

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

Regular Meeting

**MINUTES**

July 17, 2024,  
4:30 p.m.

Boardroom 8<sup>th</sup> Floor  
County City Building, South Bend, IN

**Members Present:**

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

**Members Absent:**

Vacant Position  
Vacant Position  
Vacant Position

**Also Present:**

Michelle Migliore, D.O.  
Diana Purushotham, MD  
Michael Wruble  
Jennifer S. Parcell  
Ericka Tijerina  
Alissa Balke  
Carolyn Smith  
Renata Williams

Brett Davis  
Amy Ruppe  
Jenna Rose  
Matt Gotsch  
Jodie Pairitz, RN - Zoom  
Amy Schnick  
Marcellus Lebbin, Esq. - 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 agenda for July 17, 2024.

Upon a motion by Ellen Reilander, Esq, being seconded.  
by Elizabeth Lindenman, MD and unanimously carried, the agenda  
for July 17, 2024, was adopted.

The agenda was asked to be amended when 24-28 Discussion and Vote – 2025 Budget (Revised) – Local Public Health Services was spoken about to also include 24-31 Discussion and Vote – 2025 Budget (Revised) - County Health Department.

Upon a motion by Kristin Vincent, being seconded by Ellen Reilander, Esq., the agenda was amended to include 24-31 Discussion and Vote – 2025 Budget (Revised) - County Health

**III. APPROVAL OF MINUTES**

It is recommended the Board of Health members approve the minutes of the regular meeting of June 26, 2024.

Ellen Reilander, Esq.: Asked that on page three, item beginning with Mark Espich explained, to read as follows: “Mark Espich explained House Bill 1329 that recently passed that prohibits the Department of Health requiring septic inspections for property transfers starting July 1, 2024, outside the sole source aquifer”.

Upon a motion by, Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD and unanimously carried, the minutes of the May 15, 2024, regular meeting of the St. Joseph County Board of Health were approved, as amended.

**IV. BOARD PRESIDENT ANNOUNCEMENTS**

There were no Board President Announcements

**V. HEALTH OFFICER PRESENTATION and REPORT**

24-25 Discussion and Vote –Quarterly Health Officer’s Report  
Community Access, Resources, and Education (CARE)  
Community Partnerships and Development  
Environmental Health  
Finance  
Food Services  
Nursing – Immunizations, Mobile Clinic & Public Health Nursing  
Vital Records  
Lead Report  
Health First Indiana (HFI) – Unit Spotlight

Dr. Migliore asked if the Board was able to review the packet and if the Board had any questions.

Ellen Reilander, Esq.: Now that we have had the Community Health Workers for a while, can you tell me what happens when the Social Needs Assessment comes in?

Renata Williams, Director of Community Access, Resources and Education (CARE): We follow the community member for 180 days, so our staff can assist them with any additional needs. Depending on the community members need it may be addressed quickly or it may take a couple months. For example, the Medicaid application is a lengthy process, but the employee checks the status regularly for the community member.

Ellen Reilander, Esq.: It looks like on table I, transportation is our biggest request. Are there specific transportation issues? Trouble getting to medical appointments, grocery stores?

Renata Williams: It could be all of them, the Community Health Worker will do an intake and identify what that need is for.

John Linn: On the same table under food is it cost of food or access to food?

Renata Williams: What we are seeing is the cost. We do provide gift cards especially for the immediate need as well as give them information for food pantries.

Kristin Vincent, CNM: Sound like we are gearing towards services that are not health related. Do you feel like a lot of hours are geared towards health things or other social things?

Renata Williams: We try to address those social drivers by getting our message out and helping them meet their basic needs.

Kristin Vincent: Is there another department that addresses those things that are not health related.

Renata Williams: Some of the providers have social workers, so they see some of those needs while they are at the office and try to connect them to the resources they need.

Kristin Vincent, CNM: Do you feel like we are the front line for those social needs? Do people come to us and expect that they will get those services through the DoH?

Renata Williams: I don't know if we are the front line, but I think people recognize that we are able to do that, and they are coming to us more frequently since we can service everyone in St. Joseph County and not just a specific area.

Kristin Vincent: Do you feel like you have the adequate staff to meet those demands?

Renata Williams: We have enough help for that, and we refer to those other places that can help as well.

Kristin Vincent, CNM: How do we promote the services offered?

Renata Williams: We have a geofenced commercial ready to launch, attend a number of community events and hand out informational flyers.

Kristin Vincent, CNM: Do you reach out to the healthcare providers and let them know what we do?

Renata Williams: A lot of times they have someone in their office that can help, but they are only going to see the ones that are actually in their office.

Kristin Vincent, CNM: Why is there always a jump in numbers between septic applications received then issued.?

Brett Davis: There is a process, we are not just rubber stamping the permits.

Kristin Vincent, CNM: Do you think you have adequate staff?

Brett Davis, Vector Coordinator: There are a lot of changes in the septic world, and things are going well and as the season goes on, we will re-evaluate as needed.

Kristin Vincent, CNM: Where are you in the CivicGov process?

Briannah (Breezy) McCall, Assistant Director of Environmental Health: CivicGov is in the works, and they anticipate it launching soon-ish.

John Linn: Great interview on TV Brett. How is the process going for mosquito spraying?

Brett Davis: We have had 38 people within the county fill out the request for notification of mosquito spraying. We are running about a week and a half ahead from last year with positive test results. Residents can sign up on our website to get notification of when we are spraying. Deadline to sign up is 3:30 p.m. on the day of spraying and needs to be done annually. We spray from the back of our truck using an electric fogger. We try to spray at night, so we don't affect non-target species. We have only had 2 positive West Nile pools and we spray only when there is a public health threat. We spray a ½ mile to a mile around the water pool that tested positive. I check Beecheck.org and Driftwatch.org to make sure we are maintaining a safe distance from them when spraying.

John Linn: How is the new food code coming?

Carolyn Smith, Director of Food Services: We do not have a date for it to be rolled-out yet.

Jenna Rose, Director of Community Partnerships and Development: Handed out a new timeline for HFSJC 2025 and presented key performance indicators for current awardees.

Marcel Lebbin, Esq.: We are creating a subcommittee to include three Board of Health members in the review process for HFSJC.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried, the Health Officer's Report was approved as presented.

## **VI. NEW BUSINESS**

24-26 Discussion and Vote – Recommendation to the Board of County Commissioners re: Board of Health Member appointment.

John Linn: It is our responsibility to send three recommendations to the County Commissioners for appointment. Elizabeth and John talked through the applications that were received and picked those who fit the required criteria.

A brief discussion was had about the two vacant Board of Health positions. The Mayor of the City of South Bend and the Mayor of Mishawaka are each required to recommend an appointee to the County Commissioners for their appointment.

Upon a motion by Kristin Vincent being seconded by Elizabeth Lindenman, MD and carried, potential replacement members to the Board of Health were sent to the County Commissioners with no recommendation include Frank Spesia, Cynthia Heckman-Davis, MD, and Michael A. Harding. (Robert Hays, MD voted nay)

24-27 Discussion and Vote – Committee Appointments – HFSJC

Upon a motion by Elizabeth Lindenman, MD being seconded by Jill Kaps-VanBruaene and unanimously carried John Linn, Elizabeth Lindenman, MD, and Ellen Reilander were appointed to the newly formed committee of Health First St. Joseph County (HFSJC).

24-31 Discussion and Vote – 2025 Budget (Revised) County Health Department

Amy Ruppe, Director of Finance: We would like to move unused funds in Health Officer, FICA, Health insurance and PERF to other contractual services.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD the 2025 budget for the County Health Department was approved.

24-28 Discussion and Vote – 2025 Budget (Revised) – Local Public Health Services

Amy Ruppe: \$19,500 was added to the budget. We also added a line item in the budget for Rent/Buildings/Office space to improve accessibility to the Dept. of Health.

Upon a motion by Elizabeth Lindenman, MD being seconded by Robert Hays, MD the 2025 budget for Local Public Health Services was approved.

\$50,000 from the Barb and John Phair Foundation to the School Health Community Partnership Program was approved.

**VII. GRANT REQUESTS**

24-34 Discussion and Vote – Apply and Receive - Memorandum of Understanding between REAL Services, Inc., and St. Joseph County Department of Health

Upon a motion by Elizabeth Lindenman, MD being seconded by Kristin Vincent, CNM, and unanimously carried the Memorandum of Understanding between REAL Services, Inc., and the St. Joseph County Department of Health to Apply and Receive was approved.

**VIII. OLD BUSINESS**

There was no old business.

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

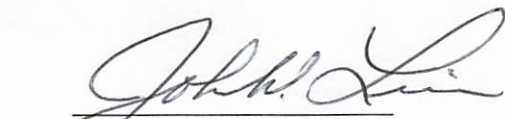
Cynthia Heckman-Davis of \_\_\_\_\_ spoke about one of the HFI grantees, the pop-up village who was at the Kroc Center. She was impressed with the scope of the actual services provided.

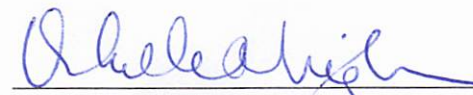
**X. TIME AND PLACE OF NEXT REGULAR MEETING**

September 18, 2024 – 4:30 p.m. 4<sup>th</sup> Floor Council Chambers.

**XI. ADJOURNMENT**

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD the regular meeting of the St. Joseph County, Indiana Board of Health was adjourned at 5:32 p.m.

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

  
Michelle Migliore, D.O.  
Secretary of the Board