

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

Regular Meeting

MINUTES

May 15, 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 VanBrauene
Kristin Vincent, CNM

Members Absent:

Vacant Position
Vacant Position

Also Present:

Diana Purushotham, MD	Jodie Pairitz
Michael Wruble	Danielle Sims
Amy Ruppe	Lauren Gunderson
Jennifer S. Parcell	Matt Gotsch
Mark Espich	Jenna Rose
Ericka Tijerina	Kim Dreibelbeis
Alissa Balke	Johnathon Carmona
Carolyn Smith - Zoom	Marcellus Lebbin, Counsel
Renata Williams - Zoom	

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 agenda for May 15, 2024.

John Linn asked for the agenda to be amended to move up item 24-22 Discussion and Vote – Assistant Director Vital Records Job Description to before item 24-20 Discussion and Vote – 2025 Budget – County Health Department.

Upon a motion by Ellen Reilander, Esq., being seconded by Michelle Migliore, DO and unanimously carried, the agenda for May 15, 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 April 17, 2024.

Upon a motion by Ellen Reilander, ESQ., being seconded by Elizabeth Lindenman, MD and unanimously carried, the minutes of the April 17, 2024, regular meeting of the St. Joseph County Board of Health were approved.

IV. BOARD PRESIDENT ANNOUNCEMENTS

John Linn thanked Dr. Purushotham for her guidance and work with the St. Joseph County Department of Health over the past year and wishes her much success in her future endeavors.

V. HEALTH OFFICER PRESENTATION and REPORT

- 24-18 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 we have two contracts that we are working on to execute for HFI, one of which should be approved next week. She also discussed the KPI’s for community partners and we should have an update by the end of the month.

Dr. Purushotham thanked the Board of Health, the Council, the Commissioners for their support throughout the year and the Staff of the Department for the excellent work they have done during her tenure.

Upon a motion by Ellen Reilander, ESQ, being seconded by Robert Hays, MD and unanimously carried, the April 2024 Health Officer’s Report was approved.

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?)

Upon a motion by Ellen Reilander, Esq. being seconded by Elizabeth Lindenman, MD and unanimously carried the June Regular Board of Health Meeting will be held on June 26th at 4:30 pm in the Council Chambers on the 4th floor of the County City Building.

24-22 Discussion and Vote – Job Description – Assistant Director of Vital Records.

Amy Ruppe stated the biggest change comes on page 3, Bachelor’s Degree in Health Care Administration or related field, or five years’ experience in a Vital Records setting, is required. This is so the Assistant can step in in the absence of the Director of Vital Records, if needed.

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

24-20 Discussion and Vote on 2025 Budget- County Health Department.

Amy Ruppe highlighted some of the changes in the County Health Department budget.

- Included 5% increases at a minimum for all staff.
- Increased Assistant Director of Vital Records due to a change in job requirements in job description.
- Removed one unfilled EHS due to changes in Legislature regarding Property Transfers.
- Health Insurance increased \$1,200 per person.
- Removed vector program funding since it has funds available in HFI for 2025.
- Liability Insurance Coverage reduced by Auditor’s office.
- Fleet Allocation increased by Commissioner’s office.

Upon a motion by Michelle Migliore, D.O., being seconded by Robert Hays, MD and unanimously carried the 2025 County Health Department Budget was given a favorable recommendation.

24-21 Discussion and Vote on 2025 Budge- Local Public Health Services Budget.

Amy Ruppe highlighted some of the changes in the Local Public Health Services Budget.

- Moved vector program and school wellness program to HFI.
- Moved the purchase of public health emergency preparedness supplies to HFI.
- Increased funds for our radon, water sampling and PFAS programs.
- Included funds to roll out new Food Code.

Upon a motion by Ellen Reilander, ESQ, being seconded by Kristin Vincent, CNM and unanimously carried the 2025 Local Public Health Services Budget was given a favorable recommendation.

24-23 Discussion and Vote- Health Officer appointment

Upon a motion by Ellen Reilander, ESQ, being seconded by Robert Hays, MD and carried the appointment of Michelle Migliore, D.O to part time Health Officer was given a favorable recommendation to the St. Joseph County Council. (Michelle Migliore, D.O. Abstained)

VII. GRANT REQUESTS

There were no grant requests.

VIII. OLD BUSINESS

There was no old business.

IX. PUBLIC COMMENT (3 Minute Limit)

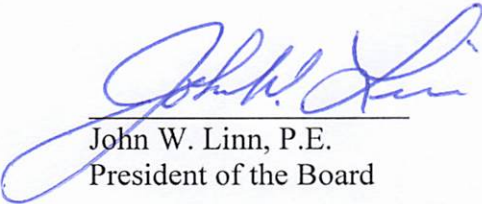
There was no one who signed up for public comment.

X. TIME AND PLACE OF NEXT REGULAR MEETING

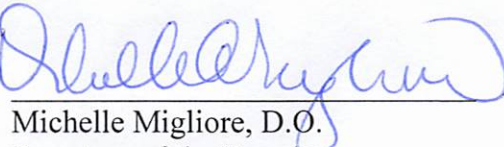
June 26, 2024 – 4:30 p.m. 4th Floor Council Chambers.

XI. ADJOURNMENT

Upon a motion by Ellen Reilander, ESQ, being seconded by Robert Hays, MD, the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:17 p.m.



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



Michelle Migliore, D.O.
Secretary of the Board