

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
December 18, 2024
4:30 p.m.**

Join Zoom Meeting

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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 December 18, 2024.

III. APPROVAL OF MINUTES

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

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

24-47 Discussion and Vote - Health Officer's Report (November)
Communications & Events
Community Access, Resources, and Education (C.A.R.E.)
Community Partnerships and Development/Health First Indiana (HFI)
Environmental Health
Finance
Food Services (Spotlight)
Lead Report
Nursing
Vital Records

VI. NEW BUSINESS:

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

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

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.

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:

January 15, 2025 – 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

November 20, 2024
4:30 p.m.

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

Members Present:

Elizabeth Lindenman, MD, Vice President
Robert Hays, MD
Jill Kaps VanBruaene
Ellen Reilander, Esq.
Kristin Vincent, CNM
Michael A. Harding, EdD.

Members Absent:

John Linn, P.E., President

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
Denise Kingsberry	Briannah McCall
Alissa Balke	Carolyn 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 4:29 p.m.

II. ADOPTION OF THE AGENDA

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

Upon a motion by Ellen Reilander, Esq., being seconded by Rob Hays, MD, and unanimously carried, the agenda for November 20, 2024, was adopted.

APPROVAL OF MINUTES

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

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, MD and unanimously carried, the minutes of the October 16, 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

24-43 Discussion and Vote – Health Officer’s Report (October)

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

Upon a motion by Ellen Reilander, Esq., being seconded by Rob Hays, MD, and unanimously carried, the October 2024 Health Officer’s Report was approved as presented.

Dr. Migliore highlighted the KPI’s for Health First Indiana grants on page 9 of the packet. She mentioned when you see KPI #1, #2 #3, etc. Each grant has KPI’s that they need to meet each grant cycle. There were seven key performance indicators that we are measuring. One could be how many people they are seeing; another can be how many meals they delivered. The Environmental lead team was very busy during October which is National Lead Awareness month. Food Services did 55 inspections at Notre Dame stadium during the Stanford game. 2 members of the team attended a Public Health Symposium and brought back lots of information to share. The revised food code is open to public comment from November 6 – December 6 so they are going though that right now and making any suggestions back to the State. The Public Health nurses have been getting a lot of calls on the mycoplasma pneumonia and whether or not they should get vaccinations to prevent respiratory illnesses.

Kristin Vincent asked if the individual dormitories have to get permits for the food that they sell at University of Notre Dame event?

Carolyn Smith stated that Notre Dame Campus foodservices handles food for dormitory events.

Ellen Reilander, Esq., asked about the State Law where you can go to any Health Department and get a Birth or Death Certificate.

Dr. Migliore stated even though it is State Law it is not happening due to inconsistency on the records. When you sign the record, you are attesting that everything in fact is accurate and true on that record.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, MD and unanimously carried the Board of Health approved the Health Officer's Report for October 2024

V. NEW BUSINESS

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

Dr. Migliore gave an overview of the process of selecting RFP's for 2025 and what each awardee would be doing with their HFSJC funds.

Michael Harding, EdD asked what the Mental Health Awareness of Michiana targeted population was and inquired about Play Like a Champion Today, Inc.

Dr. Migliore stated they are going to have organized football, soccer, baseball and basketball for those who can not afford the organization fees and didn't make the team at their school, per see. They also partner with Venues Parks and Arts.

Kristin Vincent: There are 16 pillars and not all of them are listed here.

Dr. Migliore: The Indiana Department of Health chooses which ones they want to promote. Some of those are in house programs.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, MD and unanimously carried the Board of Health accepted the 2025 HFSJC RFP's.

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

Michael Wruble explained the positions/job descriptions.

Ellen Reilander, Esq., asked how many EHS's focus on septic and how many on water?

Mark Espich: Stated we have 4 total EHS's in septic and 2.5 EHS's in water.

Kristen Vincent asked about following the Septic Code 51.

Mark Espich: Septic Code 51 really hasn't changed much of our operation.

Ellen Reilander, Esq., asked if the contractor's are getting a license.

Mark Espich: After they pass the exam, yes they get a license.

Ellen Reilander, Esq., should it say something about the license.

Brett Davis: I would not include the word license. When we talk about licensing, it can get very technical down State and in our best interest we should leave it out.

Upon a motion by Jill Kaps VanBrouaene being seconded by Michael Harding, EdD, and unanimously carried the job descriptions for Environmental Health Specialist/Septic Coordinator and Environmental Health Specialist/Water Coordinator were approved.

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

Mike Wruble: We are proposing that the salary for these positions be \$59,535 starting January 1, 2025.

Upon a motion by Jill Kaps VanBrouaene being seconded by Rob Hays, MD, and unanimously carried the budget for Environmental Health Specialist/Septic Coordinator and Environmental Health Specialist/Water Coordinator were approved.

VI. GRANT REQUESTS

VII. OLD BUSINESS

VIII. PUBLIC COMMENT (3 Minute Limit)

Dr. Cynthia Heckman-Davis: Concerned about chronic disease and immunizations. Asked to keep vaccine availability at the top of our list for community members.

IX. TIME AND PLACE OF NEXT REGULAR MEETING

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

X. ADJOURNMENT

Upon a motion by Rob Hays, MD, being seconded by Jill Kaps VanBrouaene the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:22 p.m.

Elizabeth Lindenman, MD.
Vice-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

November 2024

COMMUNICATIONS AND EVENTS

November 9 – December 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 = 0 WSBT = 2 WNDU = 0 ABC57 = 1 WVPE = 0

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement +Content Interactions
Social Media	21	280,289	537

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

In November, our team completed 67 Social Needs assessments, with the top needs being food, transportation, and health insurance. We participated in 45 community outreach events, promoting our programs and providing health education. Our Maternal Infant Health CHWs saw 18 new patients across three Women's Care Center locations, completed 17 new insurance navigation requests and referred 15 patients to OBGYN & Primary Care Providers. Our new Empowering Moms & Babies through Education & Resilience (EMBER) maternal education classes continues to grow with its largest attendance this month of 62 participants across 4 classes. Our CHW in Lakeville facilitated a partnership with Cultivate and the Lakeville Fire Department to have meals delivered twice a month, increasing food access in a low-resource rural area.

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 October. We are currently waiting for November's financial reporting. During this month, we notified our awardees for 2025 on November 21st, 2024.

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 November, three of our staff members attended an all-day workshop in Indianapolis that focused on Tattoo Inspections and Eyelash Extension Inspections. This workshop was hosted by the Indiana State Department of Health and featured several speakers from various LHDs. The concept of Eyelash Extension inspections is fairly new to St Joseph County, and our Environmental Team is now better prepared to respond to and handle complaints against establishments that offer eyelash extensions.

Our Assistant Director attended a workshop alongside the Nursing Unit at the LaPorte County Department of Health that was hosted by the Indiana State Department of Health. This workshop focused on Lead Case Management. The St Joseph County Department of Health was highlighted by the State for our exemplary lead program, noting that our Lead Team has drastically increased testing results of both properties and children. As of November 2024, our lead risk assessors have tested 137 homes throughout the County.

While inspections typically slow down this time of year, our staff remains hard at work closing out old cases and preparing for 2025.

FINANCE

County Health Department

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

Valid: 01/01/2024-12/31/2024							
	REVENUE	Budget	September	October	November	YTD TOTALS	
	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		\$0.00	\$21,118.68	\$0.00	\$392,330.20	
	Miscellaneous Revenue		\$0.00	\$0.00	\$0.00	\$581.77	
	TOTAL Tax, Fed Reimb and Misc Revenue		\$0.00	\$21,118.68	\$0.00	\$6,051,184.62	
	Environmental Health		\$23,502.75	\$27,500.00	\$15,650.00	\$522,106.92	
	Food Services		\$9,546.25	\$9,661.25	\$3,600.00	\$423,712.75	
	Immunization Clinic (South Bend)		\$10,423.82	\$12,452.60	\$14,689.54	\$141,076.81	
	Vital Records (South Bend)		\$38,776.55	\$41,101.10	\$39,533.90	\$467,763.20	
	Immunization Clinic (Mishawaka)		\$5,251.00	\$6,562.00	\$7,504.00	\$68,050.00	
	Vital Records (Mishawaka)		\$2,190.00	\$2,775.00	\$2,235.00	\$31,509.00	
	Fees (Charge 2, Coroner Fee)		(\$6,780.00)	(\$8,180.00)	(\$5,187.50)	(\$74,315.00)	
	Total Fee Revenue		\$82,910.37	\$91,871.95	\$78,024.94	\$1,579,903.68	
	TOTAL REVENUE		\$82,910.37	\$112,990.63	\$78,024.94	\$7,631,088.30	
	EXPENDITURES						
	10000 Series	Budget	September	October	November	Expenditures	Unexpended
11030	Administrator	\$26,166.15	\$0.00	\$0.00	\$0.00	\$26,166.15	(\$0.00)
11046	Director of Operations	\$72,900.00	\$5,615.38	\$5,615.38	\$5,615.38	\$40,711.51	\$32,188.49
11055	County Health Officer	\$214,050.00	\$9,615.38	\$9,615.38	\$9,615.38	\$204,422.98	\$9,627.02
11077	Admin. Assistant (3)	\$129,000.00	\$9,906.56	\$9,542.72	\$9,426.95	\$117,566.72	\$11,433.28
11143	Registrars (3)	\$113,673.00	\$8,501.21	\$8,617.80	\$7,723.96	\$99,950.04	\$13,722.96
11144	Nursing Registrars (2)	\$75,782.00	\$5,829.40	\$5,829.40	\$5,829.40	\$69,554.45	\$6,227.55
11145	Staff Assistants (2)	\$75,782.00	\$5,829.40	\$5,829.40	\$5,829.40	\$69,952.80	\$5,829.20
11151	Director of Vital Records	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.08	\$61,584.96	\$5,132.04
11154	Asst. Director Vital Records	\$57,750.00	\$4,442.30	\$4,442.30	\$4,442.30	\$53,307.60	\$4,442.40
11155	Nurses/Other Medical (7)	\$396,055.00	\$30,465.80	\$30,465.80	\$29,244.99	\$357,239.80	\$38,815.20
11161	Director of Env Health	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.08	\$61,584.96	\$5,132.04
11162	Asst. Dir Environmental Health	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.62	\$49,188.51	\$11,711.49
11163	Director of Food Services	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.08	\$61,584.96	\$5,132.04
11165	Asst Dir Food Services	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.62	\$56,215.44	\$4,684.56
11170	Director of CARE	\$66,717.00	\$5,132.08	\$5,132.08	\$5,132.08	\$61,584.96	\$5,132.04
11172	Environmental Health Specialist (10)	\$534,370.60	\$27,783.00	\$28,840.00	\$28,896.00	\$390,459.16	\$143,911.44
11174	Food Service Specialist (5)	\$273,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$252,000.00	\$21,000.00
11183	Communications and Events Specialist	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.62	\$40,521.96	\$20,378.04
11195	Public Health Coordinator	\$52,500.00	\$4,038.46	\$4,038.46	\$2,826.92	\$36,548.05	\$15,951.95
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	\$1,297.62	\$1,297.62	\$14,953.52	\$1,915.48
11650	Executive Secretary	\$48,000.00	\$3,692.30	\$3,692.30	\$3,692.30	\$44,307.60	\$3,692.40
11701	Director of Nursing	\$86,772.00	\$6,674.76	\$6,674.76	\$9,444.79	\$82,867.15	\$3,904.85
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	\$5,615.38	\$5,615.38	\$42,115.35	\$16,347.90
12010	Data Analyst	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.62	\$56,215.44	\$4,684.56
14800	FICA Taxes @ 7.65%	\$212,491.00	\$13,890.47	\$13,952.43	\$13,920.13	\$172,963.71	\$39,527.29
14810	PERF @ 11.2%	\$309,208.00	\$19,435.19	\$19,525.88	\$19,370.65	\$243,807.60	\$65,400.40
14840	Health Insurance	\$814,350.00	\$0.00	\$175,375.00	\$0.00	\$814,350.00	\$0.00
	Total 10000 Series	\$4,077,650.00	\$222,899.41	\$399,236.81	\$223,058.35	\$3,581,725.38	\$495,924.62
Acct	20000 Series	Budget	September	October	November	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$2,028.34	\$1,164.44	\$2,699.41	\$17,248.34	\$5,493.66
22120	Garage & Motor Supplies	\$11,980.00	\$60.12	\$106.19	\$6,847.41	\$10,509.03	\$1,470.97
22148	Field Supplies	\$4,000.00	\$301.76	\$471.47	\$1,001.22	\$3,139.04	\$860.96
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$200,000.00	\$4,734.12	\$17,103.50	\$9,357.10	\$110,087.83	\$89,912.17
	Total 20000 Series	\$240,972.00	\$7,124.34	\$18,845.60	\$19,905.14	\$140,984.24	\$99,987.76
Acct	30000 Series	Budget	September	October	November	Expenditures	Unexpended
31010	Legal Services	\$75,000.00	\$4,075.00	\$7,925.00	\$4,537.10	\$46,810.38	\$28,189.62
31070	Other Contractual Services	\$73,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$50,400.00	\$23,100.00
31150	Medical Services	\$3,000.00	\$0.00	\$920.00	\$0.00	\$2,048.36	\$951.64
32020	Travel/Mileage	\$13,941.00	\$120.00	\$183.00	\$352.95	\$3,389.06	\$10,551.94
32203	Cell Phones	\$20,025.00	\$0.00	\$1,521.84	\$3,045.04	\$15,893.97	\$4,131.03
32350	Postage	\$250.00	\$18.21	\$0.00	\$0.00	\$56.48	\$193.52
32550	Miscellaneous Costs	\$5,000.00	\$0.00	\$31.00	\$0.00	\$972.38	\$4,027.62
33128	Environmental Health	\$3,500.00	\$27.00	\$87.00	\$0.00	\$2,024.09	\$1,475.91
33368	Public Info & Educ	\$5,000.00	\$0.00	\$2,397.21	\$188.73	\$3,241.73	\$1,758.27
33938	Vector	\$37,493.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,493.00
34030	Liability Insurance Coverage	\$663,390.00	\$60,273.50	\$105,574.00	\$0.00	\$663,390.00	\$0.00
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$4,486.80	\$4,486.80	\$12,513.20
38012	Interest on Debt	\$7,821.00	\$601.59	\$601.59	\$601.59	\$6,617.49	\$1,203.51
38013	Principle on Debt	\$45,797.00	\$3,561.57	\$3,561.57	\$3,561.57	\$38,930.72	\$6,866.28
39010	Dues & Subscriptions	\$4,379.00	\$2,134.00	\$0.00	\$0.00	\$3,879.00	\$500.00
39600	Refunds, Awards & Indemnities	\$1,628.00	\$69.99	\$0.00	\$0.00	\$1,227.99	\$400.01
39750	Information Technology	\$14,500.00	\$633.39	\$1,806.84	\$518.40	\$7,648.72	\$6,851.28
	Total 30000 Series	\$991,224.00	\$82,014.25	\$135,109.05	\$27,792.18	\$851,017.17	\$140,206.83
	Total Budget	\$5,309,846.00					
	TOTAL EXPENDITURES		\$312,038.00	\$553,191.46	\$270,755.67	\$4,573,726.79	
	Total Unexpended						\$736,119.21
	Net (Monthly)		(\$229,127.63)	(\$440,200.83)	(\$192,730.73)		
11	FUND BALANCE		\$3,690,293.07	\$3,250,092.24	\$3,057,361.51		

Local Public Health Services

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

Valid: 01/01/2024-12/31/2024		Budget	September	October	November	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	September	October	November	Expenditures	Unexpended
11155	Nurses/Other Medical	\$63,482.00	\$4,883.24	\$4,639.08	\$4,614.66	\$28,786.70	\$34,695.30
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	\$4,200.00	\$4,200.00	\$4,200.00	\$25,200.00	\$4,200.00
11174	Food Service Specialist	\$54,600.00	\$0.00	\$4,200.00	\$4,172.00	\$8,372.00	\$46,228.00
11176	Assistant Director of CARE	\$60,900.00	\$4,684.62	\$4,684.62	\$4,684.62	\$54,810.08	\$6,089.92
11181	Lead Program Coordinator	\$4,200.00	\$323.08	\$323.08	\$323.08	\$3,069.26	\$1,130.74
11182	Director of Community Partnerships & Development	\$48,755.26	\$5,132.08	\$5,132.08	\$5,132.08	\$43,622.68	\$5,132.58
11196	Health Promotion Specialist	\$105,000.00	\$8,076.92	\$8,076.92	\$8,076.92	\$67,933.23	\$37,066.77
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	\$4,361.54	\$4,361.54	\$4,361.54	\$26,169.24	\$4,361.76
14800	FICA Taxes @ 7.65%	\$51,195.67	\$2,355.23	\$2,631.09	\$2,625.09	\$21,118.19	\$30,077.48
14810	PERF @ 11.2%	\$74,953.33	\$3,546.08	\$3,984.94	\$3,983.26	\$31,660.07	\$43,293.26
14840	Health Insurance	\$250,100.00	\$22,875.00	\$0.00	\$0.00	\$40,445.38	\$209,654.62
	Total 10000 Series	\$1,045,459.00	\$60,437.79	\$42,233.35	\$42,173.25	\$375,940.57	\$669,518.43
Acct	20000 Series	Budget	September	October	November	Expenditures	Unexpended
21030	Office Supplies	\$28,200.00	\$175.32	\$805.69	\$205.16	\$2,383.53	\$25,816.47
22148	Field Supplies	\$10,839.00	\$40.00	\$100.96	\$100.00	\$6,528.78	\$4,310.22
	Total 20000 Series	\$39,039.00	\$215.32	\$906.65	\$305.16	\$8,912.31	\$30,126.69
Acct	30000 Series	Budget	September	October	November	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	\$6,500.00	\$0.00	\$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	\$1,200.00	(\$1,200.00)	\$438.84	\$1,143.96	\$5,756.04
32050	Conferences & Trainings	\$14,000.00	\$0.00	\$1,444.15	\$150.00	\$9,429.96	\$4,570.04
32203	Cell Phones	\$14,950.00	\$0.00	\$447.60	\$895.60	\$3,697.78	\$11,252.22
32350	Postage	\$4,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,504.00
32550	Miscellaneous Costs	\$35,000.00	\$396.91	\$5,184.17	\$4,434.36	\$12,992.64	\$22,007.36
32705	Other Services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
33020	Advertising	\$150,000.00	\$162.98	\$2,537.18	\$122.93	\$2,883.09	\$147,116.91
33034	Grant	\$973,755.46	\$115,087.09	\$148,361.53	\$941.38	\$498,530.30	\$475,225.16
33128	Environmental Health	\$10,000.00	\$50.00	\$0.00	\$44.00	\$605.00	\$9,395.00
33368	Public Info & Ed	\$32,500.00	\$775.60	\$0.00	\$0.00	\$1,787.84	\$30,712.16
33648	Rebinding Records	\$200,000.00	\$0.00	\$30,700.00	\$0.00	\$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	\$175.52	\$1,519.12	\$4,767.83	\$6,462.47	\$190,475.53
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	\$124,348.10	\$188,993.75	\$11,794.94	\$576,433.04	\$1,612,584.42
Acct	40000 Series	Budget	September	October	November	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		\$185,001.21	\$232,133.75	\$54,273.35	\$968,873.92	
	Total Unexpended						\$2,324,381.54
	Net (Monthly)		(\$185,001.21)	(\$232,133.75)	(\$54,273.35)		
	FUND BALANCE		\$2,610,788.64	\$2,378,654.89	\$2,324,381.54		

MIH Initiatives

LEAD: Renata Williams - SUPPORT: Alissa Balke

No Expiration		Budget	September	October	November	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	\$2,481.16	\$3,181.55	\$356.78	\$6,126.75	\$1,744.85	
	Total 30000 Series	\$7,871.60	\$2,481.16	\$3,181.55	\$356.78	\$6,126.75	\$1,744.85	
	Total Budget	\$7,871.60						
	Total Expenditures		\$2,481.16	\$3,181.55	\$356.78	\$6,126.75		
	Total Unexpended						\$1,744.85	
	Net (Monthly)		(\$2,481.16)	(\$3,181.55)	(\$356.78)			
	FUND BALANCE		\$5,283.18	\$2,101.63	\$1,744.85			

County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2024		Budget	September	October	November	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	\$12,050.16	\$10,510.25	\$6,350.91	\$128,529.54	\$31,594.46	
14800	FICA Taxes	\$12,250.00	\$895.97	\$784.75	\$464.67	\$9,682.67	\$2,567.33	
14810	PERF	\$17,934.00	\$1,349.62	\$1,090.99	\$711.30	\$14,309.13	\$3,624.87	
14840	Health Insurance	\$73,200.00	\$13,725.00	\$0.00	\$0.00	\$44,225.00	\$28,975.00	
	Total 10000 Series	\$263,508.00	\$28,020.75	\$12,385.99	\$7,526.88	\$196,746.34	\$66,761.66	
Acct	20000 Series							
21030	Office Supplies	\$3,000.00	\$0.00	\$31.47	\$506.86	\$766.24	\$2,233.76	
22148	Field Supplies	\$62,840.75	\$293.30	\$819.48	\$1,271.39	\$29,801.40	\$33,039.35	
	Total 20000 Series	\$65,840.75	\$293.30	\$850.95	\$1,778.25	\$30,567.64	\$35,273.11	
Acct	30000 Series							
32020	Travel/Mileage	\$4,500.00	\$353.70	\$363.60	\$301.95	\$3,195.45	\$1,304.55	
32050	Conferences & Training	\$2,000.00	\$5.15	\$0.00	\$0.00	\$1,497.65	\$502.35	
32203	Cell Phones	\$4,500.00	\$0.00	\$268.56	\$537.36	\$2,969.28	\$1,530.72	
32350	Postage	\$4,560.56	\$0.00	\$0.00	\$0.00	\$1,064.81	\$3,495.75	
33368	Public Information & Education	\$37,150.00	\$796.10	\$501.93	\$1,823.90	\$12,982.07	\$24,167.93	
39750	Information Tech	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
	Total 30000 Series	\$57,710.56	\$1,154.95	\$1,134.09	\$2,663.21	\$21,709.26	\$36,001.30	
	Total Budget	\$387,059.31						
	Total Expenditures		\$29,469.00	\$14,371.03	\$11,968.34	\$249,023.24		
	Total Unexpended						\$138,036.07	
	Net (Monthly)		(\$29,469.00)	(\$14,371.03)	(\$11,968.34)			
	FUND BALANCE		\$164,314.88	\$149,943.85	\$137,975.51			

Health Immunization CoAg

LEAD: Ashley Helman

Valid: 07/01/2024-06/30/2025		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$66,016.47	\$32,871.93	\$30,615.60	\$445,977.27	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$0.00	\$1,018.88	
	TOTAL REVENUE	(\$62,224.56)	\$66,016.47	\$32,871.93	\$30,615.60	\$384,771.59	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant	\$60,646.00	\$3,307.70	\$3,307.70	\$3,307.70	\$33,402.34	\$27,243.66
11155	Nurses/Other Medical	\$89,434.00	\$0.00	\$0.00	\$4,883.24	\$24,717.34	\$64,716.66
11781	Imm Outreach Coordinator	\$81,828.04	\$4,038.46	\$4,038.46	\$4,038.46	\$39,374.98	\$42,453.06
11193	Part Time	\$421,123.00	\$17,237.59	\$17,826.55	\$17,085.10	\$208,544.91	\$212,578.09
14800	FICA Taxes	\$50,120.13	\$1,858.24	\$1,903.31	\$2,220.14	\$23,145.42	\$26,974.71
14810	PERF	\$25,893.00	\$822.76	\$822.76	\$1,369.68	\$10,919.30	\$14,973.70
14840	Health Insurance	\$78,050.00	\$4,575.00	\$0.00	\$0.00	\$21,350.00	\$56,700.00
	Total 10000 Series	\$807,094.17	\$31,839.75	\$27,898.78	\$32,904.32	\$361,454.29	\$445,639.88
Acct	20000 Series						
21030	Office Supplies	\$41,764.29	\$201.85	\$0.00	\$1,764.96	\$31,105.56	\$10,658.73
22406	Immunization Supplies	\$20,125.32	\$152.39	\$1,318.12	\$647.98	\$6,958.28	\$13,167.04
	Total 20000 Series	\$61,889.61	\$354.24	\$1,318.12	\$2,412.94	\$38,063.84	\$23,825.77
Acct	30000 Series						
32020	Travel /Mileage	\$1,697.58	\$0.00	\$63.55	\$0.00	\$451.93	\$1,245.65
32203	Cell Phones	\$8,493.04	\$0.00	\$299.80	\$599.84	\$3,301.68	\$5,191.36
33368	Public Info & Educ	\$28,050.30	\$105.24	\$414.39	\$0.00	\$3,999.61	\$24,050.69
36015	Contractual Services	\$35,108.44	\$572.70	\$620.96	\$867.50	\$6,391.86	\$28,716.58
	Total 30000 Series	\$73,349.36	\$677.94	\$1,398.70	\$1,467.34	\$14,145.08	\$59,204.28
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		\$32,871.93	\$30,615.60	\$36,784.60	\$421,556.19	
	Total Unexpended						\$531,120.86
	Net (Monthly)		\$33,144.54	\$2,256.33	(\$6,169.00)		
15	FUND BALANCE		(\$32,871.93)	(\$30,615.60)	(\$36,784.60)		

Health PHEP

LEAD: Cameron Harris

Valid: 07/01/2024-06/30/2025		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$609.23)				(\$609.23)	
02708	Federal/Grants Reimbursements		\$0.00	\$31,514.14	\$4,799.70	\$41,533.74	
	TOTAL REVENUE	(\$609.23)	\$0.00	\$31,514.14	\$4,799.70	\$40,924.51	
	EXPENDITURES						
Acct	10000 Series						
11195	Public Health Coordinator	\$21,079.60	\$0.00	\$17,769.22	\$0.00	\$17,769.22	\$3,310.38
14800	FICA Taxes	\$1,591.05	\$0.00	\$1,359.34	\$0.00	\$1,359.34	\$231.71
14810	PERF	\$2,329.35	\$0.00	\$1,990.12	\$0.00	\$1,990.12	\$339.23
14840	Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 10000 Series	\$25,000.00	\$0.00	\$21,118.68	\$0.00	\$21,118.68	\$3,881.32
Acct	30000 Series						
32550	Miscellaneous Costs	\$19,808.62	\$0.00	\$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	\$21,118.68	\$0.00	\$19,805.83	
	Total Unexpended						\$3,884.11
	Net (Monthly)		\$0.00	\$10,395.46	\$4,799.70		
	FUND BALANCE		(\$15,195.16)	(\$4,799.70)	\$0.00		

Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/30/2024-08/30/2025		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$14,271.85	\$62,543.83	\$0.00	\$625,224.33	
	TOTAL REVENUE	(\$47,723.92)	\$14,271.85	\$62,543.83	\$0.00	\$577,500.41	
	EXPENDITURES						
Acct	10000 Series						
11030	Administrator	\$5,081.76	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$22,280.22	\$0.00
11167	Community Health Worker	\$530,265.20	\$22,409.88	\$23,008.63	\$21,690.54	\$278,817.29	\$251,447.91
11170	Director of CARE	\$22,713.66	\$0.00	\$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	\$43,998.72	\$1,676.44	\$1,716.16	\$1,623.29	\$24,682.92	\$19,315.80
14810	PERF	\$65,043.70	\$2,509.90	\$2,576.96	\$2,429.33	\$36,881.52	\$28,162.18
14840	Health Insurance	\$174,992.31	\$22,875.00	\$0.00	\$0.00	\$87,117.31	\$87,875.00
	Total 10000 Series	\$864,866.40	\$49,471.22	\$27,301.75	\$25,743.16	\$478,065.51	\$386,800.89
Acct	20000 Series						
22148	Field Supplies	\$1,751.87	\$221.94	\$0.00	\$0.00	\$1,751.87	\$0.00
	Total 20000 Series	\$1,751.87	\$221.94	\$0.00	\$0.00	\$1,751.87	\$0.00
Acct	30000 Series						
31015	Consultant Services	\$122,400.00	\$6,000.00	\$6,000.00	\$6,000.00	\$66,000.00	\$56,400.00
32020	Travel/Mileage	\$3,442.76	\$346.91	\$167.58	\$265.50	\$1,730.17	\$1,712.59
32050	Conferences & Training	\$6,078.49	\$5.15	\$0.00	\$0.00	\$3,632.74	\$2,445.75
32203	Cell Phones	\$5,593.10	\$0.00	\$358.08	\$716.48	\$4,008.17	\$1,584.93
33368	Public Information & Education	\$285,895.53	\$6,161.11	\$17,342.12	\$24,104.33	\$129,214.75	\$156,680.78
36015	Contractual Services	\$3,865.26	\$337.50	\$2,065.50	\$594.00	\$3,755.70	\$109.56
39010	Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total 30000 Series	\$427,275.14	\$12,850.67	\$25,933.28	\$31,680.31	\$208,341.53	\$218,933.61
	Total Budget	\$1,293,893.41					
	Total Expenditures		\$62,543.83	\$53,235.03	\$57,423.47	\$688,158.91	
	Total Unexpended						\$605,734.50
	Net (Monthly)		(\$48,271.98)	\$9,308.80	(\$57,423.47)		
17	FUND BALANCE		(\$62,543.83)	(\$53,235.03)	(\$110,658.50)		

Health School Liaison

LEAD: Ashley Helman

Valid: 07/01/2023-06/30/2024		Budget	September	October	November	YTD TOTALS	Unexpended	
Acct	REVENUE							
00000	Beginning Balance	\$996,265.47				\$996,265.47		
02708	Federal/Grants Reimbursements		\$550,000.00	\$0.00	\$0.00	\$550,000.00		
06400	Donations		\$0.00	\$50,000.00	\$0.00	\$50,000.00		
	TOTAL REVENUE	\$996,265.47	\$550,000.00	\$50,000.00	\$0.00	\$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 Liasion	\$63,482.00	\$4,883.24	\$4,883.24	\$4,883.24	\$59,343.74	\$4,138.26	
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	\$365.08	\$365.08	\$4,204.87	\$11,646.13	
14810	PERF	\$14,873.00	\$546.92	\$546.92	\$546.92	\$6,609.61	\$8,263.39	
14840	Health Insurance	\$42,700.00	\$4,575.00	\$0.00	\$0.00	\$13,725.00	\$28,975.00	
	Total 10000 Series	\$289,685.00	\$10,370.24	\$5,795.24	\$5,795.24	\$83,883.22	\$205,801.78	
Acct	20000 Series							
21030	Office Supplies	\$3,500.00	\$0.00	\$39.00	\$3.25	\$1,736.60	\$1,763.40	
	Total 20000 Series	\$3,500.00	\$0.00	\$39.00	\$3.25	\$1,736.60	\$1,763.40	
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	\$166.95	\$0.00	\$280.35	\$719.65	
32203	Cell Phones	\$850.00	\$0.00	\$44.76	\$89.56	\$502.87	\$347.13	
32550	Miscellaneous Costs	\$757,766.47	\$2,181.47	\$2,337.54	\$1,433.95	\$32,526.33	\$725,240.14	
33368	Public Info & Educ	\$101,000.00	\$10,092.63	\$2,430.56	\$8,919.99	\$51,000.92	\$49,999.08	
39243	Donations	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	
	Total 30000 Series	\$927,232.47	\$12,274.10	\$4,979.81	\$10,443.50	\$84,310.47	\$842,922.00	
	Total Budget	\$1,220,417.47						
	Total Expenditures		\$22,644.34	\$10,814.05	\$16,241.99	\$169,930.29		
	Total Unexpended						\$1,050,487.18	
	Net (Monthly)		\$527,355.66	\$39,185.95	(\$16,241.99)			
18	FUND BALANCE		\$1,403,391.22	\$1,442,577.17	\$1,426,335.18			

Health Local Health Services

LEAD: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	September	October	November	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	\$4,200.00	\$4,200.00	\$4,200.00	\$27,300.00	\$27,300.00
14800	FICA Taxes	\$4,177.00	\$307.51	\$307.51	\$307.51	\$2,028.66	\$2,148.34
14810	PERF	\$6,116.00	\$470.40	\$470.40	\$470.40	\$3,057.60	\$3,058.40
14840	Health Insurance	\$16,439.00	\$4,575.00	\$0.00	\$0.00	\$6,100.00	\$10,339.00
	Total 10000 Series	\$81,332.00	\$9,552.91	\$4,977.91	\$4,977.91	\$38,486.26	\$42,845.74
	Total Budget	\$81,332.00					
	Total Expenditures		\$9,552.91	\$4,977.91	\$4,977.91	\$38,486.26	
	Total Unexpended						\$42,845.74
	Net (Monthly)		(\$9,552.91)	(\$4,977.91)	(\$4,977.91)		
	FUND BALANCE		\$52,795.31	\$47,817.40	\$42,839.49		

Health Trust Fund

Lead: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	September	October	November	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	\$4,307.70	\$4,307.70	\$4,307.70	\$32,307.75	\$23,692.25
11950	Part Time (\$17/hour)	\$12,500.00	\$0.00	\$0.00	\$0.00	\$5,180.75	\$7,319.25
14800	FICA Taxes	\$5,241.00	\$323.85	\$323.85	\$323.85	\$2,828.07	\$2,412.93
14810	PERF	\$6,272.00	\$482.46	\$482.46	\$482.46	\$3,618.45	\$2,653.55
14840	Health Insurance	\$20,161.00	\$4,575.00	\$0.00	\$0.00	\$7,625.00	\$12,536.00
	Total 10000 Series	\$100,174.00	\$9,689.01	\$5,114.01	\$5,114.01	\$51,560.02	\$48,613.98
Acct	20000 Series						
21030	Office Supplies	\$2,000.00	\$10.79	\$57.99	\$36.23	\$358.10	\$1,641.90
22120	Gas/Motor Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
22148	Field Supplies	\$3,000.00	\$233.19	\$513.13	\$58.32	\$1,692.42	\$1,307.58
	Total 20000 Series	\$8,500.00	\$243.98	\$571.12	\$94.55	\$2,050.52	\$6,449.48
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	\$0.00	\$134.28	\$268.68	\$963.30	\$836.70
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	\$57,000.00	\$462.07	\$1,076.29	\$19,960.24	\$43,685.73	\$13,314.27
36500	Service Contract	\$3,000.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$600.00
39750	Information Technology	\$8,500.00	\$0.00	\$1,184.83	\$0.00	\$4,533.11	\$3,966.89
	Total 30000 Series	\$78,300.00	\$462.07	\$2,395.40	\$20,228.92	\$52,665.80	\$25,634.20
Acct	40000 Series						
44010	Equipment	\$45,000.00	\$0.00	\$1,250.92	\$66.87	\$33,256.68	\$11,743.32
45010	Vehicles	\$107,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,500.00
	Total 40000 Series	\$152,500.00	\$0.00	\$1,250.92	\$66.87	\$33,256.68	\$119,243.32
	Total Budget	\$339,474.00					
	Total Expenditures		\$10,395.06	\$9,331.45	\$25,504.35	\$139,533.02	
	Total Unexpended						\$199,940.98
	Net (Monthly)		(\$10,395.06)	(\$9,331.45)	(\$25,504.35)		
	FUND BALANCE		\$268,785.13	\$259,453.68	\$233,949.33		

CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2025		Budget	September	October	November	YTD TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$40,173.54	\$35,105.34	\$16,628.00	\$222,079.86	
	TOTAL REVENUE	(\$23,172.91)	\$40,173.54	\$35,105.34	\$16,628.00	\$198,906.95	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker	\$137,246.46	\$9,057.41	\$9,152.36	\$9,078.51	\$102,973.16	\$34,273.30
11782	MIH Coordinator	\$74,853.13	\$5,127.40	\$4,883.24	\$4,883.24	\$38,821.76	\$36,031.37
14800	FICA Taxes	\$16,125.27	\$1,031.83	\$1,020.42	\$1,014.77	\$10,496.25	\$5,629.02
14810	Perf	\$23,608.24	\$1,588.70	\$1,571.98	\$1,563.71	\$15,881.01	\$7,727.23
14840	Health Insurance	\$106,750.00	\$18,300.00	\$0.00	\$0.00	\$47,275.00	\$59,475.00
	Total 10000 Series	\$358,583.10	\$35,105.34	\$16,628.00	\$16,540.23	\$215,447.18	\$143,135.92
	Total Budget	\$358,583.10					
	Total Expenditures		\$35,105.34	\$16,628.00	\$16,540.23	\$215,447.18	
	Total Unexpended						\$143,135.92
	Net (Monthly)		\$5,068.20	\$18,477.34	\$87.77		
	FUND BALANCE		(\$35,105.34)	(\$16,628.00)	(\$16,540.23)		

NACCHO Mentor Program

LEAD: Lindsey Stevenson

Valid: 11/11/2022-07/31/2023		Budget	September	October	November	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	\$1.00	\$0.00	\$1,582.00	\$0.00
	Total 20000 Series	\$1,582.00	\$0.00	\$1.00	\$0.00	\$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	\$458.98	\$0.00	\$595.34	\$10,095.35
33020	Advertising	\$14,322.24	\$0.00	\$100.00	\$365.40	\$465.40	\$13,856.84
33100	Printing	\$2,177.76	\$0.00	\$0.00	\$2,177.76	\$2,177.76	\$0.00
	Total 30000 Series	\$49,925.69	\$0.00	\$558.98	\$2,543.16	\$3,238.50	\$46,687.19
	Total Budget	\$51,507.69					
	Total Expenditures		\$0.00	\$559.98	\$2,543.16	\$4,820.50	
	Total Unexpended						\$46,687.19
	Net (Monthly)		\$0.00	(\$559.98)	(\$2,543.16)		
	FUND BALANCE		\$49,790.33	\$49,230.35	\$46,687.19		

FOOD SERVICES

November 9 - Visit made in response to call from dispatch regarding fire at Long John Silvers on Ireland Rd. A deep fryer caught fire, but staff was able to put out the fire with their own extinguisher, prior to the Fire Department's arrival. The establishment remained closed to allow equipment to be cleaned and sanitized and reopen on Sunday 11-10-2024. Damaged fryer was scheduled for replacement on 11-15-2024.

November 15 - Indiana Environmental Health Association (IEHA) Executive Board Meeting attended virtually by Assistant Director, Karen Teague. Updates to all Environmental areas including Food Protection, Terrorism and All Hazards, IOWPA, General Environmental, BOAH, IPHA were provided as well as all Chapter reports were submitted. Karen is on the board as the Chapter Representative for the Northwest Chapter of IEHA. The new food code is in public comment period until 12/6/2024 (Indiana General Assembly page link for Indiana Administrative Code (IAC) Titles : <http://iac.iga.in.gov/iac/20241106-IR-410240375FNA.xml.html>)

November 19 - Karen Teague, Assistant Director of Food Services received an Employee of the month award during Board of Commissioners meeting. A Certified Food Protection Manager (CFPM) and Certified Pool Operator (CPO), Karen serves as representative for the NW chapter of the Indiana Environmental Health Association (IEHA), and is also active with Indiana's Food Protection Committee. Karen's exemplary commitment, to ensuring that residents and visitors, of St. Joseph County, are served safe, wholesome and sanitary food where among the positive attributes, named in Karen's nomination. A representative for the local chapter of the Indiana Environmental Health Association (IEHA), Karen is also active with Indiana's Food Protection Committee. Karen's exemplary commitment to the SJCDoH and food safety help to ensure that citizens and visitors of St. Joseph County enjoy safe, wholesome and sanitary food.

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 3.5µg/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 December 1, 2024, the report will include all lead tests drawn in October of 2024.

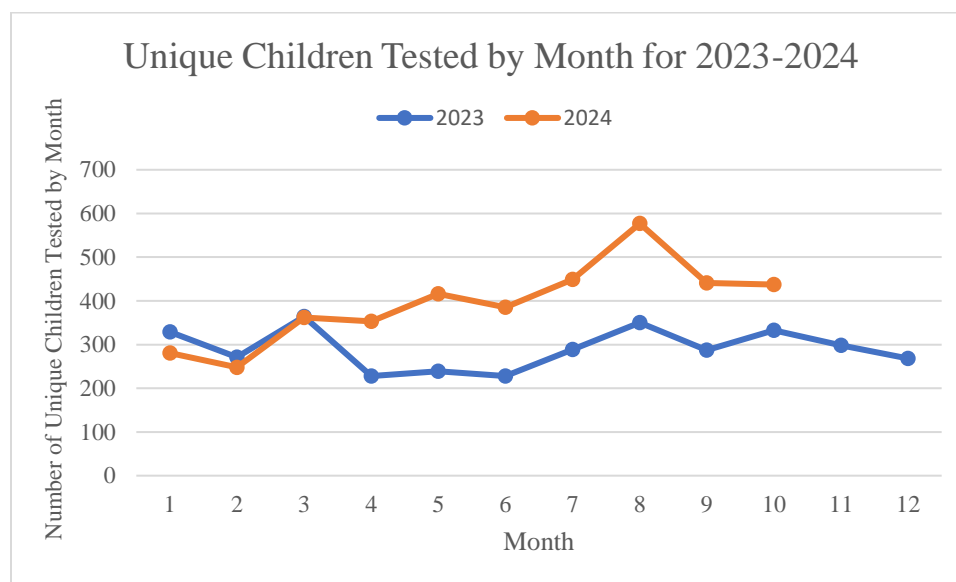
Tests drawn from October 1, 2024 – October 31, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	26	76	0	102
0.1-<2	46	58	0	104
2-3.4	8	144	0	152
3.5-4.9	11	28	0	39
5-9.9	10	18	0	28
10-19.9	5	3	0	8
20-29.9	1	0	0	1
30-39.9	3	0	0	3
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	110	327	0	437

There were no duplicate tests in the month of October, 437 unique children were tested.

2024 YTD = 3,949

2023 YTD = 2,918



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	October 2024	YTD 2024
46619	4 elevated	45 elevated
46613	3 elevated	43 elevated
46628	7 elevated	35 elevated
46614	4 elevated	24 elevated
46601	1 elevated	20 elevated
46544	2 elevated	16 elevated
46545	5 elevated	15 elevated
46615	1 elevated	13 elevated
46616	1 elevated	13 elevated
46637	1 elevated	7 elevated
46530	4 elevated	5 elevated
46617	1 elevated	3 elevated
46574	2 elevated	2 elevated
46552	1 elevated	1 elevated
46635	1 elevated	1 elevated
46561	1 elevated	1 elevated
46544	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
November 2024	1	8	November 2024	0

YTD	# of events	# of tests
YTD 2024	76	377

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 11/30/2024

Case Management	Case Monitoring	Unconfirmed Cases
90	104	73

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	Nov 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	17	137	107	66	64	53
i. EBLL Assessments	8	55	53	29	19	20
ii. Parent Requests	9	82	54	37	45	33
B. Clearances	4	84	63	16	23	22

NURSING

Immunizations

Across all three clinics, we have served 206 adults and 95 children, totaling 461 unique individuals. The staff has administered 1,033 immunizations.

Mobile Immunization Team

In November, the mobile team continued to provide age-appropriate vaccines while also offering seasonal immunizations such as flu, RSV, and covid. The mobile team traveled to a few small communities where individuals expressed sincere gratitude, noting that they might not have received the vaccines without the mobile team providing access.

Throughout November, the mobile team saw 72 patients and administered 163 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 26 9
10/29/2024 Babe Store
10/30/2024 LaSalle Academy
10/31/2024 Purdue Polytechnic High School

Public Health Nursing

There were 37 animal bites and 142 communicable disease cases in November.

School Health

Our school health liaison supplied support for county k-12 schools, including 42 separate school contacts made via phone, email, and in person. Assistance was provided in completing vision screenings for a local school. The school liaison represented the Department of Health as a member of the School City of Mishawaka & South Bend Community School Corporation Wellness Committees. Physical resources were distributed to 42 local schools.

VITAL RECORDS

	<u>Records Filed in Nov 2024</u>	<u>YTD 2024 Occurrences</u>	<u>YTD 2023 Occurrences</u>
<u>Statistics*</u>			
Total Births	336	3884	3805
Total Deaths	218	2908	3096
Paternities	3	59	69
Corrections	2	28	43
Genealogy	0	9	2
	<u>YTD 2024- Requestors</u>	<u>YTD 2024- Number of Records Issued</u>	<u>YTD 2024 Pending Requests</u>
Birth Cert Asst.	7	13	7
	<u>Records Issued Nov 2024</u>	<u>YTD 2024 Issued</u>	<u>YTD 2023 Issued</u>
Birth Certs Total	1069	13,452	13,550
Death Certs Total	1670	17,027	15,258

Birth & Death data reflected as of 12/09/2024.

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.

FOOD SERVICES & POOL PROGRAM

ST. JOSEPH COUNTY DEPARTMENT OF HEALTH
OPTIMAL HEALTH FOR A THRIVING ST. JOSEPH COUNTY

WHO WE ARE...

113+ YEARS OF COMBINED
DEPARTMENT SERVICE

Carolyn Smith, Director : 28 years

Karen Teague, Assistant Director : 23.5 years

Sarah DeFreeuw, Administrative Assistant: 2
years

Sharyl Smith, Staff Assistant : 27 years

- Food Safety Inspection Officers (FSIO)

Melissa Papp -12 years

Lynette Wesby – 9 years

Jacob Parcell – 6.5 years

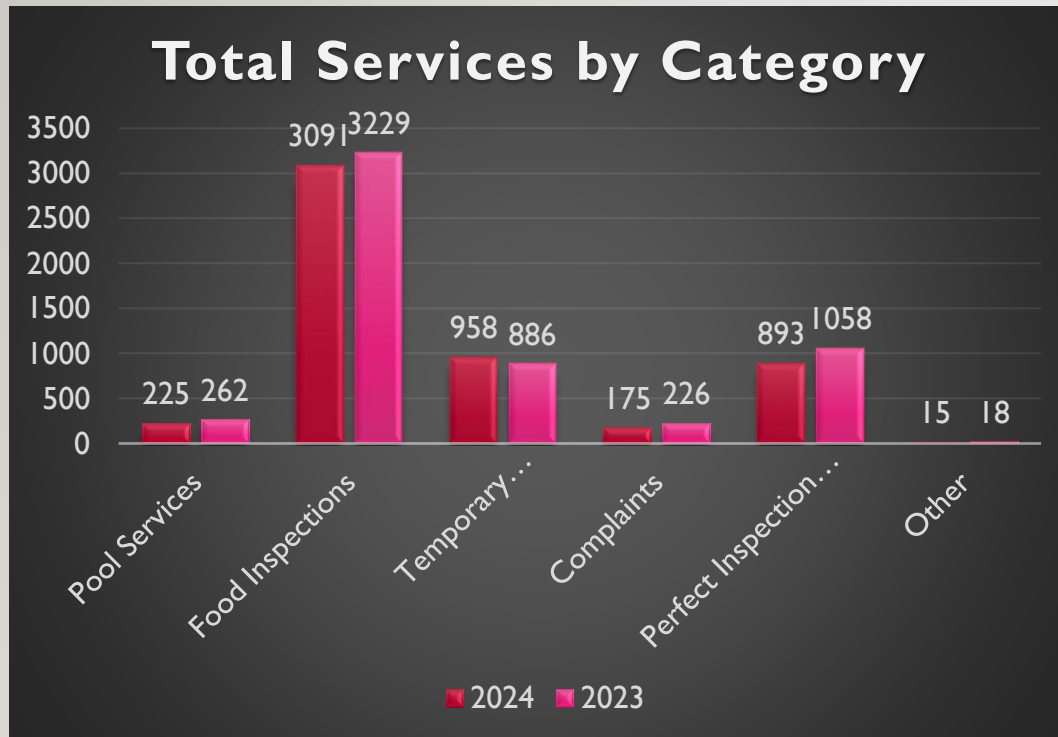
Kaitlyn Hammes – 2.5years

Jamie Young - 2 years

Sara Schaefer – 2.5 months



2024 VS 2023 SERVICE NUMBERS NOVEMBER YTD



2024

- Retail inspections: 2934
- Perfect Inspection Certificates: 893
- Food Service Complaints: 150
- Food Store Complaints: 25
- Abatement Correspondence: 7
- Opening Inspections: 157
- Temporary Events: 259
- Temporary Inspections: 699
- Possible Food Borne Illness Investigations: 2
- Smoking Complaints: 0
- Fire Investigations: 6
- Pool Inspections: 135
- Pool Consultations: 0
- Pool complaints: 2
- Pools Closed: 88

2023

Retail Inspections : 3126
 Perfect Inspection certificates: 1058
 Food Service Complaints: 194
 Food Store Complaints: 27
 Abatement Correspondence: 4
 Opening Inspections: 103
 Temporary Events: 257
 Temporary Inspections: 629
 Possible Food Borne Illness Investigations: 9
 Smoking Complaints: 5
 Fire Investigations: 5
 Pool Inspections: 138
 Pool Consultations: 2
 Pool Complaints: 6
 Pools Closed: 116

2024 GOALS

- Training and preparation for interim food code 410 IAC 7-26 – **implementation pending**

IDOH initiated monthly virtual training and shared on-boarding schedule relative to Indiana's new code 410 IAC 7-26.

In person training, for Interim Food Code 7-26, attended by all Food unit staff and the Communications and Events Specialist.

The proposed adoption date, of September, was pushed back, with no new proposed date given.

Public comment period held from 11/6/2024 to 12/6/2024, a Hearing set for December 13th to be followed by the Governor's review.

Staff to meet with IDOH field representative, in Mid-February, for in-house training relative to roll-out of new code 7-26

2024 GOALS

- On boarding of county-wide Integrated Permit Processing System - **pending**

Monthly meeting for field mapping and data integration included multi department representation

Portals designed to facilitate public access for creating/renewing applications and permits

Inspection forms and reports reviewed and designed in new formats

Full integration of historical data imports from Filemaker to CivicGov still to be completed and reviewed.

Launch date still TBD

2024 GOALS

- Update County Ordinance

Updates originally planned for scheduled adoption of the new code deferred

Current revisions suggested due to HB1258 state-wide mobile retail food establishment requirement. Changes added some definitions; cleaned up items that do not reflect actual procedures; and removed outdated terms. These soft revisions will help improve the ordinances language and support implementation of the required statewide **mobile retail food establishment fees** that are effective 1/2025.

Further revisions will be necessary when the new code 7-26 is adopted.

LOOKING FORWARD TO 2025

CivicGov launch

New code 7-26 adoption

Ordinance revisions

Hire and train Staff Assistant

CPO certification and orientation

THANK YOU!

COMMENTS/QUESTIONS?



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

POSITION: Staff Assistant
DIVISION OR UNIT: Food Services
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: October 2006 **STATUS:** Full-time
DATE REVISED: April 2023; December 2024 **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 Staff Assistant for the Food Services Unit of the St. Joseph County Department of Health (SJCDoH), responsible for providing administrative support to department personnel.

DUTIES:

Receives office visitors, answers telephone and responds to inquiries, providing information and assistance, and/or directing callers to appropriate individuals or units within the Department of Health.

Receives and processes applications for new and renewing food and pool establishments.

Receives and processes payments and prints permits for food and pool establishments.

Receives and maintains temporary event records which includes, but not limited to, communicating with event coordinators and vendors to ensure compliance with SJCDoH requirements.

Receives and enters consumer complaints into the database.

Researches and provides background information on open and closed files as needed to assist Food Services and Environmental Health Specialists.

Assists Environmental Unit, as needed, with receiving soil boring test reports for septic applications.

Assists with issuing sewage and water supply well permits and provides applicants with installation requirements in accordance with the soil tests.

Performs limited duties of the Food Administrative Assistant and the Environmental Staff Assistant in their absence.

Performs various administrative duties, including, but not limited to, maintaining accurate and organized files and records, entering various data in computer, sending and receiving emails, scanning and copying various documents including time sensitive abatements, sending and receiving mail, maintaining multiple databases, and processing correspondence, reports, and other documents as directed and to help prepare Environmental unit permits, as needed.

Attends seminars, meetings, and training programs as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with at least two (2) years of administrative support experience. Associate's Degree in Administrative Support Services or related field preferred.

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

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

Working knowledge of programs and general operations of Food Services Unit and ability to provide administrative support to Unit personnel.

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

Working knowledge of federal, state, and local laws and regulations governing food sanitation.

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 standard English grammar, spelling, and punctuation, and ability to prepare forms, correspondence, and reports.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, other government agencies, Indiana Department of Health (IDOH), City Licensing, 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 employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

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

Ability to count, compute, and perform arithmetic operations.

Ability to compare, observe, compile, and/or classify data.

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

Ability to apply knowledge of people and locations.

Ability to file, post, and mail materials.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs a variety of standard and recurring duties with work priorities and schedules primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors are primarily detected or prevented through procedural safeguards. Undetected errors could result in loss of time to correct errors.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other

government agencies, IDOH, City Licensing, and the public for the purpose of exchanging information.

Incumbent reports directly to Director of Food Services.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, keyboarding, lifting/carrying/pushing/pulling objects weighing under 25 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent is occasionally required to work extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Staff Assistant for St. Joseph Department of Health, Food Services Division **Unit**, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name



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"

December 6, 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 amend and supplement TITLE XI, Business Regulations, Chapter 117, St. Joseph County Food Establishments, of the St. Joseph County Code.

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:CS:jsp

APPROVED _____ DENIED _____

This 18th Day of **December 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

CHAPTER 117: ST. JOSEPH COUNTY FOOD ESTABLISHMENTS

Section

- 117.01 Definitions
- 117.02 Permit
- 117.03 Construction, renovation, and alteration
- 117.04 Fees
- 117.05 Other venue fees
- 117.06 Inspections
- 117.07 Compliance and enforcement
- 117.08 Penalties
- 117.09 Appeals process
- 117.10 Miscellaneous
- 117.11 Fee schedule; approval required
- 117.12 Effective date

§ 117.01 DEFINITIONS.

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

ANNUAL TEMPORARY RETAIL FOOD ESTABLISHMENT. A food operation conducted, under a tent or other nonpermanent structure, for fifteen (15) or more days throughout a singular calendar year, in conjunction with a single event(s) and/or celebration(s). The ANNUAL TEMPORARY RETAIL FOOD ESTABLISHMENT shall possess a commissary permit.

APPLICANT. Any person applying for renewal, new or temporary permit under this chapter.

APPROVAL OF PLANS. All retail food establishments that are hereafter constructed or extensively renovated shall conform to the applicable requirements of the Indiana Department of Health and all applicable Building, zoning, and Fire Codes. The Department of Health shall review and approve all properly prepared plans and specifications before construction begins. Failure to obtain the Health Officer's approval shall be the basis for the issuance of a stop work order by the Health Officer.

BED AND BREAKFAST ESTABLISHMENT. As defined in 410 I.A.C. 5-15.5, an operator- occupied residence that meets all the following:

- (1) Provides sleeping accommodations to the public for a fee;
- (2) Has no more than 14 guest rooms; and
- (3) Provides sleeping accommodations for no more than 30 consecutive days to guests.

CERTIFIED FOOD PROTECTION MANAGER As amended by (HEA 1210) is equivalent to the prior term defined in 410 I.A.C. 7-22, food handler who holds a certificate recognized by the Conference for Food Protection or an equivalent nationally recognized certification program as determined by the Indiana ~~State~~ Department of Health.

CONFLICT OF INTEREST. As derived from 68 I.A.C. 9-1-1 (b)(2), means a situation in which the private financial interest of the Health Official, Health Official's spouse, ex-spouse,

siblings, in-laws, children or unemancipated child may influence the Health Official's judgment in the performance of a public duty.

EVENT COORDINATOR. The person who has oversight of a temporary event and coordinates communication with temporary food vendor(s) to attend the event. It shall be the responsibility of the Event Coordinator to inform the temporary food vendor(s) of the requirements for the St. Joseph County Department of Health. The Event Coordinator shall submit to the St. Joseph County Department of Health a "temporary event plan and review" 30 days prior to the event.

FARMERS MARKET. A common facility where two or more farmers or growers gather on a regular recurring basis to sell a variety of fruits, vegetables, and other farm products directly to the consumer.

FOOD. A raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

FOOD DELIVERY VEHICLE. A vehicle that is motorized or is propelled by human power and used for delivering potentially hazardous foods to the public. The term does not include any vehicle used to deliver food that has been prepared and sealed or packaged in a permitted food establishment when the food is intended for immediate consumption by the consumer.

HAZARD ANALYSIS CRITICAL CONTROL POINT (HAACP). A written document that delineates the formal procedures for following the safety principles for analyzing hazards at critical control points as developed by the National Advisory Committee on Microbiological Criteria for Foods.

HEALTH OFFICER. The Health Officer having jurisdiction in St. Joseph County or his or her representative(s).

HEALTH OFFICER HEARING. A hearing called by the Health Officer for failure to comply with this chapter or 410 I.A.C. 7-15.5 or 410 I.A.C. 7-24.

HEARING OFFICER. Shall mean an individual acting in the capacity of Hearing Officer in the appeals process. The Hearing Officer is not the Health Officer or any other employee of the St. Joseph County Department of Health. The St. Joseph County Board of Health shall designate a Hearing Officer and decide all appeals under this chapter.

IMMINENT HEALTH HAZARD. As defined in 410 I.A.C. 7-24

INSPECTION REPORT. The document prepared by the St. Joseph County Department of Health that is completed as the result of the inspection and provided to the operator/person in charge of the establishment at the time of the inspection.

INVOLUNTARY CLOSURE. Any occurrence wherein the Department of Health posts a closure sign and orders the establishment to cease operation. This sign shall not be removed by anyone except the Health Officer. After a re-opening inspection, the establishment must

re-apply for a new permit and pay all applicable fees associated with it.

MOBILE RETAIL FOOD ESTABLISHMENT. A retail food establishment that is readily moveable. The term includes a retail food establishment that:

- (a) has wheels;
- (b) is on skids;
- (c) is mounted on a vehicle;
- (d) is a marine vessel; or otherwise readily movable such as a pushcart or trailer.

MULTI-UNIT OPERATION. Any establishment that houses several retail food service establishments or retail food market establishments in one building. There must be one operator/person in charge of the Multi-Unit Operation.

NONPROFIT ORGANIZATION. Any organization that operates without being required to pay federal taxes and operates without exemption as stated in applicable state statutes and regulations. The Nonprofit Organization shall possess and, upon request from the St. Joseph County Department of Health, shall provide the federal tax identification number and letter from the IRS evidencing the organizations tax exempt status.

OPENING INSPECTION. A pre-operational inspection performed before a bed and breakfast establishment, retail food service/store establishment or temporary food establishment can begin operation or obtain a food permit in St. Joseph County. The owner/operator of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment must contact the Department of Health to schedule an Opening Inspection.

OPERATOR. The person who has primary oversight responsibility for the operation of the establishment through ownership, or lease or contractual agreement, and who is responsible for the storage, preparation, display, transportation or serving of food to the public.

ORDER. As derived from I.C. 4-21.5-1-9, means Department of Health action of particular applicability that determines the legal rights, duties, privileges, immunities, or other legal interest of one or more specific persons. This term also includes the permit.

PERMIT. The document issued by the St. Joseph County Department of Health that allows a person to operate a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment.

PERSON. An association, corporation, individual, partnership or other legal entity, governmental subdivision, or agency.

POTENTIALLY HAZARDOUS FOOD(S).

(1) A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

- (a) The rapid and progressive growth of infectious or toxigenic microorganisms;

- (b) The growth and toxin production of *Clostridium botulinum*; or
- (c) The growth of *Salmonella enteritidis* in raw shell eggs.

(2) POTENTIALLY HAZARDOUS FOOD does not include:

- (a) Foods that have a pH level of 4.6 or below or a water activity (Aw) value of 0.85 or less under standard conditions;
- (b) Food products in hermetically sealed containers processed to prevent spoilage; or
- (c) An air-cooled hard-boiled egg with shell intact or a shell egg that is not hard-boiled but has been treated to destroy all viable salmonella.

RETAIL FOOD SERVICE ESTABLISHMENT. As defined in 410 I.A.C. 7-24 means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, such as a restaurant, satellite or catered feeding location or catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people. This definition does not include private homes where food is prepared or served for individual family members', friends', or acquaintances' consumption. Private parties where an invitation is required (the general public is not invited) do not require a permit.

RETAIL FOOD STORE ESTABLISHMENT. Means any building, room, basement, vehicle of transportation which;

(1) Includes but is not limited to the following:

- (a) Grocery;
- (b) Meat market;
- (c) Poultry market;
- (d) Fish market;
- (e) Confectionery;
- (f) Candy kitchen;
- (g) Nut store;
- (h) Retail bakery store; and
- (i) Any food store establishment, whether fixed or moveable, where

food is intended for human consumption off the premises and is manufactured, produced, stored, prepared, handled, sold, offered free or for a charge.

(2) This term does not include the following:

- (a) Establishment(s) that handle only prepackaged non-potentially hazardous food;
- (b) Produce stands that offer only fresh, whole uncut fruits and vegetables for sale from farm to table;
- (c) Slaughterhouses;
- (d) Retail food service establishment(s); and
- (e) Food and beverage vending machines.

ST. JOSEPH COUNTY DEPARTMENT OF HEALTH. The Local Department of Health in St. Joseph County, Indiana, having jurisdiction over bed and breakfast, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, and temporary food establishments.

STOP WORK ORDER. An order issued by the Health Officer to cease and desist any and all extensive remodeling and/or new construction until the Health Officer has had an opportunity to review and approve all plans as required.

TEMPORARY FOOD ESTABLISHMENT. As defined in 410 I.A.C. 7-24, a retail food service establishment that operates for no more than fourteen (14) consecutive days in conjunction with a single event or celebration.

VOLUNTARY CLOSURE. The voluntary posting of a “Closed” sign on an establishment’s premises due to noncompliance of this chapter or 410 I.A.C. 7-24 identified and documented by the Health Officer during an inspection. The establishment agrees not to open until the Health Officer gives approval.

(Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.02 PERMIT.

(A) General. Under no circumstances shall any bed and breakfast establishment, food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment permit issued under this chapter be transferable between locations, operators and/or owners.

(1) It is unlawful for a person to operate any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment in St. Joseph County without first obtaining a valid permit from the Health Officer. The valid permit must be posted in a conspicuous location in the establishment.

(2) Only establishments in compliance with the applicable requirements of 410 I.A.C. 7-15.5 and/or 410 I.A.C. 7-24 shall be entitled to obtain and hold a permit.

(3) A separate permit shall be required for each bed and breakfast establishment, retail food service/store, mobile retail food establishment, annual temporary retail food establishment or temporary establishment to be operated by any person.

(4) A bed and breakfast establishment or retail food service/store establishment permitted by the Health Officer shall be considered registered as required in I.C. 16-42-1-6.

(5) For new construction and extensive renovation (remodeling), plans and reviews regarding the work to be completed must be reviewed and approved by the Health Officer prior to beginning of any new construction and extensive renovation (remodeling).

(B) Application for permit. A person desiring to operate a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary establishment shall submit to the Department of Health a complete written application for a permit on a form provided by the Department of Health.

(C) Content of the application. The application shall include the following information:

(1) The name, title, address, and the telephone number of the operator and/or person directly responsible for or having legal ownership of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment;

(2) Information specifying whether ownership is an association, corporation, individual, partnership or other legal entity;

(3) The name, mailing address, telephone number and original signature of the person and/or operator applying for the permit and the name address and location of the bed and breakfast establishment, retail food service/store establishment mobile retail food establishment, annual temporary retail food establishment, or temporary establishment;

(4) Other information as required by the Health Officer.

(D) Qualifications. To qualify for a permit, an applicant must:

(1) Be an owner/operator of the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment;

(2) Comply with the requirements of this chapter and 410 I.A.C. 7-15.5 ~~or~~ and 410 I.A.C. 7-24;

(3) Agree to allow access to the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment and its records as specified in 410 I.A.C. 7-15.5 and 410 I.A.C. 7-24;

(4) Pay the applicable permit fee at the time the application is submitted; and

(5) Pass an opening inspection.

(E) Permit content. Any permit issued by the Health Officer shall contain the following information:

(1) The name and address of the establishment;

(2) The owner or corporation name;

(3) The permit number;

(4) Expiration date of the permit; and

(5) Other pertinent information as required by the St. Joseph County Health Officer.

(F) Permit period.

(1) A permit for a bed and breakfast establishment or retail food service/store establishment shall be for a term beginning January 1 and expiring January 31 of the following year and must be renewed annually.

(2) A permit for mobile retail food establishment, or annual temporary retail food establishment shall be for the term within ~~of~~ one calendar year's continuous operation. Temporary or seasonal permit holders shall have seasonal opening inspections and obtain the permit before the first day of operation in St. Joseph County.

(G) Interim permit. A new owner/operator taking ownership over a continuously operating bed and breakfast establishment, or retail food service/store establishment shall be entitled to a nonrenewable interim permit. This permit allows the new operator to make the necessary changes (i.e., add a mop sink, change ceiling tiles, ~~and~~ or relocate equipment, etc. ~~the like~~), prior to receiving an annual permit.

(1) The new owner/operator taking ownership of a continuously operating bed and breakfast, retail food service/store establishment shall call the Department of Health for an opening inspection.

(2) The operator shall complete an application for an annual bed and breakfast establishment or retail food service/store establishment interim permit and pay all applicable fees. The interim permit shall be issued after an opening inspection has been completed.

(3) The interim permit shall be valid for a period ~~of time~~ not to exceed 90 days and shall be effective on the date of the application. The interim permit cannot be extended or renewed.

(4) The new owner/operator shall obtain the annual permit within the time frame noted on the interim permit or the Health Officer will revoke the interim permit, and the owner/operator will need to begin the application and permit process over. The annual permit will only be issued after the owner/operator has complied with all applicable code requirements.

(H) Change of ownership. The Health Officer may issue a permit to a new owner of an existing bed and breakfast or retail food service/store establishment after an opening inspection has been completed. After the Health Officer has granted permit approval, the operator shall complete the application form supplied by the Department of Health. The permit shall be issued after all applicable fees have been paid.

(I) Separate permits. If a person owns a retail food service/store establishment that has different entities that are in the same building, the person must obtain a separate permit for each entity.

(J) Temporary food establishment. A permit for a temporary food establishment shall be for a term not to exceed the specified number of consecutive days, in conjunction with any single event or location. A temporary permit will not be issued without the temporary food establishment first having a yearly opening inspection by the Department of Health.

(K) Request for reinstatement of permit. Any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment that has had a permit suspended or revoked, may at any time during the business hours of the Department of Health make application to the Health Officer for the reinstatement of the establishment's permit. In the event the application is denied, the appeals process shall be utilized as set forth in this chapter.

(L) Opening without a permit. Any bed and breakfast establishment or retail food service/store establishment that opens without first contacting the Department of Health, for an opening inspection and passes the inspection shall be assessed penalties for operating without a permit as set forth in the Civil Penalties Rule I.A.C. 7-23, as amended.

(M) Responsibilities of the operator. Upon acceptance of the permit that has been issued by the Health Officer, the operator, shall:

(1) Comply with the provisions of this chapter, all laws and rules adopted by reference herein and the conditions of any variances granted by the Indiana ~~State~~ Department of Health;

(2) Allow the Health Officer access to the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment at reasonable times;

(3) Immediately discontinue affected operations and notify the Department of Health if an imminent hazard exists;

(4) Comply with directives of the Department of Health including time frames for corrective actions as specified in the inspection report(s), notices, orders, warnings, and other directives issued by the Department of Health in regards to the operator's bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment in response to community emergencies;

(5) Accept notices issued and served by the Department of Health;

(6) Be subject to the administrative, civil, injunctive, and criminal remedies authorized in law for failure to comply with this chapter, 410 I.A.C. 7-15.5 and 410 I.A.C. 7-24 or the directive of the St. Joseph County Department of Health; and

(7) Post the permit in a location in the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment that is conspicuous to consumers. (Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.03 CONSTRUCTION, RENOVATION AND ALTERATION.

(A) Plan requirements.

(1) The owner or other authorized agent of an existing or proposed bed and breakfast establishment or retail food service/store establishment, or mobile retail food establishment shall submit to the St. Joseph County Department of Health properly prepared plans and specifications for review and approval before:

(a) The construction of a bed and breakfast establishment or retail food service/store establishment or mobile retail food establishment;

(b) The conversion of an existing structure for use as a bed and breakfast establishment or retail food service/store establishment; or

(c) The extensive remodeling of a bed and breakfast establishment or retail food service/store establishment or food operation if the St. Joseph County Department of Health determines that the plans and specifications are necessary to ensure compliance with this section.

(2) The plans and specifications for a bed and breakfast establishment or retail food service/store establishment, or mobile retail food establishment shall include the type of operation, type of food preparation (as specified in the published versions of 410 I.A.C. 7-24) and the menu.

(3) The plans, specifications and blueprints submitted to the Department of Health must show the interior and exterior layout of the bed and breakfast establishment or retail food service/store establishment, or mobile retail food establishment. The plans must be deemed satisfactory and approved by the Health Officer before starting construction.

(4) A pre-operational inspection (opening inspection) is conducted to ensure the bed and breakfast establishment, or retail food service/store establishment mobile retail food establishment was built or remodeled in accordance with the approved plans and specifications and that the establishment is in compliance with this chapter, 410 I.A.C. 7-24 or 410 I.A.C. 7-15.5.

(B) Equipment. All equipment installed in a bed and breakfast establishment, retail food service/store establishment or temporary food establishment for use in the cleansing and bactericidal treatment of utensils, or in the preparation, storing, handling, cleaning, sanitizing, serving, or displaying of any food or beverage products shall be of a type conforming to all applicable requirements with regard to proper holding temperatures, design, construction, location, and materials. Any piece of equipment that may fail to meet these requirements shall be prohibited from use.

(C) Compliance. All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, or temporary food establishments shall fully comply at all times with all local and state Building, zoning, and Fire Codes. Failure of any bed and breakfast establishment, retail food service/store establishments, mobile retail food establishment, annual temporary retail food establishment, or temporary establishments to fully comply with any applicable Building, zoning and Fire Codes shall be the basis for the suspension, immediate closure, or revocation of any permit hereunder.

(D) Exemptions.

(1) Unless exempted by the St. Joseph County Building Department, all retail food service/service establishments shall be required to install a grease interceptor. This will be located in the waste line, leading from sinks, drains and other fixtures or equipment where grease may be introduced into the drainage or sewage systems in quantities that can affect line stoppage or hinder sewage treatment. It shall be located in an area that is easily accessible for cleaning. The grease interceptor must be installed in such a manner that it meets all applicable requirements of the Building Department.

(2) If the retail food service/store establishment has a private septic system, the system must comply with all state and county regulations.
(Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.04 FEES.

(A) Generally; permit required. It shall be unlawful for any bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary establishment to operate in St. Joseph County without a permit.

(1) The payment of a permit fee shall be required for each bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment before the establishment can operate in St. Joseph County.

(2) The fee for each bed and breakfast establishment and retail food service/store establishment permit shall be paid for a term beginning January 1 and/or before commencement of operation and expiring January 31 of the following year, and shall be applied for in person, or online by the operator.

(3) Permit fees for the issuance of a permit to a bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary establishment, under this chapter, shall be set by the Department of Health pursuant to I.C. 16-20-1-27.

(4) The operator of a bed and breakfast establishment or retail food service/store establishment shall apply for the establishment's permit. The fee, for a new operation will be based on the total amount of gross sales, including alcohol, from the time of the application to December 31 (see § 117.10).

(B) Annual permit fee. An operator of a bed and breakfast establishment or retail food service/store establishment shall present to the Department of Health proof of the establishment's total gross sales of food, including all beverages and alcohol, for the preceding year. In the event the operator did not operate the bed and breakfast or retail food service/store for a full year prior to the application, the operator shall use the amount of total gross food sales, including beverages and alcohol for the first month of operation completed in the preceding year multiplied by a factor of 12 to give the total gross sales. This does not include multi-unit operation permits (see § 117.10).

(C) Multi-unit operation fees. A retail food service/store establishment that has multiple retail food service/store establishments housed in one building may purchase a multi-unit permit for the first food establishment, then in addition, a permit shall be obtained for each unit thereafter housed in the same building.

(D) Exemption from permit fees. An organization that is exempt from the Indiana Gross Income Tax under I.C. 6-3-2 and offers food for sale to the final consumer at an event held for the benefit of the organization, is exempt from the payment of a fee. The exemption only applies to organizations that meet the criteria addressed in applicable state statutes and

regulations. The Health Officer shall be provided with, upon request, proof of an organization's tax-exempt status.

(E) Late fees.

(1) Late fees shall be assessed for the following reasons:

(a) Failure to obtain a permit prior to the January 31 expiration date.

A late fee as set forth in the Appendix: Schedule of Fines and Fees will be assessed for failure to renew a permit after the permit's expiration date.

(b) Failure to obtain a permit before assuming operation of a bed and breakfast establishment, retail food service/store establishment and/or temporary food establishment; and/or

(c) Failure to obtain a permit one week after receiving an opening inspection and receiving permit approval to operate a bed and breakfast establishment or retail food service/store establishment,

(d) or seven (7) days prior to a scheduled temporary event.

(2) The payment of fees under this chapter is nontransferable and nonrefundable.

(F) Lost or stolen permits. If a bed and breakfast establishment, a retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment or temporary food establishment permit is lost, stolen, misplaced, or destroyed by, a replacement fee shall be assessed (see § 117.10).

(G) Administrative fee. A newly constructed or renovated (remodeled) bed and breakfast establishment, retail food service/store establishment, or mobile retail food establishment shall be required to pay an administrative fee for the review of plans and specifications. This fee is nonrefundable and nontransferable between locations, owners/operators, or establishments (see § 117.11).

(H) Suspended permit fee. If a permit has been suspended by any of the entities listed below, the operator shall complete an application for a new permit and pay all applicable fees:

(1) The St. Joseph County Health Officer;

(2) The St. Joseph County Department of Health for:

(a) Failure to meet the requirements of the Building Department;

(b) Failure to meet the requirements of the South Bend Fire

Department; or

(c) Failure to meet the requirements of the Mishawaka Fire

Department.

(3) The Indiana Department of Health; or

(4) Any court having jurisdiction.

(Ord. 49-05, passed 5-10-2005)

§ 117.05 OTHER VENUE FEES.

(A) Temporary establishment permit fees. Temporary permit fees will be collected not less than one week prior to the specified event(s) (see § 117.10). Copies of temporary permits are not valid permits. A new temporary food establishment permit is required for each temporary event.

(B) Vending machine fees. A food decal shall be required for any vending machine that dispenses either unpackaged or potentially hazardous food.

(C) Food delivery vehicle fees.

(1) Any food delivery vehicle, as defined in this chapter, that is motorized and sells and/or delivers potentially hazardous foods must pay for an annual food delivery decal.

(2) Any vehicle that is propelled by human power and is selling potentially hazardous food must pay for a food delivery decal.

(D) Mobile retail food establishment permit fees.

(1) Fees for mobile retail food establishments will be collected for any vehicle that can pull to and set up at any location, then prepare/grill food.

(2) All vehicle license plates for each mobile retail food establishment vehicle must be on file at the Department of Health in order for the mobile permit to be valid.

(E) Fees for copies of Administrative Code Books and this chapter.

(1) It is a requirement for retail food service/store establishments and/or temporary food establishments to have access to copies of 410 I.A.C. 7-24, 410 I.A.C. 7-22 and this chapter on premises at all times.

(2) If the retail food sanitation requirements, 410 I.A.C. 7-24, 410 I.A.C. 7-22 or this chapter are lost or misplaced and cannot be accessed by the owner/manager of the establishment, a new copy may be obtained from the Department of Health for a fee. (Ord. 49-05, passed 5-10-2005; Ord. 39-19, passed 4-16-2019)

§ 117.06 INSPECTIONS.

(A) Frequency of inspections. The Health Officer shall inspect a bed and breakfast establishment or retail food service/store establishment as required by Indiana law. The Health Officer may decrease or increase the interval between inspections if the following applies for that bed and breakfast establishment, ~~or~~ retail food service/store establishments, or mobile retail food establishments.

(1) The bed and breakfast establishment or retail food service/store establishment is assigned a less frequent inspection frequency based on a risk-based inspection schedule currently being uniformly applied throughout the jurisdiction; or

(2) A bed and breakfast establishment or retail food service/store establishment's inspections shall be increased if any of the following occurs:

(a) A change in the food preparation process;

(b) The bed and breakfast establishment or retail food service/store establishment has been issued a "repeat violation" correspondence from the Department of Health;

(c) The bed and breakfast establishment or retail food service/store has received an "abatement order" correspondence from the Department of Health;

(d) The bed and breakfast establishment or retail food service/store establishment has been placed on probation by the Department of Health; or

(e) There has been an imminent health hazard.

(B) Performance and risk-based inspections. Within the parameters specified in the above inspection division(s) of this chapter, the Health Officer shall prioritize and conduct less frequent inspections based upon the assessment of a bed and breakfast or retail food service/store establishment as follows.

(1) Menu One type establishments may be inspected at least one time per year.

(a) The establishments provides packaged or unpackaged, non-potentially hazardous foods that are considered ready-to-eat. These foods include:

1. Carbonated beverages;

2. Snack foods, such as potato chips, nuts, popcorn, pretzels, and donuts; and

3. Coffee service.

(b) There is limited preparation of non-potentially hazardous foods.

(2) Menu Two type establishments may be inspected no less than two times per year and more frequently if needed. Menu Two type establishments provide a limited menu of foods that are prepared to order for the customer. If raw ingredients are used, they should require minimal assembly. Most food products are cooked or prepared and served immediately. The hot and cold holding of potentially hazardous foods are restricted to a single meal service. The preparation, cooking, cooling, and reheating processes are limited to one or two potentially hazardous foods.

(3) Menu Three type establishments may be inspected three to four times per year. Menu Three type establishments are classified as number 3, 4 and 5 on the inspection report form. These establishments have extensive handling of raw ingredients. The preparation process includes cooking, cooling, and reheating of potentially hazardous food. Menu Type 3 establishments includes deli and seafood departments. This category also includes those establishments that serve a highly susceptible population and those establishments that process food at the retail level, i.e., smoking, curing and reduce oxygen packaging for extending shelf life.

(C) Pre-opening consultation. The operator of a bed and breakfast establishment or retail food service/store establishment may request a pre-opening consultation with the Health Officer. This inspection is to ensure the newly constructed or renovated (remodeled) establishment can satisfactorily comply with minimal food sanitation requirements.

(D) Opening inspection for a new establishment. The operator of a newly constructed bed and breakfast or retail food service/store establishment shall have approval from the Building and Fire Departments and satisfactorily pass the Building and Fire Departments' inspections before calling the St. Joseph County Department of Health for an opening inspection. The administrative fee entitles each new establishment to one consultation, one initial inspection and one follow-up inspection. Additional inspections will require payment of additional fees.

(1) Before a newly constructed bed and breakfast establishment or retail food service/store establishment obtains a permit from the Department of Health, the establishment shall satisfactorily pass a Department of Health inspection.

(2) Remodeled establishment. Before a remodeled bed and breakfast establishment or retail food service/store establishment obtains a permit from the Department of Health, the establishment shall satisfactorily pass a Department of Health inspection.

(E) Access allowed at reasonable times after due notice.

(1) After the Health Officer presents official credentials and provides notice of the purpose of and the intent to conduct an inspection, the operator shall allow the Health Officer to determine if the bed and breakfast establishment, retail food service/store establishment or temporary establishment is in compliance with this chapter and 410 I.A.C. 7-24, by allowing access to the establishment to conduct an inspection and providing information and records specified in this chapter, and 410 I.A.C. 7-24 and 410 I.A.C. 7-15.5. The Department of Health is entitled to the information and records, according to I.C. 16-42-1-13 and I.C. 16-42-5-23, during the bed and breakfast establishment, retail food service/store establishment or temporary food establishment's hours of operation and at other reasonable times.

(2) Access is a condition of the acceptance and retention of a food establishment permit to operate. If access is denied, an order issued by the appropriate authority allowing access may be obtained according to I.C. 16-20-1-26.

(F) Inspection reports. At the conclusion of the inspection, the Health Officer shall provide a copy of the completed inspection report and the notice to correct violations to the owner/operator or person in charge, as required under I.C. 16-20-8-5.

(G) Timely correction of critical violations.

(1) Except as specified in the next division, the operator shall at the time of the inspection correct a critical violation of 410 I.A.C. 7-15.5, 410 I.A.C. 7-24 and/or 410 I.A.C. 7-22 and implement corrective actions for a HACCP provision that is not in compliance with its critical limits.

(2) Considering the nature of the potential hazard involved and the complexity of the corrective action(s) needed, the Health Officer may agree to or specify a longer time frame after the inspection for the operator to correct critical code violations or HACCP plan deviations.

(3) After receiving notifications that the operator has corrected any and all critical violations or HACCP plan deviations, or at the end of the specified period of time, the Health Officer shall verify correction(s) of the violation(s), document the information on the inspection report and enter the report in the Department of Health's records.

(H) Refusal to sign acknowledgment. Refusal to sign an acknowledgment of receipt will not affect the operator's obligation to correct the violations noted on the inspection report within the specified time frame(s) given.

(1) A refusal to sign an acknowledgment of receipt is noted in the inspection report and conveyed to the Department of Health's historical records for the bed and breakfast establishment, retail food service/store establishment, mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment.

(2) By signing the inspection report, the operator is not necessarily agreeing with the findings of the Health Officer's inspection.

(I) Public information. Except as specified in 410 I.A.C. 7-24, § 194, Confidentiality of Trade Secrets, the Health Officer shall treat the inspection report as a public document and shall make it available for disclosure, ten (10) days after an inspection, to a person who requests it as provided by I.C. 24-2-3 and 5-14-3.

(J) Ceasing operation and contacting the St. Joseph County Department of Health.

(1) The owner/operator of a bed and breakfast establishment, retail food service/store establishment or temporary food establishment shall immediately discontinue operations and notify the Health Officer if an imminent health hazard exists, because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, or other circumstances that may endanger the public's health.

(2) The operator need not discontinue operation in an area of an establishment that is unaffected by the imminent health hazard.

(K) Resuming operation. If a bed and breakfast establishment, retail food service/store establishment or temporary food establishment discontinues operations for the reasons stated above or otherwise according to law, the operator must obtain approval from the Health Officer before resuming operations. If an establishment chooses to close for more than four weeks due to but not limited to vacations or cleaning, the establishment shall have an opening inspection before resuming business. If temporary closure occurs during the same calendar year, the purchase of a new permit will not be required.

(L) Inspections of temporary food establishments. Throughout the permit period, the Health Officer shall inspect a temporary food establishment that prepares, sells, or serves unpackaged potentially hazardous foods that also:

(1) Has improvised rather than permanent facilities or equipment for hand washing, food preparation and protection, food temperature control, ware washing, providing drinking water, waste retention and disposal and insect and rodent control; or

(2) Has food employees who have never worked in a temporary food establishment.

(M) Frequency of inspections for temporary food establishments. Temporary food establishments servicing an event shall be inspected at least once every 24-hour period by the Health Officer. The Health Officer may reduce or increase the frequency of the inspections when appropriate.

§ 117.07 COMPLIANCE AND ENFORCEMENT.

(A) Enforcement; authority to adopt rules and regulations. The County Board of Health may adopt, amend, or rescind any such rules and regulations and standards as deemed necessary for proper enforcement and to carry out the purpose and intent of this chapter. This shall be accomplished using public comment periods, public meetings, and public hearings in accordance with state law and upon the advice of the County Board of Health.

(B) Retail sanitation rule. All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, or temporary food establishments, and vending machine operators shall comply with the minimum requirements specified by the Indiana Department of Health Retail Sanitation Rule 410 I.A.C. 7-24 and Indiana State Department of Health Rule 410 I.A.C. 7-15.5 for bed and breakfast establishments.

(C) Application and permit denial. If an application for a “plan and review” and/or permit to operate a bed and breakfast establishment, retail food service/store establishment or temporary food establishment is denied, the Health Officer shall provide the applicant with a notice that includes the following:

- (1) The specific reasons and rule citations for the application and/or permit denial;
- (2) The actions, if any, that the applicant must take to qualify for the application and/or permit; and
- (3) Advice regarding the applicant’s right of appeal and the process and time frame for appeal as provided in this chapter.

(D) Abatement order.

(1) After a routine or re-check inspection of a bed and breakfast establishment, retail food service/store establishment or temporary food establishment reveals numerous and/or repeat violations from previous inspections, the bed and breakfast establishment, or retail food service/store establishment will be found noncompliant with 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, or this chapter an abatement order will be issued. This will include the following information:

- (a) The name and complete address of the establishment;
- (b) The date of the abatement order;
- (c) The violation(s) of the code or ordinance;
- (d) The date violation(s) are to be corrected; and
- (e) The legal action that shall be taken if the violation(s) stated in the abatement order are not corrected.

(2) Because the abatement order is based on conditions that may transmit, generate or promote disease, failure on the part of the bed and breakfast establishment, retail food service/store establishment or temporary food establishment to comply with the abatement order could result in the enforcement of the abatement order in the court of jurisdiction by the initiation of an action by the Department of Health’s Attorney or the county’s Prosecuting Attorney pursuant to I.C. 16-20-1-25 *et seq.*

(E) Probation.

(1) If after a bed and breakfast establishment or retail food service/store establishment has received an abatement order and the bed and breakfast establishment or retail food service/store establishment continues its noncompliant practices relative to 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, or this chapter, the bed and breakfast or retail food service/store may be placed on probation. The establishment will be notified of this probationary status by a hand-delivered correspondence. Information included in the probation notification shall include:

- (a) The reason for being placed on probation;
- (b) The length of the probation;
- (c) Steps that will be taken if:

1. The bed and breakfast establishment or retail food service/store establishment's inspections continue to show noncompliance with the 410 I.A.C. 7-15.5 and/or 410 I.A.C. 7-24;

2. The establishment fails to comply with any part of this chapter; and

3. An imminent health hazard occurs.

(2) When a bed and breakfast establishment or retail food service/store has been placed on probation, the bed and breakfast establishment or retail food service/store establishment will receive increased inspections during the length of the probation.

(F) Closure.

(1) Voluntary closure. If after being placed on probation, the bed and breakfast establishment's, retail food service/store establishment's or temporary food establishment's probation inspections shows repeated noncompliance with 410 I.A.C. 7-15.5, 410 I.A.C. 7-24, or failure to comply with any part of this chapter, the bed and breakfast establishment or retail food service/store operator may be asked to voluntarily close, allowing them to post a sign stating the establishment is closed.

(2) Involuntary closure. If the owner/operator of a bed and breakfast establishment, retail food service/store or temporary food establishment refuses or fails to voluntarily post a closure sign, or an imminent health hazard is cited, the Department of Health shall post the closure sign. If the Department of Health posts the sign, the owner/operator of the bed and breakfast establishment, retail food service/store establishment or temporary food establishment must apply for a new permit and pay all applicable fees. The owner/operator of the bed and breakfast establishment, retail food service/store establishment or temporary food establishment shall appear at a Health Officer's hearing.

(G) Permit suspension. The Health Officer may, upon inspection, suspend a permit to operate a bed and breakfast establishment, retail food service/store establishment or temporary food establishment for any of the following reasons:

(1) The operation, in the opinion of the Health Officer constitutes an imminent health hazard. This hazard could be created by loss of the power supply, sewage backup, loss of water supply, fire, flood, tornado or other natural or unnatural causes. Under this section, a bed and breakfast establishment's, retail food service/store establishments or temporary food establishment permit may be immediately suspended prior to a Health Officer's hearing;

(2) Interference with the Health Officer in the performance of his or her duties;

(3) Failure to correct a critical violation at the time of inspection that constitutes an imminent health hazard;

- (4) The bed and breakfast establishment and/or retail food service/store establishment has been placed on probationary status more than one time in a calendar year;
- (5) Failure to appear for a Health Officer's hearing; or
- (6) Failure to pay civil penalty fines.

(H) Health Officer's hearing.

(1) Any permit issued under this chapter may be temporarily suspended by the Health Officer with or without notice for a period not to exceed 30 days, if any section/part of 410 I.A.C. 7-24 or this chapter is violated or if it is determined through inspection or examination or other means as specified in this chapter that an imminent health hazard exists. The Health Officer shall have 15 business days following the delivery of the suspension notice to notify the owner/operator of the establishment to appear at a Health Officer's hearing. The Health Officer shall notify the owner/operator of the bed and breakfast establishment and/or retail food service/store establishment five days prior to the hearing. The notice of the Health Officer's hearing shall be delivered by hand.

(2) The notice shall contain the following information:

- (a) The date of the Health Officer's hearing;
- (b) The time of the hearing; and
- (c) The location of the hearing.

(3) The owner/operator of a bed and breakfast establishment or retail food service/store establishment shall be called to a Health Officer's hearing, if any of the following has occurred:

- (a) The Health Officer has suspended operations due to an imminent health hazard;
- (b) The bed and breakfast establishments or retail food service/store establishment's permit has been suspended for any other violations under 410 I.A.C. 7-24 or this chapter; or
- (c) The bed and breakfast establishment or retail food service/store establishment violated their terms of the probation.

§ 117.08 PENALTIES.

(A) Penalties shall be imposed against those owners/operators of establishments that, on a continuous basis, have repeat violations in accordance with the Civil Penalties Rule, 410 I.A.C. 7-23.

(B) Penalty fees shall be determined in accordance with the Schedule of Civil Penalties, 410 I.A.C. 7-23.

§ 117.09 APPEALS PROCESS.

The appeals process will follow the steps listed below.

(A) Any person or owner/operator of an establishment aggrieved by order under the compliance and enforcement section shall be entitled to review of the final order before a hearing officer. Request for the review shall be made in writing and filed with the Health Officer (Secretary of the St. Joseph County Board of Health, I.C. 16-20-1-10). The written request must be mailed, or hand delivered to the Health Officer, and must be postmarked or hand-delivered within 15 days after the final order is issued.

(B) Upon the Health Officer's receipt of the request, the County Board of Health will be notified to appoint a hearing officer. A hearing date shall be set, and a written notice shall be completed and hand-delivered within five days. The notice shall specify the date, time, location, and nature of the hearing. The hearing will be scheduled no later than ten days from the date of

the request. The appointed Hearing Officer shall hear the matter in an open hearing. A shorter period of time may be granted if requested by either party.

(C) The notice of the hearing shall be served upon the person requesting the review via hand delivery or certified mail to the address listed on the permit application as the person's mailing address or any other address as the person shall designate in the letter of the request to the Health Officer.

(D) The Hearing Officer shall establish the rules of procedures and advise the parties prior to the start of the proceedings.

(E) The Hearing Officer shall make written findings of the facts and shall enter the final order or determination of this matter in writing.

(F) The order completes the appeals process.

§ 117.10 MISCELLANEOUS.

(A) Gratuities. The Health Officer shall not accept any gratuities from a bed and breakfast establishment, retail food service/store establishment mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment.

(B) Unwholesome, adulterated, or misbranded foods. It shall be unlawful for any person or establishment to sell, through a food establishment (fixed, mobile or machine), any food that is unwholesome, adulterated or misbranded, as provided in the Indiana Food, Drug and Cosmetic Act, I.C. 16-42.

(1) Samples of food may be taken and examined by the Health Officer as often as may be necessary to determine freedom from the following:

- (a) Contamination;
- (b) Adulteration; or
- (c) Misbranding.

(2) With adequate proof, the Health Officer may require any food in his or her opinion, is unsound (containing any filthy, decomposed, or putrid substance) or determined to be unsafe for consumption, to be removed from inventory and/or destroyed immediately.

(C) Food protection certification.

(1) All bed and breakfast establishments, retail food service/store establishments, mobile retail food establishments, annual temporary retail food establishments, or temporary food establishments which prepare or serve potentially hazardous raw food of animal origin shall have at least one certified food protection manager who is in compliance with the minimum requirements as specified by the Indiana Department of Health as provided in 410 I.A.C. 7-24 and as defined in 410 I.A.C. 7-22 and changed in HEA 1210. These regulations and any changes and amendments thereto, which may be adopted or promulgated, are by reference herein and made part thereof.

(2) A bed and breakfast establishment, retail food service/store establishment mobile retail food establishment, annual temporary retail food establishment, or temporary food establishment selling only prepackaged foods and non-potentially hazardous foods is exempt from the provisions of division (C)(1) above.

(3) A CERTIFIED FOOD PROTECTION MANAGER is any person who has successfully completed any course of study that has been approved by the Indiana Department of Health. A copy of the certificate must be available at the request of the Health Officer.

(D) I.C. 34-30-5, "Immunity from Civil Liability for Gifts of Food to Charitable Entities". A person who in good faith makes a gift of a food item to a charitable entity is not liable for civil damages arising from the use, condition, quality, or content of that food item,

unless the damage is the result of that person's intentional knowingly, and recklessly set out in of I.C. 35-41-2-2(a) through I.C. 35-41-2-2(c).

(E) Charitable contributions. There are no Indiana Department of Health requirements that prohibit the donation of unused food items from a food source. The Indiana ~~State~~ Department of Health strongly supports donating food in sound condition that is free from spoilage or other contamination and is safe for human consumption. However, when leftover foods have been extended beyond the recommended shelf life, and have gone through an appreciable loss of quality, there may be a significant public health hazard. In addition, potential hazards exist in the areas of handling, transportation, re-service, and storage of foods, particularly those that are considered potentially hazardous.

(F) Conflict of interest. No Department of Health Official shall conduct himself or herself in a manner that is or could have the appearance of a conflict of interest.

(G) Unconstitutional clause. Should any section, paragraph, sentence, clause, phrase of this chapter be declared unconstitutional or invalid for any reason, the remainder of this chapter shall not be affected thereby.

§ 117.11 FEE SCHEDULE; APPROVAL REQUIRED.

The County Health Officer shall inform the Board of County Commissioners of his or her desire to increase or decrease the fee schedule(s) and the Board of County Commissioners must approve a new fee schedule(s). The fee schedule(s) for fees to be collected and deposited in accordance with this chapter are set forth in the Appendix: Schedule of Fines and Fees.

§ 117.12 EFFECTIVE DATE.

This chapter shall be in full force and effect 30 days after its adoption and publication as provided by law.

Saint Joseph County Department of Health Supplement to the Saint Joseph County Indiana Handbook

Proposed December 9, 2024,
Adopted by SJCDoH Board of Health TBD

About this Supplement to the Saint Joseph County Indiana Handbook

The following supplement will apply to the members of the Saint Joseph County Department of Health (SJCDoH) as they serve both the SJCDoH and the County. The SJCDoH intends to adopt and follow the County Handbook, and the policies contained within it, with the exceptions as noted within this Supplement. The Supplement will address ONLY those areas the SJCDoH will modify for SJCDoH use; any policy not noted in this Supplement will be observed per the Saint Joseph County Indiana Handbook that is effective January 1, 2025.

This Supplement will supersede all prior SJCDoH policy handbooks and will apply to all full time and part-time employees of the SJCDoH. This Supplement states general SJCDoH guidelines. The Board of Health, with guidance from the Health Officer, may, at any time, in its discretion, modify or vary any part of this Supplement, with or without notice.

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Section 0 - SJC Department of Health Administration and Chain of Command

0-1 Saint Joseph County Department of Health Board

By statute, the Board of Health is composed of seven (7) members who are appointed by the County Commissioners to serve a four (4) year term. The Board must have at least two physicians, two representatives of the general public, two appointees who may be any of the following: a registered nurse, a registered pharmacist, a dentist, a hospital administrator, a social worker, an attorney, a school superintendent, a veterinarian, a professional engineer, or an environmental scientist.

Members of the Board of Health may receive compensation for the performance of their duties as determined by the St. Joseph County Commissioners and the St. Joseph County Council. (IC 16-20-2-9)

The officers of the Board of Health shall consist of a Chairman and Vice Chairman, who shall be selected by the Board in the following manner. At the last meeting of the calendar year, the Chairman, or in his/her absence the Vice-Chairman will appoint a nominating committee, comprised of three Board members, to secure nominations for the office of Chairman and Vice-Chairman for the following year. The nominating committee will report its nominations for these offices at the first meeting of the calendar year. Following the presentation of this report, the Chairman shall also hear nominations from the remaining Board members. Thereupon, the Board shall vote for one of its members to serve as chairman for the following year and another of its members to serve as vice- chairman for the following year. (IC 16-20-2-4, IC 16-20-2-5)

The Health Officer, pursuant to statute, serves as secretary to the Board. (IC 16-20-2-16)

The Board of Health is the governing body of the SJCDoH. It has the general power to adopt procedural rules for the Board's guidance and to establish administrative and personnel policies of the St. Joseph County Health Department that are consistent with the administrative operating policies of St. Joseph County. (IC 16-20-1-3). The Board of Health shall also prescribe the duties of all officers and employees of the Health Department (IC 16-20-1-7)

0-2 Health Officer

The Health Officer, by statute, must hold an unlimited license to practice medicine in the State of Indiana. He/She is appointed by the board to serve for a term of four (4) years. The appointment shall be certified by the county executive and sent to the state department. The state department shall maintain a record of the certification. (IC 16-20-2-16) The Health Officer is responsible for all aspects of public health in St. Joseph County. The Health Officer is the Executive Officer for the SJCDoH and is responsible for the day-to-day operation of the department in accordance with the policies established by the Board and the statutes, ordinances, rules and regulations of the State of Indiana and local governmental units served by the Department.

Each year the Health Officer shall see to the preparation of an annual report on the activities of the department during the preceding year. This report will be presented to the Board for approval

and shall be published in pamphlet form within 90 days after January 1, for free distribution. (IC 16- 20-1-7)

Each year at a time to be determined by the Board of County Commissioners, the Board, with the assistance of the Health Officer, shall submit an annual budget to the Board of Commissioners and the County Council. This budget will contain the Health Officer's suggestions and guidance with respect to operating and maintaining the department and providing all services which he/she deems to be required to insure the maintenance of general health of the citizens of the county. The Health Officer will present his/her proposed budget to the Board in sufficient time so that they may study his/her recommendations. The Board, at a regular meeting, will discuss the budget, propose any changes, or amendments, and adopt a final proposed budget to be submitted to the Board of County Commissioners and County Council as provided by law. (IC 16-20-1-5)

0-3 Department of Health Attorney

The SJCDoH Attorney shall be appointed by the Board and will answer directly to it. He/She is responsible for advising the Board on all legal matters involving the department and will act as the legal advisor to the Health Officer. S/He is not subordinate to the Health Officer.

The Department Attorney has preliminary responsibility for representing the Department in the enforcement of statutes, ordinances, and orders of the Department. Additionally, the attorney is preliminarily responsible for defending the Department if it is sued. However, in the event of any major litigation, which will require substantial time, the attorney will be entitled to additional fees. In this instance, the attorney must bring that fact to the attention of the Board and/or the County Commissioners and obtain the necessary permission before continuing to bill time.

Other duties include the following:

- Drafting necessary ordinances.
- Consulting with and giving legal advice to various members of the department. All requests for such assistance shall be presented through the Health Officer.
- Making any additions or modifications to the SJCDoH's policy and procedure handbook.
- Performing independent investigations of possible disciplinary infractions by department employees and if necessary, preparing the case for presentation, including calling witnesses and introducing other evidence.
- ~~Preparing the minutes for the Board of Health meetings for the Health Officer's approval.~~
- Attending the Board of Health meetings and addressing any legal questions that arise.

0-4 Organization of the SJCDoH

The organizational chart, attached as Appendix (C), delineates the lines of authority and responsibility for the administration of the SJCDoH. The Health Officer is charged with the responsibility of leadership to the entire department and working closely with the leaders of each Unit.

The Unit directors and supervisors, in turn, are charged with the oversight of all activities related to their areas of responsibility and will work closely with and report directly to the Health Officer.

0-5 Resolution of Adoption

Whereas, The St. Joseph County Department of Health (hereinafter the SJCDoH was duly organized pursuant to Sec. 424, Ch. 157, Acts of Indiana, 1949 as amended by Sec. 12, Ch. 358, Acts of Indiana, 1965, and

Whereas, The St. Joseph County Department of Health was formally created by resolution of the Board of County Commissioners on April 21, 1961 (App. A) And began its operations as a full-time county Health Department on January 1, 1962, pursuant to the terms of said resolution, and

Whereas, The St. Joseph County Board of Health (herein Board) has from time to time promulgated various rules, regulations, and policies for the Department, and

Whereas, the Board has determined that it is in the best interest of the Department of Health to revise the various policies and procedures of the Department, and to repeal and rescind all provisions heretofore enacted which may be in conflict therewith,

Be it hereby resolved that the attached rules, regulations, and statements of policy shall be known as “St. Joseph County Department of Health’s Supplement to the Saint Joseph County Handbook”, effective January 1, 2025, and

Be it further resolved that the attached Supplement is hereby adopted **effective the 1st day of January 2025; and**

Be it further resolved that the Saint Joseph County Handbook and the SJCDoH Supplement shall govern the operations of the Health Department and that any and all rules, regulations or policies previously adopted, which are directly or indirectly in conflict therewith shall be deemed rescinded and repealed.

Adopted by unanimous vote of all members **present this day of December 2024.**

John W. Linn, P.E., President
St. Joseph County Board of Health

Elizabeth Lindenman, M.D., Vice President
St. Joseph County Board of Health

Section 1 – Governing Principles of Employment

1-5 Workplace Violence

Duty to Warn: Employees of the SJCDoH have a duty to warn the supervisor, Health Officer, or Human Resources Department if they are aware of or suspect any problematic workplace activity, situations or incidents that involve other employees, former employees, customers, or visitors. This would include acts of violence, aggressive behavior, threatening/ offensive acts, or comments or sabotaging the work of others. Employee reports will be held in confidence, to the maximum possible extent. Any form of retaliation against any employee for making a report will not be tolerated.

Virtual and Threats Made at Non-County Work Locations: Hostile actions, in-person written or virtual/electronic threats occurring at non-County work locations should follow these procedures:

1. Hostile actions and threats must be made known to the Health Officer via the employee's director or supervisor immediately. The Health Officer will direct the Director of Operations to contact the Human Resources Department to determine the next steps to be taken and to determine the appropriateness of contacting local law enforcement agencies.
2. The employee's director or supervisor (or the Health Officer or Director of Operations) will record details of the incident for analysis and review by the Human Resources Department and law enforcement officials if necessary.

Communication with the Media: All communications with the press and other news media about a violent workplace incident will be handled solely by the Health Officer in coordination with the Human Resources Department and the SJCDoH Attorney.

Section 2 – Operational Policies

2-1 Employee Classifications

Part-Time Benefit Eligible: Employees who regularly work more than 30 hours per week, but less than 37.5 hours per week and who were not hired on a short-term basis. Certain benefits may be awarded to this group of employees on a pro-rated basis.

Short-term Employees: In SJCDoH parlance, short-term employees are known as seasonal or temporary employees. It is understood that SJCDoH may use any of these terms to designate the same employee type.

2-4 Working Hours and Schedule

SJCDoH has designated usual working hours for employees as typically being 8:00 am to 4:30 pm, with a one (1) hour lunch break, Monday through Friday. Hours may be worked outside this schedule, depending on an individual's position, and assigned duties including working at events

and attending necessary meetings. All hourly staff should have prior approval from their direct supervisors prior to working hours outside of the usual schedule. Changes to the schedule must be approved by the employee's direct supervisor and/or the Health Officer.

Total hours for each workday must be from worked hours, overtime, PTO, Comp Time, Holiday, or in rare circumstances, approved unpaid time off.

The SJCDoH, as of August 2020, has elected to NOT utilize Flex Time for SJCDoH employees. This continues with the adoption of this Supplement.

2-5 Remote Work/ Telecommuting

SJCDOH may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Health Officer. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work. Unit Directors are responsible for auditing the work of their remote employees. Failure to do so may result in disciplinary action for the Unit Director. Employees who do not reside in the state of Indiana will be ineligible for remote work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should be familiar with the conditions allowing for their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information; failure to comply with the conditions for remote work/telecommuting may result in termination of the privilege to work remotely, as well as other discipline, including but not limited to termination.

Any remote work/telecommuting arrangement may be discontinued by the SJCDoH at any time and at the discretion of the Health Officer. Employees may also discontinue the arrangement but may not be guaranteed office space at the SJCDoH's location. The allowance for remote work is not intended to promote or permit the hiring of employees who are not residents of the State of Indiana.

2-7 Overtime; Flex-Time

The SJCDoH, as of August 2020, has elected to NOT utilize Flex Time for SJCDoH employees. This continues with the adoption of this Supplement.

2-8 Travel Time for Non-Exempt Employees; Reimbursement of Travel Expenses

Ask Amy if ok to use as is; if so, remove this entirely.

Section 3 – Benefits

3-2 Paid Holidays

The SJCDoH will follow 3-2 Paid Holidays with the following exception: Part-Time employees will be paid at a prorated rate depending on the usual hours they are scheduled. Part-Time employees whose regular schedule is less than 30 hours per week will receive 4.0 hours of Holiday pay, and those who work at least 30 but not more than 37.5 hours will receive 6.0 hours.

3-6 Workers' Compensation

The SJCDoH will require those staff whose duties involve bodily fluid exposure to have yearly training in observing Universal Precautions and Blood-borne Pathogens. All staff will complete HIPAA training yearly.

Section 4 – Leaves of Absence

The SJCDoH will adopt Section 4 - Leaves of Absence in its entirety.

Section 5 – General Standards of Conduct

5-9 Solicitation and Distribution

The SJCDoH limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the department, can be detrimental to employee efficiency, can be annoying to the public and can pose a threat to security.

The SJCDoH does authorize a limited number of fund solicitations or drives on behalf of charitable organizations.

Solicitations must be approved by the Health Officer. Approved solicitations are permitted during non-working time such as break periods, mealtimes, or other similar specified periods during the workday when an employee is not engaged in performing their work.

Non-employees are prohibited from soliciting or distributing materials at any time.

5-11 Confidential County Information

In addition, SJCDoH employees are required to renew HIPAA and Confidentiality training on a yearly basis.

5-15 Health and Safety

The health and safety of employees and others on County property are of critical concern to the SJCDoH. The SJCDoH intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present at the SJCDoH's premises, or in a product, facility, piece of equipment, process, or business practice for which the SJCDoH is responsible should be brought to the attention of the Health Officer immediately.

Periodically, the SJCDoH may issue rules and guidelines governing workplace safety and health. The SJCDoH may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. At a minimum, this will include training on Universal Precautions and Blood-borne Pathogens.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident, and the Health Officer should be made aware in a timely manner following.

5-16 Hiring Relatives/ Employee Relationships

The SJCDoH and County must comply with applicable anti-nepotism laws. A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, SJCDoH may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists or where applicable laws prohibit such hiring.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Health Officer.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The SJCDoH generally will attempt to identify other available positions, but if no alternate position is available, the Health Officer retains the right to decide which employee will remain with the SJCDoH. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-17 Employee Dress and Personal Appearance

The SJCDoH will observe County rules regarding employee dress and personal appearance. At the discretion of the Health Officer, additional guidelines may be issued as needed.

5-18 Publicity/ Statements to the Media

Official statements on behalf of the Department of Health can only be made through the Health Officer.

5-23 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Health Officer and the Director of Operations, if possible.

Section 6 – Statement on Discipline

The SJCDoH will follow the County’s Section 6 – Statement on Discipline with the following exception to “B. County’s Discretion Clause”:

The Health Officer reserves the right to skip any step in the progressive discipline process and proceed directly to termination, depending on the severity of the misconduct.

In Closing

This Department of Health Supplement to the St. Joseph County Human Resources Handbook is intended to provide employees with a summary of those policy and procedure areas unique to the Department. Any item within this Supplement is considered to supersede County policy. For any item NOT addressed within the Supplement, the Department intends to follow County policy per the Handbook.

This Supplement may be amended, added to, deleted from, or modified at the discretion of the Health Officer and the Board of Health.

Employees should not hesitate to speak to management if they have questions about the contents of this Supplement or the County Handbook and its policies and practices.

Appendix B

The SJCDoH will follow the direction provided by the County for all sections of Appendix B with the exception of “2. Flex Time Policy – Section 2-7”. As previously stated, the Department of Health eliminated the use of Flex Time in August 2020, and so this section will not apply.

A note on forms: The SJCDoH will at its discretion utilize forms that replace or supplement County forms. These forms and their use will be reviewed as part of new hire orientation, and at any time they are introduced, significantly modified, or eliminated from use. All employees should seek guidance from their direct supervisor to ensure they are using the correct forms for SJCDoH and County use.

Appendix C – Organizational Chart of the Department of Health as of January 2025

