

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

**May 8, 2019  
5:00 p.m.**

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, in order 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.

**I. AGENDA AND MINUTES:**

It is recommended that this agenda for the May 8, 2019, meeting of the Board be adopted as presented.

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

**APPROVAL OF THE MINUTES OF THE APRIL 10, 2019, REGULAR MEETING OF THE BOARD:**

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

**II. HEALTH OFFICER ORAL REPORT:**

**III. DEPUTY HEALTH OFFICER ORAL REPORT:**

**IV. NEW BUSINESS:**

19-16 Discussion and Vote on March, 2019 Health Officer's Report

19-17 Personnel Committee Report

19-18 Finance Committee Report

**V. OLD BUSINESS:**

**VI. BOARD NOTIFICATIONS:**

1. Hirings:

Jenny Parcell, Executive Administrative Assistant effective April 29, 2019

2. Resignations: None

3. Retirements: None
4. Terminations: None

VII. PUBLIC COMMENT (3 Minute Limit):

VIII. TIME AND PLACE OF NEXT REGULAR MEETING:

June 12, 2019 - 5:00 p.m.

St. Joseph County Department of Health Board Room

CLOSE OF MEETING

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH

April 10, 2019  
Regular Meeting

Present at the Meeting:

Dale Deardorff, M.D.	President
Heidi Beidinger-Burnett, Ph.D, MPH	Vice President
John Linn	Member
Jason Marker, M.D.	Member
Emily Dean	Member
Ilana Kirsch, M.D. FACOG	Member

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Mark Fox, M.D.	Deputy Health Officer
Brett Davis	Environmental
Mark Espich	Environmental Director
Betsy McCue	Epidemiology
Ericka Tijerina	Vital Records Director
J. David Keckley	Attorney for Health Department

**I. AGENDA AND MINUTES:**

Upon request of Dr. Deardorff, the Agenda for the April 10, 2019 Regular Meeting was amended to include under New Business Item 19-16, Personnel Committee Report, which will include a discussion of Item 19-13, Assistant Manager – Vital Records – Compensation, currently noted under Old Business. On motion made by John Linn, seconded by Dr. Marker, and unanimously approved, the Agenda for the April 10, 2019 Regular Meeting of the Health Board was adopted, as amended.

On motion made by John Linn, seconded by Dr. Kirsch, and unanimously approved, the Minutes of the March 20, 2019 Regular Meeting of the Board were approved.

**II. HEALTH OFFICER ORAL REPORT:**

Dr. Galup informed the Board that he received a call from Dr. Daoud regarding a Homeless patient she had previously treated as an inpatient at Memorial Hospital for active TB. She complained that HD nurses call her office to report on this patient and other similar patients, i.e. treated while in patient at Memorial and then discharged. The most recent patient is non-compliant and has problems with alcohol which could lead to MDR. Dr. Daoud explained that her responsibility to treat this patient ended when the patient was discharged and that the patient should be treated by the HD. Dr. Galup explained that he was a pathologist and not a clinician and that the

HD does not have a TB clinic. The VD clinic has been terminated due to a lack of funding and employees. He invited Dr. Daoud to come to our Health Board meeting and express her feelings, but she declined to do so.

The provider contract with SJRMC will be signed for chest x-rays. Efforts were made to contact Dr. Patterson at Beacon and a manager at South Bend Clinic but there has been no reply.

Discussions continue with Enterprise to complete a lease agreement. The County Commissioners approval is expected to be received on April 16.

Christine Hinz, Director of Nursing, will be trained in the "Train the Trainer" sessions so that she might train a portion of the personnel in HIPAA regulations. Robin Vida, Health Educator, will also be trained to provided training to the rest of the employees.

An initial internal review of credit accounts with the Environmental Division recorded in spread sheets stored on an external hard drive attached to the computer of the Administrative Assistant revealed that since 2007 there were substantial accounts receivable for work performed by the division. The following steps have been taken to correct the problem:

1. The IT department of St. Joseph County has set up a network drive that will be backed up during the regular procedures of the IT department.
2. The external drive was removed from the Administrative Assistant's computer and re-attached to Amy Ruppe's computer and remains under her custody.
3. The responsibility for maintaining the records of the credit accounts was transferred from the Environmental Division to the Finance Division.
4. A task list was established to ensure the issuance of periodic invoices to collect the money owed to the Health Department and a periodic monthly reconciliation between the Environmental and Finance to track the collection process.
5. An entry will be made in the financial statements of the Health Department indicating the amount received for past operations and the amount collected from invoicing.

### **III. DEPUTY HEALTH OFFICER ORAL REPORT:**

#### **1. Lead Action Report.**

Dr. Fox distributed and reviewed February's lead report. It contained a YTD comparison with 2018. It shows that testing has increased for 2019.

There have been six cases above the 10 mcg/dl Pb Level. There are currently 31 children under case management and 86 children under case monitoring. Some of the case monitoring cases are pending confirmation.

The HD continues to work with providers to encourage lead testing. It is noted that 24 children under the age of five were recently tested at Harrison Elementary School. The priority is to test children under the age of three. To that end, day care establishments will be targeted. Lead testing will take place at Lincoln Elementary School in May.

The city's recent Rental Safety Verification Program will likely result in the HD receiving requests to inspect residences for lead levels when there are complaints.

## 2. Immunizations.

There was a small decline in the February numbers. An immunization nurse has been hired which means the nursing division is at full staff. The immunization grant from the ISHD has been renewed. It is anticipated that the mobile unit will be utilized in the field more consistently and a walk-in clinic at the County City Building and Mishawaka County Services will continue to operate. Efforts continue to put a billing mechanism in place to service adult Medicaid and private insurance clients.

Vaccinations to HPV continues to be a point of emphasis for both boys and girls. Dr. Kirsch explained the importance of this vaccination and believes more should be done to educate providers and the public. Perhaps HD presence at back-to-back school nights to spread the word could be considered.

## 3. Health Education.

The format for reporting Health Education activities has been revised and the priority areas have been defined.

## IV. NEW BUSINESS:

### **19-14 Discussion and Vote on February 2019 Health Officer's Report.**

The February 2019 Health Officer's Report was distributed to Board Members which contained various spread sheets for each division. Dr. Beidinger-Burnett suggested that the Report's pages be numbered which would help referencing specific information contained in the Report.

On motion made by Dr. Beidinger-Burnett, seconded by Dr. Marker, and unanimously adopted, the Report was approved.

### **19-15 Petition to ISDH to Change its Rule Related to the Threshold by Which Health Department's Initial Case Management for Children.**

Dr. Burnett explained that she is a member of a state wide working group that reviews and makes recommendations every 7 years as to the renewal or revision of certain rules and regulations adopted by ISDH.

She recommends that the Health Board join with the Health Officer to prepare a letter of support to be delivered to ISDH encouraging that case management services be provided to children with a lead level of 5 mg/dL Pb or higher level. Dr. Deardorff noted that there is much support in the medical community and expects the CDC to address this issue. Dr. Fox believes there is support in the medical community to lower the level to 3 mg/dL or higher.

On motion made by Dr. Beidinger-Burnett, seconded by Dr. Kirsch, and unanimously approved, the Health Board and Health Officer will join in the preparation of a letter of support to provide case management services to children with a lead level of 5 mg/dL or higher.

#### **19-16 Personnel Committee Report.**

Personnel Committee members Dr. Deardorff, Dr. Beidinger-Burnett, Emily Dean and John Linn met April 10, 2019 before the regular Board Meeting. The Committee is revising the job description for the Health Officer and will be sending to all Board Members via e-mail the final draft prior to the May meeting. The committee has not yet reviewed the job description for the deputy health officer but will be considering this matter at future meetings. The Committee will again meet on May 8, 2019, before the Regular Board Meeting to continue its review of the Health Officer salary and a recruitment plan for the next Health Officer.

The Committee also discussed their request by Vital Records Director Ericka Tijerina to increase the salary for the Vital Records Assistant Director. The Committee recommends that the Board not take any action at this time and notes that it has received additional information at this meeting from Ms. Tijerina that will be reviewed and considered. The Board accepted the recommendation to table this matter at this time.

#### **V. OLD BUSINESS:**

##### **17-07 SJCHD Lead Action Plan Update.**

Dr. Fox has reviewed and revised the 2017 Lead Action Plan and distributed to Board Members the 04-02-2019 draft. The Lead Action Plan has been revised to contain three goals with four named strategies pertaining to each goal, The goals are identified as follows:

1. Reduce the risk of lead exposure in St. Joseph County.
2. Identify children with elevated blood levels.
3. Improve health outcomes for children effected by lead exposure.

Efforts are under way by the staff in all divisions at the HD to determine how best to measure the achievement of these named goals. More information regarding this project will be presented at the May meeting.

**19-06 Position of Executive Administrative Assistant.**

Dr. Galup reported that the interviews have been completed and a selection has been made. Jennifer S. Parcell has been hired and she will commence her duties at this position on April 29, 2019.

**19-12 Nominations to the Advisory Board.**

Board Member John Linn has met with Dr. Galup and reviewed with him possible nominations to the various Advisory Boards.

He reviewed the history of these Advisory Boards during this meeting. The purpose of the Advisory Boards was to assist in the implementation of the various ordinances regarding septic systems, wells, water quality, etc. Also, to recommend to the Health Board necessary changes to the various ordinances.

He provided further history with regard to the establishment of the Water Resource Advisory Board. He distributed materials to include information regarding the members of this Board. The Board of Health has four appointments to this 15 member Board. Information regarding the responsibility of the Board was included in the materials. The Board generally addresses the property transfer ordinance, the wellhead protection ordinance and the source water protection ordinance.

He also provided history and information regarding the Onsite Waste Water Advisory Board. This is also a 15 member Board with the Board of Health having four appointments. This Board also addresses the septic ordinance.

John Linn will continue to work with Dr. Galup and Environmental Health Director Mark Espich to determine the availability of persons to fill the membership of these boards and to schedule organizational meetings.

**VI. BOARD NOTIFICATIONS:**

The Health Board acknowledged and confirmed the hiring of Kara Dishman, Environmental Health Specialist, and Aaron Fox, Immunization Nurse.

**VII. PUBLIC COMMENTS:**

Environmental Health Director Mark Espich suggested that an additional septic inspector position should be considered. Request for well and septic permits continue to rise as well as the numbers relating to onsite inspections. Current staff is working many overtime hours which results in comp time that reduces productivity.

Dr. Deardorff asked for specific productivity numbers which will be used to justify the request for an additional staff member. Mr. Espich will put together the information needed prior to the upcoming budget talks.

Mr. Espich also explained that the Health Department was partnering with Menards in utilizing the \$11,000.00 grant from the city to obtain approximately 300 lead cleaning kits. The kits will contain various items together with a 1- page cleaning guide to be distributed to households in need of these materials.

The Board also heard from Debra Durall, a community member, who expressed concerns regarding the quality of the drinking water in our county. She encouraged the Board to prioritize this matter, as well as the issue of finding evidence of lead in the soil near and around older homes which not only present a risk for the health of children, but also plants could be affected and probably should not be grown in contaminated areas.

A new South Bend Tribune reporter assigned to cover the Health Board was introduced. He is Caleb Bauer, and the Health Board welcomed his presence and interest in Health Department activities.

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

The next regular meeting of the St. Joseph County Health Board is scheduled for Wednesday, May 8, 2019, at 5:00 p.m., at the St. Joseph County Department of Health, 8<sup>th</sup> Floor Board Room. There will be a meeting of the Health Board Personnel Committee at 4:00 p.m. on May 8th, 2019, at the St. Joseph County Department of Health, 8<sup>th</sup> Floor Board Room.

ATTEST:

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
Luis N. Galup, M.D.  
St. Joseph County Health Officer

\_\_\_\_\_  
J. David Keckley  
Attorney for St. Joseph County Board of Health

## Tests drawn March 1, 2019 – March 31, 2019

<i>Pb Level (ug/dL)</i>	<i>Venous</i>	<i>Capillary</i>	<i>Total</i>	<i>Duplicate Tests</i>
0-4.9	52	399	451	0
5-9.9	10	15	25	0
10-19.9	2	1	3	0
20-29.9	2	0	2	0
30-39.9	1	0	1	0
40-49.9	0	0	0	0
≥50	0	0	0	0
<i>Total</i>	<b>67</b>	<b>415</b>	<b>482</b>	<b>0</b>

<b>Test Levels (ug/dL)</b>	<b>Percentage of Confirmatory Tests</b>
<b>0-4.9</b>	<b>11%</b>
<b>5-9.9</b>	<b>40%</b>
<b>≥10</b>	<b>67%</b>

**2019: YTD=1305**

**2018: YTD=1023**

## Zip Codes

<b>46601</b>	2 elevated
<b>46613</b>	5 elevated
<b>46616</b>	5 elevated
<b>46617</b>	2 elevated
<b>46619</b>	4 elevated
<b>46628</b>	11 elevated
<b>46544</b>	2 elevated

\*An "elevated" case is any test greater than or equal to 5 ug/dL

**St. Joseph County Department of Health  
Health Officer's Report of Department Activities  
March 2019**

**Environmental Health Division**

	<b>MARCH 2019</b>	<b>YTD 2019</b>	<b>YTD 2018</b>
<b>SEPTIC PROGRAM</b>			
<b>Residential - New Construction</b>			
A. Inspections	15	41	60
B. Consultations	2	2	9
<b>Residential – Replacement</b>			
A. Inspections	69	154	88
B. Consultations	4	7	7
<b>Commercial</b>			
A. Inspections	0	0	4
B. Consultations	0	0	1
C. Cluster System Inspections	0	5	3
<b>SUBDIVISION PROGRAM</b>			
A. Health Officer Reports	1	5	12
B. Subdivision Reviews	0	3	14
C. Rezoning and Replat Reviews	0	2	6
<b>WELLHEAD PROGRAM</b>			
A. Inspections Performed	18	26	27
<b>WELL DRILLING PROGRAM</b>			
<b>Residential</b>			
A. Inspections	9	33	35
B. Well Abandonments	11	38	40
<b>Commercial</b>			
A. Inspections	0	0	0
B. Well Abandonment Inspections	0	1	0
<b>SOURCE WATER PROGRAM</b>			
A. Phase I Inquiries	11	25	34
B. Spill Responses	0	0	0
C. Meth Lab Occurrence Response	1	1	1
D. Other Source Water Inspections	2	3	12
<b>SURFACE WATER PROGRAM</b>			
A. Surface Water Sampling	0	0	0
<b>LEAD PROGRAM</b>			
A. HUD Lead Inspections	0	0	1
B. Lead Risk Assessments	8	19	7
C. Public Information Events	2	8	1
D. Children Tested for Lead Levels*	460	1135	896
<b>CAFO PROGRAM</b>			

A. Inspections Performed	0	0	0
<b>AIR QUALITY PROGRAM</b>			
A. Indoor Air Quality Investigations	0	0	0
B. Mold Investigations	0	0	0
<b>VECTOR PROGRAM</b>			
A. Larvicide Swimming Pools/Stagnant Water	0	0	0
<b>HEALTHY HOMES PROGRAM</b>			
A. Total Complaints	11	31	12
B. Dwellings Declared Unfit	3	6	1
<b>MASSAGE</b>			
A. Establishment Inspections	45	57	53
<b>TATTOO/BODY PIERCING PROGRAM</b>			
A. Inspections Performed	12	14	19
<b>COMPLAINTS / INVESTIGATIONS</b>			
A. Trash	5	5	6
B. Sewage	3	3	8
C. Water (ditches, lakes, ponds & swells)	2	2	2
D. Motels/Hotels	0	0	0
E. Burning	2	2	0
F. Other	1	1	5
<b>ABATEMENT LETTERS</b>			
A. Abatement Letters Sent	15	61	45
B. Immediate Threat to Public Health Letters Sent	4	9	7
C. Impending Legal Action Letters Sent	2	3	21

\* Due to time lag of State Database System, the Lead testing numbers are one month behind.

**Water:**

Staff attended the St. Joseph River Basin Commission meeting.

**Vector:**

Attended the Mosquito Control Workshop in Hammond, IN on March 4<sup>th</sup>.  
 Attended the Indiana Vector Control Conference in Syracuse, IN on March 11<sup>th</sup> and 12<sup>th</sup>.

**Lead:**

Attended the Madison lead testing event where 24 children were tested on March 21<sup>st</sup>.  
 -Attended the Lead Affinity Meeting on March 20<sup>th</sup>.

**Director:**

March 4<sup>th</sup> – Economic Development meeting  
 March 4<sup>th</sup> - Mosquito Control Workshop  
 March 7<sup>th</sup> – Attended meetings for the Plat Committee, Project Advisory Team, and Technical Review  
 March 7<sup>th</sup> - St. Joseph River Basin Commission meeting  
 March 7<sup>th</sup> – St. Joseph County Regional Water and Sewer District Meeting  
 March 11<sup>th</sup> – Economic Development meeting  
 March 13<sup>th</sup> – Meeting with Notre Dame - grant from NSF SCC program  
 March 18<sup>th</sup> – Economic Development meeting  
 March 21<sup>st</sup> - Attended meetings for the Plat Committee, Project Advisory Team, and Technical Review  
 March 25<sup>th</sup> – Economic Development

**Epidemiology, Bioterrorism and Emergency Preparedness**

**A. Epidemiology / Bioterrorism**

- a. Epi
  - 1. Continued monitoring influenza cases for 2018-2019 season
  - 2. Continued work on Overdose Response Grant Project – prepared reports and attended stakeholder meetings
  - 3. Brought together stakeholders from Oaklawn, YWCA, Youth Service Bureau and Family Justice Center Regarding Teen Dating Violence to identify coverage caps
  - 4. Facilitated March 20<sup>th</sup> Child Fatality Review Meeting as chairperson
  - 5. Met with School City Mishawaka Principal and administrators regarding teen violence prevention strategies
  - 6. Held Informational Meeting on Overdose Response Fatality Review Teams with local stakeholders
  - 7. Attended FIMR Case Review and Community Action Meetings
  - 8. Completed 2018 Annual Report and Submitted to Board of Health
  - 9. Instructed new health educator on reproductive health program lessons
  - 10. Facilitated Lead Action Team small and large group meetings

**B. Emergency Preparedness**

- 1. Attended District2 meeting in Plymouth
- 2. Attended LHD meeting in Plymouth
- 3. Attended Local Emergency Planning Commission Meeting
- 4. Closed POD and Medical Reserve Corps Recruitment Meetings were held at:
  - Holy Cross Village
  - Holy Cross College
  - John Glenn High School
  - Oaklawn
  - IUSB

**Finances**

Nothing to report

**Food Division**

	<b>MARCH 2019</b>	<b>YTD 2019</b>	<b>YTD 2018</b>
Food Store Complaints	1	5	3
Food Service Complaints	21	48	51
Civil Penalties	1	1	0
Health Officer Hearings	0	0	0
Abatements Correspondence	4	9	13
Possible Foodborne Illness Investigations	4	5	1
Opening Inspections	15	69	51
Inspections	288	682	460
Plan & Review/New Constr./Remodel	4	11	12
Fire Investigations	1	1	7
# Establishments Requested to Close	1	2	0
Number of Temporary Events	19	31	31
Temporary Inspections	43	60	72
Mobile Inspections	12	15	45

Meetings	5	13	4
Smoking Information			
Smoking Complaints	0	0	0
Smoking Appeals Hearings	0	0	0
Pool Information			
Pool Inspections	0	0	21
Pool Consultations	0	2	2
Pool Complaints	0	0	3
Pool Closings	0	0	4

Y-T-D routine inspections of 682 represents a 48.3% increase over the 460 inspections completed during the first three (3) months of 2018. The increased inspections can be attributed to current Food Division staff being at its maximum budgeted level. 2013 was the last time the division was fully staffed.

Proposed amendments to the Chapter 117: – St. Joseph County Food Establishments - Code of Ordinance were approved by both the County Council and Board of Commissioners. The changes amended the definition of a food delivery vehicle and the fee requirement. This means that vehicles, used for the delivery of food that was prepared in permitted establishments, will not be required to be inspected by or hold permits with the St. Joseph Department of Health. Companies affected by this change include Uber Eats, Dine-In Delivery, Hub Grub and Door Dash. Prior to the amendment, only one of the four companies were being inspected.

The Food Division began its transition to Filemaker, the integrated permit processing system implemented and managed by Auriel, Inc. The system is already being used by our Environmental Division and several other county departments. While our division’s mobile application has been activated, issues with the ability to easily and consistently provide a copy of the inspection report, to an establishment’s owner/manager, has delayed full on-boarding of the system.

**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.)	41	7				34
Substance Abuse	0					
Communicable Disease	1	1				
STDS/Sexuality Healthy Relationships	10		10			
Chronic Disease	0					

**Meetings-**

**Priority:** *Substance Abuse (includes Mental Health, Trauma-informed community efforts (ACES))*

- **Trauma-informed community workgroup meeting;** organized by SJC Care (local system of care) held monthly; efforts include ACE interface trauma aware education and trauma informed community organization efforts; Director of Health Education chairs this group

- **SJC Cares monthly meeting;** Oaklawn coordinates our local system of care which is focused on youth mental health. Director of Health Education is a member of the consortium and is on executive leadership team. Monthly meetings include community updates and learning topics about trauma, etc.
- **Overdose Response Plan meeting;** We hosted our first Stakeholder meeting for our overdose response plan project from ISDH. Group brainstormed ideas on education/training, overview of grant deliverables and expectations, and discussed current response actions.
- **ACEs school-wide training planning meeting;** Meeting with Beacon and other ACE facilitators to discuss logistics for ACE Interface presentations at School City Mishawaka. At the end of March, we assisted Beacon and presented a core presentation at each school through-out the district (SJCHD did one of the presentations).
- **Overdose Fatality Review Team meeting;** introductory meeting to discuss moving ahead with a SJC overdose fatality review team; coordinated through AARC and St. Joseph County Department of Health (Epidemiology), other partners included ISDH, DCS, Probation, Prosecutor's office, hospitals, etc. Group did decide to move forward with a "test" case review.
- **Michiana Mental Health Network;** a new not-for-profit lead by two clinicians, modeled after mental health America, hosted a community-wide introductory meeting to brainstorm existing efforts, and gaps in services. Next steps will be to help them identify their next steps and priorities.

Priority: Maternal/Infant Health

- **FIMR Case Review Team meeting;** hosted by SJC Department of Health on bi-monthly basis to discuss infant and fetal cases.
- **FIMR Steering Committee meeting;** hosted by SJC Department of Health; first meeting of this group to discuss direction of FIMR efforts; focus of this meeting was on social determinants of health screening and referral and coordination of home visiting resources.
- **My Brother's Keeper Initiative;** spearheaded by the City of South Bend Mayor's office and Beacon Health System; meeting was to discuss our piece of the efforts-infant mortality and what next steps are in store for the initiative.
- **Ready to Grow SJ-** bimonthly meeting of our community's early childhood coalition. This meeting focused on updates to coalition's efforts; Director of Health Education sits on the Advisory Board and helps with health-related efforts.

Priority: Lead Poisoning Prevention

- **Internal Lead Grant meeting;** meeting between environmental, public health nursing, and health education to discuss Lead grant outcomes and activities.
- **Conference Call with Marissa from Muncie By 5;** this coalition recently received funding for home remediation and lead prevention efforts, was referred to me from ISDH and Dr. Fox to discuss our current efforts and provide resource and education.
- **Meeting with City of South Bend & SBCSC;** meeting to discuss lead testing event @ Harrison Elementary.
- **GHHI Kick-off Meeting;** This meeting was the first in introducing the Green and Healthy Homes Initiative South Bend Learning Network- tasks and activities were discussed for South Bend's onboarding.

Priority: Obesity

- **Reducing Obesity Coalition Meeting;** community coalition coordinated by the Department of Health; monthly meeting discusses our key program areas-this month's meeting continued planning for ROC UR BODY Family Fun Fest; updates from community members were also provided.
- **ROC UR BODY Planning Meeting;** meeting of participants to discuss the event in more details-partners are numerous, but include DTSB, Purdue, Beacon, SJHS, VPA, etc.

Priority: Wellness

- **Food Access Council;** coordinated by the Department of Health; focuses on creating connections for food system barriers; meets monthly to discuss learning topics, updates from community partners; this month's meeting focused on mapping food system stakeholders to begin to action plan for the development of a food pantry summit.
- **Food Pantry Summit Planning meeting;** planning meeting to discuss goals and outcomes for the County's first food pantry summit- this event is specifically for food pantries to discuss barriers and identify solutions, another planning meeting was scheduled.
- **Meeting with Unity Gardens;** met with Unity Gardens to discuss the food access council and summer activities; department will do education with both summer camps and host a community chef event in the garden.
- **SJC Health Improvement Alliance ELC;** meeting of executive leadership of the alliance, this occurs monthly to discuss the upcoming full meeting, discuss priorities, etc.
- **SJC Health Improvement Alliance;** Full meeting of partners on the alliance, this month's meeting focused on Nutrition and services to address needs; Cultivate, Unity Gardens, and Purdue Extension spoke; Director of Health Education gave an update on SJC Food Access Council.

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

#### **Meetings/Presentations**

Met with community group regarding health fair for 46619 and 46628 neighborhoods.

CityMatCH mentor call with National FIMR Director

Maternal Interview/ND project x 2

Healthy Babies Meeting

Met with Dr. Carroll from MFM at Beacon regarding upcoming preconception health grand rounds

Appearance on WNIT Politically Speaking about infant mortality

Presentation at Smoke Free St. Joe

Case Review Team meeting

Child Fatality Review meeting

Mental Health Community Resource meeting

Met with Robin – FIMR strategy

My Brother's Keeper, City of South Bend meeting

Community Action Team meeting

Other – Medical Record Abstraction, Scheduling Maternal Interviews, Scheduling interviews for Notre Dame project on maternal interviews, Compiling 2018 data for infant and fetal cases for annual report and Community Action Meeting. Provider meetings regarding social determinants screening.

#### **Narrative-**

Health Education staff participated in 4<sup>th</sup> lead screening event at Harrison Elementary.

Director of Health Education along with staff from Environmental and Dr. Fox, participated in a check presentation from Select Health to go towards our Lead efforts.

Director of Health Education and FIMR Coordinator meet several times to prioritize and plan efforts for next grant cycle and 2019.

Health Education staff participated in the Indiana Youth Institute's Youth Worker café that focused on moving beyond aces and using the 40 developmental assets.

Director of Health held a Blood-borne pathogen training for new DoH staff.

**Nursing Division**

Case Management for Elevated Blood Levels			
	March, 2019	YTD 2019	YTD 2018
New Cases Received	<5	6	<5
Closed Cases	<5	<5	0
Open Cases Being Followed	30	32	33
<b>Statistics are pulled from State/Local databases.</b>			
Case Monitoring for 5-9.9 mcg/dL Elevated Blood Levels			
	March, 2019	YTD 2019	YTD 2018
Open Cases Being Followed	82	93	N/A
<b>Statistics are pulled from State/Local databases.</b>			
Immunizations			
	March, 2019	YTD 2019	YTD 2018
<b>South Bend clinic:</b>			
Patients seen	101	358	N/A
Immunizations Administered	255	965	N/A
<b>Mobile clinic:</b>			
Patients seen	0	135	N/A
Immunizations Administered	0	191	N/A
<b>Combined Totals:</b>			
Patients seen	101	493	310
Immunizations Administered	255	1156	704
<b>Statistics are pulled from State/Local databases.</b>			
Tuberculosis			
	March, 2019	YTD 2019	YTD 2018
TST Placed	40	92	104
TST Positive	<5	8	<5
Direct Observed Therapies	170	694	N/A
QFT Gold Tests Ordered	6	13	N/A
Suspect Cases	6	36	38
New Active Cases	<5	<5	<5
Total Active Cases Tracking - 12			
Total Latent Cases Tracking - 22			

**Vital Records**

	<u>RECORDS FILED IN MARCH 2019</u>	<u>YTD 2019 OCCURRENCES</u>	<u>YTD 2018 OCCURRENCES</u>
<b>Birth Statistics*</b>			
Total Births	359	1000	1042
<b>Death Statistics*</b>			
Total Deaths	263	770	857

YTD data reflects the date ranges of 01/01/2017-01/31/2019 as of 02/08/2019.

\*Statistics are subject to change.

Statistics are pulled from State database.

**Staffing Issues**

1. Nothing for this month.

**Health Officer**

During the month of March 2019, I complied with my duties as executive officer of the St. Joseph County Department of Health. 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>													
<b>Beginning Balance</b>	\$1,983,721.52												
	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Year-To-Date</b>
<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	\$233,637.51	\$146,776.86	\$104,872.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$686,681.81
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>\$233,637.51</b>	<b>\$146,776.86</b>	<b>\$104,872.71</b>	<b>\$0.00</b>	<b>\$686,681.81</b>							
<b>EXPENDITURES</b>													
Salary & Benefits	\$898,529.42	\$177,653.92	\$171,437.97	\$166,230.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,413,851.54
Supplies	\$3,906.90	\$2,963.80	\$1,649.01	\$3,093.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,612.86
Other Services and Charges	\$26,743.73	\$9,127.11	\$10,972.72	\$19,739.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,583.52
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>\$189,744.83</b>	<b>\$184,059.70</b>	<b>\$189,063.34</b>	<b>\$0.00</b>	<b>\$1,492,047.92</b>							
<b>MONTHLY SURPLUS / (SHORTFALL)</b>	<b>(\$727,785.32)</b>	<b>\$43,892.68</b>	<b>(\$37,282.84)</b>	<b>(\$84,190.63)</b>	<b>\$0.00</b>								
<b>ACCUMULATIVE SURPLUS / (SHORTFALL)</b>	<b>\$1,255,936.20</b>	<b>\$1,299,828.88</b>	<b>\$1,262,546.04</b>	<b>\$1,178,355.41</b>									
<b>RECEIVABLES FROM PRIOR SERVICE PERIODS (Environmental Services)</b>	\$0.00	\$0.00	\$253,466.00	\$145,121.00									
<b>RECEIVABLES FROM CURRENT SERVICE PERIOD (Environmental Services)</b>	\$0.00	\$0.00											



### 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	\$3,464.53	\$7,637.28	\$4,734.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,301.24
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>\$3,464.53</b>	<b>\$7,637.28</b>	<b>\$4,734.90</b>	<b>\$0.00</b>	<b>\$19,301.24</b>							
<b>MONTHLY SURPLUS / (SHORTFALL)</b>	<b>\$44,351.12</b>	<b>(\$3,464.53)</b>	<b>(\$7,637.28)</b>	<b>(\$4,734.90)</b>	<b>\$0.00</b>								
<b>ACCUMULATIVE SURPLUS / (SHORTFALL)</b>	<b>\$211,282.84</b>	<b>\$207,818.31</b>	<b>\$200,181.03</b>	<b>\$195,446.13</b>									