

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

**Regular Meeting**

**MINUTES**

December 18, 2024  
4:30 p.m.

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

**Members Present:**

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

**Members Absent:**

Robert Hays, MD  
Vacant Position  
Vacant Position

**Administration Present:**

Michelle Migliore, D.O.	Brett Davis
Diana Purushotham, MD - Zoom	Ashley Helman, RN
Michael Wruble	Renata Williams
Jennifer S. Parcell	Matt Gotsch
Ericka Tijerina	Briannah McCall
Carolyn Smith	Sharyl Smith
Mark Espich	Marcellus Lebbin - 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 December 18, 2024.

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

**APPROVAL OF MINUTES**

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of November 20, 2024.

Upon a motion by Elizabeth Lindenman, MD being seconded by Jill Kaps VanBruaene and unanimously carried, the minutes of the November 20, 2024, meeting of the Board of Health were approved.

### **III. BOARD PRESIDENT ANNOUNCEMENTS**

John Linn thanked the Department of Health staff for the work this past year and wished them a Merry Christmas. John has been talking with some of our State Representatives about the State Budget and asked for us to please do everything we can to help with continuing the Health First Indiana. Please let the representatives know it is a good investment.

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

24-43 Discussion and Vote – Health Officer’s Report (November)  
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 highlighted Media stats and the KPI (Key Performance Items) progress. In 2025 we will be reporting KPI’s to the State on a monthly basis instead of quarterly.

Ellen Reilander, Esq., asked about the EMBER program and continuing education and the Cultivate partnership.

Renata Williams, Director of CARE stated the SJCDoH will be continuing the education program. We have seen greater numbers than we anticipated. The Cultivate partnership is partnering with the Lakeville Fire Department.

Carolyn Smith, Director of Food Services presented the Food Services and Pools spotlight (attached to these minutes). Highlighted retail inspections a decrease in inspections from 2023. 85% increase in meetings, we have been meeting virtually and in person about the integrated county wide program CivicGov, the food code, among other things.

Dr. Migliore acknowledged Sharyl Smith who has been with the Department of Health 27 years, she is retiring at the end of this month.

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

**V. NEW BUSINESS**

24-48 Discussion and Vote – Job Description – Food Services Staff Assistant

Upon a motion by Elizabeth Lindenman, MD., being seconded by Michael Harding, EdD, and unanimously carried the job description for Food Services Staff Assistant job description was approved as presented.

24-49 Discussion and Vote – Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code.

Marcel Lebbin, Esq., requested that this be tabled until the January 15, 2025 meeting to allow more time to review.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding, EdD, and unanimously carried the Revisions to Chapter 117 St. Joseph County Food Establishments, of the St. Joseph County Code was tabled to the January 15, 2025 meeting of the Board of Health.

24-50 Discussion and Vote – Replace the 2000 St. Joseph County Health Department Personnel and Benefits Manual with the 2025 St. Joseph County Employee Handbook adopted by the County Council on November 12, 2024, effective January 1, 2025.

Dr. Migliore asked if this item could be tabled until the Personnel Committee has had a chance to review it and make a recommendation to the full Board of Health.

Upon a motion by Ellen Reilander, Esq., being seconded by Michael Harding EdD., and unanimously carried Replace the 2000 St. Joseph County Health Department Personnel and Benefits Manual with the 2025 St. Joseph County Employee Handbook adopted by the County Council on November 12, 2024, effective January 1, 2025 was tabled until the Personnel Committee could meet and make a recommendation to the full Board of Health.

**VI. GRANT REQUESTS**

**VII. OLD BUSINESS**

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


There was no one present to speak during the Public Comment section.

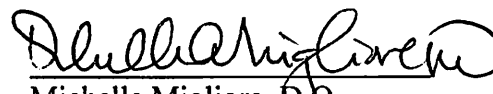
**IX. TIME AND PLACE OF NEXT REGULAR MEETING**

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

**X. ADJOURNMENT**

Upon a motion by Elizabeth Lindenman, MD being seconded by Jill Kaps VanBruaene the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:02 p.m.

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

  
Michelle Migliore, D.O.  
Secretary of the Board



**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"*

January 15, 2025

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

Members of the Board of Health,

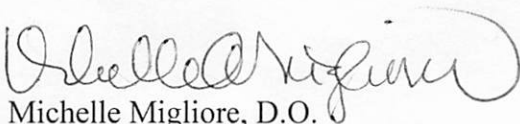
The Department of Health would like your support on the salary appropriation in the amount of \$114,202.00.

Attached is Form D – Appropriation/(Budget Reduction) form.

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

Thank you for your consideration of our request.

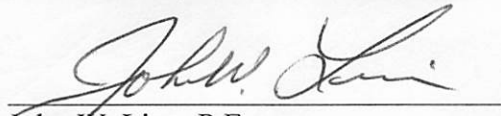
Sincerely,

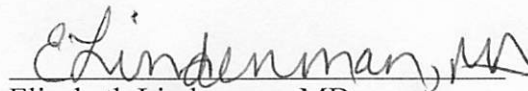
  
Michelle Migliore, D.O.  
Health Officer

MM:AR:jsp

APPROVED ☒ DENIED ☐

This **15th** Day of **January, 2025** by a vote of (Aye) 6 to (Nay) 0 Abstain 1 absent

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

  
Elizabeth Lindenman, MD  
Vice President, Board of Health

227 W. Jefferson Blvd. | 8th Fl. | South Bend, IN 46601  
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@stjosephcountyhealth



@sjchealth



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January 15, 2025

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

Members of the Board of Health,

The Department of Health would like your support on the salary appropriation in the amount of \$33,286.58

Attached is Form D – Appropriation/(Budget Reduction) form.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.  
Health Officer

MM:AR:jsp

APPROVED ☒ DENIED ☐

This **15th** Day of **January, 2025** by a vote of (Aye) 6 to (Nay) 0 Abstain 1 absent

  
John W. Linn, P.E.  
President, Board of Health  
Elizabeth Lindenman, MD  
Vice President, Board of Health

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January 15, 2025

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

Members of the Board of Health,

The Department of Health would like your support on the salary appropriation in the amount of \$214,459.66

Attached is Form D – Appropriation/(Budget Reduction) form.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.  
Health Officer

MM:AR:jsp

APPROVED ☒ DENIED ☐

This **15th** Day of **January, 2025** by a vote of (Aye) 6 to (Nay) 0 Abstain 1 absent

  
John W. Linn, P.E.  
President, Board of Health  
Elizabeth Lindenman, MD  
Vice President, Board of Health

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January 15, 2025

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

Members of the Board of Health,

The Department of Health would like your support on the appropriation in the amount of \$38,187.1

Attached is Form D – Appropriation/(Budget Reduction) form.

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

Thank you for your consideration of our request.

Sincerely,

Michelle Migliore, D.O.  
Health Officer

MM:AR:jsp

APPROVED ☒ DENIED ☐

This **15th** Day of **January, 2025** by a vote of (Aye) 16 to (Nay) 0 Abstain 1 absent

  
John W. Linn, P.E.  
President, Board of Health  
Elizabeth Lindenman, MD  
Vice President, Board of Health

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