

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
July 20, 2023  
Regular Meeting

**Present at the Meeting:**

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

**Also Present at the Meeting:**

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

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

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

**I. ADOPTION OF THE AGENDA**

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

**II. APPROVAL OF THE MINUTES**

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

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

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

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

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

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

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

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

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

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

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

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

## **V. NEW BUSINESS**

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

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

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

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

**VI. OLD BUSINESS**

There was no Old Business.

**VII. PUBLIC COMMENT**

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

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

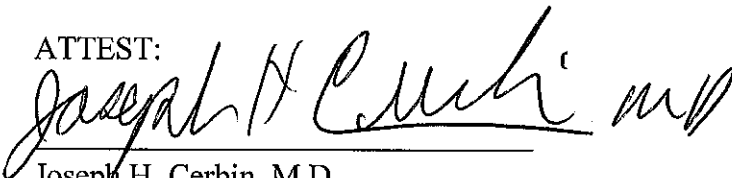
**VIII. TIME AND PLACE OF NEXT REGULAR MEETING**

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

**IX. ADJOURNMENT**

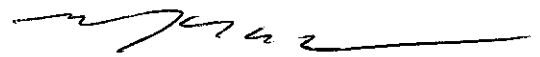
The meeting was adjourned at 5:05 p.m. upon motion of Attorney Reilander, seconded by Ms. Vincent, which passed unanimously.

ATTEST:



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

Respectfully submitted,



Marcellus Lebbin, Esq.  
Department of Health Attorney