

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
November 20, 2024
4:30 p.m.**

Join Zoom Meeting

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

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I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for November 20, 2024.

III. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of October 16, 2024.

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

- 24-43 Discussion and Vote - Health Officer's Report (October)
 - 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:

- 24-44 Discussion and Vote – Recommendation from the HFSJC Committee of the Board of Health to accept 2025 HFSJC RFP's.

- 24-45 Discussion and Vote – Job Description –Environmental Health Specialist/Septic Coordinator and Environmental Health Specialist/Water Coordinator.

- 24-46 Discussion and Vote – Budget – Compensation of Environmental Health Specialist/Septic Coordinator and Environmental Health Specialist/Water Coordinator.

VII. GRANT REQUESTS:

VIII. OLD BUSINESS:

IX. PUBLIC COMMENT: (3 Minute Limit)

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

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda.

Individuals may only speak once during this section of the agenda.

Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

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

X. TIME AND PLACE OF NEXT REGULAR MEETING:

December 18, 2024 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

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

Regular Meeting

MINUTES

October 16, 2024
4:30 p.m.

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

Members Present:

John Linn, P.E., President
Robert Hays, MD
Jill Kaps VanBruaene
Ellen Reilander, Esq.
Kristin Vincent, CNM

Members Absent:

Elizabeth Lindenman, MD, Vice President
Michael A. Harding, EdD.
Vacant Position
Vacant Position

Also Present:

Michelle Migliore, D.O.
Diana Purushotham, MD - Zoom
Michael Wruble
Jennifer S. Parcell
Ericka Tijerina
Alissa Balke
Carolyn Smith
Renata Williams

Brett Davis
Amy Ruppe
Jodie Pairitz, RN
Matt Gotsch
Briannah McCall
Ashley Helman, RN
Mark Espich
James O'Brien - Counsel

I. CALL TO ORDER & ROLL CALL

A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:30 p.m.

II. ADOPTION OF THE AGENDA

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

Upon a motion by Ellen Reilander, Esq., being seconded by Rob Hays, MD, and unanimously carried, the agenda for October 16, 2024, was adopted.

APPROVAL OF MINUTES

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

Upon a motion by Jill Kaps VanBruaene, being seconded by Kristin Vincent, CNM, and unanimously carried, the minutes of the September 18, 2024, meeting of the Board of Health were approved.

III. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President announcements.

IV. HEALTH OFFICER PRESENTATION and REPORT

24-39 Discussion and Vote – Health Officer’s Report (Quarterly)
Communications and 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 – Immunizations, Mobile Clinic & Public Health Nursing
Vital Records

Dr. Migliore mentioned that the bottom of page 42 was inadvertently cut off you'll notice that the chart at the bottom of July and August contains active TB and latent TB and someone was kind enough to point out that the latent TB cases for September fell off that has been corrected and the packet online will reflect the inclusion of that missing data.

Kristin Vincent stated it looks like it says budget July August September and then it has totals and the unexpended, but those don't seem to all match the July August September totals provided.

Amy Ruppe: I'm showing you three months at a time, but the total is year to date which starts from January 1.

John Linn: Some of the funds are running in a deficit, I assume that's just waiting on reimbursements from the grants

Amy Ruppe: Correct, grants that are running in a deficit are reimbursement grants where I make the expenditure and then submit the receipts to the state for them to send us the money back.

John Linn asked how we're doing budget wise.

Amy Ruppe: Currently as of the end of quarter three we have spent around \$682,000 so we will have some carry forward available to use in 2025. We should get 3.2 million so we're going to

have about \$600,000 unexpended at the end of the year. So far, we've only spent around #682,000 as of the end of quarter three I'm guesstimating that we will spend around \$1.5 million.

Robert Hays, MD: In the social media section there was kind of a big dip in the August 9th through September 8th social media posts.

Matt Gotsch: Speaking with the health officers and with Robin Vida before she left, we have the Strategic plan where we want to kind of highlight either our monthly programs or certain days of the month like October, which would be breast cancer awareness month. We've started boosting our social media presence a little bit more which are either sponsored content or paid advertisements. It depends how much we put we put towards that end up reaching a bunch more people.

Kristin Vincent: On page 38 it lists the elevated tests by zip code. Are these the only zip codes that were actually tested or were there no elevations in the other zip codes in our County?

Breezy McCall: The chart is simply elevated tests that were found in those zip codes that don't mean that children in other zip codes aren't being tested, it's just that if it's not elevated it doesn't land on that chart.

Kristin Vincent: It looks like we've got like this ring around the outside edges that we don't have any positive lead which maybe that's good or maybe that's because we're not testing them or it's a mix of both.

John Linn: On page 13 the pregnant women surveys for the kids that seems to be kind of low, is there something more we should do to promote pregnant mothers?

Matt Gotsch: Stated we've been trying to continue to evaluate what's the best way for that because the issue is we have the materials in the community, by the time we contact them, they don't respond so we try to either call them, text them and sometimes they respond, sometimes they don't. We actually received more than 17 surveys, but a lot of them will fill out the survey then when it has the next part for you to give the information, they don't give the information so we can't contact them.

John Linn asked if we could get an update on the mosquito spraying.

Brett Davis explained right now mosquitoes are ideal. We have not had a West Nile positive in about a month. Our cooler temperatures have really reduced our

numbers. We're basically done with regular trapping. However, we are still doing sporadic trapping. We are still finding mosquitoes out and I anticipate finding them out for a while. People should still be cautious because that threat will persist until we have a good hard frost. It's time to pivot to tick season.

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

V. NEW BUSINESS

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

The supervising CHW will be responsible for mentoring, organizing, and providing oversight for day-to-day responsibilities was added to the job description.

Upon a motion by Ellen Reilander, Esq., being seconded by Jill Kaps VanBraeue and unanimously carried the job description of Community Health Worker – Supervisor was approved.

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

Carolyn Smith explained what we are proposing is that there be an increase in our temporary fees. This will offset the loss that we will see with the new mobile unit's ordinance that state we can't charge more than \$200.

Ericka Tijerina explained that she likes to compare St. Joseph County fees to Allen County fees because that's the largest closest county to us. They're at \$20.00 fee for Birth Certificates. If you apply for a Birth Certificate through the state of Indiana, it's a 30 plus days wait time regardless of how much you paid. We haven't raised our fees in several years.

Upon a motion by Kristin Vincent being seconded by Jill Kaps VanBraeue and unanimously carried the 2025 Department of Health fee schedule for Food Services, Environmental Health and Vital Records was approved.

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

Upon a motion by Jill Kaps VanBraeue being seconded by Rob Hays, MD, and unanimously carried the 2025 Board of Health meeting schedule was approved.

VI. GRANT REQUESTS

VII. OLD BUSINESS

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

Upon a motion by Ellen Reilander, Esq., being seconded by Rob Hays, MD, and unanimously carried the 2025 fee schedule for the Nursing Unit was approved.

VIII. PUBLIC COMMENT (3 Minute Limit)

No one signed up for public comment, however the Executive Administrative Assistant received an email prior to the meeting asking to be read as part of public comment.

It was decided that the email would be forwarded to all Board of Health members.

IX. TIME AND PLACE OF NEXT REGULAR MEETING

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

X. ADJOURNMENT

Upon a motion by Rob Hays, MD, being seconded by Ellen Reilander, Esq. the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:35 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 Report of Unit Activities

October 2024

COMMUNICATIONS AND EVENTS

October 9 – November 8 media stats

	Total Number of Releases by DoH	Media Stories Featuring DoH
Media Engagement	2 Unique 0 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = 1 WSBT = 1 WNDU = 4 ABC57 = 3 WVPE= 2

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions
Social Media	27	264,071	1,220

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

In October, our team completed 87 Social Needs assessments, with the top needs being food, transportation, and health insurance. We participated in 59 community outreach events, promoting our programs and providing health education. Our Maternal Infant Health CHWs saw 31 new patients across three Women's Care Center locations, completed 19 new requests for insurance navigation and referred 28 patients to OBYGN & Primary Care Providers.

COMMUNITY PARTNERSHIPS AND DEVELOPMENT

KPI Progress:

Collective Progress of KPI 1: 77.4%
Collective Progress of KPI 2: 223.6%
Collective Progress of KPI 3: 227.5%
Collective Progress of KPI 4: 223.9%
Collective Progress of KPI 5: 277%
Collective Progress of KPI 6: 124.9%
Collective Progress of KPI 7: 153.3%

Collective KPI Progress amongst all Organizations and all KPIs: 166.2%

As you can see, we saw significant increases in KPI progress during our Quarter 3 submissions with some organizations meeting or exceeding their KPIs. Collectively, we can see that 166.2% of KPIs are completed in Quarter 3 compared to the 82.44% that we had completed in Quarter 2.

Outside of KPI progress, financial reporting was completed for September. We are currently waiting for October's financial reporting. During this Quarter, we also reviewed all the submitted RFPs. We anticipate announcing award recipients late November/early December. After announcing our award recipients comes contracts. Currently, our goal is to have all contracts signed by December 20th so that programming for 2025 can start in January.

ENVIRONMENTAL HEALTH

In the month of October, our lead risk assessors went to several Lead Poisoning Prevention week events in the community. At these events, they handed out information regarding the dangers of lead in the home and even signed St Joseph County citizens up to have their homes tested.

Our Water Team was able to recruit 18 facilities into our Wellhead Protection Program with 30 additional facilities pending. These facilities are mostly located within the boundaries of our newer Wellhead Protection Areas, Juday Creek, and New Carlisle.

The Vector Program presented ticks and mosquitos to 3rd-grade classes from School City of Mishawaka. The response was so positive that they've already asked to set up presentations for next year. The mosquito program has largely wound down, in conjunction with the changing of the seasons. However, being that we have not yet experienced a hard freeze, mosquito populations are still out there, and precautions still need to be taken to prevent being bitten. Tick season is fully underway, with the Vector Program easily collecting double-digit quantities of ticks within an hour of field surveillance.

FINANCE

County Health Department

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

Valid: 01/01/2024-12/31/2024		Budget	August	September	October	YTD 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		\$14,214.15	\$0.00	\$21,118.68		\$392,330.20
Miscellaneous Revenue		\$0.00	\$0.00	\$0.00		\$581.77
TOTAL Tax, Fed Reimb and Misc Revenue	\$14,214.15	\$0.00	\$21,118.68	\$6,051,184.62		
Environmental Health	\$26,010.00	\$23,502.75	\$27,500.00	\$506,456.92		
Food Services	\$8,440.00	\$9,546.25	\$9,661.25	\$420,112.75		
Immunization Clinic (South Bend)	\$13,503.93	\$10,423.82	\$12,452.60	\$126,387.27		
Vital Records (South Bend)	\$42,121.00	\$38,776.55	\$41,101.10	\$428,229.30		
Immunization Clinic (Mishawaka)	\$7,468.00	\$5,251.00	\$6,562.00	\$60,546.00		
Vital Records (Mishawaka)	\$3,375.00	\$2,190.00	\$2,775.00	\$29,274.00		
Fees (Charge 2, Coroner Fee)	(\$7,847.00)	(\$6,780.00)	(\$8,180.00)	(\$69,127.50)		
Total Fee Revenue	\$93,070.93	\$82,910.37	\$91,871.95	\$1,501,878.74		
TOTAL REVENUE	\$107,285.08	\$82,910.37	\$112,990.63	\$7,553,063.36		
EXPENDITURES						
10000 Series	Budget	August	September	October	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	\$8,423.07	\$5,615.38	\$5,615.38	\$35,096.13	\$37,903.87
11055 County Health Officer	\$213,950.00	\$14,423.07	\$9,615.38	\$9,615.38	\$194,807.60	\$19,142.40
11077 Admin. Assistant (3)	\$129,000.00	\$14,884.65	\$9,906.56	\$9,542.72	\$108,139.77	\$20,860.23
11143 Registrars (3)	\$113,673.00	\$13,101.58	\$8,501.21	\$8,617.80	\$92,226.08	\$21,446.92
11144 Nursing Registrars (2)	\$75,782.00	\$8,744.10	\$5,829.40	\$5,829.40	\$63,725.05	\$12,056.95
11145 Staff Assistant (2)	\$75,782.00	\$8,744.10	\$5,829.40	\$5,829.40	\$64,123.40	\$11,658.60
11151 Director of Vital Records	\$66,717.00	\$7,698.12	\$5,132.08	\$5,132.08	\$56,452.88	\$10,264.12
11154 Asst. Director Vital Records	\$57,750.00	\$6,663.45	\$4,442.30	\$4,442.30	\$48,865.30	\$8,884.70
11155 Nurses/Other Medical (7)	\$396,055.00	\$45,698.70	\$30,465.80	\$30,465.80	\$327,994.81	\$68,060.19
11161 Director of Env Health	\$66,717.00	\$7,698.12	\$5,132.08	\$5,132.08	\$56,452.88	\$10,264.12
11162 Asst. Dir Environmental Health	\$60,900.00	\$7,026.93	\$4,684.62	\$4,684.62	\$44,503.89	\$16,396.11
11163 Director of Food Services	\$66,717.00	\$7,698.12	\$5,132.08	\$5,132.08	\$56,452.88	\$10,264.12
11165 Asst Dir Food Services	\$60,900.00	\$7,026.93	\$4,684.62	\$4,684.62	\$51,530.82	\$9,369.18
11170 Director of CARE	\$66,717.00	\$7,698.12	\$5,132.08	\$5,132.08	\$56,452.88	\$10,264.12
11172 Environmental Health Specialist (10)	\$534,370.60	\$41,405.00	\$27,783.00	\$28,840.00	\$361,563.16	\$172,807.44
11174 Food Service Specialist (5)	\$273,000.00	\$31,500.00	\$21,000.00	\$21,000.00	\$231,000.00	\$42,000.00
11183 Communications and Events Specialist	\$60,900.00	\$6,792.70	\$4,684.62	\$4,684.62	\$35,837.34	\$25,062.66
11195 Public Health Coordinator	\$52,500.00	\$5,653.84	\$4,038.46	\$4,038.46	\$33,721.13	\$18,778.87
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	\$1,946.43	\$1,297.62	\$1,297.62	\$13,655.90	\$3,213.10
11650 Executive Secretary	\$48,000.00	\$5,538.45	\$3,692.30	\$3,692.30	\$40,615.30	\$7,384.70
11701 Director of Nursing	\$86,772.00	\$10,012.14	\$6,674.76	\$6,674.76	\$73,422.36	\$13,349.64
11950 Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11988 Director of Finance	\$58,463.25	\$8,423.07	\$5,615.38	\$5,615.38	\$36,499.97	\$21,963.28
12010 Data Analyst	\$60,900.00	\$7,026.93	\$4,684.62	\$4,684.62	\$51,530.82	\$9,369.18
14800 FICA Taxes @ 7.65%	\$212,491.00	\$21,095.58	\$13,890.47	\$13,952.43	\$159,043.58	\$53,447.42
14810 PERF @ 11.2%	\$309,208.00	\$29,093.07	\$19,435.19	\$19,525.88	\$224,436.95	\$84,771.05
14840 Health Insurance	\$814,350.00	\$202,825.00	\$0.00	\$175,375.00	\$814,350.00	\$0.00
Total 10000 Series	\$4,077,650.00	\$536,841.27	\$222,899.41	\$399,236.81	\$3,358,667.03	\$718,982.97
Acct	20000 Series	Budget	August	September	October	Expenditures
21030 Office Supplies	\$22,742.00	\$654.26	\$2,028.34	\$1,164.44	\$14,548.93	\$8,193.07
22120 Garage & Motor Supplies	\$11,980.00	\$49.84	\$60.12	\$106.19	\$3,661.62	\$8,318.38
22148 Field Supplies	\$4,000.00	\$88.89	\$301.76	\$471.47	\$2,137.82	\$1,862.18
22328 Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406 Immunization Supplies	\$200,000.00	\$11,602.14	\$4,734.12	\$17,103.50	\$100,730.73	\$99,269.27
Total 20000 Series	\$240,972.00	\$12,395.13	\$7,124.34	\$18,845.60	\$121,079.10	\$119,892.90
Acct	30000 Series	Budget	August	September	October	Expenditures
31010 Legal Services	\$75,000.00	\$0.00	\$4,075.00	\$7,925.00	\$42,273.28	\$32,726.72
31070 Other Contractual Services	\$73,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$39,900.00	\$33,600.00
31150 Medical Services	\$3,000.00	\$500.00	\$0.00	\$920.00	\$2,048.36	\$951.64
32020 Travel/Mileage	\$13,941.00	\$386.10	\$120.00	\$183.00	\$3,036.11	\$10,904.89
32203 Cell Phones	\$20,025.00	\$1,485.64	\$0.00	\$1,521.84	\$12,848.93	\$7,176.07
32350 Postage	\$250.00	\$0.00	\$18.21	\$0.00	\$56.48	\$193.52
32550 Miscellaneous Costs	\$5,000.00	\$0.00	\$0.00	\$31.00	\$972.38	\$4,027.62
33128 Environmental Health	\$3,500.00	\$0.00	\$27.00	\$87.00	\$2,024.09	\$1,475.91
33368 Public Info & Educ	\$5,000.00	\$210.00	\$0.00	\$2,397.21	\$3,053.00	\$1,947.00
33938 Vector	\$38,872.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,872.00
34030 Liability Insurance Coverage	\$663,390.00	\$165,847.50	\$60,273.50	\$105,574.00	\$663,390.00	\$0.00
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	\$6,015.90	\$1,805.10
38013 Principle on Debt	\$45,797.00	\$3,561.57	\$3,561.57	\$3,561.57	\$35,369.15	\$10,427.85
39010 Dues & Subscriptions	\$3,000.00	\$0.00	\$2,134.00	\$0.00	\$3,879.00	(\$879.00)
39600 Refunds, Awards & Indemnities	\$1,628.00	\$15.00	\$69.99	\$0.00	\$1,227.99	\$400.01
39750 Information Technology	\$14,500.00	\$454.70	\$633.39	\$1,806.84	\$7,130.32	\$7,369.68
Total 30000 Series	\$991,224.00	\$183,562.10	\$82,014.25	\$135,109.05	\$823,224.99	\$167,999.01
Total Budget	\$5,309,846.00					
TOTAL EXPENDITURES		\$732,798.50	\$312,038.00	\$553,191.46	\$4,302,971.12	
Total Unexpended						\$1,006,874.88
Net (Monthly)		(\$625,513.42)	(\$229,127.63)	(\$440,200.83)		
FUND BALANCE		\$3,919,420.70	\$3,690,293.07	\$3,250,092.24		

Local Public Health Services

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

Valid: 01/01/2024-12/31/2024		Budget	August	September	October	YTD 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	August	September	October	Expenditures	Unexpended
11155	Nurses/Other Medical	\$63,482.00	\$7,324.86	\$4,883.24	\$4,639.08	\$24,172.04	\$39,309.96
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	\$4,200.00	\$4,200.00	\$21,000.00	\$8,400.00
11174	Food Service Specialist	\$54,600.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$50,400.00
11176	Assistant Director of CARE	\$60,900.00	\$7,026.93	\$4,684.62	\$4,684.62	\$50,125.46	\$10,774.54
11181	Lead Program Coordinator	\$4,200.00	\$484.62	\$323.08	\$323.08	\$2,746.18	\$1,453.82
11182	Director of Community Partnerships & Development	\$48,755.26	\$7,698.12	\$5,132.08	\$5,132.08	\$38,490.60	\$10,264.66
11196	Health Promotion Specialist	\$105,000.00	\$6,057.69	\$8,076.92	\$8,076.92	\$59,856.31	\$45,143.69
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	\$4,361.54	\$4,361.54	\$21,807.70	\$8,723.30
14800	FICA Taxes @ 7.65%	\$51,195.67	\$3,102.86	\$2,355.23	\$2,631.09	\$18,493.10	\$32,702.57
14810	PERF @ 11.2%	\$74,953.33	\$4,640.67	\$3,546.08	\$3,984.94	\$27,676.81	\$47,276.52
14840	Health Insurance	\$250,100.00	\$0.00	\$22,875.00	\$0.00	\$40,445.38	\$209,654.62
	Total 10000 Series	\$1,045,459.00	\$49,178.06	\$60,437.79	\$42,233.35	\$333,767.32	\$711,691.68
Acct	20000 Series	Budget	August	September	October	Expenditures	Unexpended
21030	Office Supplies	\$31,000.00	\$71.98	\$175.32	\$805.69	\$2,178.37	\$28,821.63
22148	Field Supplies	\$8,039.00	\$0.00	\$40.00	\$100.96	\$6,428.78	\$1,610.22
	Total 20000 Series	\$39,039.00	\$71.98	\$215.32	\$906.65	\$8,607.15	\$30,431.85
Acct	30000 Series	Budget	August	September	October	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	\$6,500.00	\$0.00	\$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	\$705.12	\$1,200.00	(\$1,200.00)	\$705.12	\$6,194.88
32050	Conferences & Trainings	\$14,000.00	\$2,339.40	\$0.00	\$1,444.15	\$9,279.96	\$4,720.04
32203	Cell Phones	\$14,950.00	\$442.80	\$0.00	\$447.60	\$2,802.18	\$12,147.82
32350	Postage	\$4,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,504.00
32550	Miscellaneous Costs	\$35,000.00	\$2,678.92	\$396.91	\$5,184.17	\$8,558.28	\$26,441.72
32705	Other Services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
33020	Advertising	\$150,000.00	\$60.00	\$162.98	\$2,537.18	\$2,760.16	\$147,239.84
33034	Grant	\$973,755.46	\$0.00	\$115,087.09	\$148,361.53	\$497,588.92	\$476,166.54
33128	Environmental Health	\$10,000.00	\$286.00	\$50.00	\$0.00	\$561.00	\$9,439.00
33368	Public Info & Ed	\$32,500.00	\$221.87	\$775.60	\$0.00	\$1,787.84	\$30,712.16
33648	Rebinding Records	\$200,000.00	\$0.00	\$0.00	\$30,700.00	\$30,700.00	\$169,300.00
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	\$175.52	\$1,519.12	\$1,694.64	\$195,243.36
39268	Immunization	\$66,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,939.00
39750	Information Technology	\$6,000.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$4,300.00
	Total 30000 Series	\$2,189,017.46	\$6,734.11	\$124,348.10	\$188,993.75	\$564,638.10	\$1,624,379.36
Acct	40000 Series	Budget	August	September	October	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		\$55,984.15	\$185,001.21	\$232,133.75	\$914,600.57	
	Total Unexpended						\$2,378,654.89
	Net (Monthly)		(\$55,984.15)	(\$185,001.21)	(\$232,133.75)		
	FUND BALANCE		\$2,795,789.85	\$2,610,788.64	\$2,378,654.89		

MIH Initiatives

LEAD: Renata Williams - SUPPORT: Alissa Balke

No Expiration		Budget	August	September	October	YTD 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	\$107.26	\$2,481.16	\$3,181.55	\$5,769.97	\$2,101.63	
	Total 30000 Series	\$7,871.60	\$107.26	\$2,481.16	\$3,181.55	\$5,769.97	\$2,101.63	
	Total Budget	\$7,871.60						
	Total Expenditures		\$107.26	\$2,481.16	\$3,181.55	\$5,769.97		
	Total Unexpended						\$2,101.63	
	Net (Monthly)		(\$107.26)	(\$2,481.16)	(\$3,181.55)			
	FUND BALANCE		\$7,764.34	\$5,283.18	\$2,101.63			

County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2024		Budget	August	September	October	YTD TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$386,998.75				\$386,998.75		
	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	\$18,465.82	\$12,050.16	\$10,510.25	\$122,178.63	\$37,945.37	
14800	FICA Taxes	\$12,250.00	\$1,386.77	\$895.97	\$784.75	\$9,218.00	\$3,032.00	
14810	PERF	\$17,934.00	\$2,068.16	\$1,349.62	\$1,090.99	\$13,597.83	\$4,336.17	
14840	Health Insurance	\$73,200.00	\$0.00	\$13,725.00	\$0.00	\$44,225.00	\$28,975.00	
	Total 10000 Series	\$263,508.00	\$21,920.75	\$28,020.75	\$12,385.99	\$189,219.46	\$74,288.54	
	Acct 20000 Series							
21030	Office Supplies	\$3,000.00	\$0.00	\$0.00	\$31.47	\$259.38	\$2,740.62	
22148	Field Supplies	\$62,840.75	\$207.63	\$293.30	\$819.48	\$28,530.01	\$34,310.74	
	Total 20000 Series	\$65,840.75	\$207.63	\$293.30	\$850.95	\$28,789.39	\$37,051.36	
	Acct 30000 Series							
32020	Travel/Mileage	\$4,500.00	\$429.75	\$353.70	\$363.60	\$2,893.50	\$1,606.50	
32050	Conferences & Training	\$2,000.00	\$0.00	\$5.15	\$0.00	\$1,497.65	\$502.35	
32203	Cell Phones	\$4,500.00	\$268.56	\$0.00	\$268.56	\$2,431.92	\$2,068.08	
32350	Postage	\$4,560.56	\$0.00	\$0.00	\$0.00	\$1,064.81	\$3,495.75	
33368	Public Information & Education	\$37,150.00	\$3,488.56	\$796.10	\$501.93	\$11,158.17	\$25,991.83	
39750	Information Tech	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
	Total 30000 Series	\$57,710.56	\$4,186.87	\$1,154.95	\$1,134.09	\$19,046.05	\$38,664.51	
	Total Budget	\$387,059.31						
	Total Expenditures		\$26,315.25	\$29,469.00	\$14,371.03	\$237,054.90		
	Total Unexpended						\$150,004.41	
	Net (Monthly)		(\$26,315.25)	(\$29,469.00)	(\$14,371.03)			
	FUND BALANCE		\$193,783.88	\$164,314.88	\$149,943.85			

Health Immunization CoAg

LEAD: Jodie Pairitz

Valid: 07/01/2024-06/30/2025		Budget	August	September	October	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$0.00	\$66,016.47	\$32,871.93	\$415,361.67	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$0.00	\$1,018.88	
	TOTAL REVENUE	(\$62,224.56)	\$0.00	\$66,016.47	\$32,871.93	\$354,155.99	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant	\$60,646.00	\$4,961.55	\$3,307.70	\$3,307.70	\$30,094.64	\$30,551.36
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	\$6,057.69	\$4,038.46	\$4,038.46	\$35,336.52	\$46,491.52
11193	Part Time	\$421,123.00	\$27,403.81	\$17,237.59	\$17,826.55	\$191,459.81	\$229,663.19
14800	FICA Taxes	\$50,120.13	\$2,916.96	\$1,858.24	\$1,903.31	\$20,925.28	\$29,194.85
14810	PERF	\$25,893.00	\$1,234.14	\$822.76	\$822.76	\$9,549.62	\$16,343.38
14840	Health Insurance	\$78,050.00	\$0.00	\$4,575.00	\$0.00	\$21,350.00	\$56,700.00
	Total 10000 Series	\$807,094.17	\$42,574.15	\$31,839.75	\$27,898.78	\$328,549.97	\$478,544.20
Acct	20000 Series						
21030	Office Supplies	\$41,764.29	\$0.00	\$201.85	\$0.00	\$29,340.60	\$12,423.69
22406	Immunization Supplies	\$20,125.32	\$723.57	\$152.39	\$1,318.12	\$6,310.30	\$13,815.02
	Total 20000 Series	\$61,889.61	\$723.57	\$354.24	\$1,318.12	\$35,650.90	\$26,238.71
Acct	30000 Series						
32020	Travel /Mileage	\$1,697.58	\$0.00	\$0.00	\$63.55	\$451.93	\$1,245.65
32203	Cell Phones	\$8,493.04	\$299.80	\$0.00	\$299.80	\$2,701.84	\$5,791.20
33368	Public Info & Educ	\$28,050.30	\$48.21	\$105.24	\$414.39	\$3,999.61	\$24,050.69
36015	Contractual Services	\$35,108.44	\$504.30	\$572.70	\$620.96	\$5,524.36	\$29,584.08
	Total 30000 Series	\$73,349.36	\$852.31	\$677.94	\$1,398.70	\$12,677.74	\$60,671.62
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		\$44,150.03	\$32,871.93	\$30,615.60	\$384,771.59	
	Total Unexpended						\$567,905.46
	Net (Monthly)		(\$44,150.03)	\$33,144.54	\$2,256.33		
15	FUND BALANCE		(\$66,016.47)	(\$32,871.93)	(\$30,615.60)		

Health PHEP

LEAD: Cameron Harris

Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/30/2024-08/30/2025		Budget	August	September	October	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$67,803.37	\$14,271.85	\$62,543.83	\$625,224.33	
	TOTAL REVENUE	(\$47,723.92)	\$67,803.37	\$14,271.85	\$62,543.83	\$577,500.41	
	EXPENDITURES						
Acct	10000 Series						
11030	Administrator	\$5,081.76	\$846.96	\$0.00	\$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	\$3,713.37	\$0.00	\$0.00	\$22,280.22	\$0.00
11167	Community Health Worker	\$390,265.20	\$37,411.91	\$22,409.88	\$23,008.63	\$257,126.75	\$133,138.45
11170	Director of CARE	\$22,713.66	\$3,785.61	\$0.00	\$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	\$3,445.76	\$1,676.44	\$1,716.16	\$23,059.63	\$5,126.74
14810	PERF	\$39,473.65	\$5,124.87	\$2,509.90	\$2,576.96	\$34,452.19	\$5,021.46
14840	Health Insurance	\$174,992.31	\$2,775.00	\$22,875.00	\$0.00	\$87,117.31	\$87,875.00
	Total 10000 Series	\$683,484.00	\$57,103.48	\$49,471.22	\$27,301.75	\$452,322.35	\$231,161.65
Acct	20000 Series						
22148	Field Supplies	\$2,431.38	\$0.00	\$221.94	\$0.00	\$1,751.87	\$679.51
	Total 20000 Series	\$2,431.38	\$0.00	\$221.94	\$0.00	\$1,751.87	\$679.51
Acct	30000 Series						
31015	Consultant Services	\$122,400.00	\$6,000.00	\$6,000.00	\$6,000.00	\$60,000.00	\$62,400.00
32020	Travel/Mileage	\$3,442.76	\$351.23	\$346.91	\$167.58	\$1,464.67	\$1,978.09
32050	Conferences & Training	\$6,078.49	\$0.00	\$5.15	\$0.00	\$3,632.74	\$2,445.75
32203	Cell Phones	\$5,593.10	\$358.08	\$0.00	\$358.08	\$3,291.69	\$2,301.41
33368	Public Information & Education	\$466,598.42	\$18,086.93	\$6,161.11	\$17,342.12	\$105,110.42	\$361,488.00
36015	Contractual Services	\$3,865.26	\$175.50	\$337.50	\$2,065.50	\$3,161.70	\$703.56
39010	Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 30000 Series	\$607,978.03	\$24,971.74	\$12,850.67	\$25,933.28	\$176,661.22	\$431,316.81
	Total Budget	\$1,293,893.41					
	Total Expenditures		\$82,075.22	\$62,543.83	\$53,235.03	\$630,735.44	
	Total Unexpended						\$663,157.97
	Net (Monthly)		(\$14,271.85)	(\$48,271.98)	\$9,308.80		
	FUND BALANCE		(\$14,271.85)	(\$62,543.83)	(\$53,235.03)		

Health School Liaison

LEAD: Ashley Helman

Valid: 07/01/2023-06/30/2024		Budget	August	September	October	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$996,265.47				\$996,265.47	
02708	Federal/Grants Reimbursements		\$0.00	\$550,000.00	\$0.00	\$550,000.00	
06400	Donations		\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	TOTAL REVENUE	\$996,265.47	\$0.00	\$550,000.00	\$50,000.00	\$1,046,265.47	
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 Liason	\$63,482.00	\$7,324.86	\$4,883.24	\$4,883.24	\$54,460.50	\$9,021.50
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	\$551.86	\$365.08	\$365.08	\$3,839.79	\$12,011.21
14810	PERF	\$14,873.00	\$820.38	\$546.92	\$546.92	\$6,062.69	\$8,810.31
14840	Health Insurance	\$42,700.00	\$0.00	\$4,575.00	\$0.00	\$13,725.00	\$28,975.00
	Total 10000 Series	\$289,685.00	\$8,697.10	\$10,370.24	\$5,795.24	\$78,087.98	\$211,597.02
Acct	20000 Series						
21030	Office Supplies	\$3,500.00	\$0.00	\$0.00	\$39.00	\$1,733.35	\$1,766.65
	Total 20000 Series	\$3,500.00	\$0.00	\$0.00	\$39.00	\$1,733.35	\$1,766.65
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	\$166.95	\$280.35	\$719.65
32203	Cell Phones	\$850.00	\$44.76	\$0.00	\$44.76	\$413.31	\$436.69
32550	Miscellaneous Costs	\$757,766.47	\$0.00	\$2,181.47	\$2,337.54	\$31,092.38	\$726,674.09
33368	Public Info & Educ	\$101,000.00	\$2,883.54	\$10,092.63	\$2,430.56	\$42,080.93	\$58,919.07
39243	Donations	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
	Total 30000 Series	\$927,232.47	\$2,928.30	\$12,274.10	\$4,979.81	\$73,866.97	\$853,365.50
	Total Budget	\$1,220,417.47					
	Total Expenditures		\$11,625.40	\$22,644.34	\$10,814.05	\$153,688.30	
	Total Unexpended						\$1,066,729.17
	Net (Monthly)		(\$11,625.40)	\$527,355.66	\$39,185.95		
18	FUND BALANCE		\$876,035.56	\$1,403,391.22	\$1,442,577.17		

Health Local Health Services

LEAD: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	August	September	October	YTD 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	\$6,300.00	\$4,200.00	\$4,200.00	\$23,100.00	\$31,500.00
14800	FICA Taxes	\$4,177.00	\$468.16	\$307.51	\$307.51	\$1,721.15	\$2,455.85
14810	PERF	\$6,116.00	\$705.60	\$470.40	\$470.40	\$2,587.20	\$3,528.80
14840	Health Insurance	\$16,439.00	\$0.00	\$4,575.00	\$0.00	\$6,100.00	\$10,339.00
	Total 10000 Series	\$81,332.00	\$7,473.76	\$9,552.91	\$4,977.91	\$33,508.35	\$47,823.65
	Total Budget	\$81,332.00					
	Total Expenditures		\$7,473.76	\$9,552.91	\$4,977.91	\$33,508.35	
	Total Unexpended						\$47,823.65
	Net (Monthly)		(\$7,473.76)	(\$9,552.91)	(\$4,977.91)		
	FUND BALANCE		\$62,348.22	\$52,795.31	\$47,817.40		

Health Trust Fund

Lead: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	August	September	October	YTD 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	\$6,461.55	\$4,307.70	\$4,307.70	\$28,000.05	\$27,999.95
11950	Part Time (\$17/hour)	\$12,500.00	\$1,844.50	\$0.00	\$0.00	\$5,180.75	\$7,319.25
14800	FICA Taxes	\$5,241.00	\$629.73	\$323.85	\$323.85	\$2,504.22	\$2,736.78
14810	PERF	\$6,272.00	\$723.69	\$482.46	\$482.46	\$3,135.99	\$3,136.01
14840	Health Insurance	\$20,161.00	\$0.00	\$4,575.00	\$0.00	\$7,625.00	\$12,536.00
	Total 10000 Series	\$100,174.00	\$9,659.47	\$9,689.01	\$5,114.01	\$46,446.01	\$53,727.99
Acct	20000 Series						
21030	Office Supplies	\$2,000.00	\$0.00	\$10.79	\$57.99	\$321.87	\$1,678.13
22120	Gas/Motor Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
22148	Field Supplies	\$3,000.00	\$103.46	\$233.19	\$513.13	\$1,634.10	\$1,365.90
	Total 20000 Series	\$8,500.00	\$103.46	\$243.98	\$571.12	\$1,955.97	\$6,544.03
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	\$133.08	\$0.00	\$134.28	\$694.62	\$1,105.38
32350	Postage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
33368	Public Info & Educ	\$5,000.00	\$0.00	\$0.00	\$0.00	\$816.66	\$4,183.34
33938	Vector	\$50,000.00	\$22,040.12	\$462.07	\$1,076.29	\$23,725.49	\$26,274.51
36500	Service Contract	\$3,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$600.00
39750	Information Technology	\$15,500.00	\$0.00	\$0.00	\$1,184.83	\$4,533.11	\$10,966.89
	Total 30000 Series	\$78,300.00	\$22,173.20	\$462.07	\$2,395.40	\$32,436.88	\$45,863.12
Acct	40000 Series						
44010	Equipment	\$35,000.00	\$26,037.02	\$0.00	\$1,250.92	\$33,189.81	\$1,810.19
45010	Vehicles	\$117,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,500.00
	Total 40000 Series	\$152,500.00	\$26,037.02	\$0.00	\$1,250.92	\$33,189.81	\$119,310.19
	Total Budget	\$339,474.00					
	Total Expenditures		\$57,973.15	\$10,395.06	\$9,331.45	\$114,028.67	
	Total Unexpended						\$225,445.33
	Net (Monthly)		(\$57,973.15)	(\$10,395.06)	(\$9,331.45)		
	FUND BALANCE		\$279,180.19	\$268,785.13	\$259,453.68		

CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2025		Budget	August	September	October	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$0.00	\$40,173.54	\$35,105.34	\$205,451.86	
	TOTAL REVENUE	(\$23,172.91)	\$0.00	\$40,173.54	\$35,105.34	\$182,278.95	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker	\$137,246.46	\$13,728.54	\$9,057.41	\$9,152.36	\$93,894.65	\$43,351.81
11782	MIH Coordinator	\$74,853.13	\$6,836.54	\$5,127.40	\$4,883.24	\$33,938.52	\$40,914.61
14800	FICA Taxes	\$16,125.27	\$1,516.10	\$1,031.83	\$1,020.42	\$9,481.48	\$6,643.79
14810	Perf	\$23,608.24	\$2,303.29	\$1,588.70	\$1,571.98	\$14,317.30	\$9,290.94
14840	Health Insurance	\$106,750.00	\$0.00	\$18,300.00	\$0.00	\$47,275.00	\$59,475.00
	Total 10000 Series	\$358,583.10	\$24,384.47	\$35,105.34	\$16,628.00	\$198,906.95	\$159,676.15
	Total Budget	\$358,583.10					
	Total Expenditures		\$24,384.47	\$35,105.34	\$16,628.00	\$198,906.95	
	Total Unexpended						\$159,676.15
	Net (Monthly)		(\$24,384.47)	\$5,068.20	\$18,477.34		
	FUND BALANCE		(\$40,173.54)	(\$35,105.34)	(\$16,628.00)		

NACCHO Mentor Program

LEAD: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	August	September	October	YTD 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	\$1.00	\$1,582.00	\$0.00
	Total 20000 Series	\$1,582.00	\$0.00	\$0.00	\$1.00	\$1,582.00	\$0.00
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	\$458.98	\$595.34	\$10,095.35
33020	Advertising	\$14,322.24	\$0.00	\$0.00	\$100.00	\$100.00	\$14,222.24
33100	Printing	\$2,177.76	\$0.00	\$0.00	\$0.00	\$0.00	\$2,177.76
	Total 30000 Series	\$49,925.69	\$0.00	\$0.00	\$558.98	\$695.34	\$49,230.35
	Total Budget	\$51,507.69					
	Total Expenditures		\$0.00	\$0.00	\$559.98	\$2,277.34	
	Total Unexpended						\$49,230.35
	Net (Monthly)		\$0.00	\$0.00	(\$559.98)		
	FUND BALANCE		\$49,790.33	\$49,790.33	\$49,230.35		

FOOD SERVICES

October 12 – Three (3) Food Unit inspection staff conducted **55** inspections at Notre Dame Stadium during Notre Dame vs Stanford.

Orientation/on-boarding, for the new FSIO/CPO, progressed to 2 weeks of trainer-led inspections, which allowed our new hire to review inspection protocols through observation. Trainee-led inspections in Week 3 & 4, allowing for rebuilding of inspections skills and demonstration of food safety competencies. Field activities were preceded by 42 hours of web-base FDA curriculum training. Also, before inspecting on her own, new staff will be observed by Director or Assistant Director and also by a member of IDOH Field Staff. October 24, 2024, passed the Certified Food Protection Manager exam to renew that 5-year certification.

October 30 - Food Unit Assistant Director, Karen Teague, attended the Local Public Health Symposium. Non food details also being reported by Jenna Rose --State Health Commissioner, Dr. Lindsey Weaver, discussed the Trauma System Plan and KPI updates (SJC was mentioned in these updates regarding the coordination with Notre Dame for the pop-up village). The new legislative session is in January (breakout session regarding communication with legislators was attended by Karen Teague). Lorra Archibald discussed Clinton County Outreach regarding Maternal child health, Chronic Disease Prevention, Trauma Prevention, Tobacco Prevention. Vigo County Griffin Bike Park representative discussed how they would be using HFI funds. Guy Crowder provided a Syphilis update. Indiana State EMS Medical Director, Eric Yazel, discussed home care options, including utilizing paramedics. Dave McCormick of IDOH Immunization Division discussed updates, and a concern about home delivered flu mist.

IDOH Food Protection Division Director, Vivian McCurdy provided 7-26 Food Code updates including informing attendees that the new code will be in public comment period from November 6, 2024 to December 6, 2024, the Hearing will be December 13th, and then the Governor review, then it would become effective 30 days later. SJCDoH will have access to a template to use with CivicGov in order to use it for dashboards that the state has developed for KPI monitoring (Retail Program, Enforcement, Complaint System). The dashboards can be made available for public viewing if requested. Sharepoint will be used to provide LHD food staff with a training/videos to share with local industry regarding the new code 7-26.

LEAD COMBINED UNIT

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

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

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 November 1, 2024, the report will include all lead tests drawn in September of 2024.

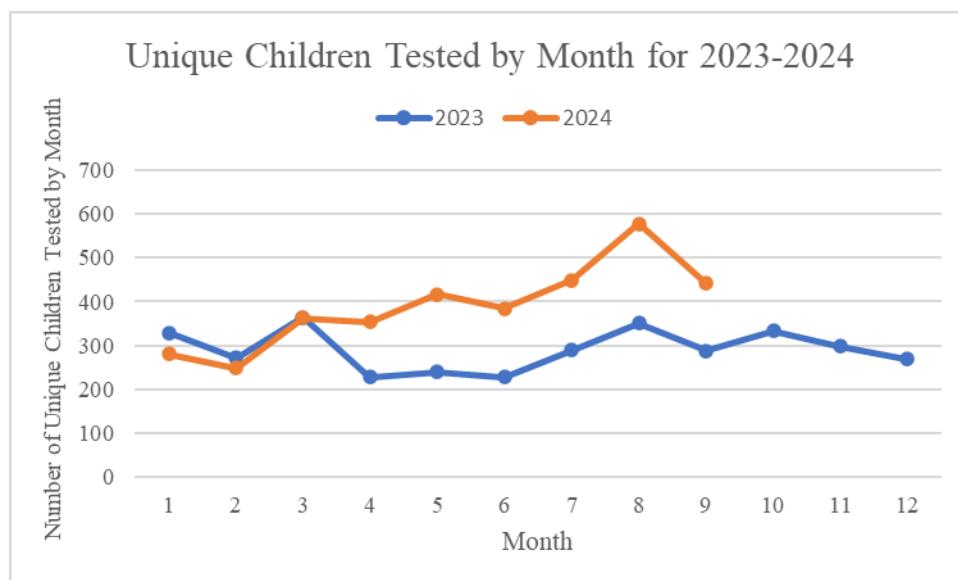
Tests drawn from September 1, 2024 – September 30, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	28	61	0	89
0.1-<2	33	218	0	251
2-3.4	12	27	0	39
3.5-4.9	5	27	0	32
5-9.9	5	16	0	21
10-19.9	2	4	0	6
20-29.9	2	0	0	2
30-39.9	1	0	0	1
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	88	353	0	441

There were two duplicate tests in the month of September, 441 unique children were tested.

2024 YTD = 3,512

2023 YTD = 2,585



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	September 2024	YTD 2024
46619	8 elevated	41 elevated
46613	5 elevated	40 elevated
46628	5 elevated	28 elevated
46614	2 elevated	20 elevated
46601	3 elevated	19 elevated
46544	2 elevated	14 elevated
46615	3 elevated	12 elevated
46616	2 elevated	12 elevated
46545	0 elevated	10 elevated
46637	0 elevated	6 elevated
46617	0 elevated	2 elevated
46554	0 elevated	1 elevated
46530	0 elevated	1 elevated

Community Outreach Settings

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

Testing and Education Events	# of events	# of tests	Awareness Events	# of events
October 2024	5	48	October 2024	5

YTD	# of events	# of tests
YTD 2024	75	369

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 10/31/2024

Case Management	Case Monitoring	Unconfirmed Cases
87	100	70

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	October 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	13	120	98	61	62	46
i. EBLL Assessments	4	47	49	27	18	18
ii. Parent Requests	9	73	49	34	44	28
B. Clearances	9	80	55	14	18	22

NURSING

Immunizations

Across all three clinics, we have served 426 adults and 354 children, totaling 780 unique individuals. The staff has administered 1,475 immunizations.

Mobile Immunization Team

In October, the mobile team focused on providing flu and COVID-19 vaccines to underserved communities through food banks, soup kitchens, and community centers. They collaborated with Real Services at several clinics, where individuals who received a flu or COVID-19 immunization were offered a \$10 gift card. Additionally, the mobile team continued to visit schools to administer age-appropriate vaccines.

Throughout October, the mobile team served 229 patients and administered 496 vaccines.

Clinics

10/01/2024	St. Vincent De Paul
10/02/2024	Holladay Properties
10/03/2024	St. Joseph High School
10/05/2024	Just Show Up Family Expo
10/08/2024	Karl King River Bend Tower
10/09/2024	St. Augustine Soup Kitchen
10/15/2024	Briarcliff
10/16/2024	Broadway Christian Parish
10/16/2024	Motels4Now
10/18/2024	OneRoof
10/21/2024	1st United
10/23/2024	Washington High School
10/23/2024	Wilson Elementary School
10/24/2024	Oaklawn
10/25/2024	Our Lady of the Road
10/28/2024	Riley High School

10/29/2024 Babe Store
 10/30/2024 LaSalle Academy
 10/31/2024 Purdue Polytechnic High School

Public Health Nursing

There were 48 animal bites and 136 communicable disease cases in October.

VITAL RECORDS

	<u>Records Filed in Oct 2024</u>	<u>YTD 2024 Occurrences</u>	<u>YTD 2023 Occurrences</u>
<u>Statistics*</u>			
Total Births	399	3546	3473
Total Deaths	237	2667	2806
Paternities	3	56	65
Corrections	2	26	41
Genealogy	7	9	2
	<u>YTD 2024 Requestors</u>	<u>YTD 2024 Number of Records Issued</u>	<u>YTD 2024 Pending Requests</u>
Birth Cert Asst.	6	12	1
	<u>Records Issued Oct 2024</u>	<u>YTD 2024 Issued</u>	<u>YTD 2023 Issued</u>
Birth Certs Total	1243	12,386	12,432
Death Certs Total	1435	15,360	13,696

Birth & Death data reflected as of 11/07/2024.

Subject to change, generated from DRIVE and File Maker.

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Michelle Migliore, D.O.
 Health Officer



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
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"

November 20, 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 award the following grantee's HFSJC 2025 Funds.

Access and Linkage to Clinical Care	
Dr. Angie's Dental Health Exchange	\$50,000.00
Chronic Disease Prevention	
Portage Township	\$65,000.00
REAL Services	\$82,328.00
Saint Joseph Regional Medical Center, Inc.	\$185,000.00
St. Margaret's House	\$108,558.00
Unity Gardens, Inc.	\$108,058.00
Infectious Disease Surveillance & Prevention	
Health Plus Indiana	\$65,000.00
Northern Indiana Maternal and Child Health Network, Inc.	\$60,000.00
Maternal & Child Health	
Mental Health Awareness of Michiana	\$23,125.00
Saint Joseph Regional Medical Center, Inc.	\$293,014.00
Women's Care Center	\$100,000.00
School Wellness	
Cultivate Culinary School	\$75,000.00
Play Like A Champion Today, Inc.	\$40,500.00
Purdue University Cooperative Extension Service	\$15,000.00
Tobacco Prevention & Cessation	
Saint Joseph Regional Medical Center, Inc.	\$60,000.00
TOTAL	\$1,330,583.00

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

Thank you for your consideration of our request.

Sincerely,



Michelle Migliore, D.O.
Health Officer

MM:JR;jsp

APPROVED _____ DENIED _____

This 20th Day of November 2024 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, PE
President, Board of Health

Elizabeth Lindenman, MD
Vice President, Board of Health

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



@stjosephcountyhealth



@sjchealth

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

POSITION: Environmental Health Specialist Coordinator - Septic
DIVISION OR UNIT: Environmental Health
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Environmental Health Specialist Coordinator - Septic for the Environmental Health Unit of the St. Joseph County Department of Health (SJCDoH), responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Leads the septic program for the SJCDoH, developing plans and procedures to prevent the public from expensive repairs or to avoid sewage backup.

Inspects sites prior to construction of septic and sewage disposal systems, including conducting soil tests and reviewing landscape features, identifying problems, reviewing and approving septic designs, and taking corrective action as needed to ensure compliance with applicable laws and legal requirements.

Develops minimum specifications for septic systems that meet applicable laws and legal requirements, including, but not limited to, reviewing property tax records, applications, and soil borings.

Responds to requests, questions, and problems concerning septic systems, wells, and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Inspects private wells and septic systems for loan approvals and completes reports and related paperwork as required.

Performs environmental inspections of public and private property, ensuring compliance with public laws, codes, ordinances, and regulations. Provides consultation regarding environmental health and safety issues and solid and hazardous waste inspections. Conducts, photographs, and documents inspections, determines violations, sends warning letters to responsible parties, and refers violations to law enforcement agencies as appropriate.

Reviews property transfer inspections and issues abatement orders.

Conducts follow-up inspections as required to ensure compliance with code. Provides corrective instruction for violations, conducts additional inspections, and refers violators to law enforcement agencies as appropriate.

Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints.

Responds to health/sanitation inquiries from the general public and provides related technical advice, including, but not limited to, providing information, referrals, and/or assistance as appropriate.

Maintains accurate and detailed files of all complaints, inspections, and related documents. Completes daily work and mileage reports and monthly/annual reports as required by supervisor and regulating agencies.

Determines site suitability for all major subdivisions and newly created parcels in the county. Evaluates soil reports and topography for future septic use and conducts a historical investigation of the site. Investigations include looking at historical aerial photographs, checking for public utilities, searching for septic and well schematics, reviewing septic inspections, verifying septic inspections with ground penetrating radar, checking for well head protection areas, and looking at flood plain maps.

Sits on the Plat committee and votes on all new Major and Minor Subdivisions and on Replats. Conducts tech reviews with developers and surveyors to provide guidance and answer questions.

Processes cluster system permits. Conducts on site reviews for proposed cluster systems. Makes sure all cluster system designs meet county and state codes. Communicates with the Indiana Department of Health (IDOH) to help determine site suitability.

Organizes and maintains cluster system records including monitoring and maintenance reports. Meets with and provides guidance to homeowners' association leaders and developers who wish to expand cluster system services.

Coordinates with IDOH when new houses wish to connect to an existing cluster system. Writes orders of abatement when cluster systems aren't being properly maintained or funded to bring them into compliance with county code.

Attends septic section meetings and state/local meetings regarding septic system issues as required.

Participates in Department of Health's emergency preparedness and response activities as directed.

Proctors and grades exams for new/renewals St. Joseph County septic system contractors.

Works with personnel from Environment Protection Agency (EPA), IDEM, and IDOH, coordinating services, interpreting and enforcing health requirements, drafting ordinances and regulations, and providing and requesting work-related information.

Serves as a public health emergency responder, assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Periodically testifies in legal proceedings/court as required.

Trains new staff and reviews their work.

Takes initial complaints and delegates to other Environmental Health Specialists.

Assigns work to Environmental Health Specialists.

Provides guidance and direction when Environmental Health Specialists have questions/concerns.

Processes all Health Officer Reports and Subdivision Reviews.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

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

Possession of or ability to obtain National Incident Management System (NIMS) certification.

Thorough knowledge of standard policies and practices of SJCDoh, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the general public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly review and approve permits, conduct effective investigations, and ensure compliance with legal requirements.

Working knowledge of basic computer skills including word processing, spreadsheet, email, and Department-specific software and applications, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and reports, present educational materials, and maintain positive community support/public relations.

Ability to oversee others' work and lead them effectively.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, EPA, IDEM, Indiana Onsite Wastewater Professionals Association, other government agencies, engineering firms, soil scientists, contractors, 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.

Shall comply with all County and SJCDoh 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 irate/hostile persons.

Ability to properly operate standard office and environmental testing equipment, including computer, telephone, calculator, digital camera, ground penetrating radar, soil probe, and soil auger.

Ability to count, compute, and perform arithmetic operations.

Ability to compile, analyze, and evaluate data, and make data-driven decisions.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

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

Ability to apply knowledge of people and locations, plan/layout work assignments, and read/interpret detailed blueprints and plans.

Ability to file, post, and mail materials.

Ability to plan and deliver public speaking presentations.

Ability to testify in legal proceedings/court as necessary.

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

Ability to occasionally work extended hours, evenings, and/or weekends, respond to emergencies on 24-hour basis, and travel out of town for training, sometimes overnight.

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

II. DIFFICULTY OF WORK:

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

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, IDOH, EPA, IDEM, Indiana Onsite Wastewater Professionals Association, other government agencies, engineering firms, soil scientists, contractors, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a vehicle, and in the field/outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, driving, walking on uneven terrain, working in wet/icy surroundings and extreme temperatures, working near fumes/odors/dust/dirt and in noisy environments, lifting/carrying/pushing/pulling objects occasionally weighing over 50 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, close/far vision, color and depth perception, speaking clearly, hearing sounds/communication. Incumbent is frequently exposed to hazards normally associated with construction sites and inspection of public health and environmental protection problems. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing/equipment. Incumbent may be exposed to irate/hostile persons.

Incumbent is occasionally required to work extended hours, evenings, and/or weekends, respond to emergencies on 24-hour basis, and travel out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist Coordinator - Septic for the Environmental Health Unit of 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

POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA

POSITION: Environmental Health Specialist Coordinator - Water
DIVISON OR UNIT: Environmental Health
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Environmental Health Specialist Coordinator - Water for the Environmental Health Unit of the St. Joseph County Department of Health (SJCDoH), responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Leads the water program for the SJCDoH, developing plans and procedures to prevent water contamination.

Responds to requests, questions, and problems concerning wells and related environmental concerns, providing information and assistance, explaining procedures, and issuing or denying permits as applicable.

Reviews well applications, well reports, and water quality data for the installation of new wells, determining if applications meet requirements. Enters and analyzes data and issues requirements to permittees as necessary.

Inspects new and abandoned wells to ensure compliance with State laws and regulations, county ordinances, and permit requirements and completes reports and related paperwork as required. Investigates complaints concerning installation of water supply wells.

Provides consultation regarding environmental health and safety issues and solid and hazardous waste inspections.

Conducts, photographs, and documents inspections, determining violations, sending warning letters to responsible parties, and referring violations to law enforcement agencies as appropriate.

Conducts follow-up inspections as required to ensure compliance with code. Provides corrective instruction for violations, conducts additional inspections, and refers violators to law enforcement agencies as appropriate.

Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints. Prepares reports to accurately reflect the potential threats to groundwater.

Responds to health and sanitation inquiries from the public and provides related technical advice, including, but not limited to, providing information, referrals, and/or assistance as appropriate.

Maintains accurate and detailed files of all complaints, inspections, and related documents. Completes daily work and mileage reports and monthly/annual reports as required by supervisor and regulating agencies.

Works with personnel from Environmental Protection Agency (EPA), IDEM, Indiana Department of Natural Resources (IDNR), and Indiana Department of Health (IDOH) to coordinate services, interpret and enforce health requirements, draft ordinances, and regulations, and provide and request work-related information.

Investigates, organizes, and collects water samples for water testing, and informs the public of results. Investigates ground water contamination sites and remediation activities consistent with Source Water Protection.

Reviews Wellhead Protection permit applications and issues permits.

Investigate complaints of lead poisoning, conducting home visits and environmental risk assessments, testing surfaces, and collecting water, soil, and dust samples. Conducts preventative lead surveys of facilities.

Maintains inventory of supplies and equipment, ordering supplies and ensuring proper maintenance and working order of lead testing equipment.

Researches and secures alternative funding for programs, including grant opportunities, develops and submits grant proposals, and administers grants upon approval.

Presents educational programs at health fairs and community and social organizations.

Reviews property transfer inspections and issues abatement orders.

Serves as a public health emergency responder, including serving on a 24-hour call for emergencies.

Periodically testifies in legal proceedings and court as required.

Attends professional education workshops and training seminars as required.

Trains new staff and reviews their work.

Takes initial complaints and delegates to other Environmental Health Specialists

Assigns work to Environmental Health Specialists.

Provides guidance and direction when Environmental Health Specialists have questions/concerns.

Organizes all major projects and events as it pertains to the health and safety of local water sources, such as the annual sampling of the entire Juday Creek neighborhood.

Develops a comprehensive work plan for the Juday Creek sampling process, which includes but is not limited to the following:

Writing a notification letter and authorization form

Investigating property ownership changes

Preparing field notes and sampling materials

Preparing a timeline detailing when all 140 homes will be tested

Mapping out the work plan

Collaborating with local labs and the Engineering Department for remediation

Follows up with Juday Creek property owners year-round to help mitigate water quality concerns, which includes notifying new property owners of past results and educating on remediation

Performs related duties as assigned.

I. JOB REQUIREMENTS:

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

Possession of or ability to obtain National Incident Management System (NIMS) certification.

Thorough knowledge of standard policies and practices of SJCDoh, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly review and approve permits, conduct effective investigations, and ensure compliance with legal requirements.

Working knowledge of basic computer skills including word processing, spreadsheet, email, and Department-specific software and applications, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and reports, present educational materials, and maintain positive community support and public relations.

Ability to oversee others' work and lead them effectively.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, EPA, IDEM, other government agencies, water laboratories, contractors, title companies, realtors, buyers, installers, homebuilders, SJCDoh Foods Unit, 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.

Shall comply with all County and SJCDoh 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 irate or hostile persons.

Ability to properly operate standard office and environmental testing equipment, including computer, telephone, and digital camera.

Ability to count, compute, and perform arithmetic operations.

Ability to compare, compile, analyze, and evaluate data, and to make data-driven decisions.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

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

Ability to apply knowledge of people and locations, plan/layout work assignments, and read and interpret detailed blueprints and plans.

Ability to file, post, and mail materials.

Ability to plan and deliver public speaking presentations.

Ability to testify in legal proceedings or court as necessary.

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

Ability to occasionally work extended hours and/or evenings, respond to emergencies on 24-hour basis, and travel out of town for training, sometimes overnight.

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

II. DIFFICULTY OF WORK:

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

III. RESPONSIBILITY:

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

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, IDOH, EPA, IDEM, other government agencies, water laboratories, contractors, title companies, realtors, buyers, installers, homebuilders, SJCDoh Foods Unit, and the public for purposes of exchanging information, rendering service, instructing, and negotiating.

Incumbent reports directly to Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a vehicle, and in the field/outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, driving, walking on uneven terrain, working in wet/icy surroundings and extreme temperatures, working near fumes/odors/dust/dirt and in noisy environments, working with or near chemicals, lifting/carrying/pushing/pulling objects occasionally weighing over 50 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, close/far vision, color and depth perception, speaking clearly, hearing sounds/communication. Incumbent is frequently exposed to hazards normally associated with construction sites and inspection of public health and environmental protection problems. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing/equipment. Incumbent may be exposed to irate/hostile persons.

Incumbent is occasionally required to work extended hours and/or evenings, respond to emergencies on 24-hour basis, and travel out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist Coordinator - Water for the Environmental Health Unit of 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

Saint Joseph County, Indiana
Form D - Appropriation/(Budget Reduction)

Department Name - Department of Health
Fund Names - County Health Department

Reviews:

Department	<u>Amy L. Ruppe</u>	11/21/2024
Auditor	Signature	Date

Fund.Acct.Obj.Loc	Account Name	Amount	
1159.11184.0000.0055	Env Health Spec Coordinator	4,410.00	xxxx.xxxx.xxxx.xxxx
Total		4,410.00	

Salary Amendment

Position Name	Env Health Specialist Coordinator	Position Name	
Current Salary (2025)	\$57,330.00	Current Salary	\$0.00
Proposed Salary (2025)	\$59,535.00	Proposed Salary	\$0.00

Position Name		Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$0.00	Proposed Salary	\$0.00

Justification

We created two new positions within our Environmental Health unit to move two current Environmental Health Specialists to Environmental Health Specialist Coordinator. One position will be titled Environmental Health Specialist Coordinator - Septic, and the other Environmental Health Specialist Coordinator - Water. Both staff will continue to perform EHS duties, but in addition will be responsible for training new staff, reviewing work, making work assignments to other EHS staff, organizing major projects for each respective area, and to provide guidance and direction for EHS staff. We would move the \$57,330 currently budgeted in 2025 for each position to the new account # 11184 and add an additional \$2,205 per employee for the additional duties of Coordinator and make this retro-active back to January 1st, 2025.