

**Meeting of the Board of Health  
St. Joseph County Health Department  
8<sup>th</sup> Floor, County-City Building  
Board Room**

**February 13, 2019  
5:00 p.m.**

**I. AGENDA AND MINUTES**

It is recommended that this agenda for the February 13, 2019, meeting of the Board be adopted as presented.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**APPROVAL OF THE MINUTES OF THE JANUARY 9, 2019, REGULAR MEETING OF THE BOARD:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**II. HEALTH OFFICER ORAL REPORT**

1. Ongoing Programs Update

**III. DEPUTY HEALTH OFFICER ORAL REPORT**

1. Ongoing Programs Update

**IV. NEW BUSINESS**

- 19-3 Discussion and Vote on January, 2019 Health Officer's Report
- 19-4 Discussion and Vote on Employee Pay Out

**V. OLD BUSINESS**

- 19-2 Board of Health Orientation – To be held directly following Regular meeting 2/13/19

VI. BOARD NOTIFICATIONS:

1. Hirings:  
Elizabeth Wolff, Health Educator, starting February 19, 2019
2. Resignations
3. Retirements

VII. PUBLIC COMMENT (3 Minute Limit)

VIII. TIME AND PLACE OF NEXT REGULAR MEETING

March 20, 2019 - 5:00 p.m.

St. Joseph County Health Department Board Room

CLOSE OF MEETING

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MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH

January 9, 2019  
Regular Meeting

Present at the Meeting:

Dale Deardorff, M.D.	President
Heidi Beidinger-Burnett	Vice President
John Linn	Member
Jason Marker, M.D.	Member
Emily Dean	Member

Also Present at the Meeting:

Dr. Luis Galup	Health Officer
Mark Fox, M.D.	Deputy Health Officer
Elizabeth McCue	Epidemiologist
Robin Vida	Health Education Director
Brett Davis	Environmental
Mark Espich	Environmental
J. David Keckley	Attorney for Health Department

**I. AGENDA AND MINUTES**

On motion made by John Linn, seconded by Dr. Marker, and unanimously approved, the agenda for the January 9, 2019 Regular Meeting of the Health Board was adopted.

On motion made by John Linn, seconded by Dr. Marker, and unanimously approved, the Minutes of the December 12, 2018 regular meeting of the Board were approved.

**Presentation regarding Opioid Overdoses in St. Joseph County by Betsy McCue, Epidemiologist of the Health Department.**

Betsy McCue explained that the Health Department has received a \$20,000 grant to be utilized in the preparation of an opioid overdose plan. She presented a power-point presentation which contained the following information: The source of the funding is the Indiana State Department of Health and U.S. Centers for Disease Control and Prevention; to increase individuals entering recovery, to increase awareness about opioid and addiction, and to develop a comprehensive overdose response plan; to decrease overdose deaths, decrease “near-death” overdoses reporting to emergency rooms and to better understand addictions and ways to address it; reviewed graphs showing the increase in overdose deaths in St. Joseph County from 41 in 2011 increasing to 69 in 2017; and showing the type of drugs causing a particular death.

Between now and August, 2019, she will be involved in activities to include: “ESSENCE surveillance; overdose response plan development meetings; trainings for stakeholders; preparing a cohesive mass education message about addiction and the opioid crises; and table-top exercise development and implementation.

Board Members thanked Betsy for her presentation.

## **II. HEALTH OFFICER ORAL REPORT**

### **1. Food Inspections of Acute Care Hospitals**

All hospital food business regardless of whether owned or operated by the hospital will now fall under the jurisdiction of the St. Joseph County Health Department. We anticipate at least one, but no more than two, inspections annually. Since hospital patients are uniquely dependent on the ability of the hospital to prepare and serve food, our Food Services Division will take special care with regards to using enforcement and compliance policies as part of the inspection process. In the event of a violation, we will give the matter our highest priority to quickly resolve and remedy the situation. Hospitals are considered to be Menu Type 4 facilities and are exempt under the “certification of Food Handlers rule, 410 IAC 7-22-15(i).

### **2. Vehicle Lease Program.**

We continue to follow the Public Purchasing Rules to seek bids for the lease of 12 compact vehicles and two pick-up trucks. The request for bids was published in the Mishawaka Enterprise newspaper and also posted in the St. Joseph County Procurement web page. Only one bid was timely received and will be opened at the next Commissioners’ meeting on January 15<sup>th</sup>.

### **3. Influenza.**

Although Indiana is reporting high activity, locally we cannot confirm this. We will continue to attempt to obtain information regarding the nature and extent of influenza cases in St. Joseph County.

### **4. Tuberculosis.**

Our local hospitals continue to be concerned about the large number of cases during 2018. Memorial Hospital was interested in learning how to implement Emergency Detention Orders when they have not finished a patient’s evaluation. St. Joseph Medical Center was interested in learning the process of releasing patients for home isolation. Additional meetings are anticipated in the future regarding these issues.

5. Suicides.

Board Members were provided materials to address suicide rates between 2013 and 2018. Various categories were included. This is a serious issue and deserving of the Board's attention.

6. Vacancies.

Our Executive Secretary Mary Rooney, will retire February 11, 2019. Her position will be replaced in mid-March. Board Members are invited to submit their expectations regarding the duties and responsibilities for this position so that her replacement might be appropriately recruited.

Environmental Health Director, Linda Mauller, has submitted her letter of retirement, effective January 31, 2019. Her position will also be replaced mid-March.

7. Water Resources Advisory Board.

An organizational meeting was held with Board Member John Linn in order to begin the process of reactivating this Board.

**III. DEPUTY HEALTH OFFICER ORAL REPORT**

1. Lead Initiative.

Board Members received a revised, streamlined report seeking to distill a considerable amount of data into a useable information format. Of special note:

- YTD (11/20/18 tests total 4,159 compared to 4,241 as of 11/30/17), down 2%
- Of 404 duplicated tests, 150 returned as "no result". Dr. Fox is working with ISDH to understand the implications of this status and to determine opportunities for quality and process improvement
- This report reflects 30 elevated tests. Dr Fox is working to match these to manifests received. Staff is in the process of changing the work flow of how manifests are received in order to ensure prompt, timely attention

A second school-based testing event is to be tomorrow evening at Madison STEAM Academy. This represents a larger student body (125 students per grade), for phlebotomists from SBMF, and the school has committed staff to assist with registration. SJCHD will focus on educational messaging. The focus will be to encourage testing of children ages one to six, and this is not restricted to children attending school. Also, Dr. Fox has prepared a parental consent authorizing parents to received "NORMAL" lead results by non-secure means.

A lead grant request is to be submitted to ISDH next week focused on increasing testing in children under three years of age in high risk areas through collaboration with community partners, and increased education and process improvement with provider offices.

There is a potential need for additional environmental health staff as the city of South Bend HUD grant commences in operation. Since there is required lead time for a staff member to obtain qualification, the Health Department should insure there will be adequate staff to meet the need.

2. Immunizations.

Dr. Fox noted that there has been an improvement in staffing such that plans are in the work to increase hours to improve access to these services. Options include re-opening in Mishawaka during certain days of the week; extending hours into the evening; and exploring other collaborations. Staff is also exploring the feasibility of credit card payments for private stock as well as insurance billing for private stock.

3. Wabash Global Health Initiative Summer Internship.

Dr. Fox anticipates applications for two summer internship positions from students in the Wabash Global Health Initiative.

**IV. NEW BUSINESS**

**19-01 Discussion and Vote on November, 2018 Health Officer's Report.**

The Health Officer's Report was reviewed by Board Members. Dr. Galup added that Environmental Health Staff Member, Mark Espich, will participate in the reactivation of the 16-member Water Resource Advisory Board. Board Member John Linn is helping to initiate this project. On motion made by Dr. Marker, seconded by John Linn, and unanimously adopted, the November, 2018 Health Officer's Report was approved.

**19-02 Board of Health Orientation for New Members.**

Dr. Deardorff reported that Mayor Buttigieg has appointed a new Board Member to fill the current vacancy in order to replace Dr. Davis but that there has been no official notification.

A orientation work session for both new and current Board Members has been scheduled for Wednesday, January 30, at 5:30 p.m. Attorney Keckley will distribute reference materials and answer questions regarding the Board's duties and responsibilities.

Dr. Deardorff and Vice-President Heidi Beidinger-Burnett will meet in order to establish committee assignments for the Board's Personnel Committee, Finance Committee and Appeals Committee.

**V. OLD BUSINESS**

**18-08 Update on Status of Board of Health Appointment.**

This matter has been discussed above.

**VI. BOARD NOTIFICATIONS**

1. Hirings.

The Board acknowledged the hiring of David Ekkens and Josiah Hartman for Environmental Health Services positions; Jessica Dilling for Environmental Administrative Assistant; and Carla Dawson, Immunization Nurse.

2. Resignations.

The Board acknowledge the resignation of Kirsten Zalas as Health Educator.

3. Retirements.

The Board acknowledge the retirement of Linda Mauller, Environmental Health Director and Mary Rooney, Executive Administrative Assistant.

**VII. PUBLIC COMMENTS**

Debra Duvall, a local resident, questioned whether any Board Members were involved in the economic development initiatives occurring in the county. There are no Board members involved in these activities. It was noted, however, that Board member John Linn is a member of the County Drainage Board.

Ms. Duvall encouraged the Board to continue the work to test children for lead poisoning and provide case management and remedial services. She is concerned that there is a correlation between lead poisoning in a child’s academic performance and/or special education needs.

Environmental Health Staff Member Mark Espich reported that of the thirteen vehicles available to staff members only six are currently operable. Many vehicles need substantial repairs. There is hope that the lease arrangement for new vehicles can be accomplished soon.

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

The next regular meeting of the St. Joseph County Health Board is scheduled for Wednesday, February 13, 2019, at 5:00 p.m., at the St. Joseph County Health Department, 8<sup>th</sup> Floor Board Room.

ATTEST:

Respectfully submitted,

\_\_\_\_\_  
Dr. Luis N. Galup  
St. Joseph County Health Officer

\_\_\_\_\_  
J. DAVID KECKLEY  
Attorney for St. Joseph County Health  
Board

St. Joseph County Health Department  
Health Officer's Report of Department Activities  
December 2018

**Environmental Health Division**

	December 2018	YTD 2018	YTD 2017
<b>SEPTIC PROGRAM</b>			
<b>Residential - New Construction</b>			
Inspections	4	238	209
Consultations	0	28	19
<b>Residential - Replacement</b>			
Inspections	21	674	720
Consultations	3	46	19
<b>Commercial</b>			
Inspections	0	15	60
Consultations	0	3	4
Cluster System Inspections	1	6	35
<b>SUBDIVISION PROGRAM</b>			
Health Officer Reports	6	33	35
Subdivision Reviews	8	39	53
Rezoning and Replat Reviews	2	19	14
<b>WELLHEAD PROGRAM</b>			
Inspections Performed	2	112	193
<b>WELL DRILLING PROGRAM</b>			
<b>Residential</b>			
Inspections	13	148	180
Well Abandonments	14	162	179
<b>Commercial</b>			
Inspections	0	0	0
Well Abandonment Inspections	0	6	0
<b>SOURCE WATER PROGRAM</b>			
Phase I Inquiries	9	124	127
Spill Responses	0	0	3
Meth Lab Occurrence Response	1	2	2
Other Source Water Inspections	3	41	64
<b>SURFACE WATER PROGRAM</b>			
Surface Water Sampling	0	0	11
<b>LEAD PROGRAM</b>			
HUD Lead Inspections	0	1	0
Lead Risk Assessments	5	32	52
Public Information Events	5	31	6
Children Tested for Lead levels *	404	4195	4241
<b>CAFO PROGRAM</b>			
Inspections Performed	0	0	0
<b>AIR QUALITY PROGRAM</b>			
Indoor Air Quality Investigations	0	0	0
Mold Investigations	1	1	2
<b>VECTOR PROGRAM</b>			
Larvicide Swimming Pools/Stagnant Water	0	29	27
<b>HEALTHY HOMES PROGRAM</b>			
Total Complaints	20	82	54
Dwellings Declared Unfit	1	10	0

	December 2018	YTD 2018	YTD 2017
<b>MASSAGE</b>			
Establishment Inspections	0	59	63
<b>TATTOO/BODY PIERCING PROGRAM</b>			
Inspections Performed	0	23	17
<b>COMPLAINTS / INVESTIGATIONS</b>			
Trash	12	112	47
Sewage	2	81	110
Water (ditches, lakes, ponds & swells)	0	4	18
Motels/Hotels	0	7	5
Burning	3	11	7
Other	4	64	39
<b>ABATEMENT LETTERS</b>			
Abatement Letters Sent	2	151	235
Immediate Threat to Public Health Letters Sent	0	10	2
Impending Legal Action Letters Sent	0	42	28

\* Due to time lag of testing, analysis, and reporting through the State Database System, the Lead testing numbers are one month behind. These numbers represent testing during the month of November, and true YTD end November 2018 and 2017. Prior to the March 2018 monthly report, stats from December of the previous year were included in the current year YTD totals.

Lead:

- Attended the lead affinity meeting NNN
- Worked to address old clearances from previous staff
- Set up and attended the Hueresis XRF Training for the new machines
- Completed 3 Parent requests and contacted 5 additional who either were no longer interested or did not respond
- Organized a meeting with a Notre Dame student and Dr. Fox, per his request, to learn how they generate reports and discussed making an automated report

Staffing:

- Hired two new Environmental Health Specialists, who started employment this month and an Administrative Assistant to start employment in January
- The Environmental Director submitted notice of retirement for the end of January 2019

**Epidemiology, Bioterrorism and Emergency Preparedness**

1. Meetings:

Met with Cradle Kalamazoo Representatives on Maternal Child Health activities, Attended Commissioner's meeting on Dec 11<sup>th</sup>. Attended P.A.C.E. (Programs of All Inclusive Care for the Elderly) meeting.

2. Epidemiological Investigations

Investigating factors relating to opioid overdoses and specific drugs involved, tracking influenza.

3. Trainings and Presentations

Attended training on SUIDI investigations in LaPorte put on by ISDH. Attended 2-day training on Points of Dispensing put on by FEMA.

4. Miscellaneous

Took ERV to Gerber RV Repair. Waiting for quote for heater, awning, cabinet handle, and move exhaust to other side. Worked with Johnson County Kansas Health on Dispense Assist and how we can implement it in St. Joseph County. Contacted IUSB and Ivy Tech to set up MRC presentations. Updated ESF8 email list. Updated ISDH Emergency Preparedness contacts in Mass Proply, PanFlu, and Countermeasure Dispensing Plan. Facilitated ESF8 Call down (email). Had new Lead program posters printed at Insty Print. Developed new MRC presentation PowerPoint.

5. Will be presenting Opioid data trends at Jan 9<sup>th</sup> Board of Health Meeting.

**Finances**

1. Items receiving 1<sup>st</sup> reading and sub-committee from the County Council:
  - a. Salary Ordinance Amendments
    - Admin. Assistant
    - Registrars
  - b. Out of line transfers
    - From Telephone to Admin. Assistant, FICA Taxes and PERF
    - From Telephone and Data Processing to Registrars, FICA Taxes and PERF
2. Items receiving final approval from the County Council
  - a. Salary Ordinance Amendments
    - Part Time (Immun CoAg Grant)
3. Out of Line Transfers
  - a. From Public Info & Educ to Part Time and FICA Taxes (Immun CoAg Grant)

**Food Division**

	December 2018	YTD 2018	YTD 2017
Food Store Complaints	2	18	15
Food Service Complaints	15	197	186
Civil Penalties Levied	3	11	6
Health Officer Hearings	0	2	5
Abatements	3	44	30
Possible Food Borne Illness Investigations	3	7	5
Opening Inspections *	11	181	199
Inspections *	215	2112	2111
Plan-Review/New Construction/Remodel	3	33	54
Fire Investigations	2	16	9
# Establishments Requested to close	1	7	5
Number of Temporary Events	16	274	259
Temporary Inspections	12	682	638
Mobile inspections	0	132	67
Meetings	2	27	37
Smoking Information	December 2018	YTD 2018	YTD 2017
Smoking Complaints	0	0	0
Smoking Appeals Hearings	0	0	0
Pool Information	December 2018	YTD 2018	YTD 2017
Pool Inspections	0	170	117
Consultations	0	12	2
Complaints	0	4	5
Closings	0	52	29

\*includes Food Service and Food Store

1. Notified by SBFD of a fire at Nick's Patio on Ironwood on 12/13. Smoke started after an electrical spark at the outdoor neon building lighting. Interior damage at server station due to accessing above ceiling tiles to view electrical lines. Electrical line at source was temporarily capped. Salad/server line and cook's line items were discarded. Refrigeration units were not affected, and food was at proper temperature. Establishment was approved to re-open after reinspection on 12/14.
2. Notified by SBFD of fire at Popeyes on LWW on 12/18. Fire confined to electrical box, neither sprinklers nor Ansul system discharged. Fire only resulted in heavy smoke.
3. Y-T-D total routine inspections for 2018 were equal to the number of inspections completed the previous year, despite the lower inspection totals that had been reported all year. The Food Division is now fully staffed and the newest FSIO did begin performing inspections with supervision.
4. ISDH provided guidance documents to be used by Local Health Departments to perform Acute Care Hospital inspections. House Enrolled Act (HEA) 1260, passed during the 2018 Indiana legislative session, transferred inspection responsibility from ISDH's Acute Care Division to local health departments. Compliance date for the bill is January 1, 2019. The hospitals will be subject to the local jurisdictions ordinance regulations and permit fee requirements.

5. Civil penalties totaling \$4,200 were levied on and collected from seven different establishments. As reported last month, in accordance with Title 410 IAC 7-23, penalties can be assessed as part of an enforcement action when an establishment fails to correct previously cited violations or when an establishment has been issued a written Order of Abatement and violations continue to be repeated. Assessment of the penalties can and have been independent of a Health Officer's Hearing.
6. IEHA meeting, attended by FSD & AFSD on 12/6, included a tour of the Food Rescue program at Cultivate Culinary School & Catering, 701 N. Niles Ave. Since its inception, the program has rescued 70,000 pounds of food that has been used to create 16,674 meals. The meals have been distributed to organizations in 5 counties that provide meals to food insecure individuals through nearly 45 different organizations.

**Health Education**

Presentation Topic	Total Number presentations	Adult (age)	High School (age)	Middle School (age)	Elementary School (age)	Pre-School (age)
Wellness (Nutrition, Physical Activity, etc.)	14	3			5	6
Substance Abuse	0					
Communicable Disease (BBP, etc.)	0					
STDs/Sexuality Healthy Relationships	4		4			
Chronic Disease	0					
Meeting Topic	Organization		Purpose			
Health and Wellness Subcommittee	Ready to Grow SJ (SJCHD participating)		Discuss CDC's Milestones Education efforts			
Trauma Informed Workgroup	Oaklawn SJCHD (co-chair)		Developing next steps for ACE Interface-trauma informed organizations			
IBC	University of Notre Dame		Bi-monthly meeting to review research projects			
Lead Testing @ SBCSC	City of South Bend SBCSC/SJCHD (participating)		Continue discussion on next steps for school-based testing			
Planning/Grants	Purdue Extension/SJCHD (participating)		Discussion of food access efforts and potential grant opportunities			
Lead Affinity	NNN / SJCHD (Participating)		Monthly meeting to discuss Lead poisoning activities			

**Fetal Infant Mortality Review Program (FIMR) Meetings & Activities**

**Meetings/Presentations**

- December 3 – CityLeader Mentoring call with Rosemary Fournier from NFIMR  
Meeting with Holly Farmer – Center for Hospice Care
- December 5 – Healthy Babies meeting
- December 10 – Meeting with Kelli Brien Community Wellness Partners
- December 11 – Hosted Cradle Kalamazoo at Family and Children's Center for presentation to FIMR  
Community Action on home visiting coordination.
- December 12 – medical record abstraction at St. Joe
- December 19 – Presentation to SJRMC Medical director, nursing director and nursing admin for childbirth/Peds.
- December 26 – Maternal interview

- Case abstractions and summaries.
- Sent reports on FIMR and smoking in cases of infant and fetal losses to state representatives and senators who represent St. Joseph County. Sent same information to Governor Holcomb. The General Assembly is set to consider raising the taxes on cigarettes. The information shared included the connection demonstrated by other states between increased cigarette taxes and decreased infant mortality. Also included was research published in *Pediatrics*.

Misc.:

- Health Education staff attended a Poverty Simulation hosted by Indiana Youth Institute. They were joined by several other Department of Health employees.
- Director of Health Education and FIMR Coordinator meet several times to prioritize and plan efforts for next grant cycle and 2019.
- Director of Health Education, EHS, and Deputy HO meet several times to discuss new Lead Screening grant application from ISDH.
- Director of Health was out of office for several weeks on medical leave.
- Kirsten Zalas, Health Educator, resigned to take a position closer to home for more pay.

**Nursing Division**

Case Management for Elevated Blood Lead Levels			
	December 2018	YTD 2018	YTD 2017
New Cases Received	<5	20	25
Cases Closed	<5	24	13
Open Cases Being Followed	31	32	40

Statistics are pulled from State database.

Immunizations			
	December 2018	YTD 2018	YTD 2017
Total Clinic Visits	136	1805	1626
Immunizations Administered	358	4221	3918

Statistics are pulled from State database.

Tuberculosis			
	December 2018	YTD 2018	YTD 2017
TST Placed	33	486	489
TST Positive	0	13	11
New Suspect Cases	5	162	180
New Active Cases	0	18	<5

Total Active Cases being Tracked – 14

Total Latent Cases being Tracked – 28

Key Events:

The TB Division meets weekly and as needed. Managed 14 active, 28 latent, and reviewed 5 suspect cases. We sent 3 people for QFT-Gold draws. We continue to update the TB shared drive. Our TB department performed 299 Directly Observed Therapies for December along with an additional 22 Nurse visits. We ended the year with a record high number of Active TB cases.

The Immunization Division administer capillary lead draws to children 12 months- 6 years. The Medical Foundation provides monthly statistics for the Health Department ordered capillary and venous draws. The total for December were 22 tested in clinic, 2 patients who previously had testing in the last 12 months, 3 patients that refused.

The Immunization Clinic placed 32 TSTs and read 30 TSTs. Vaccines are administered to qualified children and adults. Current vaccine shortages include Yellow Fever and some restrictions with Adult Hepatitis A. We assisted 23 patients with records. Our Mishawaka Clinic remains temporarily closed. We continue with walk-ins in our South Bend office. Orientation continues with Cynthia Lockhart, RN. We offered the Immunization RN position to Carla Dawson, RN. She accepted and will be starting on Monday, January 28, 2019.

The Immunization Grant Registrar is currently working on reminder recall/postcard mailing for teens and infants missing any vaccines. The Mobile Clinic had one immunization event this month. The event occurred at La Casa De Amistad Food Pantry. The provided adults with Hepatitis A, Tdap and flu vaccines on December 19th. Abby and Danielle facilitated these events. We have 3 more events scheduled in January with La Casa De Amistad Food Pantry 1/09, 1/23 and 1/30.

ADON Neiko continues discussion Oaklawn regarding Mobile clinic partnership. ADON Neiko hosted the Northern Indiana Immunization Task Force (NIITF) Meeting in partnership with the Indiana Immunization Coalition to work on NIITF strategic planning on Tuesday, December 4<sup>th</sup>.

Monthly meetings continue with the Babe Store and our PHN nurses, Lori and Danielle. They provide presentations on lead poisoning and the importance of early screening and on Hepatitis A.

Jan continues to attend the NNN Meetings and continues to build relationships with their community. We have several upcoming projects that we are planning for January which include The Homeless Center and La Casa De Amistad.

We continue our lead bi-monthly meetings with the Environmental Division and Dr. Fox. There are currently 88 monitored cases of lead levels 5-9.9 dL/mcg. Briannah, Jan, Nancy and Christine continue collaboration to revise the Lead Program Roles and Responsibilities policy.

Christine has communicated with the new Assistant Warden at the jail to initiate a Hepatitis clinic. A tentative date is set for January 23rd to begin vaccination of inmates. ISDH has been updated as well. Their Strike Team will be assisting with the initial clinic.

**Vital Records**

	<b>Records Filed in December 2018</b>	<b>YTD 2018 Occurrences</b>	<b>YTD 2017 Occurrences</b>
<b>Birth Statistics*</b>			
Total Births	404	4395	4340
<b>Death Statistics*</b>			
Total Deaths	230	3052	2942

YTD data as of 12/31/18.

\*Statistics are subject to change, pulled from State database.

**Staffing Issues**

1. David Ekkens started as Environmental Health Specialist effective December 17, 2018.
2. Josiah Hartman started as Environmental Health Specialist effective December 31, 2018.
3. Kirsten Zalas will resign as Health Educator on January 4, 2019.
4. Jessica Dillman will start as Environmental Health Admin. Assistant effective January 7, 2019.
5. Carla Dawson will start as Immunization Nurse effective January 28, 2019.
6. Linda Mauller will retire from her position as Environmental Health Director on January 31, 2019.
7. Mary Rooney will retire from her position as Executive Administrative Asst. on February 11, 2019.

**COUNTY HEALTH OFFICER'S ACTIVITIES**

During the month of December 2018, I complied with my duties as executive officer of the St. Joseph County Health Department. I provided the managers of the Health Department with advice and guidance in their duties during regular working hours and at other times when required. I have also held formal and informal meetings with the Nursing Division and with the Environmental Division.

Respectfully,

Luis N. Galup, M.D.  
Health Officer

## County Health - Fund 1159

To provide services to the citizens of St. Joseph County, Indiana

### Tax Revenue & Fee Revenue

<b>2019</b>													
Beginning Balance	\$1,983,721.52												
	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date
<b>REVENUE</b>													
Tax Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee Revenue	\$201,394.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201,394.73
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$201,394.73</b>	<b>\$0.00</b>	<b>\$201,394.73</b>										
<b>EXPENDITURES</b>													
Salary & Benefits	\$898,529.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$898,529.42
Supplies	\$3,906.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,906.90
Other Services and Charges	\$26,743.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,743.73
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$929,180.05</b>	<b>\$0.00</b>	<b>\$929,180.05</b>										
<b>MONTHLY SURPLUS / (SHORTFALL)</b>	<b>(\$727,785.32)</b>	<b>\$0.00</b>											
<b>ACCUMULATIVE SURPLUS / (SHORTFALL)</b>	<b>\$1,255,936.20</b>												



## Health Trust Fund - Fund 9111

The Indiana Local Health Department Account (LHDTA) was established within the Indiana Tobacco Master Settlement Agreement Fund for the purpose of providing funding for services provided by local Boards of Health in each county. The local Board of Health seeking to receive funding from the account must file an application with the State Department of Health before October 1 of each year specifying the planned use for the funds and that it is in a manner specified by the State Department of Health. In using money distributed by this fund, the local Board of Health shall give priority to: (1) programs that share common goals with the mission statement and long range state plan established by the state department of health; (2) preventive health measures; and (3) support for community health centers that treat low income persons and senior citizens. The St. Joseph County Health Department has historically utilized our funding to supplement funding for preventative health measures. We continue this effort this year by funding emergency preparedness personnel and benefits, some immunization supplies, subsidize some HD staff continuing education and travel, pay for immunization equipment repair and maintenance and a ground water level monitoring agreement with the U. S. Geological Service.

### Funds based on SIC population

<b>2019</b>													
Beginning Balance	\$166,931.72												
	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date
<b>REVENUE</b>													
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	\$47,815.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,815.65
<b>TOTAL REVENUE</b>	<b>\$47,815.65</b>	<b>\$0.00</b>	<b>\$47,815.65</b>										
<b>EXPENDITURES</b>													
Salary & Benefits	\$3,464.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,464.53
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Services and Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$3,464.53</b>	<b>\$0.00</b>	<b>\$3,464.53</b>										
<b>MONTHLY SURPLUS / (SHORTFALL)</b>													
	\$44,351.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>ACCUMULATIVE SURPLUS / (SHORTFALL)</b>													
	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84	\$211,282.84