elevated	33 elevated
46628	5 elevated	23 elevated
46614	8 elevated	18 elevated
46601	3 elevated	16 elevated
46544	3 elevated	12 elevated
46616	2 elevated	10 elevated
46545	4 elevated	10 elevated
46615	1 elevated	9 elevated
46637	1 elevated	6 elevated
46617	1 elevated	2 elevated
46554	0 elevated	1 elevated
46530	1 elevated	1 elevated

Community Outreach Settings

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

Testing and Education Events	# of events	# of tests	Awareness Events	# of events
July 2024	5	35	July 2024	2
August 2024	9	60	August 2024	1
September 2024	5	32	September 2024	1

YTD	# of events	# of tests
YTD 2024	65	321
YTD 2023	30	193

Case Numbers

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

Current Case Numbers as of 9/30/2024

Case Management	Case Monitoring	Unconfirmed Cases
81	107	74

Risk Assessments

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

Activity	Sep 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	16	107	85	52	57	43
i. EBLL Assessments	8	43	44	22	18	17
ii. Parent Requests	8	64	41	30	39	26
B. Clearances	9	71	49	14	16	20

NURSING

Immunization Clinics

The nursing team has been busy providing school-aged vaccine clinics with mobile services and clinics in Mishawaka and South Bend. They have seen an average of 13-15 patients at each clinic and have been accepting walk-ins when possible. From July to September 2024, all the clinics combined saw 570 patients and administered 1,326 immunizations.

The Nursing Division hosted the first Local Health Department Quarterly Updates as a Team Meeting and recorded it for all providers in the area. The goal is to better support providers with the latest updates from the CDC and the state. The plan is to continue this service every quarter throughout the year.

Mobile Clinics

In the months of July, August and September, the Mobile Immunization Team focused on Indiana's required and recommended school immunizations. Clinics have been held at community centers, community back-to-school events and orientation nights at specific schools. This quarter, the Mobile Immunization Team has reached 268 patients and have administered 713 immunizations.

In September, the mobile team continued to focus on school age-appropriate immunizations, while transitioning into respiratory season.

The mobile team saw 158 patients and gave 360 vaccines in August.

Clinics

9/3/2024	St Joseph High School
9/4/2024	Purdue Polytech High School
9/10/2024	Benefest County-City Building
9/11/2024	John Young Middle School
9/14/2024	Walkerton/North Liberty Resource Fair
9/17/2024	County-City Building (Co. Employees)
9/18/2024	Pepsi
9/18/2024	Success Academy
9/24/2024	Riley High School
9/25/2024	Paramount School
9/26/2024	County-City Building (Co. Employees)
9/30/2024	Purdue Polytech High School-Called Parents to sign students up

Tuberculosis					
	July 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	28	254	157	945	446
Nurse Visits	31	245	194	182	78
QFT Ordered	8	56	10	40	15
CXR	0	2	4	3	0
New Active Cases	0	2	2	6	8
Active TB Cases Following	1	4	3	11	10
Latent TB Cases Following	23	59	41	35	20
	August 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	35	289	203	1087	588
Nurse Visits	21	266	219	208	90
QFT Ordered	24	80	14	42	19
CXR	2	4	4	5	0
New Active Cases	1	3	2	6	9
Active TB Cases Following	1	5	3	11	11
Latent TB Cases Following	16	59	48	36	21
	Sept. 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	37	326	245	1221	724
Nurse Visits	27	293	253	237	104
QFT Ordered	7	87	18	42	24
CXR	1	5	5	5	1
New Active Cases	0	3	2	6	10
Active TB Cases Following	1	5	3	11	12
Latent TB Cases Following	20	70	56	45	23

VITAL RECORDS

	<u>Records Filed in Sept 2024</u>	<u>YTD 2024 Occurrences</u>	<u>YTD 2023 Occurrences</u>
<u>Statistics*</u>			
Total Births	300	3067	3093
Total Deaths	209	2371	2437

Birth & Death data reflected as of 10/07/2024.

Statistics are subject to change. Statistics were generated from DRIVE.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Michelle Migliore, D.O.
Health Officer

POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA

POSITION: Community Health Worker - Supervisor
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: September 2024

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

The supervising CHW will be responsible for mentoring, organizing, and providing oversight for day-to-day responsibilities. Incumbent is responsible for building relationships with community members, helping individuals, families, and groups develop their capacity and access to resources. The CHW serves as a liaison or link between health and social services and the community to facilitate access and improve health outcomes by increasing health knowledge and self-sufficiency. Incumbent will learn and perform a variety of duties related to individual health and wellness to reduce health disparities.

DUTIES:

Conduct outreach to identify and engage community members around health activities.

Assess health status and social determinants of health; facilitate health education and behavior change strategies with individuals in the communities.

Help connect affected families with each other, where appropriate, and help them raise their collective voice in shaping how the community addresses health inequities.

Provide advocacy to address health disparities at the individual and community levels.

Utilize creative ideas to reach out into the community to contact underserved members throughout the county.

Provide support to individuals and families; educate individuals and families about available community resources.

Attend and participate in team meetings, communicate with county and community-based agencies/professionals.

Build health literacy and cross-cultural communication that matches cultural needs of residents of the community.

Continuously expands knowledge and understanding of community resources and services. Facilitates individuals and families' access to community resources, including locating housing, food, clothing, parenting, and providers to teach life skills, and relevant mental health services. Assists individuals and families in utilizing community services, including scheduling appointments with social services agencies, and assisting with completion of applications for programs for which they may be eligible.

Health/CARE-CHW Supervisor

Supervises and directs assigned personnel by reviewing position documentation, interviewing candidates, assisting with hiring decisions, planning and delegating work assignments, training and motivating staff, evaluating performance, and recommending corrective actions. Additionally, communicates and administers personnel programs and procedures, while keeping the Director, Assistant Director, and staff informed of organizational developments.

I. JOB REQUIREMENTS:

One year of experience in supervising a team with the ability to manage and motivate team members to achieve organizational goals.

One year of community-based experience providing advocacy and support which has included significant public contact and/or completion of GED or high school diploma which has included public contact.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Working knowledge of local community health disparities and local population demographics, assets, and needs.

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

Working knowledge of barriers to care that may be encountered by community members.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate/organized records, and plan/present public speaking engagements.

Ability to establish and maintain effective working relationships with families, staff, community organizations, and the public.

Ability to effectively communicate orally and in writing to interact effectively with diverse populations including being sensitive to professional ethics, gender, cultural diversities, and disabilities; also has the skills needed to communicate in a clear and effective manner.

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 properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

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

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

II. DIFFICULTY OF WORK:

Incumbent's work often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with clear and well-defined guidelines, exercising judgment to ensure effectiveness of Division operations and to develop plans and procedures for public health emergencies/threats. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent makes a significant contribution in achieving the department's outcomes by ensuring the effective implementation of public health programs, and educational initiatives. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Occasionally, decisions must be made without specific policies, procedures, or supervisory guidance. The incumbent's work is primarily evaluated based on sound judgment, achievement of objectives, and the continuing quality of Health Department services in St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, community partners, and the public for purposes of exchanging information, coordinating operations, providing instruction/training, and resolving problems.

Incumbent reports directly to the Assistant Director of Community Access, Resources, and Education.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, keyboarding, driving, close/far vision, color perception, speaking clearly, hearing sounds/communication, 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 Community Health Worker Supervisor for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

Health/CARE-CHW Supervisor



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

St. Joseph County Department of Health

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

September 30, 2024

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

Members of the Board of Health,

The Department of Health would like your support to update fees for 2025 on our fee schedule for our Food Services Unit. To be effective no later than January 1, 2025, a uniform permit fee requirement has been set for all Indiana local health departments, for the operation of a mobile retail food establishment. The fee shall not exceed \$200.00 as set by HEA 1258.

• TEMPORARY PERMIT	Proposed Fee	Current Fee
One (1) Day Event	\$35.00	\$30.00
Two (2) to Three (3) Day Event	\$75.00	\$50.00
Four (4) to Ten (10) Day Event	\$150.00	\$130.00
• MOBILE FOOD ESTABLISHMENTS - (Trucks)		
Dispensing & Food Prep in Unit - (i.e. Taco, Pulled Pork, Etc.)	\$200.00/unit	\$325.00/unit and \$375.00/unit

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:CAS:jsp

APPROVED _____ DENIED _____

This 16th Day of **October, 2024** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice President, Board of Health



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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St. Joseph County Department of Health

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October 2, 2024

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

Members of the Board of Health,

The Department of Health would like your support to update fees for 2025 on our fee schedule for our Environmental Health Unit. Removing Source Water Protection Property Transfer fee of \$75.00 per House Bill 1329.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:ME:jsp

APPROVED _____ DENIED _____

This **16th** Day of **October, 2024** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice President, Board of Health



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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October 9, 2024

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

Members of the Board of Health,

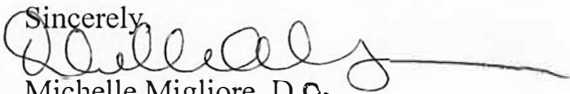
The Department of Health would like your support to increase fees for 2025 on our fee schedule for our Vital Records Unit. The proposed fee increases are listed below. The increases being proposed are needed due to the demand & sustainability and are keeping in range with other counties throughout the State.

	Proposed Fee	Current Fee
• Birth/Death Certificates		
Birth	\$20	\$15
Death	\$20	\$15
• Corrections and Paternity's		
Correction Affidavits and Notifications	\$50.00	\$35.00
Additional Copy of Correction or Paternity Affidavits	\$20.00	\$15.00
Paternity's and Legitimations	\$100.00	\$75.00
• Miscellaneous		
Genealogy	\$10	\$7
Notary	\$5	\$1

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

Thank you for your consideration of our request.

Sincerely,


Michelle Migliore, D.O.
Health Officer

MM:ET:jsp

APPROVED _____ DENIED _____

This **16th** Day of **October 2024** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice President, Board of Health



ST. JOSEPH COUNTY
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Board of Health Meeting Dates

4:30 P.M.

(3rd Wednesday unless noted)

January 15, 2025

February 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

**** *Dates are subject to change***



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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St. Joseph County Department of Health

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September 16, 2024

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

Members of the Board of Health,

The Department of Health would like your support to update our fee schedule for nursing to be more in line with other places offering vaccines and deleting the fees for Blood Borne Pathogen Certification Classes, as we no longer offer these services.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.
Health Officer

MM:JP:jsp

APPROVED _____ DENIED _____

This 16th Day of **October, 2024** by a vote of (Aye) _____ to (Nay) _____ Abstain _____

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

Elizabeth Lindenman, MD
Vice President, Board of Health

Vaccine	Total Cost	Current Fee	Current + / -	Proposed Fee	Proposed Fee Rounded Up	Proposed + / -
Travel Vaccination Consultation	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$0.00
VFC/Section 317 Administration	\$15.00	\$15.00	\$0.00	\$15.00	\$15.00	\$0.00
COVID-19 (6 months-4 years)	\$70.00	\$200.00	\$130.00	\$73.30	\$74.00	(\$126.00)
COVID-19 (5 years-11 years)	\$87.00	\$100.00	\$13.00	\$91.32	\$92.00	(\$8.00)
COVID-19 (12 years and older)	\$123.00	\$140.00	\$17.00	\$129.48	\$130.00	(\$10.00)
DTaP	\$37.86	\$55.00	\$17.14	\$39.23	\$40.00	(\$15.00)
DTaP-IPV	\$63.96	\$80.00	\$16.04	\$66.90	\$67.00	(\$13.00)
DTaP-IPV-Hep B	\$81.76	\$100.00	\$18.24	\$85.77	\$86.00	(\$14.00)
DTaP-IPV-Hep B-Hib	\$119.94	\$130.00	\$10.06	\$126.24	\$127.00	(\$3.00)
DTaP-IPV-Hib	\$87.80	\$100.00	\$12.20	\$92.17	\$93.00	(\$7.00)
Hep A & Hep B	\$120.73	\$135.00	\$14.27	\$127.07	\$128.00	(\$7.00)
Hep A Adult	\$87.64	\$100.00	\$12.36	\$92.00	\$92.00	(\$8.00)
Hep A, Pediatric	\$44.67	\$60.00	\$15.33	\$46.45	\$47.00	(\$13.00)
Hep B, Adult - 2 doses	\$154.07	\$145.00	(\$9.07)	\$162.41	\$163.00	\$18.00
Hep B, Adult - 3 doses	\$63.20	\$75.00	\$11.80	\$66.09	\$67.00	(\$8.00)
Hep B, Pediatric	\$35.49	\$46.00	\$10.51	\$36.72	\$37.00	(\$9.00)
Hib (PRP-OMP)	\$44.57	\$55.00	\$10.43	\$46.34	\$47.00	(\$8.00)
HPV9	\$316.27	\$265.00	(\$51.27)	\$334.35	\$335.00	\$70.00
Influenza (6 months and older)	\$34.50	\$55.00	\$20.50	\$35.67	\$36.00	(\$19.00)
Influenza, Flu Mist	\$40.00	\$55.00	\$15.00	\$41.50	\$42.00	(\$13.00)
Influenza, High Dose	\$77.00	\$80.00	\$3.00	\$80.72	\$81.00	\$1.00
IPV	\$41.51	\$53.00	\$11.49	\$43.10	\$44.00	(\$9.00)
Measles, Mumps and Rubella	\$106.51	\$110.00	\$3.49	\$112.00	\$112.00	\$2.00
Measles, Mumps, Rubella and Varicella	\$291.71	\$255.00	(\$36.71)	\$308.31	\$309.00	\$54.00
Meningococcal, MCV4	\$127.92	\$145.00	\$17.08	\$134.70	\$135.00	(\$10.00)
Meningococcal B, OMV	\$186.59	\$205.00	\$18.41	\$196.89	\$197.00	(\$8.00)
Mpox	\$279.60	\$0.00	(\$279.60)	\$295.48	\$296.00	\$296.00
Pneumococcal Conjugate, PCV13	\$227.62	\$230.00	\$2.38	\$240.38	\$241.00	\$11.00
Pneumococcal Conjugate, PCV15	\$239.47	\$240.00	\$0.53	\$252.94	\$253.00	\$13.00
Pneumococcal Conjugate, PCV20	\$263.24	\$270.00	\$6.76	\$278.13	\$279.00	\$9.00
Pneumococcal Polysaccharide PPSV23	\$133.07	\$135.00	\$1.93	\$140.15	\$141.00	\$6.00
QFT - Collection of Venous Blood by Venipuncture	\$20.00	\$35.00	\$15.00	\$35.00	\$35.00	\$0.00
QFT - Tuberculosis Test	together with CPT 36415 - Collection of Venous Blood by Venipuncture					
Rabies Vaccine	\$368.87	\$0.00	(\$368.87)	\$390.10	\$391.00	\$391.00
Rotavirus, Monovalent	\$125.65	\$140.00	\$14.35	\$132.29	\$133.00	(\$7.00)

Vaccine	Total Cost	Current Fee	Current + / -	Proposed Fee	Proposed Fee Rounded Up	Proposed + / -
RSV	\$280.00	\$290.00	\$10.00	\$295.90	\$296.00	\$6.00
RSV Monoclonal Antibody for Children	\$455.00	\$520.00	\$65.00	\$481.40	\$482.00	(\$38.00)
Tdap	\$54.18	\$70.00	\$15.82	\$56.53	\$57.00	(\$13.00)
Tetanus/Diphtheria	\$44.65	\$60.00	\$15.35	\$46.43	\$47.00	(\$13.00)
Typhim	\$103.36	\$100.00	(\$3.36)	\$108.66	\$109.00	\$9.00
Typhim, Oral	\$101.63	\$95.00	(\$6.63)	\$106.83	\$107.00	\$12.00
Varicella	\$197.26	\$165.00	\$11.54	\$208.20	\$209.00	\$44.00
Yellow Fever	\$207.02	\$188.00	(\$19.02)	\$218.54	\$219.00	\$31.00
Zoster	\$210.76	\$195.00	(\$15.76)	\$222.51	\$223.00	\$28.00
TB Test	\$21.93	\$30.00	\$8.07	\$22.35	\$23.00	(\$7.00)

HEALTH OUTREACH, PROMOTION AND EDUCATION

- **BLOOD BORNE PATHOGEN CERTIFICATION CLASS***

Individual	\$10.00/person
Organization/Agency 5-15 Participants/Class	\$50.00
Organization/Agency 16-30 Participants/Class	\$100.00
Organization/Agency 31+ Participants/Class	\$150.00

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