

Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor Council Chambers
May 15, 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 May 15, 2024.

III. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of April 17, 2024.

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

24-18 Discussion and Vote - Health Officer's Report
Community Access, Resources, and Education (CARE)
Community Partnerships and Development
Environmental Health
Finance
Food Services
Nursing (Immunization, PHN's, TB)
Vital Records
Lead Report
Health First Indiana (HFI)

VI. NEW BUSINESS:

- 24-19 Discussion and Vote - Date and time of June 2024 regular Board of Health Meeting. (June 19 is a County Holiday) (June 20th or 26th?)
24-20 Discussion and Vote on 2025 Budget - County Health Department
24-21 Discussion and Vote on 2025 Budget - Local Public Health Services
24-22 Discussion and Vote- Assistant Director Vital Records Job Description
24-23 Discussion and Vote- New Health Officer appointment

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:

June ? – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

The Title VI Coordinator has made available at this meeting a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.

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

Regular Meeting

MINUTES

April 17, 2024
4:30 p.m.

Council Chambers, 4th 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
Jennifer S. Parcell
Mark Espich
Carolyn Smith
Brett Davis
Alissa Balke
Renata Williams

Jodie Pairitz
Matt Gotsch
Jenna Rose
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

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

Upon a motion by Ellen Reilander, Esq., being seconded by Michelle Migliore, DO and unanimously carried, the agenda for April 17, 2024, was adopted.

III. APPROVAL OF MINUTES

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

Upon a motion by Michelle Migliore, DO., being seconded by Robert Hays, MD, and unanimously carried, the minutes of the March 20, 2024, regular meeting of the St. Joseph County Board of Health were approved, as amended.

IV. BOARD PRESIDENT ANNOUNCEMENTS

John Linn stated that the Personnel Committee was actively meeting to find a replacement for the Health Officer. He stated that they have a few applicants who are interested.

V. HEALTH OFFICER PRESENTATION and REPORT

24-15 Discussion and Vote – Quarterly Health Officer’s Report (Jan, Feb, Mar, 2024)

- 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)

Upon a motion by Michelle Migliore, DO, being seconded by Jill Kaps VanBruaene and unanimously carried, the April 2024 Quarterly Health Officer’s Report was approved.

VI. NEW BUSINESS

24-16 Discussion and Vote – Job Description – Assistant Director of Environmental Health.

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD, and unanimously carried the job description for the Assistant Director of Environmental Health was approved.

24-17 Discussion and Vote – Job Description – Health Promotion Specialist

Upon a motion by Ellen Reilander, Esq. being seconded by Jill Kaps VanBruaene and unanimously carried the job description for Health Promotion Specialist was approved.

VII. GRANT REQUESTS

There were no grant requests.

VIII. OLD BUSINESS

There was no old business.

IX. PUBLIC COMMENT (3 Minute Limit)

There was no one who signed up for public comment.

X. TIME AND PLACE OF NEXT REGULAR MEETING

May 15, 2024 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

The regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 4:42 p.m.

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

Diana Purushotham, MD
Secretary of the Board



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

Health Officer's Report of Unit Activities

April 2024

COMMUNITY, ACCESS, RESOURCES AND EDUCATION (CARE)

In April, our team conducted 111 Social Needs Assessments (SNAs). A total of 309 separate needs were identified from these assessments. The resources most frequently requested this month were transportation, food, health insurance, and referral to a primary care physician. Additionally, our team engaged in 95 outreach initiatives, which included lead awareness, community events, canvassing, and regular visits to partner sites.

The MIH CHWs at Women’s Care Center saw 21 new patients in April who reported a total of 23 separate social needs. The largest social need was health insurance navigation, followed by referral to prenatal care and an OBGYN. They also conducted 60 follow-ups/check-ins to support our current client base. For outreach, one of our MIH CHWs attended a community baby shower hosted by CareSource to increase awareness of our MIH program.

Our Maternal and Infant Health Coordinator started on the 1st of the month and is successfully establishing herself as a team leader for our MICH team. We are currently hiring a replacement for the bilingual (Spanish/English) CHW at WCC and have established a process with to support Spanish-speaking clients during this transition period.

COMMUNITY PARTNERSHIPS AND DEVELOPMENT

Emergency Preparedness:

- Attended District 2 Local Health Department meeting.
- Participated in District 2 Communication Drill.

HFI:

Currently, have met with / will be meeting with 17 out of the 19 community partners to ensure that they are meeting their program goals and to answer any questions that they may have. In April, St. Joseph Regional Medical Center and Memorial Hospital were fully executed. Still in the process of fully executing Purdue and Indiana University. Purdue University has signed both data sharing agreement and contract – waiting for Commissioner approval. As of right now, Indiana University has signed their contract but has refused to sign the data sharing agreement. Lastly, began preparations for Health First Indiana in 2025.

ENVIRONMENTAL HEALTH

	24-Apr	YTD	YTD
		2024	2023
SEPTIC PROGRAM			
RESIDENTIAL NEW CONSTRUCTION			
A. Inspections	12	31	46
B. Consultations	0	2	4
RESIDENTIAL REPLACEMENT			
A. Inspections	61	197	184
B. Consultations	2	4	4
COMMERCIAL			
A. Inspections	1	7	15
B. Consultations	0	0	1
C. Cluster System Inspections	0	2	0
Abandonments w/o Replacement	4	6	15
Permit Applications Received	56	155	160

Permits Issued	51	155	121
Public Information Events	0	0	1
SUBDIVISION PROGRAM			
A. Health Officer Reports	7	10	15
B. Subdivision Reviews	7	13	20
C. Rezoning and Replat Reviews	1	2	0
WELLHEAD PROGRAM			
A. Inspections Performed	8	30	36
WELL DRILLING PROGRAM			
RESIDENTIAL			
A. Inspections	14	55	47
B. Well Abandonments	17	65	64
COMMERCIAL			
A. Inspections	0	0	1
B. Well Abandonment Inspections	0	0	2
NEW CONSTRUCTION			
A. Permit Applications Received	5	22	32
B. Permits Issued	8	23	16
REPLACEMENT			
A. Permit Applications Received	17	58	65
B. Permits Issued	16	60	60
Total Permits Applications Received	27	108	141
Total Permits Issued	30	108	116
Use of Existing Well	0	4	4
Public Information Events	0	0	0
SOURCE WATER PROGRAM			
A. Phase I Inquiries	15	70	63
B. Spill Responses	0	0	1
C. Meth Lab Occurrence Response	0	0	0
D. Well/ground water Sampling	0	9	0
E. Microbe Treatments/Pumping Inspections	2	4	1
F. Illicit Discharge	4	6	**
G. Other	1	1	**
SURFACE WATER PROGRAM			
A. Surface Water Sampling	0	0	0
LEAD PROGRAM			
A. Lead Risk Assessments	21	45	26
a. EBLL Assessments	9	16	15
b. Parent Request Assessments	12	29	11
B. Clearances	10	33	21
C. Children Tested for Lead Levels*	362*	891	964
CAFO PROGRAM			

A. Inspections	0	0	0
AIR QUALITY PROGRAM			
A. Burn Permits	10	19	23
B. Indoor Air Quality Investigation	0	0	0
C. Mold Investigations	0	0	1
VECTOR PROGRAM			
A. Inspections performed	87	103	15
B. Sites Treated	71	71	0
C. Traps Collected	0	0	4
D. ISDH Submissions	0	0	0
E. Public Information Events	0	1	0
HEALTHY HOMES PROGRAM (Inside)			
A. Initial Complaints	5	38	59
a. No Water	1	10	12
b. Garbage/Food Waste	2	17	26
c. Feces	1	6	12
d. Rodents/Cockroaches	1	5	9
B. Follow-Up Complaints	2	47	70
a. No Water	1	32	37
b. Garbage/Food Waste	0	10	18
c. Feces	0	1	11
d. Rodents/Cockroaches	1	4	4
C. Dwellings Unfit	2	10	6
MESSAGE			
A. Establishment Inspections	16	38	60
B. Complaints	0	1	**
TATTOO/BODY PIERCING PROGRAM			
A. Inspections Performed	2	5	8
B. Complaints	0	1	**
COMPLAINTS/INVESTIGATIONS			
A. Garbage/Food Waste	3	35	47
B. Sewage	10	30	24
C. Water (ditches, lakes, ponds, & swells)	0	0	6
D. Motels/Hotels	0	0	1
E. Burning	0	2	4
F. Open Dumping	0	0	2
G. Follow-up Inspections	9	35	35
H. Eyelash Extensions	0	0	**
I. Other	9	50	19
ABATEMENT CORRESPONDENCE			
A. Abatement Correspondence Letters Mailed	31	139	113
B. Immediate Threat to Public Health Letters Mailed	1	2	2
C. Order to Vacate/Condemn Letters Mailed	2	11	10
D. Impending Legal Action Letters Mailed	6	17	9
SUBSURFACE INVESTIGATIONS			

A. Internal	2	8	0
B. External	0	1	0

*DUE TO TIME LAG OF State Database System
Lead testing numbers are one (1) month behind.
** No data for these fields

County Health Department

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 01/01/2024-12/31/2024		Budget	February	March	April	TOTALS	
REVENUE							
Beginning Balance		\$4,288,237.52					\$4,288,237.52
Property, FIT, Excise, Vehicle Excise Tax		\$2,089,100.00	\$0.00	\$0.00	\$0.00		\$0.00
Federal Reimbursements			\$178,658.35	\$12,776.18	\$12,302.77		\$212,959.96
Miscellaneous Revenue			\$0.00	\$227.11	\$326.66		\$553.77
TOTAL Tax, Fed Reimb and Misc Revenue			\$178,658.35	\$13,003.29	\$12,629.43		\$4,501,751.25
Environmental Health			\$100,805.00	\$60,978.75	\$36,201.56		\$256,395.31
Food Services			\$109,812.00	\$18,035.00	\$23,607.50		\$354,751.50
Immunization Clinic (South Bend)			\$10,157.97	\$7,442.16	\$19,702.58		\$49,781.56
Vital Records (South Bend)			\$50,999.00	\$43,065.90	\$39,296.30		\$172,015.65
Immunization Clinic (Mishawaka)			\$4,782.00	\$4,348.00	\$6,161.00		\$19,862.00
Vital Records (Mishawaka)			\$3,440.00	\$2,563.00	\$2,851.00		\$12,234.00
Fees (Charge 2, Coroner Fee)			(\$9,512.50)	(\$6,148.00)	(\$5,580.00)		(\$27,075.50)
Total Fee Revenue			\$270,483.47	\$130,284.81	\$122,239.94		\$837,964.52
TOTAL REVENUE			\$449,141.82	\$143,288.10	\$134,869.37		\$5,339,715.77
EXPENDITURES							
10000 Series		Budget	February	March	April	Expenditures	Unexpended
11030	Administrator	\$20,351.45	\$5,814.70	\$8,722.05	\$5,814.70	\$26,166.15	(\$5,814.70)
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	\$28,846.14	\$19,230.76	\$86,538.42	\$163,461.58
11107	Admin. Assistant (3)	\$129,000.00	\$9,923.10	\$14,559.40	\$9,923.10	\$44,036.54	\$84,963.46
11143	Registrars (3)	\$113,673.00	\$7,806.54	\$11,347.91	\$7,578.22	\$34,889.01	\$78,783.99
11144	Nursing Registrars (2)	\$75,782.00	\$5,829.40	\$8,744.10	\$5,824.54	\$26,222.58	\$49,559.42
11145	Staff Assistants (2)	\$75,782.00	\$5,829.40	\$8,744.10	\$5,829.40	\$26,232.30	\$49,549.70
11151	Director of Vital Records	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$23,094.36	\$43,622.64
11154	Asst. Director Vital Records	\$7,750.00	\$4,442.30	\$6,663.45	\$4,442.30	\$19,990.35	\$37,759.65
11155	Nurses/Other Medical (7)	\$396,055.00	\$28,011.84	\$45,382.35	\$30,465.80	\$129,442.55	\$266,612.45
11161	Director of Env Health	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$23,094.36	\$43,622.64
11162	Asst. Dir Environmental Health	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$21,080.79	\$39,819.21
11163	Director of Food Services	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$23,094.36	\$43,622.64
11165	Asst Dir Food Services	\$60,900.00	\$4,684.62	\$7,026.93	\$4,684.62	\$21,080.79	\$39,819.21
11170	Director of CARE	\$66,717.00	\$5,132.08	\$7,698.12	\$5,132.08	\$23,094.36	\$43,622.64
11172	Environmental Health Specialist (10)	\$534,370.60	\$37,135.00	\$55,832.00	\$37,268.00	\$167,895.00	\$366,475.60
11174	Food Service Specialist (5)	\$273,000.00	\$21,000.00	\$31,500.00	\$21,000.00	\$94,500.00	\$178,500.00
11183	Communications and Events Specialist	\$60,900.00	\$0.00	\$1,171.15	\$4,684.62	\$5,855.77	\$55,044.23
11195	Public Health Coordinator	\$52,500.00	\$3,028.84	\$6,057.69	\$0.00	\$13,124.99	\$39,375.01
11196	Health Promotion Specialist	\$0.00	(\$7,558.25)	\$0.00	\$0.00	\$0.00	\$0.00
11197	Director of HOPE	\$0.00	(\$5,132.08)	\$0.00	\$0.00	\$0.00	\$0.00
11305	Deputy County Attorney	\$16,869.00	\$1,297.62	\$1,946.43	\$1,297.62	\$5,221.37	\$11,647.63
11650	Executive Secretary	\$48,000.00	\$3,692.30	\$5,538.45	\$3,692.30	\$16,615.35	\$31,384.65
11701	Director of Nursing	\$86,772.00	\$6,674.76	\$10,012.14	\$6,674.76	\$30,036.42	\$56,735.58
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	\$7,026.93	\$4,684.62	\$21,080.79	\$39,819.21
14800	FICA Taxes @ 7.65%	\$212,491.00	\$13,260.94	\$22,076.14	\$14,545.99	\$64,989.90	\$147,501.10
14810	PERF @ 11.2%	\$309,208.00	\$19,398.54	\$31,885.48	\$21,294.52	\$94,450.19	\$214,757.81
14840	Health Insurance	\$841,800.00	\$233,325.00	\$0.00	\$0.00	\$233,325.00	\$608,475.00
Total 10000 Series		\$4,141,150.00	\$447,592.89	\$350,902.25	\$234,148.81	\$1,275,151.70	\$2,865,998.30
Acct	20000 Series	Budget	February	March	April	Expenditures	Unexpended
21030	Office Supplies	\$22,742.00	\$1,119.59	\$1,756.93	\$285.57	\$3,559.25	\$19,182.75
22120	Garage & Motor Supplies	\$11,980.00	\$141.45	\$424.69	\$620.77	\$1,727.16	\$10,252.84
22148	Field Supplies	\$4,000.00	\$9.99	\$276.91	\$834.45	\$1,161.34	\$2,838.66
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$200,000.00	\$2,818.71	\$6,068.01	\$6,775.26	\$26,208.84	\$173,791.16
Total 20000 Series		\$240,972.00	\$4,089.74	\$8,526.54	\$8,516.05	\$32,656.59	\$208,315.41
Acct	30000 Series	Budget	February	March	April	Expenditures	Unexpended
31010	Legal Services	\$75,000.00	\$3,125.00	\$3,871.00	\$4,286.30	\$11,857.30	\$63,142.70
31070	Other Contractual Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
31150	Medical Services	\$3,000.00	\$0.00	\$0.00	\$0.00	\$189.46	\$2,810.54
32020	Travel/Mileage	\$13,941.00	\$425.00	\$180.67	\$240.00	\$975.67	\$12,965.33
32203	Cell Phones	\$20,025.00	\$0.00	\$1,542.40	\$1,566.95	\$5,067.35	\$14,957.65
32350	Postage	\$250.00	\$0.00	\$0.00	\$19.26	\$38.27	\$211.73
32550	Miscellaneous Costs	\$5,000.00	\$941.38	\$0.00	\$0.00	\$941.38	\$4,058.62
33128	Environmental Health	\$3,500.00	\$20.20	\$0.00	\$44.00	\$220.09	\$3,279.91
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	\$165,847.50	\$0.00	\$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	\$2,406.36	\$5,414.64
38013	Principle on Debt	\$45,797.00	\$3,561.57	\$3,561.57	\$3,561.57	\$13,999.73	\$31,797.27
39010	Dues & Subscriptions	\$3,000.00	\$0.00	\$270.00	\$0.00	\$270.00	\$2,730.00
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00	\$488.00	\$0.00	\$488.00	(\$488.00)
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$517.78	\$517.78	\$4,482.22
Total 30000 Series		\$927,724.00	\$174,522.24	\$10,515.23	\$10,837.45	\$202,818.89	\$724,905.11
Total Budget		\$5,309,846.00					
TOTAL EXPENDITURES			\$626,204.87	\$369,944.02	\$253,502.31	\$1,510,627.18	
Total Unexpended							\$3,799,218.82
Net (Monthly)			(\$177,063.05)	(\$226,655.92)	(\$118,632.94)		
11	FUND BALANCE		\$4,174,377.45	\$3,947,721.53	\$3,829,088.59		

Local Public Health Services

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 01/01/2024-12/31/2024		Budget	February	March	April	TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
01412	State Grant		\$0.00	\$0.00	\$0.00	\$3,293,255.46	
	TOTAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$3,293,255.46	
	EXPENDITURES						
Acct	10000 Series	Budget	February	March	April	Expenditures	Unexpended
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	\$4,684.62	\$7,026.93	\$4,216.16	\$19,675.43	\$41,224.57
11181	Lead Program Coordinator	\$4,200.00	\$0.00	\$323.08	\$323.08	\$646.16	\$3,553.84
11182	Director of Community Partnerships & Development	\$48,754.72	\$0.00	\$0.00	\$5,132.08	\$5,132.08	\$43,622.64
11196	Health Promotion Specialist	\$105,000.00	\$11,596.71	\$5,855.77	\$4,038.46	\$25,529.40	\$79,470.60
11197	Director of HOPE	\$17,962.28	\$10,264.16	\$7,698.12	\$6,791.46	\$24,753.74	(\$6,791.46)
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	\$2,020.56	\$1,572.80	\$1,546.15	\$5,721.17	\$45,474.50
14810	PERF @ 11.2%	\$74,953.33	\$2,973.09	\$2,341.24	\$2,296.13	\$8,482.51	\$66,470.82
14840	Health Insurance	\$250,100.00	\$0.00	\$3,050.00	\$0.00	\$3,050.00	\$247,050.00
	Total 10000 Series	\$1,045,459.00	\$31,539.14	\$27,867.94	\$24,343.52	\$92,990.49	\$952,468.51
Acct	20000 Series	Budget	February	March	April	Expenditures	Unexpended
21030	Office Supplies	\$31,000.00	\$0.00	\$39.00	\$0.00	\$39.00	\$30,961.00
22148	Field Supplies	\$8,039.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,039.00
	Total 20000 Series	\$39,039.00	\$0.00	\$39.00	\$0.00	\$39.00	\$39,000.00
Acct	30000 Series	Budget	February	March	April	Expenditures	Unexpended
31015	Consultant Services	\$22,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,154.00
31059	Lead Program	\$9,000.00	\$0.00	\$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	\$108.63	\$0.00	\$108.63	\$13,891.37
32203	Cell Phones	\$14,950.00	\$7.99	\$220.30	\$223.85	\$676.06	\$14,273.94
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	\$39.00	\$0.00	\$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
	Total 30000 Series	\$2,189,017.46	\$46.99	\$328.93	\$223.85	\$823.69	\$2,188,193.77
Acct	40000 Series	Budget	February	March	April	Expenditures	Unexpended
44010	Equipment	\$19,740.00	\$0.00	\$0.00	\$348.00	\$348.00	\$19,392.00
	Total 40000 Series	\$19,740.00	\$0.00	\$0.00	\$348.00	\$348.00	\$19,392.00
	Total Budget	\$3,293,255.46					
	TOTAL EXPENDITURES		\$31,586.13	\$28,235.87	\$24,915.37	\$94,201.18	
	Total Unexpended						\$3,199,054.28
	Net (Monthly)		(\$31,586.13)	(\$28,235.87)	(\$24,915.37)		
	FUND BALANCE		\$3,252,205.52	\$3,223,969.65	\$3,199,054.28		

MIH Initiatives

LEAD: Renata Williams

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

County-Wide Lead Initiative

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$386,998.75				\$386,998.75	
02708	Federal Grants/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL REVENUE	\$386,998.75	\$0.00	\$0.00	\$0.00	\$386,998.75	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker	\$160,124.00	\$0.00	\$32,632.04	\$2,245.32	\$34,877.36	\$125,246.64
14800	FICA Taxes	\$12,250.00	\$0.00	\$2,496.35	\$171.76	\$2,668.11	\$9,581.89
14810	PERF	\$17,934.00	\$0.00	\$3,654.79	\$251.48	\$3,906.27	\$14,027.73
14840	Health Insurance	\$73,200.00	\$0.00	\$13,725.00	\$0.00	\$13,725.00	\$59,475.00
	Total 10000 Series	\$263,508.00	\$0.00	\$52,508.18	\$2,668.56	\$55,176.74	\$208,331.26
Acct	20000 Series						
21030	Office Supplies	\$3,000.00	\$0.00	\$110.91	\$39.00	\$149.91	\$2,850.09
22148	Field Supplies	\$62,840.75	\$0.00	\$712.11	\$25,262.13	\$25,974.24	\$36,866.51
	Total 20000 Series	\$65,840.75	\$0.00	\$823.02	\$25,301.13	\$26,124.15	\$39,716.60
Acct	30000 Series						
32020	Travel/Mileage	\$4,500.00	\$0.00	\$926.10	(\$269.55)	\$656.55	\$3,843.45
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	\$816.66	\$4.26	\$820.92	\$3,679.08
32350	Postage	\$4,560.56	\$0.00	\$460.38	\$392.00	\$912.94	\$3,647.62
33368	Public Information & Education	\$37,150.00	\$0.00	\$3,425.50	\$356.90	\$3,782.40	\$33,367.60
39750	Information Tech	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	Total 30000 Series	\$57,710.56	\$0.00	\$5,628.64	\$483.61	\$6,172.81	\$51,537.75
	Total Budget	\$387,059.31					
	Total Expenditures		\$0.00	\$58,959.84	\$28,453.30	\$87,473.70	
	Total Unexpended						\$299,585.61
	Net (Monthly)		\$0.00	(\$58,959.84)	(\$28,453.30)		
	FUND BALANCE		\$386,938.19	\$327,978.35	\$299,525.05		

Health Immunization CoAg

LEAD: Jodie Pairitz

Valid: 07/01/2023-06/30/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$62,224.56)				(\$62,224.56)	
02708	Federal/Grants Reimbursements		\$24,494.61	\$61,109.83	\$0.00	\$121,532.78	
05603	Return of 2 Year Warrant Funds		\$0.00	\$1,018.88	\$0.00	\$1,018.88	
	TOTAL REVENUE	(\$62,224.56)	\$24,494.61	\$62,128.71	\$0.00	\$60,327.10	
	EXPENDITURES						
Acct	10000 Series						
11077	Admin Assistant	\$17,000.00	\$0.00	\$4,956.04	\$3,307.70	\$8,594.59	\$8,405.41
11155	Nurses/Other Medical	\$25,000.00	\$732.49	\$6,893.51	\$4,883.24	\$12,509.24	\$12,490.76
11781	Imm Outreach Coordinator	\$26,250.04	\$4,038.46	\$4,038.46	\$0.00	\$12,115.38	\$14,134.66
11193	Part Time	\$134,000.00	\$20,626.04	\$26,242.37	\$18,170.57	\$78,162.58	\$55,837.42
14800	FICA Taxes	\$15,450.00	\$1,924.97	\$3,207.97	\$1,982.17	\$8,427.68	\$7,022.32
14810	PERF	\$7,563.00	\$534.34	\$1,779.44	\$917.38	\$3,720.52	\$3,842.48
14840	Health Insurance	\$21,350.00	\$0.00	\$4,575.00	\$0.00	\$4,575.00	\$16,775.00
	Total 10000 Series	\$246,613.04	\$27,856.30	\$51,692.79	\$29,261.06	\$128,104.99	\$118,508.05
Acct	20000 Series						
21030	Office Supplies	\$34,764.29	\$3,784.22	\$0.00	\$1,568.30	\$5,757.86	\$29,006.43
22406	Immunization Supplies	\$13,125.32	\$1,983.01	\$0.00	\$0.00	\$3,201.78	\$9,923.54
	Total 20000 Series	\$47,889.61	\$5,767.23	\$0.00	\$1,568.30	\$8,959.64	\$38,929.97
Acct	30000 Series						
32020	Travel /Mileage	\$504.18	\$0.00	\$0.00	\$0.00	\$0.00	\$504.18
32203	Cell Phones	\$3,493.04	\$7.99	\$280.81	\$299.86	\$903.40	\$2,589.64
33368	Public Info & Educ	\$14,788.70	\$0.00	\$0.00	\$903.80	\$953.40	\$13,835.30
36015	Contractual Services	\$14,108.44	\$492.31	\$451.50	\$613.20	\$2,154.45	\$11,953.99
	Total 30000 Series	\$32,894.36	\$500.30	\$732.31	\$1,816.86	\$4,011.25	\$28,883.11
Acct	40000 Series						
44010	Equipment	\$8,743.91	\$689.78	\$5,258.00	\$0.00	\$5,947.78	\$2,796.13
	Total 40000 Series	\$8,743.91	\$689.78	\$5,258.00	\$0.00	\$5,947.78	\$2,796.13
	Total Budget	\$336,140.92					
	Total Expenditures		\$34,813.61	\$57,683.10	\$32,646.22	\$147,023.66	
	Total Unexpended						\$189,117.26
	Net (Monthly)		(\$10,319.00)	\$4,445.61	(\$32,646.22)		
15	FUND BALANCE		(\$58,495.95)	(\$54,050.34)	(\$86,696.56)		

Health PHEP

LEAD: Jenna Rose

Valid: 07/01/2023-06/30/2024		Budget	February	March	April	Total	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$609.23)				(\$609.23)	
02708	Federal/Grants Reimbursements		\$0.00	\$722.46	\$986.07	\$2,486.48	
	TOTAL REVENUE	(\$609.23)	\$0.00	\$722.46	\$986.07	\$1,877.25	
	EXPENDITURES						
Acct	30000 Series						
32550	Miscellaneous Costs	\$19,808.62	\$417.60	\$986.07	\$556.77	\$2,434.02	\$17,374.60
	Total 30000 Series	\$19,808.62	\$417.60	\$986.07	\$556.77	\$2,434.02	\$17,374.60
	Total Budget	\$19,808.62					
	Total Expenditures		\$417.60	\$986.07	\$556.77	\$2,434.02	
	Total Unexpended						\$17,374.60
	Net (Monthly)		(\$417.60)	(\$263.61)	\$429.30		
	FUND BALANCE		(\$722.46)	(\$986.07)	(\$556.77)		

Health Issues & Challenges Lead

LEAD: Renata Williams

Valid: 07/01/2022-06/30/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$8,739.58				\$8,739.58	
02708	Federal/Grants Reimbursements		\$0.00	\$21,942.88	\$2,104.16	\$34,567.85	
	TOTAL REVENUE	\$8,739.58	\$0.00	\$21,942.88	\$2,104.16	\$43,307.43	
	EXPENDITURES						
Acct	10000 Series						
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	\$6,300.00	\$4,200.00	\$18,900.00	\$28,400.00
11199	Perinatal Coordinator	\$27,477.61	\$4,361.54	\$6,542.31	\$4,361.54	\$18,754.53	\$8,723.08
14800	FICA Taxes	\$7,166.92	\$617.62	\$945.10	\$617.62	\$2,731.22	\$4,435.70
14810	PERF	\$10,528.94	\$958.90	\$1,438.35	\$958.90	\$4,217.34	\$6,311.60
14840	Health Insurance	\$26,893.48	\$0.00	\$9,150.00	\$0.00	\$9,150.00	\$17,743.48
	Total 10000 Series	\$138,597.72	\$10,138.06	\$24,375.76	\$10,138.06	\$53,753.09	\$84,844.63
	Total Budget	\$138,597.72					
	Total Expenditures		\$10,138.06	\$24,375.76	\$10,138.06	\$53,753.09	
	Total Unexpended						\$84,844.63
	Net (Monthly)		(\$10,138.06)	(\$2,432.88)	(\$8,033.90)		
	FUND BALANCE		\$21.12	(\$2,411.76)	(\$10,445.66)		

Health Immun Supplemental

LEAD: Jodie Pairitz

Valid: 07/01/2023-06/30/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$10,510.79)				(\$10,510.79)	
02708	Federal/Grants Reimbursements		\$0.00	\$5,351.33	\$0.00	\$180,565.60	
	TOTAL REVENUE	(\$10,510.79)	\$0.00	\$5,351.33	\$0.00	\$170,054.81	
	EXPENDITURES						
Acct	10000 Series						
11087	Insurance Billing Specialist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11144	Nursing Registrar	\$58,006.02	\$36,086.00	\$0.00	\$0.00	\$36,086.00	\$21,920.02
11155	Nurses/Other Medical	\$86,076.67	\$53,138.50	\$0.00	\$0.00	\$53,138.50	\$32,938.17
11701	Director of Nursing	\$67,320.32	\$41,320.00	\$0.00	\$0.00	\$41,320.00	\$26,000.32
11950	Part Time	\$0.00	(\$2,428.13)	\$0.00	(\$2,872.44)	(\$2,872.44)	\$2,872.44
14800	FICA Taxes	\$16,172.33	\$9,800.90	\$0.00	(\$219.74)	\$9,766.91	\$6,405.42
14810	PERF	\$15,265.64	\$6,648.66	\$0.00	\$0.00	\$6,648.66	\$8,616.98
14840	Health Insurance	\$45,750.00	\$22,875.00	\$0.00	\$0.00	\$22,875.00	\$22,875.00
	Total 10000 Series	\$288,590.98	\$167,440.93	\$0.00	(\$3,092.18)	\$166,962.63	\$121,628.35
	Total Budget	\$288,590.98					
	Total Expenditures		\$167,440.93	\$0.00	(\$3,092.18)	\$166,962.63	
	Total Unexpended						\$121,628.35
	Net (Monthly)		(\$167,440.93)	\$5,351.33	\$3,092.18		
	FUND BALANCE		(\$5,351.33)	(\$0.00)	\$3,092.18		

Health CHWs for COVID

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 08/31/2021-08/30/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$47,723.92)				(\$47,723.92)	
02708	Federal/Grants Reimbursements		\$0.00	\$47,723.92	\$0.00	\$47,723.92	
	TOTAL REVENUE	(\$47,723.92)	\$0.00	\$47,723.92	\$0.00	\$0.00	
	EXPENDITURES						
Acct	10000 Series						
11030	Administrator	\$5,081.76	\$564.64	\$846.96	\$564.64	\$2,540.88	\$2,540.88
11055	Health Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11077	Admin. Assistant	\$22,280.22	\$2,475.58	\$3,713.37	\$2,475.58	\$11,140.11	\$11,140.11
11167	Community Health Worker	\$364,727.13	\$20,164.56	\$33,592.36	\$23,030.01	\$99,196.81	\$265,530.32
11170	Director of CARE	\$22,713.66	\$2,523.74	\$3,785.61	\$2,523.74	\$11,356.83	\$11,356.83
11176	Assistant Dir of CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11196	Health Promotion Specialist	\$490.82	\$0.00	\$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	\$1,924.68	\$3,171.35	\$2,156.10	\$9,377.17	\$18,809.20
14810	PERF	\$39,473.65	\$2,881.60	\$4,687.66	\$3,202.53	\$13,959.83	\$25,513.82
14840	Health Insurance	\$200,530.39	\$4,017.31	\$19,048.46	\$1,850.00	\$26,942.31	\$173,588.08
	Total 10000 Series	\$683,484.00	\$34,552.11	\$68,845.77	\$35,802.60	\$175,004.77	\$508,479.23
Acct	20000 Series						
22148	Field Supplies	\$2,431.38	\$0.00	\$431.43	\$0.00	\$431.43	\$1,999.95
	Total 20000 Series	\$2,431.38	\$0.00	\$431.43	\$0.00	\$431.43	\$1,999.95
Acct	30000 Series						
31015	Consultant Services	\$49,180.00	\$6,000.00	\$6,000.00	\$6,000.00	\$24,000.00	\$25,180.00
32020	Travel/Mileage	\$28,442.76	\$48.60	\$0.00	\$0.00	\$48.60	\$28,394.16
32050	Conferences & Training	\$39,078.49	\$113.58	\$0.00	\$1,672.19	\$1,962.93	\$37,115.56
32203	Cell Phones	\$5,593.10	\$0.00	\$337.69	\$358.16	\$1,143.69	\$4,449.41
33368	Public Information & Education	\$453,038.42	\$16,486.61	\$2,036.16	\$2,407.43	\$22,273.57	\$430,764.85
36015	Contractual Services	\$31,865.26	\$0.00	\$0.00	\$583.20	\$583.20	\$31,282.06
39010	Dues & Subscriptions	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00
	Total 30000 Series	\$607,978.03	\$22,648.79	\$8,373.85	\$11,020.98	\$50,011.99	\$557,966.04
	Total Budget	\$1,293,893.41					
	Total Expenditures		\$57,200.90	\$77,651.05	\$46,823.58	\$225,448.19	
	Total Unexpended						\$1,068,445.22
	Net (Monthly)		(\$57,200.90)	(\$29,927.13)	(\$46,823.58)		
	FUND BALANCE		(\$148,697.48)	(\$178,624.61)	(\$225,448.19)		

Health Crisis CoAg

LEAD: Dr. Purushotham - SUPPORT: Amy Ruppe

Valid: 07/01/2023-06/30/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$996,265.47				\$996,265.47	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	
	TOTAL REVENUE	\$996,265.47	\$0.00	\$0.00	\$0.00	\$996,265.47	
	EXPENDITURES						
Acct	10000 Series						
11157	Epidemiologist/EP Supervisor	\$0.00	\$0.00	(\$52,483.54)	\$0.00	(\$52,483.54)	\$52,483.54
11167	Community Health Worker	\$83,885.00	\$18,525.70	\$18,475.80	\$20,804.48	\$73,288.02	\$10,596.98
11180	School Health Liasion	\$63,482.00	\$4,883.24	\$8,069.72	\$4,883.24	\$22,719.44	\$40,762.56
11781	Imm Outreach Coordinator	\$11,539.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,539.00
11782	MIH Coordinator	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
11950	Part Time	\$19,096.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,096.00
11985	Temp/Seasonal Help	\$8,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,259.00
14800	FICA Taxes	\$15,851.00	\$1,726.02	(\$2,049.24)	\$1,904.76	\$3,083.68	\$12,767.32
14810	PERF	\$14,873.00	\$2,621.79	(\$2,905.07)	\$2,840.20	\$4,837.82	\$10,035.18
14840	Health Insurance	\$42,700.00	\$0.00	\$4,575.00	\$0.00	\$4,575.00	\$38,125.00
	Total 10000 Series	\$289,685.00	\$27,756.75	(\$26,317.33)	\$30,432.68	\$56,020.42	\$233,664.58
Acct	20000 Series						
21030	Office Supplies	\$3,500.00	\$0.00	\$39.00	\$0.00	\$39.00	\$3,461.00
	Total 20000 Series	\$3,500.00	\$0.00	\$39.00	\$0.00	\$39.00	\$3,461.00
Acct	30000 Series						
31015	Consultant Services	\$16,616.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,616.00
32020	Travel/Mileage	\$1,000.00	\$275.85	(\$738.90)	\$463.05	\$0.00	\$1,000.00
32203	Cell Phones	\$850.00	\$0.00	(\$556.18)	\$309.13	\$144.81	\$705.19
32550	Miscellaneous Costs	\$757,766.47	\$11,616.42	\$9,752.28	\$1,071.77	\$22,578.94	\$735,187.53
33368	Public Info & Educ	\$101,000.00	\$2,355.52	(\$53.25)	\$0.00	\$2,643.97	\$98,356.03
	Total 30000 Series	\$877,232.47	\$14,247.79	\$8,403.95	\$1,843.95	\$25,367.72	\$851,864.75
	Total Budget	\$1,170,417.47					
	Total Expenditures		\$42,004.54	(\$17,874.38)	\$32,276.63	\$81,427.14	
	Total Unexpended						\$1,088,990.33
	Net (Monthly)		(\$42,004.54)	\$17,874.38	(\$32,276.63)		
20	FUND BALANCE		\$929,240.58	\$947,114.96	\$914,838.33		

Health Local Health Services

LEAD: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$81,325.75				\$81,325.75	
	TOTAL REVENUE	\$81,325.75	\$0.00	\$0.00	\$0.00	\$81,325.75	
	EXPENDITURES						
Acct	10000 Series						
11066	Vector/Env Health Specialist	\$54,600.00	\$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
	Total 10000 Series	\$81,332.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,332.00
	Total Budget	\$81,332.00					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Unexpended						\$81,332.00
	Net (Monthly)		\$0.00	\$0.00	\$0.00		
	FUND BALANCE		\$81,325.75	\$81,325.75	\$81,325.75		

Health Trust Fund

Lead: Brett Davis

Valid: 01/01/2024-12/31/2024		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$373,482.35				\$373,482.35	
	TOTAL REVENUE	\$373,482.35	\$0.00	\$0.00	\$0.00	\$373,482.35	
	EXPENDITURES						
Acct	10000 Series						
11048	Vector Coordinator	\$56,000.00	\$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
	Total 10000 Series	\$100,174.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,174.00
Acct	20000 Series						
21030	Office Supplies	\$2,000.00	\$0.00	\$0.00	\$23.97	\$23.97	\$1,976.03
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
	Total 20000 Series	\$8,500.00	\$0.00	\$0.00	\$23.97	\$23.97	\$8,476.03
Acct	30000 Series						
32020	Travel /Mileage	\$1,000.00	\$0.00	\$27.00	\$0.00	\$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	\$2,400.00	\$0.00	\$2,400.00	\$600.00
39750	Information Technology	\$15,500.00	\$0.00	\$0.00	\$56.94	\$56.94	\$15,443.06
	Total 30000 Series	\$78,300.00	\$0.00	\$2,427.00	\$56.94	\$2,483.94	\$75,816.06
Acct	40000 Series						
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
	Total 40000 Series	\$152,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$152,500.00
	Total Budget	\$339,474.00					
	Total Expenditures		\$0.00	\$2,427.00	\$80.91	\$2,507.91	
	Total Unexpended						\$336,966.09
	Net (Monthly)		\$0.00	(\$2,427.00)	(\$80.91)		
	FUND BALANCE		\$373,482.35	\$371,055.35	\$370,974.44		

CHW Safety PIN

LEAD: Renata Williams - SUPPORT: Alissa Balke

Valid: 01/01/2024-12/31/2025		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$23,172.91)				(\$23,172.91)	
01412	State Grant		\$16,161.41	\$0.00	\$0.00	\$23,172.91	
	TOTAL REVENUE	(\$23,172.91)	\$16,161.41	\$0.00	\$0.00	\$0.00	
	EXPENDITURES						
Acct	10000 Series						
11167	Community Health Worker	\$137,246.46	\$0.00	\$29,089.40	\$0.00	\$29,089.40	\$108,157.06
11782	MIH Coordinator	\$74,853.13	\$0.00	\$0.00	\$3,662.43	\$3,662.43	\$71,190.70
14800	FICA Taxes	\$16,125.27	\$0.00	\$2,225.34	\$280.17	\$2,505.51	\$13,619.76
14810	Perf	\$23,608.24	\$0.00	\$3,258.01	\$410.19	\$3,668.20	\$19,940.04
14840	Health Insurance	\$106,750.00	\$0.00	\$13,725.00	\$0.00	\$13,725.00	\$93,025.00
	Total 10000 Series	\$358,583.10	\$0.00	\$48,297.75	\$4,352.79	\$52,650.54	\$305,932.56
	Total Budget	\$358,583.10					
	Total Expenditures		\$0.00	\$48,297.75	\$4,352.79	\$52,650.54	
	Total Unexpended						\$305,932.56
	Net (Monthly)		\$16,161.41	(\$48,297.75)	(\$4,352.79)		
	FUND BALANCE		\$0.00	(\$48,297.75)	(\$52,650.54)		

NACCHO Mentor Program

LEAD: Jenna Rose

Valid: 11/11/2022-07/31/2023		Budget	February	March	April	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$51,507.69				\$51,507.69	
	TOTAL REVENUE	\$51,507.69	\$0.00	\$0.00	\$0.00	\$51,507.69	
	EXPENDITURES						
Acct	20000 Series						
21030	Office Supplies	\$1,582.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00	\$1.00
	Total 20000 Series	\$1,582.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00	\$1.00
Acct	30000 Series						
31015	Consultant Services	\$18,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,450.00
32020	Travel/Mileage	\$4,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,285.00
32550	Miscellaneous Costs	\$10,690.69	\$0.00	\$0.00	\$136.36	\$136.36	\$10,554.33
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
	Total 30000 Series	\$49,925.69	\$0.00	\$0.00	\$136.36	\$136.36	\$49,789.33
	Total Budget	\$51,507.69					
	Total Expenditures		\$0.00	\$0.00	\$1,717.36	\$1,717.36	
	Total Unexpended						\$49,789.33
	Net (Monthly)		\$0.00	\$0.00	(\$1,717.36)		
	FUND BALANCE		\$51,507.69	\$51,507.69	\$49,790.33		

FOOD SERVICES UNIT

All pool permits must be renewed by April 30th each year; reportedly, 145 pool permits had been renewed by 4/30/2024. Seasonal pools renew their pool permit prior to opening for the season, annual pools that are late to renew will pay the late fee by May 3, 2024 or be ordered to close.

4-10 3 members of the food inspection staff performed Notre Dame Blue Gold game food inspections. As normal, approximately 50% fewer concessions/food vendors were in operation, as compared to regular season home football games.

4-16 The monthly virtual training held, by IDOH, for new food code 7-26, was attended by all food unit inspection staff and directors.

4-25 Assistant Food Service Director attended the Indiana Environmental Health Association (IEHA) Spring Conference held in Greenwood, IN.

A member of Indiana Environmental Health Association (IEHA) Executive Board, the Asst Director, Karen Teague, was required to report IEHA NW Chapter activities to the Executive Board, at the conference. Among Environmental Health and Food Protection specific conference topics were, Indiana tick update, home base Vendor food safety and backflow prevention.

NURSING

Immunizations

Together, both Mishawaka and South Bend saw 217 patients and have given 518 vaccines.

Mobile Immunization Team

Mobile team continued to offer flu and COVID vaccines with a focus on under-served populations. There were also two community Tdap clinics and the team started working with local school systems to provide school vaccines. We provided TB skin testing to medical students as well.

The mobile team saw 129 patients and gave 196 vaccines, as well as 28 TB skin tests.

Clinics

4-3-24 Broadway Christian Parish

4-4-24 1Roof

4-11-24 Kennedy Kindergarten open house

4-13-24 La Casa Health Fair

4-17-24 Bumps and Babies community baby shower

4-22-24 TB tests at IU School of Medicine

4-24-24 TB test reads at IU School of Medicine

4-24-24 Mishawaka High School

Public Health Nursing

The public health nurses continue to work on increasing their caseloads for local case investigations. There were 78 cases in the month of April.

Tuberculosis					
	April 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021
Directly Observed Therapies	31	175	79	525	195

Nurse Visits	30	145	124	113	42
QFT	10	28	3	33	6
CXR	1	1	1	3	0
New Active Cases	0	1	1	5	0
Active TB Cases Following	1	3	2	10	2
Latent TB Cases Following	29	49	37	29	17

VITAL RECORDS UNIT

	<u>Records Filed in April 2024</u>	<u>YTD 2024 Occurrences</u>	<u>YTD 2023 Occurrences</u>	<u>YTD 2022 Occurrences</u>
Statistics*				
Total Births	297	1329	1345	1394
Total Deaths	251	1119	1151	1203

Birth & Death data reflected as of 05/03/2024.

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 May 1, 2024, the report will include all lead tests drawn in March of 2024.

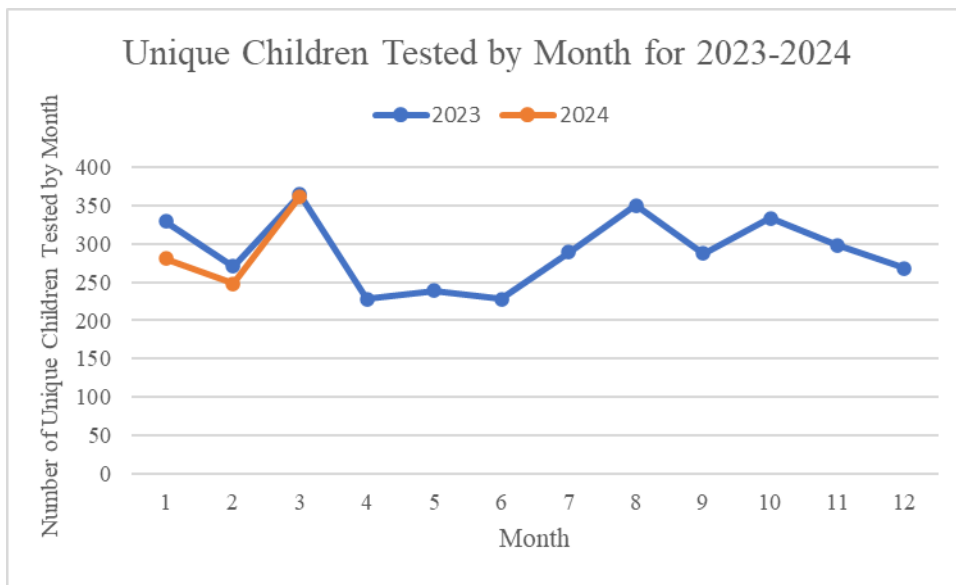
Tests drawn from March 1, 2024 – March 31, 2024

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
-------------------------	---------------	------------------	----------------	--------------

0	28	95	0	123
0.1-3.4	54	134	0	188
3.5-4.9	12	14	1	27
5-9.9	7	5	1	13
10-19.9	5	1	0	6
20-29.9	1	0	0	1
30-39.9	0	0	0	0
40-49.9	3	1	0	4
≥50	0	0	0	0
Total	110	250	2	362

There were two duplicate tests in the month of March, 362 unique children were tested.

2024 YTD = 891



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	March 2024	YTD 2024
46613	3 elevated	12 elevated
46619	7 elevated	11 elevated
46628	5 elevated	7 elevated
46601	2 elevated	5 elevated
46545	1 elevated	2 elevated
46614	1 elevated	2 elevated
Zip Code	March 2024	YTD 2024
46615	2 elevated	2 elevated
46616	1 elevated	2 elevated
46544	0 elevated	1 elevated
46637	0 elevated	1 elevated
46617	1 elevated	1 elevated

46554	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 and Education Events	# of events	# of tests	Education Only Events	# of events
April 2024	8	27	April 2024	2

YTD	# of events	# of tests
YTD 2024	22	79
YTD 2023	15	96
YTD 2022	6	70

On April 26, Micaela, Briannah, and Lori visited Pediatric Associates of Michiana to speak with their staff about lead poisoning, testing, and reporting. We plan on reaching out to local family medicine and pediatric providers to speak with their staff on why lead poisoning is a major public health issue in our community and how we can work together to identify and prevent it.

Case Numbers

Public Health Nursing receives elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels ≥ 10 ug/dL. Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL. In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of 3.5-4.9 ug/dL). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

Current Case Numbers as of 4/30/2024

Case Management	Case Monitoring	Unconfirmed Cases
79	101	46

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	April 2024	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	21	45	26	13	24	12
i. EBLL Assessments	9	16	15	3	5	6
ii. Parent Requests	12	29	11	10	19	6
B. Clearances	10	33	21	7	7	15

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Diana Purushotham, MD
Health Officer

St. Joseph County Department of Health

County Health Department - DRAFT #8

Acct #	Account Name	2024 Adopted	2025 Proposed	+ / -	NOTES
11196	Health Promotion Specialist (0)	\$52,500.00	\$0.00	(\$52,500.00)	
		\$52,500.00	\$0.00	(\$52,500.00)	-100.0%
		1	0		
11197	Director of HOPE (0)	\$66,717.00	\$0.00	(\$66,717.00)	
		\$66,717.00	\$0.00	(\$66,717.00)	-100.0%
		0	0		
11305	Deputy County Attorney (1)	\$16,869.00	\$17,713.00	\$844.00	
		\$16,869.00	\$17,713.00	\$844.00	5.0%
		1	1		
11650	Executive Secretary (1)	\$48,000.00	\$50,400.00	\$2,400.00	
		\$48,000.00	\$50,400.00	\$2,400.00	5.0%
		1	1		
11701	Director of Nursing (1)	\$86,772.00	\$91,111.00	\$4,339.00	
		\$86,772.00	\$91,111.00	\$4,339.00	5.0%
		0	0		
11950	Part Time (0)	\$10,962.00	\$0.00	(\$10,962.00)	
		\$10,962.00	\$0.00	(\$10,962.00)	-100.0%
		1	0		
11988	Finance Director (1)	\$0.00	\$76,650.00	\$76,650.00	
		\$0.00	\$76,650.00	\$76,650.00	#DIV/0!
		1	1		
12010	Data Analyst (1)	\$63,938.00	\$63,945.00	\$7.00	
		\$63,938.00	\$63,945.00	\$7.00	0.0%
14800	Fica Taxes @ 7.65%	\$212,636.00	\$219,253.00	\$6,617.00	3.1%
14810	PERF @ 11.2%	\$308,194.00	\$319,014.00	\$10,820.00	3.5%
14840	Group Health Insurance @ \$19,500/person	\$841,800.00	\$877,500.00	\$35,700.00	4.2%
	10000 series TOTAL	\$4,142,189.00	\$4,281,817.00	\$139,628.00	3.4%
21030	Office Supplies	\$22,742.00	\$22,742.00	\$0.00	0.0%
22120	Garage & Motor Supplies	\$11,980.00	\$11,980.00	\$0.00	0.0%
22148	Field Supplies	\$4,000.00	\$4,000.00	\$0.00	0.0%
22328	Equipment Repairs	\$2,250.00	\$2,250.00	\$0.00	0.0%
22406	Immunization Supplies	\$200,000.00	\$208,000.00	\$8,000.00	4.0%
	20000 series TOTAL	\$240,972.00	\$248,972.00	\$8,000.00	3.3%
31010	Legal Services	\$75,000.00	\$80,000.00	\$5,000.00	6.7%
31070	Other Contractual Services	\$10,000.00	\$10,000.00	\$0.00	0.0%
31150	Medical Services	\$3,000.00	\$3,000.00	\$0.00	0.0%
32020	Travel/Mileage	\$13,941.00	\$13,941.00	\$0.00	0.0%
32203	Cell Phones	\$20,025.00	\$20,025.00	\$0.00	0.0%
32350	Postage	\$250.00	\$250.00	\$0.00	0.0%
32550	Miscellaneous Costs	\$5,000.00	\$5,000.00	\$0.00	0.0%
33128	Environmental Health	\$3,500.00	\$3,500.00	\$0.00	0.0%
33368	Public Information & Education	\$5,000.00	\$5,000.00	\$0.00	0.0%
33938	Vector	\$50,000.00	\$0.00	(\$50,000.00)	-100.0%
34030	Liability Insurance Coverage	\$663,390.00	\$187,406.00	(\$475,984.00)	-71.8%
36500	Service Contract	\$17,000.00	\$17,000.00	\$0.00	0.0%
38012	Interest	\$7,821.00	\$0.00	(\$7,821.00)	-100.0%
38013	Principle	\$45,797.00	\$86,730.00	\$40,933.00	89.4%
39010	Dues & Subscriptions	\$3,000.00	\$3,000.00	\$0.00	0.0%
39750	Information Technology	\$5,000.00	\$5,000.00	\$0.00	0.0%
	30000 series TOTAL	\$927,724.00	\$439,852.00	(\$487,872.00)	-52.6%
	10000 series sub-total	\$4,142,189.00	\$4,281,817.00	\$139,628.00	3.4%
	20000 series sub-total	\$240,972.00	\$248,972.00	\$8,000.00	3.3%
	30000 series sub-total	\$927,724.00	\$439,852.00	(\$487,872.00)	-52.6%
	GRAND TOTAL	\$5,310,885.00	\$4,970,641.00	(\$340,244.00)	-6.41%

Local Health Department Name:	Saint Joseph County
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Local Public Health Funding Amount: \$6,345,204.00

Total Budget Breakdown

Section Number and Name	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
1. Personnel Services	\$1,886,015.00	\$366,425.00
2. Supplies	\$389,447.08	\$504,500.00
3. Other Services and Charges	\$3,110,317.92	\$69,499.00
4. Capital Outlays Up to 10% of Total	\$0.00	Remaining Balance
	\$0.00	\$0.00
	*TOTAL	\$5,404,780.00
	Total funding available:	\$0.00
	Remaining Balance:	-\$6,345,204.00
	\$19,000.00	\$0.00
	\$5,404,780.00	\$940,424.00
	\$0.00	\$0.00
	-\$6,345,204.00	-\$940,424.00

Sub-Section

Personnel Services

1. Salaries and Wages: Position/Title	# of Positions	Salary or Hourly Rate/Range	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Environmental Health Specialist	1	\$57,330.00		\$57,330.00
Food Safety Inspection Officer/Certified Pool Operator (FSIO/CPO)	1	\$57,330.00		\$57,330.00
Assistant Director of CARE	1	\$63,945.00	\$63,945.00	
Community Health Workers - Chronic Health (8)	8	\$40,865-\$43,201	\$336,264.00	
Community Health Workers - Lead (4)	4	\$40,865-\$43,201	\$168,132.00	
Community Health Workers - MIH (3)	3	\$40,865-\$43,201	\$124,931.00	
MIH Coordinator	1	\$66,657.00	\$66,657.00	
Health Promotion Specialist	2	\$55,125.00	\$110,250.00	
Lead Program Coordinator	1	\$4,410.00	\$4,410.00	
Perinatal Lead Coordinator	1	\$59,535.00	\$59,535.00	
Nurses/Other Medical (Public Health Nurse)	1	\$66,657.00	\$66,657.00	
Director of Community Partnerships & Development	1	\$70,053.00	\$70,053.00	
Vector Coordinator	1	\$58,800.00		\$58,800.00
Vector/Environmental Health Specialist	1	\$57,330.00		\$57,330.00
Vector Specialist	0.5	\$17.85/hour		\$13,125.00
School Health Liasion	1	\$66,657.00	\$66,657.00	
Subtotal will total automatically. Please do not enter anything into this row. 1. Salaries and Wages Subtotal:			\$1,137,491.00	\$243,915.00

2. Employee Benefits: Position/Title	Benefits Covered		60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Environmental Health Specialist	FICA Taxes, PERF and Health Insurance			\$30,307.00
Food Safety Inspection Officer/Certified Pool Operator (FSIO/CPO)	FICA Taxes, PERF and Health Insurance			\$30,307.00
Assistant Director of CARE	FICA Taxes, PERF and Health Insurance		\$31,554.00	
Community Health Workers - Chronic Health (8)	FICA Taxes, PERF and Health Insurance		\$219,387.00	
Community Health Workers - Lead (4)	FICA Taxes, PERF and Health Insurance		\$109,694.00	
Community Health Workers - MIH (3)	FICA Taxes, PERF and Health Insurance		\$82,051.00	
MIH Coordinator	FICA Taxes, PERF and Health Insurance		\$32,065.00	
Health Promotion Specialist	FICA Taxes, PERF and Health Insurance		\$59,783.00	
Lead Program Coordinator	FICA Taxes, PERF and Health Insurance		\$832.00	
Perinatal Lead Coordinator - Lead	FICA Taxes, PERF and Health Insurance		\$30,723.00	
Nurses/Other Medical (Public Health Nurse)	FICA Taxes, PERF and Health Insurance		\$32,065.00	
Director of Community Partnerships & Development	FICA Taxes, PERF and Health Insurance		\$32,705.00	
Vector Coordinator	FICA Taxes, PERF and Health Insurance			\$30,584.00
Vector/Environmental Health Specialist	FICA Taxes, PERF and Health Insurance			\$30,307.00
Vector Specialist	FICA Taxes			\$1,005.00
School Health Liaison	FICA Taxes, PERF and Health Insurance		\$32,065.00	
Subtotal will total automatically. Please do not enter anything into this row. 2. Employee Benefits Subtotal:			\$662,924.00	\$122,510.00
3. Other Personnel Services Position/Title	# of Positions	Salary or Hourly Rate/Range	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Contractor (Translation Services)	1	\$27.00/hour	\$10,000.00	
Consultant (Data Analyst)	1	\$75,600.00	\$75,600.00	
Subtotal will total automatically. Please do not enter anything into this row. 3. Other Personnel Services Subtotal:			\$85,600.00	\$0.00

Supplies			
4. Office Supplies:	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Community Health Workers		\$5,900.00	
MIH Staff		\$4,100.00	
Nurses/Other Medical (Public Health Nurse)		\$2,000.00	
Food Protection and Public and Semi-Public Swimming pools (FSIO/CPO)			\$500.00
Vector Program			\$4,000.00
Subtotal will total automatically. Please do not enter anything into this row. 4. Office Supplies Subtotal:		\$12,000.00	\$4,500.00
5. Operating Supplies: Item(s)	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Incentives		\$37,447.08	
Lead program for blood draws and risk assessments		\$15,000.00	
Supplies needed for vector program (fuel, pesticide, traps, vehicle repairs, etc.)			\$500,000.00
PHEP supplies (gowns, gloves, etc.)		\$25,000.00	
Subtotal will total automatically. Please do not enter anything into this row. 5. Operating Supplies Subtotal:		\$77,447.08	\$0.00
6. Repair and Maintenance Supplies	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 6. Repair and Maintenance Supplies Subtotal:		\$0.00	\$0.00

7. Other Supplies	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Car seats, bassinets, sleep sacks, etc. for MIH program		\$50,000.00	
Items needed by schools for school health (i.e. AED, lancets, insulin pen, Epi pen, etc.)		\$250,000.00	
Subtotal will total automatically. Please do not enter anything into this row. 7. Other Supplies Subtotal:		\$300,000.00	\$0.00
Other Services and Charges			
8. Professional Services	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation	
Radon test kits, remediation, education, promotion, testing equipment, certifications, memberships		\$261,307.00	
Water sampling and supplies for nitrate study, bacteria, etc.			\$5,000.00
Renovation, Repair and Painting (RRP) Training		\$9,000.00	
Training on GPR equipment			\$3,500.00
PFAS reduction testing, treatment and supplies			\$45,000.00
Chronic Health		\$150,000.00	
Injury prevention for the elderly		\$150,000.00	
IDoH Conferences/Trainings for Director of Community Partnerships & Development		\$5,000.00	
CHW Training - Covering Kids and Families Ins Navigation		\$450.00	
CHW Training - Covering Kids and Families Ins Navigation		\$300.00	
CHW Training - HealthVisions Midwest		\$7,200.00	
CHW Training - HealthVisions Midwest		\$4,800.00	
CHW Training - IN Navigator Exam		\$450.00	
CHW Training - IN Navigator Exam		\$300.00	
Maternal and Child Health		\$150,000.00	
Immunization		\$20,000.00	
TB program (education, printing, supplies)		\$5,000.00	
BLS training for clinical staff		\$5,000.00	
Vital Records fund		\$1,500.00	
Software		\$6,000.00	
Rebinding books		\$200,000.00	
Program to replace Chronica		\$25,000.00	
Access and Linkage to Clinical Care		\$97,375.55	
Trauma and Injury Prevention		\$194,751.09	
Chronic Disease Prevention		\$389,502.17	
Infectious Disease Surveillance and Prevention		\$97,375.55	
Immunizations		\$194,751.09	
Lead Case Management and Risk Assessment		\$97,375.55	
Maternal and Child Health		\$584,253.28	
School Health Liaison		\$194,751.09	
Tobacco Prevention and Cessation		\$97,375.55	
Subtotal will total automatically. Please do not enter anything into this row. 8. Professional Services Subtotal:		\$2,948,817.92	\$53,500.00

9. Communication and Transportation	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Cell phone service for 28 staff listed in section 1 above	\$22,000.00	\$3,929.00
Mileage at \$0.45/mile for 28 staff listed in section 1 above	\$6,000.00	\$1,070.00
Postage needed for Environmental Health (radon test kits, lead samples, etc.)	\$6,000.00	
Subtotal will total automatically. Please do not enter anything into this row. 9. Communication and Transportation Subtotal:	\$34,000.00	\$4,999.00
10. Printing and Advertising	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Advertising	\$45,000.00	
Printing for radon program	\$2,500.00	
Printing for CHWs	\$10,000.00	
Printing for lead program	\$10,000.00	
Printing for MIH program	\$10,000.00	
Printing for Food Unit (new food code, inspection forms, etc.)		\$5,000.00
Subtotal will total automatically. Please do not enter anything into this row. 10. Printing and Advertising Subtotal:	\$77,500.00	\$5,000.00
11. Insurance	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Liability insurance for volunteers to assist during an emergency/disaster	\$50,000.00	
Subtotal will total automatically. Please do not enter anything into this row. 11. Insurances Subtotal:	\$50,000.00	\$0.00
12. Utility Services	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 12. Utility Services Subtotal:	\$0.00	\$0.00

13. Repairs and Maintenance	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 13. Repairs and Maintenance Subtotal:	\$0.00	\$0.00
14. Rentals	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Facility rental to host trainings on new food code		\$6,000.00
Subtotal will total automatically. Please do not enter anything into this row. 14. Rentals Subtotal:	\$0.00	\$6,000.00
15. Debt Service	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 15. Debt Service Subtotal:	\$0.00	\$0.00
16. Other Services and Charges	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 16. Other Services and Charges Subtotal:	\$0.00	\$0.00

Capital Outlays	Up to 10% of Total	\$0.00	Remaining Balance:	\$0.00	
17. Land				60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
			3		
Subtotal will total automatically. Please do not enter anything into this row. 17. Land Subtotal:				\$0.00	\$0.00
18. Infrastructure				60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 18. Infrastructure Subtotal:				\$0.00	\$0.00
19. Buildings				60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 19. Buildings Subtotal:				\$0.00	\$0.00
20. Improvements Other Than Buildings				60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation

Subtotal will total automatically. Please do not enter anything into this row. 20. Improvements Other Than Buildings Subtotal:		\$0.00	\$0.00
21a. Machinery and Equipment (No Vehicles)	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
iPads (Nursing)	6	\$6,000.00	
iPads (Vital Records)	5	\$5,000.00	
Camera, battery, SD cards, carrying case, tripod, etc.		\$8,000.00	
Subtotal will total automatically. Please do not enter anything into this row. 21a. Machinery and Equipment (No Vehicles) Subtotal:		\$19,000.00	\$0.00
21b. Machinery and Equipment (Vehicles Only)	Quantity	60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 21b. Machinery and Equipment (Vehicles) Subtotal:		\$0.00	\$0.00
22. Other Capital Outlays		60% to 100% on Preventive Core Services	Up to 40% of funding spent on Food Protection, Environmental Public Health and Tattoo, Body Piercing, Eyelash Safety, and Sanitation
Subtotal will total automatically. Please do not enter anything into this row. 22. Other Capital Outlays Subtotal:		\$0.00	\$0.00

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

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

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

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

Incumbent serves as Vital Records Assistant Director for the St. Joseph County Department of Health, responsible for supervising and directing assigned personnel, assisting the public, and processing, issuing, filing, and maintaining vital records in compliance with state and County guidelines.

DUTIES:

Performs all duties of the Vital Records Director in their absence.

Supervises and directs assigned personnel, including interviewing job candidates and making hiring recommendations, orienting new employees, ensuring proper training and instruction, planning and delegating work assignments, establishing goals, maintaining discipline and recommending corrective action as warranted, and keeping supervisor and assigned personnel informed of organization developments.

Answers telephone and receives office visitors, provides and/or verifies vital records information, prepares copies, notarizes documents, takes messages, schedules appointments, and/or refers callers to co-workers or more appropriate person or agency.

Prepares, verifies, amends, records, and maintains birth and death records according to state guidelines, ensuring proper processing and filing of records, both digital, online and paper records. Provides birth and death verifications as requested by federal agencies or departments.

Issues birth and death certificates, name changes, and/or corrections as requested, including assisting individuals with completing applications, preparing certificates, making and certifying copies, notarizing documents, and collecting and receipting payments.

Reviews and verifies employee timesheets.

Dates death certificates, affixes Health Officer's signature and enters information into appropriate database. Compares burial certificates with death certificates, noting discrepancies and performing research to obtain missing information. Scans and stores in appropriate database/software system.

Communicates with medical personnel, families, and funeral directors to provide assistance with death certificates and forms and reviews death certificates to ensure accuracy and compliance with state requirements.

Compiles required statistics and reports and assists Indiana State Department of Health (ISDH) personnel in coordinating services and resolving problems with procedures and records.

Types and scans various documents, including paternity affidavits, marriages, delayed registrations, home births, corrections, court orders, adoptions, paternitys, birth applications, and burial permits.

Performs accounting and billing duties such as preparing invoices and maintaining related records.

Performs other administrative duties such as receiving/processing mail, balancing cash drawer, and preparing deposit.

Reports home births to Public Health Nurse and notifies proper authorities of deaths associated with tuberculosis, contagious diseases, and Sudden Infant Death Syndrome (SIDS). Forwards summaries of deaths in the County to Center for Disease Control (CDC).

Performs genealogy searches as requested.

Assists in Mishawaka Registrar's Office as needed.

Assists with development of Division policies and procedures and attends education workshops and training seminars as necessary.

Performs duties of co-workers in their absence and related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree in Health Care Administration or related field required. Five years of experience in a Vital Records setting may be considered.

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

Possession of or ability to obtain and maintain required certifications and training such as valid Notary Public certification.

Practical knowledge of legal requirements and proper procedures for processing, filing, certifying, and releasing vital records information, with ability to ensure proper maintenance of department files, apply and interpret procedures, refer to manuals, journals, registries, and online information, and complete additional training seminars as required.

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

Practical knowledge of Vital Records state, federal, and local laws, ordinances, codes, and rules with the ability to ensure compliance.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

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

Ability to effectively supervise and direct assigned personnel, including interviewing job candidates and making hiring recommendations, orienting new employees, ensuring proper training and instruction, planning and delegating work assignments, establishing goals, maintaining discipline and recommending corrective action as warranted, and keeping supervisor and assigned personnel informed of organization developments.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computers, telephones, calculators, fax machines, copiers, scanners, microfilm readers, and other equipment as needed.

Ability to deliver presentations, speeches, and training models on a public platform or in a private setting.

Ability to effectively listen, comprehend, and communicate with co-workers, other County/City departments, personnel from other departments and agencies, medical personnel, funeral homes, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or difficult persons.

Ability to compare or observe similarities and differences between data, people, or legal documents and dictate the information from one source to another.

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).

Ability to count, compute, and perform arithmetic operations.

Ability to compile, collate, and classify data and make data-driven decisions.

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

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, and work rapidly for long periods.

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 hours and travel out of town for conferences and training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to a mandated schedule with work priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and or guidance from supervisor. Errors in work are usually detected or prevented through procedural safeguards. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, all levels of government agencies, medical personnel, funeral homes, and the public for the purposes of exchanging information, rendering services, and instructing.

Incumbent reports directly to Director of Vital Records.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and service counter, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects, keyboarding, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to irate/difficult persons.

Incumbent is occasionally required to work extended hours and travel out of town for conferences and training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Vital Records Assistant Director 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 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