

**Meeting of the Board of Health**  
**St. Joseph County Department of Health**  
**4<sup>th</sup> Floor Council Chambers**  
**April 17, 2024**  
**4:30 p.m.**

Join Zoom Meeting

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

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

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for April 17, 2024.

III. APPROVAL OF MINUTES

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

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

24-15 Discussion and Vote - Health Officer's Report

Community, Access, Resources, and Education (CARE)

Environmental Health

Finance

Food Services

Health Outreach, Promotion & Education (HOPE)

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Lead Report

Health First Indiana (HFI)

VI. NEW BUSINESS:

24-16 Discussion and Vote – Assistant Director of Environmental Health job description

24-17 Discussion and Vote – Health Promotions Specialist job description

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:

May 15, 2024 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

XI. ADJOURNMENT

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

Regular Meeting

**MINUTES**

March 20, 2024  
4:30 p.m.

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

**Members Present:**

John Linn, P.E.  
Michelle Migliore, DO  
Robert Hays, MD,  
Elizabeth Lindenman, MD  
Ellen Reilander, Esq.  
Jill Kaps VanBrouaene  
Kristin Vincent, CNM

**Members Absent:**

Vacant Position  
Vacant Position

**Also Present:**

Diana Purushotham, MD  
Amy Ruppe  
Jennifer S. Parcell  
Mark Espich  
Carolyn Smith  
Robin Vida  
Renata Williams  
Ericka Tijerina

Alissa Balke  
Jodie Pairitz  
Matt Gotsch  
Kim Dreibelbeis  
Brett Davis  
Jonathon Carmona  
Amy Lyczynski  
Marcellus Lebbin, Counsel

**I. CALL TO ORDER & ROLL CALL**

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

**II. ADOPTION OF THE AGENDA**

John Linn asked that item 24-15 be moved up to after the Approval of the Minutes.

It is recommended the Board of Health members adopt the amended agenda for March 20, 2024.

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

**III. APPROVAL OF MINUTES**

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

There was a typographical amendment made to the minutes prior to the meeting.

Upon a motion by Michelle Migliore, DO., being seconded by Ellen Reilander, Esq, and unanimously carried, the minutes of the February 21, 2024, regular meeting of the St. Joseph County Board of Health were approved, as amended.

#### **IV. NEW BUSINESS**

##### 24-15 Resignation of Dr. Diana Purushotham

Dr. Purushotham announced that she would be resigning her position of Health Officer on June 6, 2024. She stated that she is resigning as her family will be relocating out of state. She also stated that her experience here has been phenomenal and thanked the Board, the Staff of the Department of Health, the Council, and the Commissioners. She was grateful for all of the excellent work the Department of Health has done during her tenure.

Ellen Reilander, Esq., thanked Dr. Purushotham for her time here.

#### **V. BOARD PRESIDENT ANNOUNCEMENTS**

John Linn highlighted some of the accomplishments and changes that have taken place during Dr. Purusotham's time at the Department of Health. Stated that the Department of Health is in a much better position today due to her leadership in the Department. He then outlined the process of hiring the next Health Officer and invited recommendation from the staff and the community.

John Linn thanked Mark Espich, Brett Davis and Dr. Purushotham on their work with HB1329 which would regulate septic systems. Mark testified in front of the Senate Sub-Committee, and we received some concessions on the bill.

John Linn also congratulated Amy Ruppe who was recognized as the county-wide employee of the month on Tuesday March 19, 2024.

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

The Communicable Disease report was deleted out of the original packet.

##### 24-11 Discussion and Vote – Health Officer's Report

Community, Access, Resources, and Education (CARE)

Environmental Health

Finance

Food Services

Health Outreach, Promotion & Education (HOPE)

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Lead Report

## Health First Indiana (HFI)

Dr. Purushotham stated there were 15 out of 19 HFI contracts that have been executed and hopes to get the other four signed by the Commissioners relatively soon.

Ellen Reilander, Esq. asked a question of what the Department of Health is doing for the Solar Eclipse on April 8.

Robin Vida, Director of HOPE, stated a joint press release with Emergency Management Agency (EMA) and the City of South Bend regarding the solar eclipse will be released on Monday, March 25, 2024. The SJCDoH will provide free solar eclipse glasses at the Department of Health and partner sites (Howard Park, South Bend, South Bend Police Department and the SJC Public Library).

Ellen Reilander, Esq., asked about the Narcan implementation in Memorial ER.

Robin Vida stated the DoH has been providing free Naloxone to both ER's and their physicians to hand out. We have been working with they pharmacy in the ER to provide Naloxone and remove barriers.

Upon a motion by Michelle Migliore, DO, being seconded by Robert Hays, MD and unanimously carried, the March 2024 Health Officer's Report was approved, as amended.

## **VII. NEW BUSINESS**

### 24-12 Discussion and Vote – Job Description – Mishawaka Registrar

Amy Ruppe, Administrator explained that these are current positions that the DoH has but wanted to restructure the Mishawaka office to increase efficiency and in light of a retirement coming up.

Ellen Reilander, Esq., asked if “bilingual in Spanish is not required, but preferred” be added to both job descriptions.

Kristin Vincent asked if this position was a nurse.

Amy Ruppe, responded with no it is a registrar. There is an employee there already, they are just being cross trained to handle Nursing and Vital Records. If the Mishawaka registrar happens to be on vacation or out sick, the South Bend Registrar for Vital Records/Nursing would be able to step in as a backup.

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD, and unanimously carried the job description for Mishawaka Registrar was approved, as amended.

### 24-13 Discussion and Vote – Job Description – Registrar (Vital Records and Nursing)

Amendments made prior to the meeting were grammatical errors and typographical.

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD, and unanimously carried the job description for Registrar (Vital Records and Nursing) was approved, as amended.

#### 24-14 Discussion and Vote – 2023 SJCDoH Annual Report

Dr. Purushotham summarized the increase in productivity noted in the Annual Report. This included mobile clinics, food inspections, lead risk assessments, education testing, an overdose program and an increase number of total needs assessment done by our Community Health Workers.

Upon a motion by Michelle Migliore, DO being seconded by Elizabeth Lindenman, MD, and unanimously carried 2023 SJCDoH Annual Report was approved as amended.

### **VIII. GRANT REQUESTS**

#### 24-16 Discussion and Vote - Apply – Naloxone Kit Grant opportunity.

There was a question of how many do we receive, and do they expire?

Robin Vida explained that the first year we received 500 doses, the second year we received 4,500, this grant cycle we will ask for 6,000 which is their highest limit. Most have a two-year shelf life.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, MD and unanimously carried, permission to apply for the Naloxone Kit Grant was sent favorably to the County Commissioners.

### **IX. OLD BUSINESS**

#### 24-08 Discussion and Vote – SJCDoH: Strategic Plan 2024-2028, as tabled.

Diana Purushotham highlighted some of the new programming and overall goals for the next four years.

Jill Kaps VanBrouaene asked about Civicgov.

Diana Purushotham explained that Environmental Health and the Food Services Units will be using Civicgov, it has been an ongoing process. That should be live in a few months.

Ellen Reilander, Esq. asked about the Elder Care program.

Dr. Purushotham explained that we will hire a Health Promotions Specialist to address elderly care in the community.

Upon a motion by Rob Hays, MD, being seconded by Michelle Migliore, OD, and unanimously carried the SJCDoH: Strategic Plan 2024-2028 was approved.

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

Cynthia Heckman-Davis, MD thanked Dr. Purushotham for her work at the DoH.

Sam Milligan, MD thanked Dr. Purushotham for her work with the DoH. He also thanked the staff of the Department of Health.

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

April 17, 2024 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XII. ADJOURNMENT**

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried, the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:15 p.m.

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

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Diana Purushotham, MD  
Secretary of the Board



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

**Health Officer's Report of Unit Activities**

**1<sup>st</sup> Quarter Report 2024**  
**(January, February, March)**



## COMMUNITY, ACCESS, RESOURCES AND EDUCATION (CARE)

### Community Health Worker (CHW) Programs

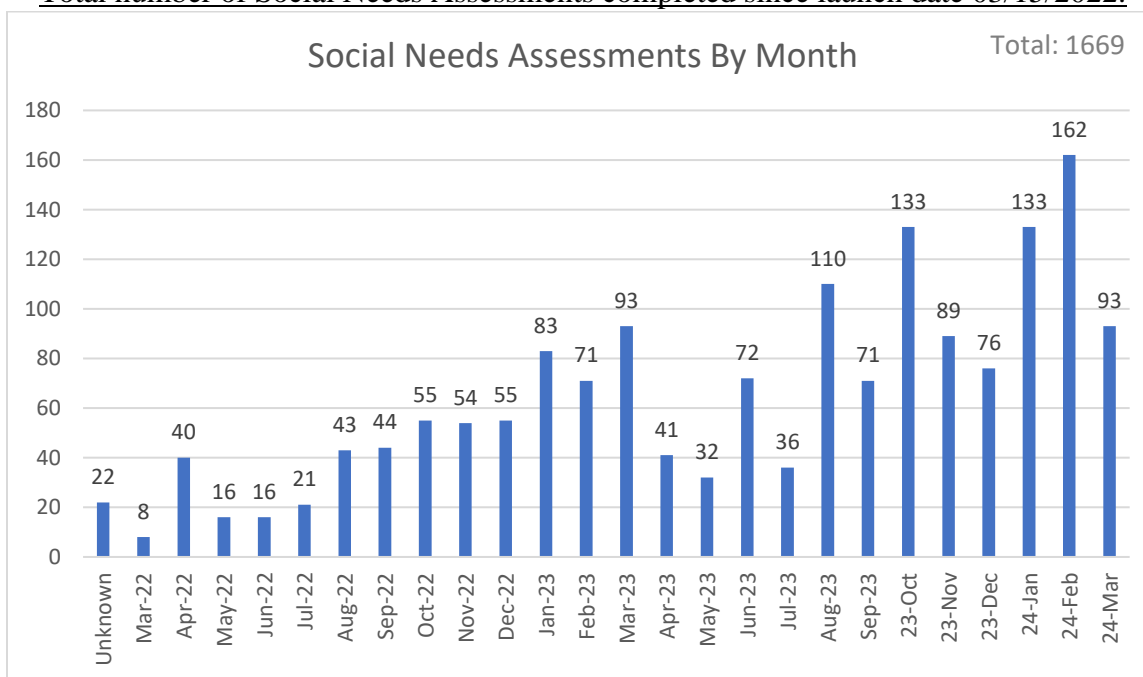
From **January-March 2024**, we had 7-8 CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index and/or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing resource navigation, insurance navigation, COVID-19 testing, and outreach events for residents.

### Social Needs Assessments:

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

From **January-March 2024**, our team received **392** SNAs from individuals requesting resources and **8** SNAs with no identified needs. A total of **1,018** resources were requested on the SNAs. Of the SNAs completed, **323** individuals were reached for follow-up within 48 hours, and **291** community members were connected to **643** resources to assist them with their needs.

Total number of Social Needs Assessments completed since launch date 03/15/2022.

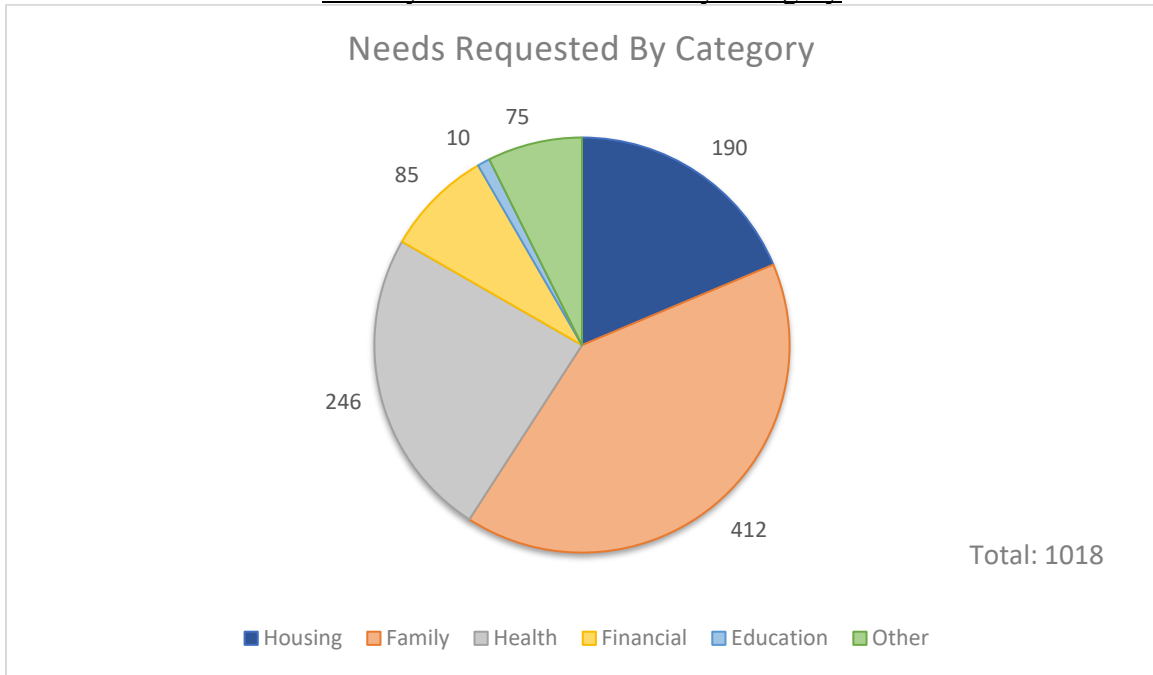


People requesting assistance must indicate on the SNA form what type of support they require. These options are organized to follow the CDC’s guidelines on “needs” and facilitate ease of use for the survey taker (see Table 1).

Table 1. Needs identified through SNAs by category.

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

### January-March 2024 Needs by Category



#### Insurance Navigation:

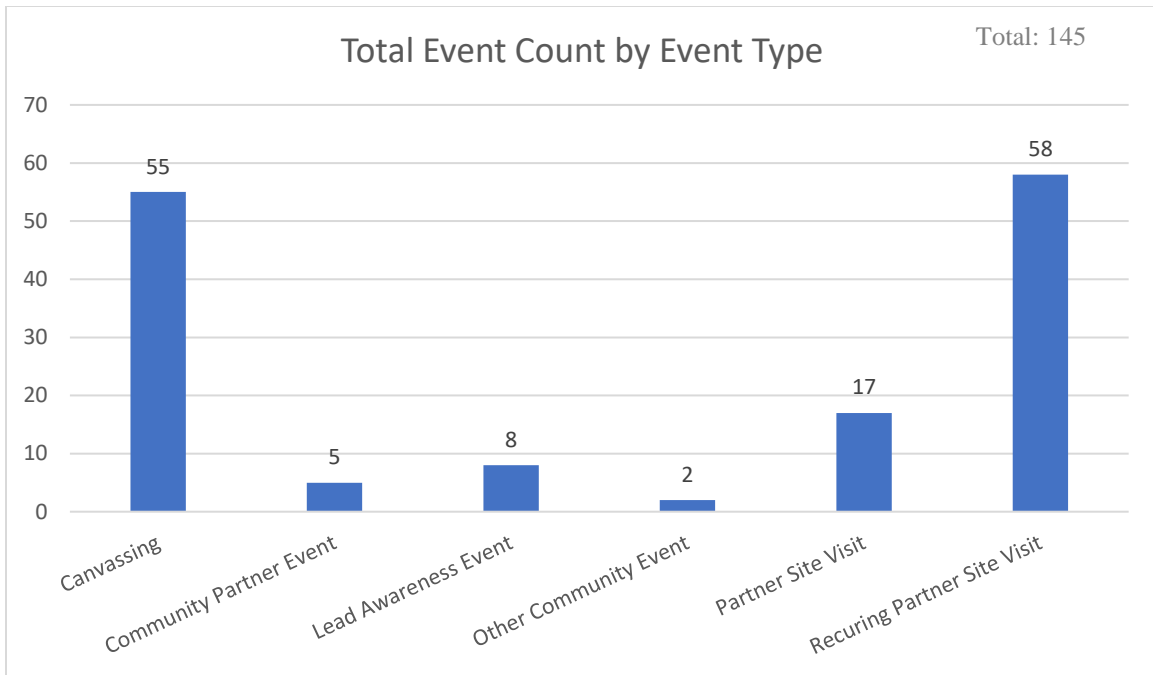
Through the SNAs, the CHW team can aid individuals and families that need assistance obtaining or changing their insurance coverage. Currently, we have 8 CDC CHWs who have completed their insurance navigation certification and can assist with these requests. FSSA, or Medicaid, can take a minimum of 60 days to initiate coverage from when the process was started.

From **January-March 2024**, our team received **142** separate requests from community members for insurance assistance. Of the **142** requests for health insurance navigation, **71** successfully submitted their application, with the remainder still in the process of applying for insurance. The **71** people who successfully applied for insurance had **45** additional family members who also required assistance, resulting in **116** total applications. Of the **116** total applications, **36** people were successfully enrolled and **15** people were ineligible for insurance. Our CHWs connect those who are ineligible for insurance with providers and specialists offering sliding-scale services.

#### Outreach:

To broaden the awareness and impact of our programs, the CDC and Lead CHWs regularly engage in community outreach. Outreach efforts include lead awareness events, attending community events, canvassing, and recurrent partner site visits.

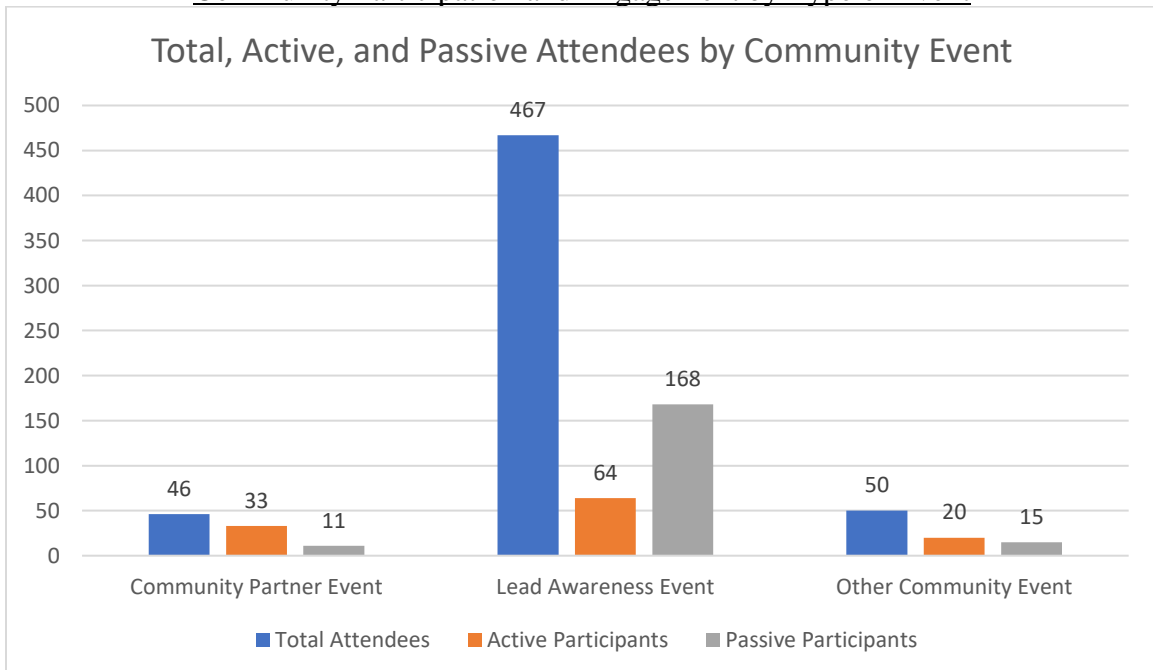
From **January-March 2024**, the CDC and Lead CHWs performed **145** total outreach activities. In all outreach efforts, CHWs provide relevant health education and promote awareness of DoH services (e.g., connection to community resources, immunization clinics, health insurance navigation, and lead testing and poisoning prevention programs).



The most common type of outreach CHWs performed was recurrent partner site visits, which involves a CHW being stationed at a community partner to interact with their clientele for a set number of hours on a regular schedule. The second most common type of outreach was canvassing, a category which includes activities like speaking to people at their homes, local businesses, community centers, over social media, or other non-partner organizations.

CHWs also attended a variety of events held by the DoH, libraries or civic centers, partner organizations, and other local gathering points to increase awareness of our services. CHWs engage with community participants at these events by speaking with them and distributing materials with their contact information and related education, noting how many “active” participants and “passive” participants they encountered. “Active” participants included anyone who engaged in conversation about education and DoH services, while “passive” participants included those who accepted materials but were not engaged in conversation.

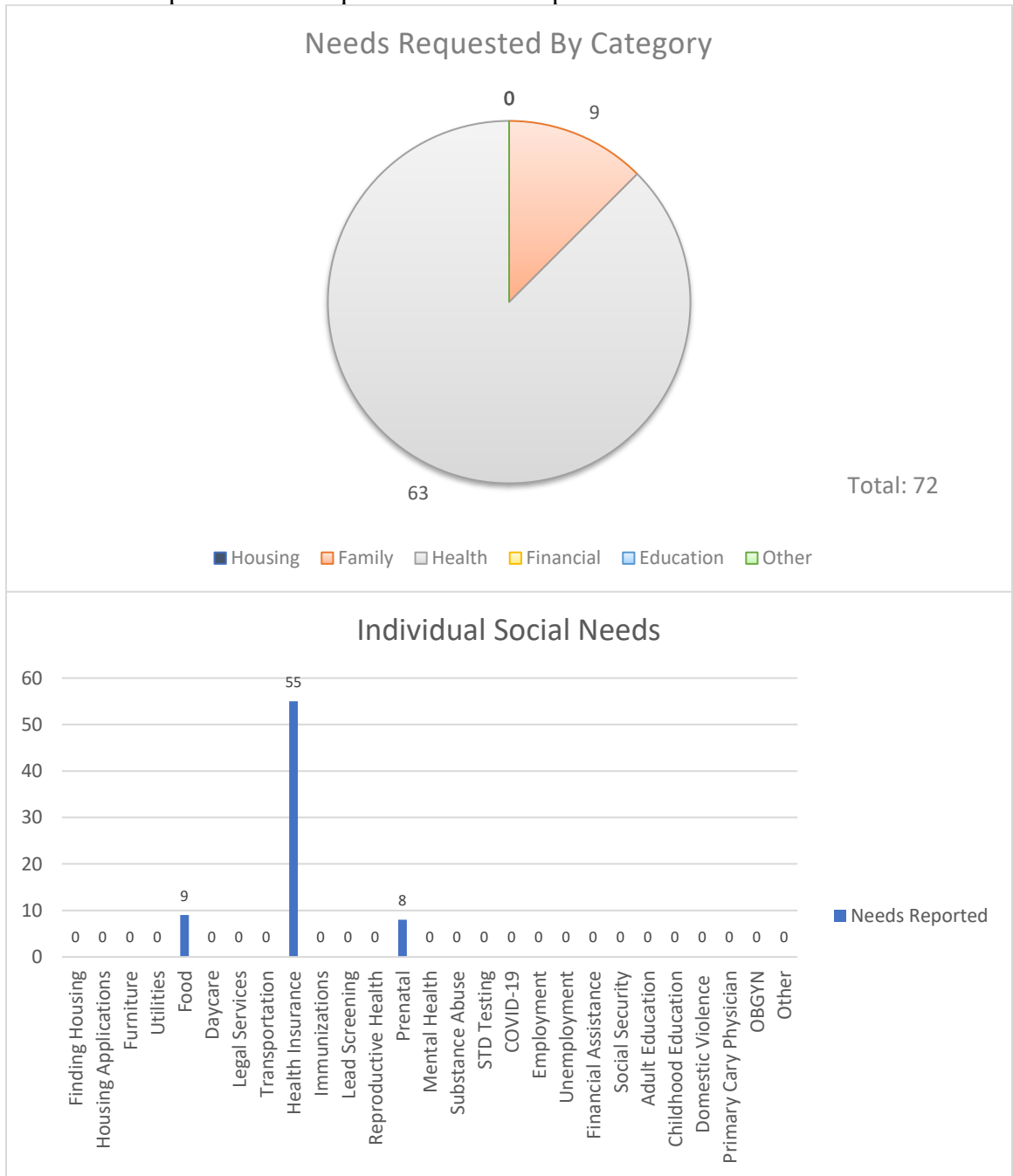
#### Community Participation and Engagement by Type of Event



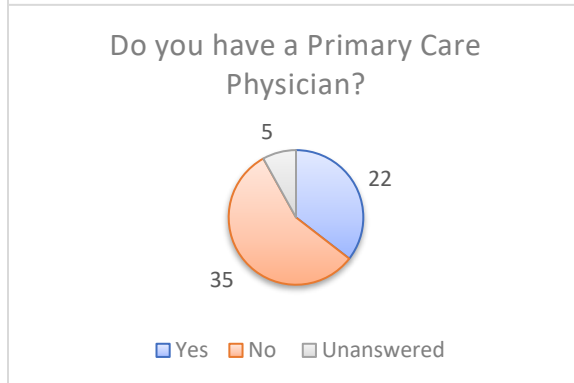
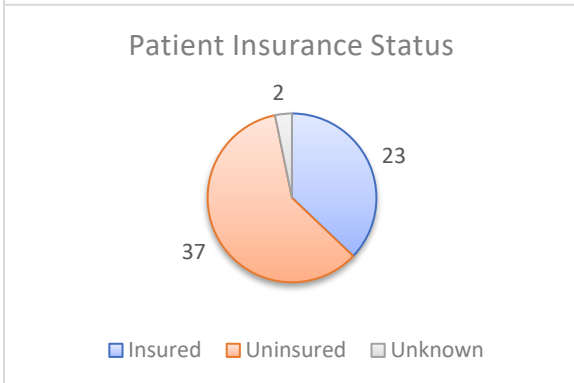
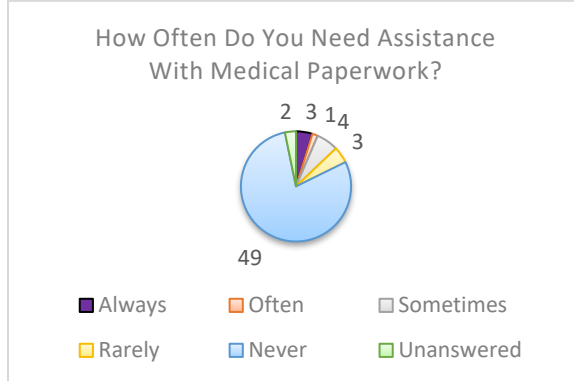
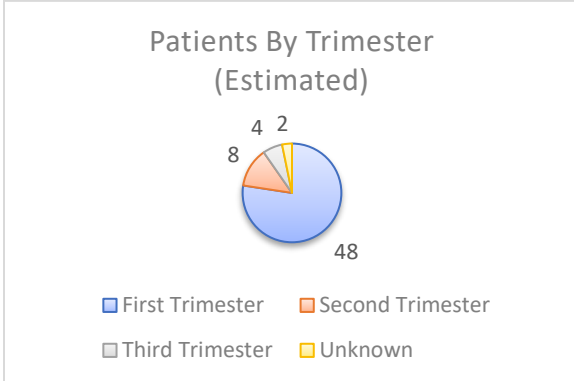
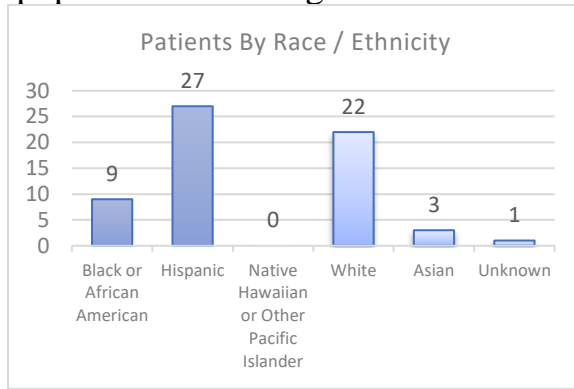
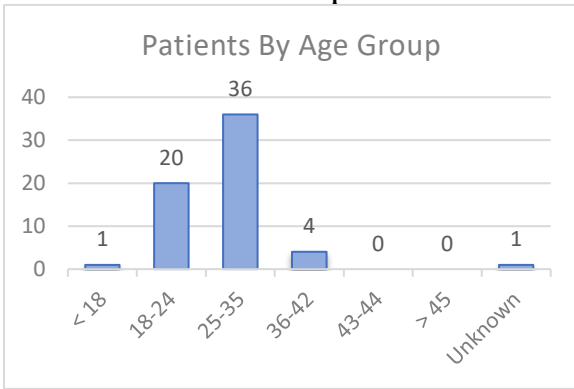
**Maternal and Infant Health:**

The MIH CHWs are embedded within the Women’s Care Center (WCC) to provide insurance navigation, resource referral, and connection to prenatal care for pregnant persons. Clients are referred to the MIH CHWs by WCC counselors when they identified that a client needs insurance or other social resources.

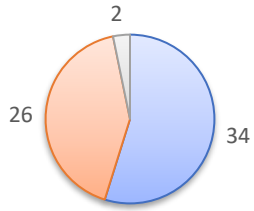
From **January-March 2024**, the MIH CHWs saw **62** total patients at WCC, of whom **5** reported no social needs. The **57** patients that required assistance reported **72** social needs and had **68** resources provided to them.



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

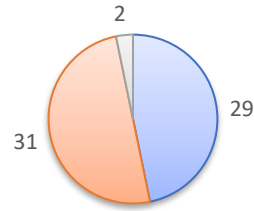


Do you have an OBGYN?



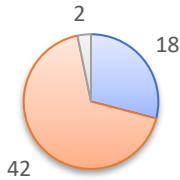
■ Yes ■ No ■ Unanswered

Is this your first pregnancy?



■ Yes ■ No ■ Unanswered

Do you have potential medical complications?



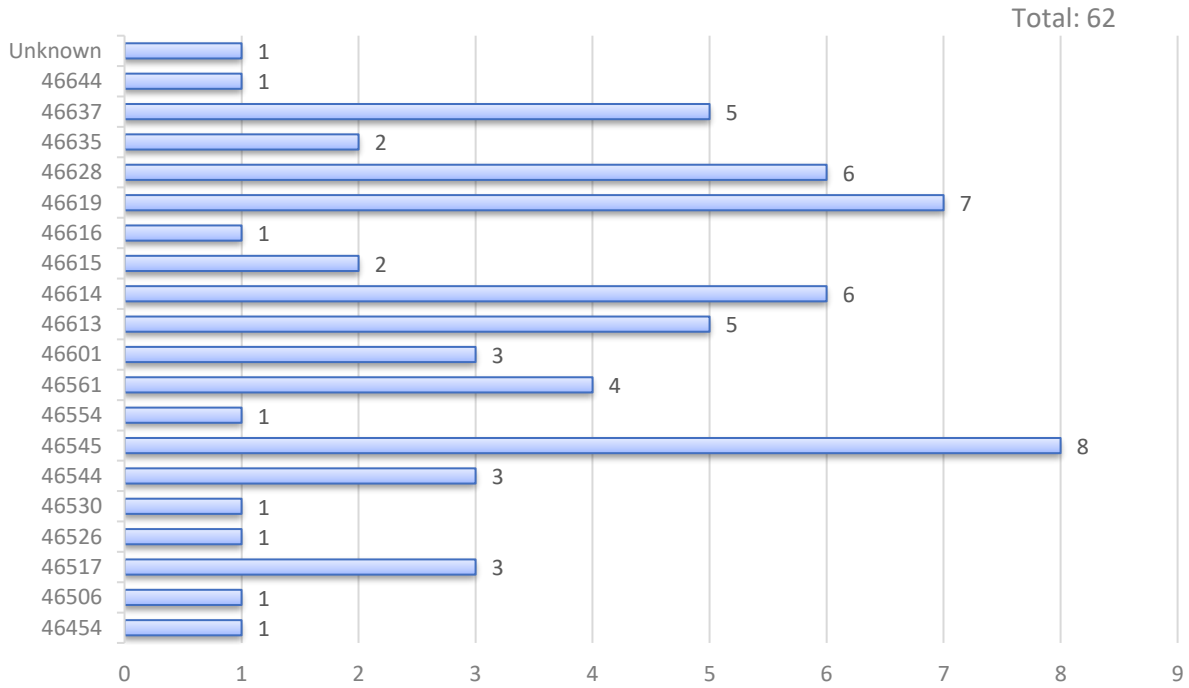
■ Yes ■ No ■ Unanswered

Are you concerned about your safety?



■ Yes ■ No ■ Unanswered

### Patient Location By Zip Code



## ENVIRONMENTAL HEALTH

<b>ENVIRONMENTAL HEALTH UNIT MARCH 2024</b>	<b>Mar-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>SEPTIC PROGRAM</b>			
<b>RESIDENTIAL NEW CONSTRUCTION</b>			
A. Inspections	6	19	29
B. Consultations	0	2	0
<b>RESIDENTIAL REPLACEMENT</b>			
A. Inspections	56	136	133
B. Consultations	1	2	3
<b>COMMERCIAL</b>			
A. Inspections	0	6	11
B. Consultations	0	0	1
C. Cluster System Inspections	1	2	0
<b>Abandonments w/o Replacement</b>	1	2	10
<b>Permit Applications Received</b>	44	99	116
<b>Permits Issued</b>	40	104	84
<b>Public Information Events</b>	0	0	1
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	3	3	15
B. Subdivision Reviews	4	6	20
C. Rezoning and Replat Reviews	0	1	0
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	10	22	26
<b>WELL DRILLING PROGRAM</b>			
<b>RESIDENTIAL</b>			
A. Inspections	13	41	39
B. Well Abandonments	17	48	51
<b>COMMERCIAL</b>			
A. Inspections	0	0	1
B. Well Abandonment Inspections	0	0	2
<b>NEW CONSTRUCTION</b>			
A. Permit Applications Received	7	17	26
B. Permits Issued	3	15	12
<b>REPLACEMENT</b>			
A. Permit Applications Received	14	41	46
B. Permits Issued	15	44	43
<b>Total Permits Applications Received</b>	36	81	103
<b>Total Permits Issued</b>	29	78	83

	<b>Mar-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>Use of Existing Well</b>	2	4	4
<b>Public Information Events</b>	0	0	0
<b>SOURCE WATER PROGRAM</b>			
A. Phase I Inquiries	22	55	51
B. Spill Responses	0	0	1
C. Meth Lab Occurrence Response	0	0	0
D. Well/ground water Sampling	2	9	0
E. Microbe Treatments/Pumping Inspections	2	2	1
F. Illicit Discharge	2	2	**
G. Other	0	0	**
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. Lead Risk Assessments	9	24	19
a. EBLL Assessments	4	7	11
b. Parent Request Assessments	5	17	8
B. Clearances	7	23	15
C. Children Tested for Lead Levels*	0	529	964
<b>CAFO PROGRAM</b>			
A. Inspections	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Burn Permits	8	9	14
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	0	0	0
<b>VECTOR PROGRAM</b>			
A. Inspections performed	8	16	8
B. Sites Treated	0	0	0
C. Traps Collected	0	0	2
D. ISDH Submissions	0	0	0
E. Public Information Events	0	1	0
<b>HEALTHY HOMES PROGRAM (Inside)</b>			
A. Initial Complaints	9	33	34
a. No Water	1	9	10
b. Garbage/Food Waste	3	15	9
c. Feces	2	5	8
d. Rodents/Cockroaches	3	4	7
B. Follow-Up Complaints	15	45	52
a. No Water	10	31	28
b. Garbage/Food Waste	2	10	11
c. Feces	0	1	11
d. Rodents/Cockroaches	3	3	2



	<b>Mar-24</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
C. Dwellings Unfit	2	8	3
<b>MASSAGE</b>			
A. Establishment Inspections	9	22	42
B. Complaints	0	1	**
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	3	3	7
B. Complaints	1	1	**
<b>COMPLAINTS/INVESTIGATIONS</b>			
A. Garbage/Food Waste	15	32	30
B. Sewage	9	20	19
C. Water (ditches, lakes, ponds, & swells)	0	0	4
D. Motels/Hotels	0	0	0
E. Burning	1	2	1
F. Open Dumping	0	0	1
G. Follow-up Inspections	10	26	26
H. Eyelash Extensions	0	0	**
I. Other	4	41	1
<b>ABATEMENT CORRESPONDENCE</b>			
A. Abatement Correspondence Letters Mailed	25	108	77
B. Immediate Threat to Public Health Letters Mailed	0	1	0
C. Order to Vacate/Condemn Letters Mailed	2	9	6
D. Impending Legal Action Letters Mailed	2	11	7
<b>SUBSURFACE INVESTIGATIONS</b>			
A. Internal	0	6	0
B. External	0	1	0
<b>*DUE TO TIME LAG OF State Database System</b>			
<b>Lead testing numbers are one (1) month behind.</b>			
<b>No data for these fields**</b>			

# County Health Department

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 01/01/2024-12/31/2024		Budget	January	February	March	TOTALS	
<b>REVENUE</b>							
<b>Beginning Balance</b>		\$4,288,237.52					\$4,288,237.52
Property, FIT, Excise, Vehicle Excise Tax		\$2,089,100.00	\$0.00	\$0.00	\$0.00		\$0.00
Federal Reimbursements			\$9,222.66	\$178,658.35	\$12,776.18		\$200,657.19
Miscellaneous Revenue			\$0.00	\$0.00	\$227.11		\$227.11
<b>TOTAL Tax, Fed Reimb and Misc Revenue</b>			<b>\$9,222.66</b>	<b>\$178,658.35</b>	<b>\$13,003.29</b>		<b>\$4,489,121.82</b>
Environmental Health			\$58,410.00	\$100,805.00	\$60,978.75		\$220,193.75
Food Services			\$203,297.00	\$109,812.00	\$18,035.00		\$331,144.00
Immunization Clinic (South Bend)			\$12,478.85	\$10,157.97	\$7,442.16		\$30,078.98
Vital Records (South Bend)			\$38,654.45	\$50,999.00	\$43,065.90		\$132,719.35
Immunization Clinic (Mishawaka)			\$4,571.00	\$4,782.00	\$4,348.00		\$13,701.00
Vital Records (Mishawaka)			\$3,380.00	\$3,440.00	\$2,563.00		\$9,383.00
Fees (Charge 2, Coroner Fee)			(\$5,835.00)	(\$9,512.50)	(\$6,148.00)		(\$21,495.50)
<b>Total Fee Revenue</b>			<b>\$314,956.30</b>	<b>\$270,483.47</b>	<b>\$130,284.81</b>		<b>\$715,724.58</b>
<b>TOTAL REVENUE</b>			<b>\$324,178.96</b>	<b>\$449,141.82</b>	<b>\$143,288.10</b>		<b>\$5,204,846.40</b>
<b>EXPENDITURES</b>							
<b>Acct</b>	<b>10000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
11030	Administrator	\$20,351.45	\$5,814.70	\$5,814.70	\$8,722.05	\$20,351.45	(\$0.00)
11046	Director of Operations	\$73,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,000.00
11055	County Health Officer	\$250,000.00	\$19,230.76	\$19,230.76	\$28,846.14	\$67,307.66	\$182,692.34
11077	Admin. Assistant (3)	\$129,000.00	\$9,630.94	\$9,923.10	\$14,559.40	\$34,113.44	\$94,886.56
11143	Registrars (3)	\$113,673.00	\$8,156.34	\$7,806.54	\$11,347.91	\$27,310.79	\$86,362.21
11144	Nursing Registrars (2)	\$75,782.00	\$5,824.54	\$5,829.40	\$8,744.10	\$20,398.04	\$55,383.96
11145	Staff Assistants (2)	\$75,782.00	\$5,829.40	\$5,829.40	\$8,744.10	\$20,402.90	\$55,379.10
11151	Director of Vital Records	\$66,717.00	\$5,132.08	\$5,132.08	\$7,698.12	\$17,962.28	\$48,754.72
11154	Asst. Director Vital Records	\$57,750.00	\$4,442.30	\$4,442.30	\$6,663.45	\$15,548.05	\$42,201.95
11155	Nurses/Other Medical (7)	\$396,055.00	\$25,582.56	\$28,011.84	\$45,382.35	\$98,976.75	\$297,078.25
11161	Director of Env Health	\$66,717.00	\$5,132.08	\$5,132.08	\$7,698.12	\$17,962.28	\$48,754.72
11162	Asst. Dir Environmental Health	\$60,900.00	\$4,684.62	\$4,684.62	\$7,026.93	\$16,396.17	\$44,503.83
11163	Director of Food Services	\$66,717.00	\$5,132.08	\$5,132.08	\$7,698.12	\$17,962.28	\$48,754.72
11165	Asst Dir Food Services	\$60,900.00	\$4,684.62	\$4,684.62	\$7,026.93	\$16,396.17	\$44,503.83
11170	Director of CARE	\$66,717.00	\$5,132.08	\$5,132.08	\$7,698.12	\$17,962.28	\$48,754.72
11172	Environmental Health Specialist (10)	\$534,370.60	\$37,660.00	\$37,135.00	\$55,832.00	\$130,627.00	\$403,743.60
11174	Food Service Specialist (5)	\$273,000.00	\$21,000.00	\$21,000.00	\$31,500.00	\$73,500.00	\$199,500.00
11183	Communications and Events Specialist	\$60,900.00	\$0.00	\$0.00	\$1,171.15	\$1,171.15	\$59,728.85
11195	Public Health Coordinator	\$52,500.00	\$4,038.46	\$3,028.84	\$6,057.69	\$13,124.99	\$39,375.01
11196	Health Promotion Specialist	\$0.00	\$7,558.25	(\$7,558.25)	\$0.00	\$0.00	\$0.00
11197	Director of HOPE	\$0.00	\$5,132.08	(\$5,132.08)	\$0.00	\$0.00	\$0.00
11305	Deputy County Attorney	\$16,869.00	\$679.70	\$1,297.62	\$1,946.43	\$3,923.75	\$12,945.25
11650	Executive Secretary	\$48,000.00	\$3,692.30	\$3,692.30	\$5,538.45	\$12,923.05	\$35,076.95
11701	Director of Nursing	\$86,772.00	\$6,674.76	\$6,674.76	\$10,012.14	\$23,361.66	\$63,410.34
11950	Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11988	Director of Finance	\$64,277.95	\$0.00	\$0.00	\$0.00	\$0.00	\$64,277.95
12010	Data Analyst	\$60,900.00	\$4,684.62	\$4,684.62	\$7,026.93	\$16,396.17	\$44,503.83
14800	FICA Taxes @ 7.65%	\$212,491.00	\$15,106.83	\$13,260.94	\$22,076.14	\$50,443.91	\$162,047.09
14810	PERF @ 11.2%	\$309,208.00	\$21,871.65	\$19,398.54	\$31,885.48	\$73,155.67	\$236,052.33
14840	Health Insurance	\$841,800.00	\$0.00	\$233,325.00	\$0.00	\$233,325.00	\$608,475.00
<b>Total 10000 Series</b>		<b>\$4,141,150.00</b>	<b>\$242,507.75</b>	<b>\$447,592.89</b>	<b>\$350,902.25</b>	<b>\$1,041,002.89</b>	<b>\$3,100,147.11</b>
<b>Acct</b>	<b>20000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
21030	Office Supplies	\$22,742.00	\$397.16	\$1,119.59	\$1,756.93	\$3,273.68	\$19,468.32
22120	Garage & Motor Supplies	\$11,980.00	\$540.25	\$141.45	\$424.69	\$1,106.39	\$10,873.61
22148	Field Supplies	\$4,000.00	\$39.99	\$9.99	\$276.91	\$326.89	\$3,673.11
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$200,000.00	\$10,546.86	\$2,818.71	\$6,068.01	\$19,433.58	\$180,566.42
<b>Total 20000 Series</b>		<b>\$240,972.00</b>	<b>\$11,524.26</b>	<b>\$4,089.74</b>	<b>\$8,526.54</b>	<b>\$24,140.54</b>	<b>\$216,831.46</b>
<b>Acct</b>	<b>30000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
31010	Legal Services	\$75,000.00	\$575.00	\$3,125.00	\$3,871.00	\$7,571.00	\$67,429.00
31070	Other Contractual Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
31150	Medical Services	\$3,000.00	\$189.46	\$0.00	\$0.00	\$189.46	\$2,810.54
32020	Travel/Mileage	\$13,941.00	\$130.00	\$425.00	\$180.67	\$735.67	\$13,205.33
32203	Cell Phones	\$20,025.00	\$1,958.00	\$0.00	\$1,542.40	\$3,500.40	\$16,524.60
32350	Postage	\$250.00	\$19.01	\$0.00	\$0.00	\$19.01	\$230.99
32550	Miscellaneous Costs	\$5,000.00	\$0.00	\$941.38	\$0.00	\$941.38	\$4,058.62
33128	Environmental Health	\$3,500.00	\$155.89	\$20.20	\$0.00	\$176.09	\$3,323.91
33368	Public Info & Educ	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
33938	Vector	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
34030	Liability Insurance Coverage	\$663,390.00	\$0.00	\$165,847.50	\$0.00	\$165,847.50	\$497,542.50
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00
38012	Interest on Debt	\$7,821.00	\$601.59	\$601.59	\$601.59	\$1,804.77	\$6,016.23
38013	Principle on Debt	\$45,797.00	\$3,315.02	\$3,561.57	\$3,561.57	\$10,438.16	\$35,358.84
39010	Dues & Subscriptions	\$3,000.00	\$0.00	\$0.00	\$270.00	\$270.00	\$2,730.00
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00	\$0.00	\$488.00	\$488.00	(\$488.00)
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
<b>Total 30000 Series</b>		<b>\$927,724.00</b>	<b>\$6,943.97</b>	<b>\$174,522.24</b>	<b>\$10,515.23</b>	<b>\$191,981.44</b>	<b>\$735,742.56</b>
<b>Total Budget</b>		<b>\$5,309,846.00</b>					
<b>TOTAL EXPENDITURES</b>			\$260,975.98	\$626,204.87	\$369,944.02	\$1,257,124.87	
<b>Total Unexpended</b>							\$4,052,721.13
<b>Net (Monthly)</b>			<b>\$63,202.98</b>	<b>(\$177,063.05)</b>	<b>(\$226,655.92)</b>		
<b>FUND BALANCE</b>			<b>\$4,351,440.50</b>	<b>\$4,174,377.45</b>	<b>\$3,947,721.53</b>		

# Local Public Health Services

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 01/01/2024-12/31/2024		Budget	January	February	March	TOTALS	
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$0.00				\$0.00	
01412	State Grant		\$3,293,255.46	\$0.00	\$0.00	\$3,293,255.46	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$3,293,255.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,293,255.46</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
11155	Nurses/Other Medical	\$63,482.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,482.00
11167	Community Health Workers	\$258,661.00	\$0.00	\$0.00	\$0.00	\$0.00	\$258,661.00
11172	Environmental Health Specialist	\$27,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,300.00
11174	Food Service Specialist	\$54,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,600.00
11176	Assistant Director of CARE	\$60,900.00	\$3,747.72	\$4,684.62	\$7,026.93	\$15,459.27	\$45,440.73
11181	Lead Program Coordinator	\$4,200.00	\$0.00	\$0.00	\$323.08	\$323.08	\$3,876.92
11182	Director of Community Partnerships & Development	\$48,754.72	\$0.00	\$0.00	\$0.00	\$0.00	\$48,754.72
11196	Health Promotion Specialist	\$105,000.00	\$4,038.46	\$11,596.71	\$5,855.77	\$21,490.94	\$83,509.06
11197	Director of HOPE	\$17,962.28	\$0.00	\$10,264.16	\$7,698.12	\$17,962.28	(\$0.00)
11199	Perinatal Lead Coordinator	\$28,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,350.00
14800	FICA Taxes @ 7.65%	\$51,195.67	\$581.66	\$2,020.56	\$1,572.80	\$4,175.02	\$47,020.65
14810	PERF @ 11.2%	\$74,953.33	\$872.05	\$2,973.09	\$2,341.24	\$6,186.38	\$68,766.95
14840	Health Insurance	\$250,100.00	\$0.00	\$0.00	\$3,050.00	\$3,050.00	\$247,050.00
	<b>Total 10000 Series</b>	<b>\$1,045,459.00</b>	<b>\$9,239.89</b>	<b>\$31,539.14</b>	<b>\$27,867.94</b>	<b>\$68,646.97</b>	<b>\$976,812.03</b>
<b>Acct</b>	<b>20000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
21030	Office Supplies	\$31,000.00	\$0.00	\$0.00	\$39.00	\$39.00	\$30,961.00
22148	Field Supplies	\$8,039.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,039.00
	<b>Total 20000 Series</b>	<b>\$39,039.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39,000.00</b>
<b>Acct</b>	<b>30000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
31015	Consultant Services	\$22,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,154.00
31059	Lead Program	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
31070	Other Contractual Services	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
32020	Travel/Mileage	\$6,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,900.00
32050	Conferences & Trainings	\$14,000.00	\$0.00	\$0.00	\$108.63	\$108.63	\$13,891.37
32203	Cell Phones	\$14,950.00	\$223.92	\$7.99	\$220.30	\$452.21	\$14,497.79
32350	Postage	\$4,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,504.00
32550	Miscellaneous Costs	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
32705	Other Services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
33020	Advertising	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
33034	Grant	\$973,755.46	\$0.00	\$0.00	\$0.00	\$0.00	\$973,755.46
33128	Environmental Health	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
33368	Public Info & Ed	\$32,500.00	\$0.00	\$39.00	\$0.00	\$39.00	\$32,461.00
33648	Rebinding Records	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
34030	Liability Insurance Coverage	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
39262	Chronic Disease Prevention	\$196,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,938.00
39263	Injury Prevention	\$96,939.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,939.00
39264	Maternal and Child Health	\$196,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,938.00
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	\$0.00	\$6,000.00
	<b>Total 30000 Series</b>	<b>\$2,189,017.46</b>	<b>\$223.92</b>	<b>\$46.99</b>	<b>\$328.93</b>	<b>\$599.84</b>	<b>\$2,188,417.62</b>
<b>Acct</b>	<b>40000 Series</b>	<b>Budget</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditures</b>	<b>Unexpended</b>
44010	Equipment	\$19,740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,740.00
	<b>Total 40000 Series</b>	<b>\$19,740.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,740.00</b>
	<b>Total Budget</b>	<b>\$3,293,255.46</b>					
	<b>TOTAL EXPENDITURES</b>		\$9,463.81	\$31,586.13	\$28,235.87	\$69,285.81	
	<b>Total Unexpended</b>						<b>\$3,223,969.65</b>
	<b>Net (Monthly)</b>		<b>\$3,283,791.65</b>	<b>(\$31,586.13)</b>	<b>(\$28,235.87)</b>		
	<b>FUND BALANCE</b>		<b>\$3,283,791.65</b>	<b>\$3,252,205.52</b>	<b>\$3,223,969.65</b>		

# MIH Initiatives

*LEAD: Renata Williams*

No Expiration		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$7,871.60				\$7,871.60	
06400	Donations					\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,871.60</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>30000 Series</b>					<b>Expenditures</b>	<b>Unexpended</b>
33368	Public Info & Educ	\$7,871.60	\$0.00	\$0.00	\$0.00	\$0.00	\$7,871.60
	<b>Total 30000 Series</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,871.60</b>
	<b>Total Budget</b>	<b>\$7,871.60</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Unexpended</b>						<b>\$7,871.60</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$7,871.60</b>	<b>\$7,871.60</b>	<b>\$7,871.60</b>		

# County-Wide Lead Initiative

*LEAD: Renata Williams*

Valid: 01/01/2024-12/31/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$386,998.75				\$386,998.75	
02708	Federal Grants/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$386,998.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$386,998.75</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$160,124.00	\$0.00	\$0.00	\$32,632.04	\$32,632.04	\$127,491.96
14800	FICA Taxes	\$12,250.00	\$0.00	\$0.00	\$2,496.35	\$2,496.35	\$9,753.65
14810	PERF	\$17,934.00	\$0.00	\$0.00	\$3,654.79	\$3,654.79	\$14,279.21
14840	Health Insurance	\$73,200.00	\$0.00	\$0.00	\$13,725.00	\$13,725.00	\$59,475.00
	<b>Total 10000 Series</b>	<b>\$263,508.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$52,508.18</b>	<b>\$52,508.18</b>	<b>\$210,999.82</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$3,000.00	\$0.00	\$0.00	\$110.91	\$110.91	\$2,889.09
22148	Field Supplies	\$62,840.75	\$0.00	\$0.00	\$712.11	\$712.11	\$62,128.64
	<b>Total 20000 Series</b>	<b>\$65,840.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$823.02</b>	<b>\$823.02</b>	<b>\$65,017.73</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel/Mileage	\$4,500.00	\$0.00	\$0.00	\$926.10	\$926.10	\$3,573.90
32050	Conferences & Training	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
32203	Cell Phones	\$4,500.00	\$0.00	\$0.00	\$816.66	\$816.66	\$3,683.34
32350	Postage	\$4,560.56	\$60.56	\$0.00	\$460.38	\$520.94	\$4,039.62
33368	Public Information & Education	\$37,150.00	\$0.00	\$0.00	\$3,425.50	\$3,425.50	\$33,724.50
39750	Information Tech	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	<b>Total 30000 Series</b>	<b>\$57,710.56</b>	<b>\$60.56</b>	<b>\$0.00</b>	<b>\$5,628.64</b>	<b>\$5,689.20</b>	<b>\$52,021.36</b>
	<b>Total Budget</b>	<b>\$387,059.31</b>					
	<b>Total Expenditures</b>		<b>\$60.56</b>	<b>\$0.00</b>	<b>\$58,959.84</b>	<b>\$59,020.40</b>	
	<b>Total Unexpended</b>						<b>\$328,038.91</b>
	<b>Net (Monthly)</b>		<b>(\$60.56)</b>	<b>\$0.00</b>	<b>(\$58,959.84)</b>		
	<b>FUND BALANCE</b>		<b>\$386,938.19</b>	<b>\$386,938.19</b>	<b>\$327,978.35</b>		

# Health Immunization CoAg

LEAD: Jodie Pairitz

Valid: 07/01/2023-06/30/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$35,928.34	\$24,494.61	\$61,109.83	\$121,532.78	
05603	Return of 2 Year Warrant Funds		\$0.00	\$0.00	\$1,018.88	\$1,018.88	
	<b>TOTAL REVENUE</b>	(\$62,224.56)	<b>\$35,928.34</b>	<b>\$24,494.61</b>	<b>\$62,128.71</b>	<b>\$60,327.10</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11077	Admin Assistant	\$17,000.00	\$330.85	\$0.00	\$4,956.04	\$5,286.89	\$11,713.11
11155	Nurses/Other Medical	\$25,000.00	\$0.00	\$732.49	\$6,893.51	\$7,626.00	\$17,374.00
11781	Imm Outreach Coordinator	\$26,250.04	\$4,038.46	\$4,038.46	\$4,038.46	\$12,115.38	\$14,134.66
11193	Part Time	\$134,000.00	\$13,123.60	\$20,626.04	\$26,242.37	\$59,992.01	\$74,007.99
14800	FICA Taxes	\$15,450.00	\$1,312.57	\$1,924.97	\$3,207.97	\$6,445.51	\$9,004.49
14810	PERF	\$7,563.00	\$489.36	\$534.34	\$1,779.44	\$2,803.14	\$4,759.86
14840	Health Insurance	\$21,350.00	\$0.00	\$0.00	\$4,575.00	\$4,575.00	\$16,775.00
	<b>Total 10000 Series</b>	<b>\$246,613.04</b>	<b>\$19,294.84</b>	<b>\$27,856.30</b>	<b>\$51,692.79</b>	<b>\$98,843.93</b>	<b>\$147,769.11</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$34,764.29	\$405.34	\$3,784.22	\$0.00	\$4,189.56	\$30,574.73
22406	Immunization Supplies	\$13,125.32	\$1,218.77	\$1,983.01	\$0.00	\$3,201.78	\$9,923.54
	<b>Total 20000 Series</b>	<b>\$47,889.61</b>	<b>\$1,624.11</b>	<b>\$5,767.23</b>	<b>\$0.00</b>	<b>\$7,391.34</b>	<b>\$40,498.27</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$504.18	\$0.00	\$0.00	\$0.00	\$0.00	\$504.18
32203	Cell Phones	\$3,493.04	\$314.74	\$7.99	\$280.81	\$603.54	\$2,889.50
33368	Public Info & Educ	\$14,788.70	\$49.60	\$0.00	\$0.00	\$49.60	\$14,739.10
36015	Contractual Services	\$14,108.44	\$597.44	\$492.31	\$451.50	\$1,541.25	\$12,567.19
	<b>Total 30000 Series</b>	<b>\$32,894.36</b>	<b>\$961.78</b>	<b>\$500.30</b>	<b>\$732.31</b>	<b>\$2,194.39</b>	<b>\$30,699.97</b>
<b>Acct</b>	<b>40000 Series</b>						
44010	Equipment	\$8,743.91	\$0.00	\$689.78	\$5,258.00	\$5,947.78	\$2,796.13
	<b>Total 40000 Series</b>	<b>\$8,743.91</b>	<b>\$0.00</b>	<b>\$689.78</b>	<b>\$5,258.00</b>	<b>\$5,947.78</b>	<b>\$2,796.13</b>
	<b>Total Budget</b>	<b>\$336,140.92</b>					
	<b>Total Expenditures</b>		<b>\$21,880.73</b>	<b>\$34,813.61</b>	<b>\$57,683.10</b>	<b>\$114,377.44</b>	
	<b>Total Unexpended</b>						<b>\$221,763.48</b>
	<b>Net (Monthly)</b>		<b>\$14,047.61</b>	<b>(\$10,319.00)</b>	<b>\$4,445.61</b>		
22	<b>FUND BALANCE</b>		<b>(\$48,176.95)</b>	<b>(\$58,495.95)</b>	<b>(\$54,050.34)</b>		

# Health PHEP

LEAD: Jenna Rose

Valid: 07/01/2023-06/30/2024		Budget	January	February	March	Total	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$609.23)				(\$609.23)	
02708	Federal/Grants Reimbursements		\$777.95	\$0.00	\$722.46	\$1,500.41	
	<b>TOTAL REVENUE</b>	(\$609.23)	<b>\$777.95</b>	<b>\$0.00</b>	<b>\$722.46</b>	<b>\$891.18</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>30000 Series</b>						
32550	Miscellaneous Costs	\$19,808.62	\$473.58	\$417.60	\$986.07	\$1,877.25	\$17,931.37
	<b>Total 30000 Series</b>	<b>\$19,808.62</b>	<b>\$473.58</b>	<b>\$417.60</b>	<b>\$986.07</b>	<b>\$1,877.25</b>	<b>\$17,931.37</b>
	<b>Total Budget</b>	<b>\$19,808.62</b>					
	<b>Total Expenditures</b>		<b>\$473.58</b>	<b>\$417.60</b>	<b>\$986.07</b>	<b>\$1,877.25</b>	
	<b>Total Unexpended</b>						<b>\$17,931.37</b>
	<b>Net (Monthly)</b>		<b>\$304.37</b>	(\$417.60)	(\$263.61)		
	<b>FUND BALANCE</b>		(\$304.86)	(\$722.46)	(\$986.07)		

# Health Issues & Challenges Lead

*LEAD: Renata Williams*

Valid: 07/01/2022-06/30/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$8,739.58				\$8,739.58	
02708	Federal/Grants Reimbursements		\$10,520.81	\$0.00	\$21,942.88	\$32,463.69	
	<b>TOTAL REVENUE</b>	<b>\$8,739.58</b>	<b>\$10,520.81</b>	<b>\$0.00</b>	<b>\$21,942.88</b>	<b>\$41,203.27</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11155	Nurses/Other Medical	\$19,230.77	\$0.00	\$0.00	\$0.00	\$0.00	\$19,230.77
11172	Environmental Health Specialist	\$47,300.00	\$4,200.00	\$4,200.00	\$6,300.00	\$14,700.00	\$32,600.00
11199	Perinatal Coordinator	\$27,477.61	\$3,489.14	\$4,361.54	\$6,542.31	\$14,392.99	\$13,084.62
14800	FICA Taxes	\$7,166.92	\$550.88	\$617.62	\$945.10	\$2,113.60	\$5,053.32
14810	PERF	\$10,528.94	\$861.19	\$958.90	\$1,438.35	\$3,258.44	\$7,270.50
14840	Health Insurance	\$26,893.48	\$0.00	\$0.00	\$9,150.00	\$9,150.00	\$17,743.48
	<b>Total 10000 Series</b>	<b>\$138,597.72</b>	<b>\$9,101.21</b>	<b>\$10,138.06</b>	<b>\$24,375.76</b>	<b>\$43,615.03</b>	<b>\$94,982.69</b>
	<b>Total Budget</b>	<b>\$138,597.72</b>					
	<b>Total Expenditures</b>		<b>\$9,101.21</b>	<b>\$10,138.06</b>	<b>\$24,375.76</b>	<b>\$43,615.03</b>	
	<b>Total Unexpended</b>						<b>\$94,982.69</b>
	<b>Net (Monthly)</b>		<b>\$1,419.60</b>	<b>(\$10,138.06)</b>	<b>(\$2,432.88)</b>		
	<b>FUND BALANCE</b>		<b>\$10,159.18</b>	<b>\$21.12</b>	<b>(\$2,411.76)</b>		



# Health Immun Supplemental

*LEAD: Jodie Pairitz*

Valid: 07/01/2023-06/30/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$10,510.79)				(\$10,510.79)	
02708	Federal/Grants Reimbursements		\$175,214.27	\$0.00	\$5,351.33	\$180,565.60	
	<b>TOTAL REVENUE</b>	<b>(\$10,510.79)</b>	<b>\$175,214.27</b>	<b>\$0.00</b>	<b>\$5,351.33</b>	<b>\$170,054.81</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11087	Insurance Billing Specialist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11144	Nursing Registrar	\$58,006.02	\$0.00	\$36,086.00	\$0.00	\$36,086.00	\$21,920.02
11155	Nurses/Other Medical	\$86,076.67	\$0.00	\$53,138.50	\$0.00	\$53,138.50	\$32,938.17
11701	Director of Nursing	\$67,320.32	\$0.00	\$41,320.00	\$0.00	\$41,320.00	\$26,000.32
11950	Part Time	\$0.00	\$2,428.13	(\$2,428.13)	\$0.00	\$0.00	\$0.00
14800	FICA Taxes	\$16,172.33	\$185.75	\$9,800.90	\$0.00	\$9,986.65	\$6,185.68
14810	PERF	\$15,265.64	\$0.00	\$6,648.66	\$0.00	\$6,648.66	\$8,616.98
14840	Health Insurance	\$45,750.00	\$0.00	\$22,875.00	\$0.00	\$22,875.00	\$22,875.00
	<b>Total 10000 Series</b>	<b>\$288,590.98</b>	<b>\$2,613.88</b>	<b>\$167,440.93</b>	<b>\$0.00</b>	<b>\$170,054.81</b>	<b>\$118,536.17</b>
	<b>Total Budget</b>	<b>\$288,590.98</b>					
	<b>Total Expenditures</b>		<b>\$2,613.88</b>	<b>\$167,440.93</b>	<b>\$0.00</b>	<b>\$170,054.81</b>	
	<b>Total Unexpended</b>						<b>\$118,536.17</b>
	<b>Net (Monthly)</b>		<b>\$172,600.39</b>	<b>(\$167,440.93)</b>	<b>\$5,351.33</b>		
	<b>FUND BALANCE</b>		<b>\$162,089.60</b>	<b>(\$5,351.33)</b>	<b>(\$0.00)</b>		

# Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/31/2021-08/30/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$47,723.92	\$47,723.92	
	<b>TOTAL REVENUE</b>	<b>(\$47,723.92)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,723.92</b>	<b>\$0.00</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11030	Administrator	\$5,081.76	\$564.64	\$564.64	\$846.96	\$1,976.24	\$3,105.52
11055	Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11077	Admin. Assistant	\$22,280.22	\$2,475.58	\$2,475.58	\$3,713.37	\$8,664.53	\$13,615.69
11167	Community Health Worker	\$364,727.13	\$22,409.88	\$20,164.56	\$33,592.36	\$76,166.80	\$288,560.33
11170	Director of CARE	\$22,713.66	\$2,523.74	\$2,523.74	\$3,785.61	\$8,833.09	\$13,880.57
11176	Assistant Dir of CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11196	Health Promotion Specialist	\$490.82	\$490.83	\$0.00	\$0.00	\$490.83	(\$0.01)
11197	Director of HOPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11976	Deputy Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12014	Data Analyst	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14800	FICA Taxes	\$28,186.37	\$2,125.04	\$1,924.68	\$3,171.35	\$7,221.07	\$20,965.30
14810	PERF	\$39,473.65	\$3,188.04	\$2,881.60	\$4,687.66	\$10,757.30	\$28,716.35
14840	Health Insurance	\$200,530.39	\$2,026.54	\$4,017.31	\$19,048.46	\$25,092.31	\$175,438.08
	<b>Total 10000 Series</b>	<b>\$683,484.00</b>	<b>\$35,804.29</b>	<b>\$34,552.11</b>	<b>\$68,845.77</b>	<b>\$139,202.17</b>	<b>\$544,281.83</b>
<b>Acct</b>	<b>20000 Series</b>						
22148	Field Supplies	\$2,431.38	\$0.00	\$0.00	\$431.43	\$431.43	\$1,999.95
	<b>Total 20000 Series</b>	<b>\$2,431.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$431.43</b>	<b>\$431.43</b>	<b>\$1,999.95</b>
<b>Acct</b>	<b>30000 Series</b>						
31015	Consultant Services	\$49,180.00	\$6,000.00	\$6,000.00	\$6,000.00	\$18,000.00	\$31,180.00
32020	Travel/Mileage	\$28,442.76	\$0.00	\$48.60	\$0.00	\$48.60	\$28,394.16
32050	Conferences & Training	\$39,078.49	\$177.16	\$113.58	\$0.00	\$290.74	\$38,787.75
32203	Cell Phones	\$5,593.10	\$447.84	\$0.00	\$337.69	\$785.53	\$4,807.57
33368	Public Information & Education	\$453,038.42	\$1,343.37	\$16,486.61	\$2,036.16	\$19,866.14	\$433,172.28
36015	Contractual Services	\$31,865.26	\$0.00	\$0.00	\$0.00	\$0.00	\$31,865.26
39010	Dues & Subscriptions	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00
	<b>Total 30000 Series</b>	<b>\$607,978.03</b>	<b>\$7,968.37</b>	<b>\$22,648.79</b>	<b>\$8,373.85</b>	<b>\$38,991.01</b>	<b>\$568,987.02</b>
	<b>Total Budget</b>	<b>\$1,293,893.41</b>					
	<b>Total Expenditures</b>		<b>\$43,772.66</b>	<b>\$57,200.90</b>	<b>\$77,651.05</b>	<b>\$178,624.61</b>	
	<b>Total Unexpended</b>						<b>\$1,115,268.80</b>
	<b>Net (Monthly)</b>		<b>(\$43,772.66)</b>	<b>(\$57,200.90)</b>	<b>(\$29,927.13)</b>		
26	<b>FUND BALANCE</b>		<b>(\$91,496.58)</b>	<b>(\$148,697.48)</b>	<b>(\$178,624.61)</b>		

# Health Crisis CoAg

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 07/01/2023-06/30/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$996,265.47				\$996,265.47	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$996,265.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$996,265.47</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$98,885.00	\$15,482.04	\$18,525.70	(\$34,007.74)	\$0.00	\$98,885.00
11180	School Health Liasion	\$63,482.00	\$4,883.24	\$4,883.24	\$8,069.72	\$17,836.20	\$45,645.80
11781	Imm Outreach Coordinator	\$11,539.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,539.00
11782	MIH Coordinator	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
11950	Part Time	\$27,355.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,355.00
14800	FICA Taxes	\$15,851.00	\$1,502.14	\$1,726.02	(\$2,049.24)	\$1,178.92	\$14,672.08
14810	PERF	\$14,873.00	\$2,280.90	\$2,621.79	(\$2,905.07)	\$1,997.62	\$12,875.38
14840	Health Insurance	\$42,700.00	\$0.00	\$0.00	\$4,575.00	\$4,575.00	\$38,125.00
	<b>Total 10000 Series</b>	<b>\$289,685.00</b>	<b>\$24,148.32</b>	<b>\$27,756.75</b>	<b>(\$26,317.33)</b>	<b>\$25,587.74</b>	<b>\$264,097.26</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$3,500.00	\$0.00	\$0.00	\$39.00	\$39.00	\$3,461.00
	<b>Total 20000 Series</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$3,461.00</b>
<b>Acct</b>	<b>30000 Series</b>						
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	\$275.85	(\$738.90)	(\$463.05)	\$1,463.05
32203	Cell Phones	\$850.00	\$391.86	\$0.00	(\$556.18)	(\$164.32)	\$1,014.32
32550	Miscellaneous Costs	\$757,766.47	\$138.47	\$11,616.42	\$9,752.28	\$21,507.17	\$736,259.30
33368	Public Info & Educ	\$101,000.00	\$341.70	\$2,355.52	(\$53.25)	\$2,643.97	\$98,356.03
	<b>Total 30000 Series</b>	<b>\$877,232.47</b>	<b>\$872.03</b>	<b>\$14,247.79</b>	<b>\$8,403.95</b>	<b>\$23,523.77</b>	<b>\$853,708.70</b>
	<b>Total Budget</b>	<b>\$1,170,417.47</b>					
	<b>Total Expenditures</b>		<b>\$25,020.35</b>	<b>\$42,004.54</b>	<b>(\$17,874.38)</b>	<b>\$49,150.51</b>	
	<b>Total Unexpended</b>						<b>\$1,121,266.96</b>
	<b>Net (Monthly)</b>		<b>(\$25,020.35)</b>	<b>(\$42,004.54)</b>	<b>\$17,874.38</b>		
	<b>FUND BALANCE</b>		<b>\$971,245.12</b>	<b>\$929,240.58</b>	<b>\$947,114.96</b>		

# Health Local Health Services

*LEAD: Brett Davis*

Valid: 01/01/2024-12/31/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$81,325.75				\$81,325.75	
	<b>TOTAL REVENUE</b>	<b>\$81,325.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,325.75</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11066	Vector/Env Health Specialist	\$54,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,600.00
14800	FICA Taxes	\$4,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,177.00
14810	PERF	\$6,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,116.00
14840	Health Insurance	\$16,439.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,439.00
	<b>Total 10000 Series</b>	<b>\$81,332.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,332.00</b>
	<b>Total Budget</b>	<b>\$81,332.00</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Unexpended</b>						<b>\$81,332.00</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$81,325.75</b>	<b>\$81,325.75</b>	<b>\$81,325.75</b>		

# Health Trust Fund

*Lead: Brett Davis*

Valid: 01/01/2024-12/31/2024		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	\$373,482.35				\$373,482.35	
	<b>TOTAL REVENUE</b>	<b>\$373,482.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$373,482.35</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11048	Vector Coordinator	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000.00
11950	Part Time (\$17/hour)	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
14800	FICA Taxes	\$5,241.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,241.00
14810	PERF	\$6,272.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,272.00
14840	Health Insurance	\$20,161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,161.00
	<b>Total 10000 Series</b>	<b>\$100,174.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,174.00</b>
<b>Acct</b>	<b>20000 Series</b>						
21030	Office Supplies	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
22120	Field Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
22148	Gas/Motor Supplies	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
	<b>Total 20000 Series</b>	<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,500.00</b>
<b>Acct</b>	<b>30000 Series</b>						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$0.00	\$27.00	\$27.00	\$973.00
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	\$0.00	\$0.00	\$0.00	\$1,800.00
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	\$0.00	\$5,000.00
33938	Vector	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
36500	Service Contract	\$3,000.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00	\$600.00
39750	Information Technology	\$15,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00
	<b>Total 30000 Series</b>	<b>\$78,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,427.00</b>	<b>\$2,427.00</b>	<b>\$75,873.00</b>
<b>Acct</b>	<b>40000 Series</b>						
44010	Equipment	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
45010	Vehicles	\$127,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,500.00
	<b>Total 40000 Series</b>	<b>\$152,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152,500.00</b>
	<b>Total Budget</b>	<b>\$339,474.00</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,427.00</b>	<b>\$2,427.00</b>	
	<b>Total Unexpended</b>						<b>\$337,047.00</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,427.00)</b>		
	<b>FUND BALANCE</b>		<b>\$373,482.35</b>	<b>\$373,482.35</b>	<b>\$371,055.35</b>		

# CHW Safety PIN

*LEAD: Renata Williams - SUPPORT: Alissa Balke*

Valid: 01/01/2024-12/31/2025		Budget	January	February	March	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$7,011.50	\$16,161.41	\$0.00	\$23,172.91	
	<b>TOTAL REVENUE</b>	(\$23,172.91)	<b>\$7,011.50</b>	<b>\$16,161.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>EXPENDITURES</b>						
<b>Acct</b>	<b>10000 Series</b>						
11167	Community Health Worker	\$137,246.46	\$0.00	\$0.00	\$29,089.40	\$29,089.40	\$108,157.06
11782	MIH Coordinator	\$74,853.13	\$0.00	\$0.00	\$0.00	\$0.00	\$74,853.13
14800	FICA Taxes	\$16,125.27	\$0.00	\$0.00	\$2,225.34	\$2,225.34	\$13,899.93
14810	Perf	\$23,608.24	\$0.00	\$0.00	\$3,258.01	\$3,258.01	\$20,350.23
14840	Health Insurance	\$106,750.00	\$0.00	\$0.00	\$13,725.00	\$13,725.00	\$93,025.00
	<b>Total 10000 Series</b>	<b>\$358,583.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,297.75</b>	<b>\$48,297.75</b>	<b>\$310,285.35</b>
	<b>Total Budget</b>	<b>\$358,583.10</b>					
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,297.75</b>	<b>\$48,297.75</b>	
	<b>Total Unexpended</b>						<b>\$310,285.35</b>
	<b>Net (Monthly)</b>		<b>\$7,011.50</b>	<b>\$16,161.41</b>	<b>(\$48,297.75)</b>		
	<b>FUND BALANCE</b>		<b>(\$16,161.41)</b>	<b>\$0.00</b>	<b>(\$48,297.75)</b>		

# NACCHO Mentor Program

*LEAD: Jenna Rose*

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

## FOOD SERVICES UNIT

<b>1<sup>st</sup> Quarter Foods &amp; Pools Unit HOR January – March Service totals</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>1<sup>st</sup> Quarter totals</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
Food Store Complaints	1	2	0	3	3	7
Food Service Complaints	11	20	13	44	44	59
Civil Penalties	0	0	0	0	0	0
Health Officer Hearings	0	0	0	0	0	0
Abatements Correspondence	1	0	0	1	1	0
Possible Foodborne Illness Investigations	0	0	0	0	0	4
Opening Inspections	24	21	16	61	61	36
Inspections	241	224	305	770	770	808
Plan & Review/New Constr./Remodel	1	3	4	8	8	4
Fire Investigations	2	1	0	3	3	1
# Establishments Requested to Close	1	0	0	1	1	0
Number of Temporary Events	4	7	14	25	25	20
Temporary Inspections	13	9	24	46	46	40
Mobile Inspections	0	0	8	8	8	3
Meetings	9	14	14	37	37	12
<b>Smoking Information</b>						
Smoking Complaints	0	0	0	0	0	2
Smoking Appeals Hearings	0	0	0	0	0	0
<b>Pool Information</b>						
Pool Inspections	1	1	0	2	2	3
Pool Consultations	0	0	0	0	0	0
Pool Complaints	1	0	0	1	1	3
Pool Closings	1	1	0	2	2	8

**3-19** Food unit inspection staff attended monthly virtual training held, by IDOH, for new food code. Mid-March timeline, for the release of draft code with 30-day comment period, moved to April 5<sup>th</sup>. The proposed adoption date, for the new code, was pushed back from Mid-July to early September 2024.

House bill 1258, was passed by Indiana legislators relative to mobile retail food establishments. While SJCDoH already inspects, issues permits and collects fees for mobile retail food establishments, House bill 1258 stimulates that effective January 1, 2025, permit fees may not exceed two hundred dollars \$200. Wording in the bill says local health departments may not adopt rules more stringent than those adopted by the state, therefore current fees charged, in SJCDoH for mobile retail food establishments, must be reduced. See <https://iga.in.gov/legislative/2024/bills/house/1258/details> for more information.



## **HEALTH OUTREACH, PROMOTION & EDUCATION (HOPE)**

### **Communications:**

We have had 2 media requests from The South Bend Tribune since March 11.

WNDU and ABC57 were both at the Board of Health meeting on March 20<sup>th</sup> and ran stories that evening.

Between Facebook, Twitter, and LinkedIn, over the last 28 days, we have 27 social media posts, 5776 total reach, and 73.1 total post engagements (Posts divided by follower's times 100).

### **Emergency Preparedness:**

- Hosted Psychological First Aid on January 29<sup>th</sup>, 2024.
- Attended District 2 Healthcare Coalition and District 2 Local Health Department meetings.
- Attended the Local Emergency Preparedness Committee meeting.
- Hosted ESF 8 meeting for local partners on February 29<sup>th</sup>, 2024. Primarily focused on closed points of dispensing.
- Hosted a patient surge tabletop exercise for Unit Directors on March 19<sup>th</sup>, 2024.
- Updated MOUs with closed and open points of dispensing.
- Continued updating all emergency preparedness plans.

### **HFI:**

On April 2<sup>nd</sup>, 2024, Health First Indiana was transitioned to new Director of Community Partnerships and Development. Currently, scheduling meetings with each organization one on one to ensure that they are meeting their program goals and to answer any questions that they may have. Still have 4 contracts that need to be executed. For 2 of them, we are waiting on Exhibit A – Data Sharing Agreement. For 2 of them, we are waiting for the contract and Exhibit A – Data Sharing Agreement.

## NURSING

The Nursing Division has continued to cross train the Mishawaka Registrar to assist with both Immunizations and Vital Records. This will help increase functionality and will provide both services at the Mishawaka location.

Combined, all locations have administered 951 immunizations for the months of January 1, 2024 – March 31, 2024. These numbers have shown how dedicated and busy the nursing staff have been.

In January, the mobile team worked with the BABE Store and WIC clinic to offer vaccines for infants and their families. We were focusing on RSV vaccines but also gave other immunizations. We also continued our existing partnerships with other organizations.

The mobile team saw 64 patients and gave 85 vaccines in January.

### Clinics

1-9-24 BABE Store  
1-11-24 BABE Store  
1-18-24 Hannah's House  
1-18-24 BABE Store  
1-18-24 La Casa  
1-23-24 BABE Store  
1-24-24 100 Center Hi-Rise  
1-25-24 BABE Store  
1-30-24 BABE Store  
1-31-24 Briarcliff Nursing Home

In February, the mobile team continued their partnership with REAL Services to offer flu and covid vaccines, focusing on elderly and under-served populations. We also continued our partnership with the BABE store to try to reach tiny babies and their families. Portage School of Leaders asked us to do TB tests for a nursing class that was going to do clinicals at a nursing home.

The mobile team saw 117 patients and gave 163 vaccines in February.

### Clinics

2-1-24 BABE Store  
2-6-24 St. Vincent De Paul Food Pantry  
2-7-24 Imani Unidad HIV testing event  
2-8-24 BABE Store  
2-13-24 Riley High School staff  
2-14-24 St. Augustine's Soup Kitchen  
2-15-24 BABE Store  
2-21-24 South Bend Housing Authority  
2-22-24 Miami Hills Apartments  
2-26-24 Life Treatment Center

- 2-27-24 TB tests at Portage School
- 2-28-24 Catholic Charities
- 2-29-24 TB reads at Portage School

In March, the mobile team continued their partnership with REAL Services to offer flu and covid vaccines, especially focusing on under-served populations such as those experiencing homelessness. We also worked with our School Health Liaison to establish a partnership with the South Bend Community School Corporation to provide vaccine clinics at the middle and high schools.

The mobile team saw 122 patients and gave 182 vaccines in March.

**Clinics**

- 3-5-24 Darden Elementary School employees
- 3-6-24 First United Methodist Soup Kitchen
- 3-11-24 Briarcliff
- 3-12-24 St. Margaret’s House
- 3-13-24 First United Methodist Soup Kitchen
- 3-21-24 Broadway Christian Parish
- 3-27-24 Motels4Now

For the Fall and Winter of 2023/2024, the **Mobile Immunization Team administered a combined total of 975 flu and covid vaccines out in the community at their mobile clinics.** This breaks down to 518 flu vaccines and 457 covid vaccines administered compared to the fall and winter of 2022/2023, we administered 350 flu vaccines we administered 451 covid vaccines.

**Public Health Nursing**

Since we are almost fully staffed and the new public health nurse is trained, St. Joe County Department of Health is in the process of taking back most communicable disease cases. For the period of 01/01/2024 – 03/31/2024, there have been over 265 cases. State is still helping with enterics and some Hepatitis cases both of which will be re-assigned to St. Joseph County by the end of June 2024.

Tuberculosis					
	Jan 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	50	50	26	123	45
Nurse Visits	38	38	28	14	12
QFT Ordered	2	2	1	1	1
CXR	0	0	0	0	0
New Active Cases	0	0	0	0	0
<b>Active TB Cases Following</b>	2	2	1	5	2
<b>Latent TB Cases Following</b>	35	35	28	16	15

Tuberculosis					
	Feb 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	51	101	45	211	98
Nurse Visits	38	76	60	39	24
QFT Ordered	5	7	2	5	1
CXR	0	0	0	3	0
New Active Cases	0	0	0	1	0
<b>Active TB Cases Following</b>	2	2	1	6	2
<b>Latent TB Cases Following</b>	31	38	33	20	15

Tuberculosis					
	March 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	43	144	63	353	151
Nurse Visits	39	115	94	70	30
QFT Ordered	11	18	2	23	1
CXR	0	0	1	3	0
New Active Cases	1	1	1	4	0
<b>Active TB Cases Following</b>	3	3	2	9	2
<b>Latent TB Cases Following</b>	35	46	37	28	16

## VITAL RECORDS UNIT

	<u>Records Filed 1st Quarter 2024</u>	<u>Records Filed 1st Quarter 2023</u>
<b><u>Statistics*</u></b>		
Total Births	1005	1008
Total Deaths	842	857

Birth & Death data reflected as of 04/08/2024.

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

## 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 April 1, 2024, the report will include all lead tests drawn in February of 2024.

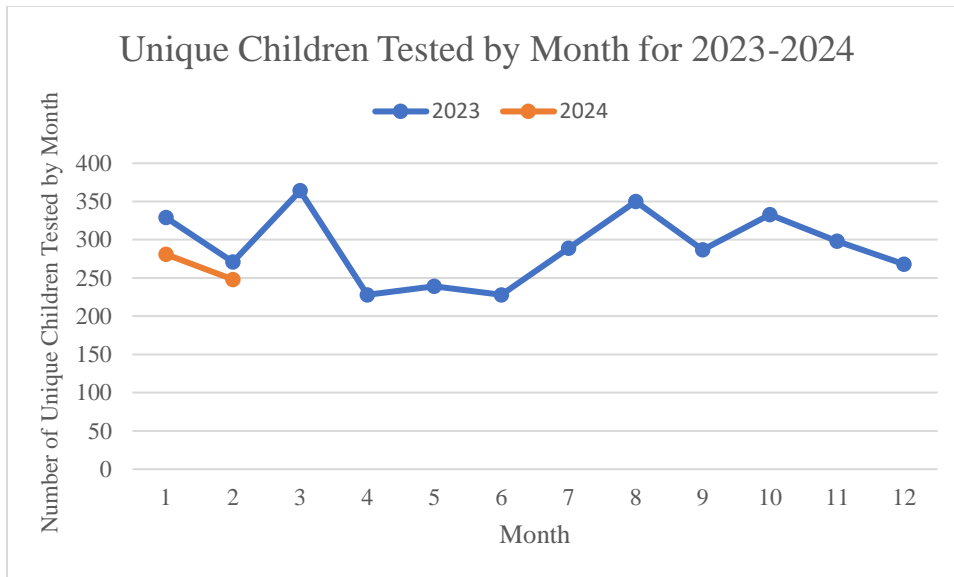
#### Tests drawn from February 1, 2024 – February 29, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	26	51	0	77
0.1-3.4	51	90	1	142
3.5-4.9	6	9	0	15
5-9.9	4	3	0	7
10-19.9	1	2	1	4
20-29.9	1	0	0	1
30-39.9	2	0	0	2
40-49.9	0	0	0	0
>50	0	0	0	0
<b>Total</b>	<b>91</b>	<b>155</b>	<b>2</b>	<b>248</b>

**In the month of February, 248 unique children were tested.**

**2024 YTD = 529**

**2023 YTD = 600**



### 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	February 2024	YTD 2024
46613	5 elevated	9 elevated
46601	2 elevated	3 elevated
46619	3 elevated	4 elevated
46628	1 elevated	2 elevated
46545	0 elevated	1 elevated
46544	0 elevated	1 elevated
46637	1 elevated	1 elevated
46614	1 elevated	1 elevated
46616	1 elevated	1 elevated

### Community Outreach Settings

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

Testing Events	# of events	# of tests	Education Events	# of events
January 2024	0	0	January 2024	1
February 2024	1	4	February 2024	3
March 2024	6	48	March 2024	1
<b>YTD 2024</b>	<b>7</b>	<b>52</b>	<b>YTD 2024</b>	<b>5</b>

YTD	Total Events	Children Tested
YTD 2024	12	52
YTD 2023	4	55
YTD 2022	3	18

On March 26, 2024, the St. Joseph County Department of Health Lead Program invited local property owners and healthcare professionals to our Lead Free by Three Workshop and Luncheon to discuss lead poisoning and how we can collaborate with each other to identify children with elevated lead levels and reduce lead exposure in our community. This was the Department of Health’s first time hosting a lead event for property owners and clinical providers in our county. We look forward to continuing working with these groups on increasing awareness of childhood lead poisoning and improving the health of our children.

### 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  $\geq 10\text{ug/dL}$ . 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 3/31/2024

Case Management	Case Monitoring	Unconfirmed Cases
87	99	51

### 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	March 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	9	24	19	7	18	11
i. EBLL Assessments	4	7	11	2	4	5
ii. Parent Requests	5	17	8	5	14	6
B. Clearances	7	23	15	5	5	11



**HEALTH OFFICER**

Report in the Health Officer Presentation and Report portion.

Respectfully,

Diana Purushotham, MD  
Health Officer

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

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

**DATE WRITTEN:** October 2006  
**DATE REVISED:** April 2024

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

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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.

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

**DUTIES:**

Provides oversight and leadership to the Environmental Health Unit of the St. Joseph County Department of Health (SJC DoH), establishing policies, procedures, priorities, and requirements for Unit programs, including but not limited to Septic Design Review/Permitting/Inspection, Subdivision Planning/Review, Wellhead Protection Permitting/Inspection, Well Drilling Permitting/Inspection, Source and Surface Water Quality Programs, Lead Poisoning Prevention, Air Quality, Vector Program, Healthy Homes, Solid Waste Permitting/Inspection, Massage Establishment and Practitioner Permitting/Inspection, Tattoo and Body Piercing Establishment and Practitioner Permitting/Inspection, and GIS Mapping.

In collaboration with the Director of Environmental Health, develops strategies, goals, and priorities for all programs and issues within the Environmental Health Unit and monitors changes in laws, legal requirements, and services in other local, state, and federal departments and agencies affecting Environmental Health operations.

In the absence of and/or in conjunction with the Environmental Health Director, supervises and directs personnel, including administering personnel policies/procedures, informing staff of organizational developments, interviewing/hiring job candidates, ensuring proper training of

staff, planning/delegating work assignments, establishing goals/standards, reviewing position responsibilities/salaries, evaluating performance, and recommending promotions/demotions as appropriate. Recommends discipline and/or termination of employment as warranted.

Works with local, state, and federal government officials and community groups on issues that affect economic development and public health.

Provides technical guidance to staff and makes decisions on complex technical and regulatory issues, in conjunction with the Director of Environmental Health and Health Officer, for all programs relating to the protection of public health and compliance with laws and regulations.

In conjunction with the Director of Environmental Health, prepares and manages budgets for the Environmental Health Unit and associated grants, formulating recommendations, developing methods to increase efficiency and revenue, allocating resources, and prioritizing services. Documents transactions and verifies financial records as required.

Conducts regular meetings with staff to review Unit operations and share professional information as appropriate.

Maintains detailed records of inspections, complaints, and investigations and prepares a variety of monthly, quarterly, and annual reports as required by Indiana State Department of Health (ISDH), St. Joseph County Board of Health, and other government and regulating agencies.

Attends professional education workshops/training seminars as necessary. Develops and conducts training programs for Environmental Health Unit personnel.

Investigates complaints of lead poisoning, including conducting home visits and environmental risk assessments, testing surfaces for lead-based paint, collecting water, soil, and dust wipe samples, discussing results with occupants, and providing recommendations on how to reduce or eliminate potential for lead exposure.

Enters investigation results in computer and completes case documentation in compliance with Department policy. Prepares required reports and forwards to property owners and occupants. Maintains database, monitoring files for accuracy and updating data and files as needed.

Conducts preventative lead surveys of facilities and provides education on reducing or eliminating potential for lead exposure.

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

Works in conjunction with SJC DoH Nursing Unit staff and parents to discuss case management of children with elevated blood lead levels, providing education on lead poisoning and proper nutrition, and recommending ways to reduce or eliminate cases of lead exposure.

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

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

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

Performs environmental inspections of public and private property, ensuring compliance with public laws, codes, ordinances, and regulations. Provides consultation regarding environmental health and safety issues, indoor/outdoor air quality, mold, lead, radon, swimming pools, and solid and hazardous waste inspections.

Performs environmental and health inspections of permitted facilities such as tattoo parlors, massage establishments, and body piercing facilities, and enforcing public laws, codes, ordinances, and regulations, and providing related consultation.

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

Inspects and issues permits for solid waste vehicles, transfer sites, transfer stations, and disposal facilities.

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

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

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

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

Works with personnel from Environment Protection Agency (EPA), IDEM, ISDH, Army Corps of Engineers, and Indiana Department of Labor to coordinate services, interpret and enforce health requirements, draft ordinances and regulations, and provide and request work-related information.

Occasionally testifies in legal proceedings, including depositions and court hearings.

Provides local print, radio, and television news media with information concerning specific public health and/or environmental protection events in conjunction with Director of Communications.

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

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Bachelor's Degree in environmental science, public health, or related field required. Two years' experience with environmental issues required.

Possession of or ability to retain possession of certifications and/or licensures, such as Registered Environmental Health Specialist, Pesticide Applicator License, Lead Risk Assessor/Inspector License, and National Incident Management System (NIMS) certification.

Thorough knowledge of standard policies and practices of SJC DoH, with ability to develop and lead various programs.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations to ensure compliance with applicable environmental health standards and regulations.

Practical knowledge of standard budgeting and accounting practices and procedures, with ability to prepare and administer budgets, prepare detailed financial statements, and maintain complete and accurate financial records.

Practical knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to ensure compliance with legal requirements.

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

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

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and reports.

Ability to effectively supervise and direct assigned personnel, including analyzing human resource needs, reviewing documentation for newly created and significantly revised positions, interviewing candidates and making hiring decisions, providing training, planning and delegating work assignments, developing and motivating staff, reviewing salaries, implementing personnel or corrective actions, keeping supervisors and subordinates informed of organization developments, and communicating and administering personnel programs and procedures.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, IDOH, IDEM, other government agencies, Indiana Onsite Wastewater Professionals Association, 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office equipment, including computer, telephone, and calculator.

Ability to count, compute, and perform arithmetic operations.

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

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

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

Ability to plan and give public speaking presentations.

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

Ability to file, post, and mail materials.

Ability to testify in legal proceedings, including depositions and court hearings, when necessary.

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

Ability to regularly work extended hours and occasionally work evenings, serve on call on rotation basis, and travel out of town for training/conferences, sometimes overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance. Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

## **III. RESPONSIBILITY:**

Incumbent makes a significant contribution to outcomes of the Department, assuring proper implementation of environmental health laws/codes and supervision of assigned operations. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with a supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Work is primarily reviewed for technical accuracy, soundness of judgment, effect on Department goals/objectives, and continuing quality of DoH services for St. Joseph County.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, Indiana Department of Health, Indiana Department of Environmental Management, other government agencies, various professional/trade organizations, and the public for the purposes of exchanging information and rendering service.

Incumbent reports directly to Director of Environmental Health.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, laboratory, and in the field/outdoors, involving sitting/walking at will; sitting/standing/walking for long periods; driving; walking on uneven terrain; working in wet/icy surroundings and extreme temperatures; working with or near odors, dust, dirt and chemicals; lifting/carrying/pushing/pulling objects occasionally weighing over 50 pounds; bending/reaching; crouching/kneeling; handling/grasping/fingering objects; close/far vision; color and depth perception; speaking clearly; and hearing sounds/communication. Safety precautions, including wearing protective clothing/equipment, must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours, and travels out of town for meetings and workshops, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

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

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name



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

**POSITION:** Health Promotion Specialist  
**DIVISION or UNIT:** Community Access, Resources, and Education (CARE)  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2024  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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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.

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Incumbent serves as Health Promotion Specialist for the Community Access, Resources, and Education (CARE) Unit of the St. Joseph County Department of Health, responsible for creating, planning, coordinating, and implementing health education materials and activities. Topics include, but are not limited to, substance use, mental health, chronic disease prevention, cancer prevention, and elder care.

**DUTIES:**

Creates health education materials, both physical and digital, for distribution to the public.

Under the guidance of the CARE director and in collaboration with the SJCDoH Communication Specialist, this role leads and facilitates the creation, printing, and delivery of health education materials, including flyers, brochures, stickers, logos, buttons, and pdfs.

Develops and presents educational programs for local schools and daycares, workplaces, health fairs, community and social organizations, and County employees to provide information and assistance in identifying, understanding, and preventing environmental health hazards and chronic disease health risks.

Works with a variety of community organizations to coordinate community health presentations and educational events. Coordinates logistics for host site and staff, including reaching out to community organizations and facilities, planning event details, and implementing and evaluating events.

Maintains current knowledge on health-related topics and assists in planning, developing, and implementing health education materials, programs, and services in accordance with community needs and Department goals and objectives.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Bachelor's degree in public health education or related field required, with two years' experience as a Health Promotion Specialist/education preferred.

Ability to meet all hiring and retention requirements, including passage of drug test.

Possession of or ability to obtain and maintain required certifications and training. Certification of Health Education Specialist preferred, but not required.

Practical knowledge of health promotion and education, with ability to effectively prepare and conduct educational activities and materials for a wide variety of target groups.

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

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare accurate documents, correspondence, and written reports as required.

Working knowledge of standard office policies and procedures, including word processing, spreadsheet, publishing, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Must be proficient in using current Department technology utilized for website creation, graphic design and presentation, online word processing and document management, social media outreach, and data management.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County and municipal departments, community organizations, daycares and schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compose messages that match target audience's health literacy level to effectively communicate information.

Ability to create positive collaborative relationships with outside agencies and community organizations.

Ability to plan and deliver public speaking presentations and special events.

Ability to properly operate standard office equipment, including computer, copier, telephone and presentation equipment.

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

Ability to analyze and evaluate information.

Ability to count, compute, and perform arithmetic operations.

Ability to work alone with minimum supervision with others in a team environment.

Ability to work on several tasks at a time, occasionally under time pressure or amidst distractions.

Ability to compare or observe similarities and differences between data, people, or things, and apply knowledge of people and locations.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

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

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

## **II. DIFFICULTY OF WORK:**

Numerous duties are performed that are not directly related. Incumbent operates within well-defined guidelines and rules, and exercises discretion in selecting the appropriate ones to ensure proper completion of assigned tasks.

## **III. RESPONSIBILITY:**

Incumbent applies standard departmental practices and policies to individual situations, with departures from guidelines and instructions discussed with supervisor. Work

product is reviewed for achievement of desired results and overall conformity with instructions and standard practices of the Department.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County and municipal departments, community organizations, day cares and schools, and the public for purposes of exchanging information.

Incumbent reports directly to Director of Community Access, Resources, and Education (CARE).

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

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

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for trainings and conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Health Promotion Specialist for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and I 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