

**Special Meeting of the Board of Health
St. Joseph County Department of Health
8th Floor, County–City Building
Board Room
Zoom Accessible**

**June 3, 2020
4:30 p.m.**

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

It is recommended the Board of Health members adopt the agenda for the June 3, 2020, special meeting of the Board of Health.

Motion by _____ Seconded by _____ Vote _____

III. APPROVAL OF THE MINUTES

It is recommended the Board of Health Finance Committee members approve the minutes of May 21, 2020.

Motion by _____ Seconded by _____ Vote _____

IV. NEW BUSINESS:

20-28 Approval of FY 2021 Budget

VI. PUBLIC COMMENT: (3 Minute Limit)

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 or obscene.

VII. TIME AND PLACE OF NEXT REGULAR MEETING:

June 17, 2020 – 4:30 p.m. St. Joseph County Department of Health Board Room.

VIII. 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, 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.

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

May 21, 2020
Finance Committee Meeting

Present at the Meeting:

Heidi Beidinger-Burnett, Ph.D., MPH
Michelle Migliore, D.O.
John Linn

President-Zoom
Committee Member-Zoom
Committee Member-Zoom

Also Present at the Meeting:

Robert M. Einterz, M.D.
Amy Ruppe
J. David Keckley

Health Officer
Finance Manager
Board of Health Attorney

I. CALL TO ORDER

Board President and Finance Committee Member, Dr. Beidinger-Burnett, called the May 21, 2020 Finance Committee meeting to Order at 4:34 p.m. The meeting was held at the Department of Health, 8th Floor Board Room. Finance Committee members Dr. Beidinger-Burnett, Dr. Migliore, and John Linn participated via audio/visual zoom. Finance Committee members Dr. Marker and Amy Murray were unable to attend.

II. ADOPTION OF THE AGENDA

On motion made by Dr. Migliore, seconded by John Linn, and unanimously approved, the agenda for the Board of Health Finance Committee meeting was adopted.

III. NEW BUSINESS

20-27 DISCUSSION AND VOTE ON FY 2021 DEPARTMENT OF HEALTH DRAFT BUDGET REQUEST

Health Officer, Dr. Robert Einterz, initially noted that the Department of Health might be in a bit of a disadvantage during the budget process since the COVID-19 response has delayed the preparation of a strategic plan that would have been part of the presentation to be made to county officials. However, he notes that the COVID-19 response may in fact present an advantage due to the solidarity of the medical community and the compliments received from the county officials noting the role of the Health Department in addressing and reacting to the pandemic.

County officials have asked for a five percent (5%) reduction in all department budgets but have excepted the Department of Health and Emergency Management operations from this requirement.

Dr. Einterz and Finance Manager, Amy Ruppe, presented and reviewed with committee members the recommended 2021 budget changes which information is attached to these minutes identified as Budget #3 and Budget #4. Also attached and identified as County Wide Lead Initiative–Draft #1 is the request for an additional \$200,000.00 for 2021.

Dr. Einterz explained in detail the changes referenced in the materials and answered questions from the committee members.

Committee members also supported the efforts to be made by Dr. Einterz to obtain hazard/hardship pay for three months for approximately 14 health department employees that could be considered in the front line when dealing with the COVID-19 response.

The proposed budget generally supports a 2.6% increase in wages for Department of Health staff. A larger increase is requested for selected staff to ensure equity among all staff.

Another key element is to budget for Coronavirus vaccine supplies, as this is expected to be a major project for the Department of Health when a vaccine becomes available.

Finance Committee members also discussed the strategy and key points to be made when meeting with county officials to support the proposed budget. Committee members were unanimous to recommend to the full Board of Health the proposed 2021 budget.

Respectfully submitted,

J. David Keckley
Attorney for St. Joseph County
Health Board

ATTEST:

Robert M. Einterz, M.D.
St. Joseph County Health Officer

St. Joseph County Department of Health

County Health - DRAFT #4

| Acct # | Job Position - Employee | 2020 Adopted | 2021 Proposed | + / - |
|--------------|--|---------------------|---------------------|----------------------|
| | | 6 | 6 | |
| 11009 | Director - 7 (5 @ \$52,850; 1 @ \$61,658, 1 @ \$66,000) | \$369,155.00 | \$391,908.00 | \$22,753.00 |
| | Environmental Health | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Epidemiology/Emergency Preparedness | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Finance | \$51,510.00 | \$66,000.00 | \$14,490.00 |
| | Foods | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Health Outreach, Promotion & Education | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Nursing | \$60,095.00 | \$61,658.00 | \$1,563.00 |
| | Vital Records | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | | 5 | 5 | |
| 11013 | Assistant Director - 5 (3 @ \$48,705; 2 @ \$52,850) | \$245,430.00 | \$251,815.00 | \$6,385.00 |
| | Environmental Health | \$47,470.00 | \$48,705.00 | \$1,235.00 |
| | Foods | \$47,470.00 | \$48,705.00 | \$1,235.00 |
| | Nursing - Clinic/TB | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Nursing - Public Health Nursing | \$51,510.00 | \$52,850.00 | \$1,340.00 |
| | Vital Records | \$47,470.00 | \$48,705.00 | \$1,235.00 |
| | | 0 | 0 | |
| 11041 | Attorney Part Time - 1 | \$17,787.00 | \$18,250.00 | \$463.00 |
| | | \$17,787.00 | \$18,250.00 | \$463.00 |
| | | 1 | 0 | |
| 11055 | County Health Officer - 1 | \$140,000.00 | \$140,000.00 | \$0.00 |
| | | \$140,000.00 | \$140,000.00 | \$0.00 |
| | | 2 | 2 | |
| 11077 | Admin. Assistant - 2 | \$64,546.00 | \$71,360.00 | \$6,814.00 |
| | Environmental | \$32,273.00 | \$35,680.00 | \$3,407.00 |
| | Food | \$32,273.00 | \$35,680.00 | \$3,407.00 |
| | | 1 | 1 | |
| 11087 | Billings Clerk - 1 | \$31,310.00 | \$32,500.00 | \$1,190.00 |
| | | \$31,310.00 | \$32,500.00 | \$1,190.00 |
| | | 3 | 3 | |
| 11143 | Registrars - 3 | \$97,500.00 | \$100,035.00 | \$2,535.00 |
| | Vital Records Registrar | \$32,500.00 | \$33,345.00 | \$845.00 |
| | Vital Records Registrar | \$32,500.00 | \$33,345.00 | \$845.00 |
| | Vital Records Registrar | \$32,500.00 | \$33,345.00 | \$845.00 |
| | | 3 | 2 | |
| 11144 | Nursing Registrars - 2 | \$83,325.00 | \$65,000.00 | (\$18,325.00) |
| | Immunization Registrar | \$27,775.00 | \$32,500.00 | \$4,725.00 |
| | Immunization Registrar | \$27,775.00 | \$32,500.00 | \$4,725.00 |
| | Medical Records Registrar | \$27,775.00 | \$0.00 | (\$27,775.00) |
| | | 2 | 2 | |
| 11145 | Staff Assistants - 2 | \$57,718.00 | \$65,000.00 | \$7,282.00 |
| | Environmental | \$28,859.00 | \$32,500.00 | \$3,641.00 |
| | Food | \$28,859.00 | \$32,500.00 | \$3,641.00 |
| | | 7 | 7 | |
| 11155 | Nurses - 7 | \$335,825.00 | \$344,561.00 | \$8,736.00 |
| | Immunization Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | Immunization Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | Public Health Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | Public Health Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | Public Health Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | TB Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | TB Nurse | \$47,975.00 | \$49,223.00 | \$1,248.00 |
| | | 9 | 7 | |
| 11172 | Environmental Health Specialist - 9 | \$377,235.00 | \$387,045.00 | \$9,810.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Environmental Health Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |

St. Joseph County Department of Health

County Health - DRAFT #4

| Acct # | Job Position - Employee | 2020 Adopted | 2021 Proposed | + / - |
|--------------|---|-----------------------|-----------------------|----------------------|
| | | 5 | 5 | |
| 11174 | Food Service Specialist - 5 | \$209,575.00 | \$215,025.00 | \$5,450.00 |
| | Food Service Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Food Service Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Food Service Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Food Service Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | Food Service Specialist | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | | 0 | 1 | |
| 11195 | Public Health Coordinator - 1 | \$0.00 | \$43,005.00 | \$43,005.00 |
| | | \$0.00 | \$43,005.00 | \$43,005.00 |
| | | 1 | 1 | |
| 11196 | Health Promotion Specialist - 1 | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | | \$41,915.00 | \$43,005.00 | \$1,090.00 |
| | | 1 | 1 | |
| 11650 | Executive Secretary - 1 | \$37,875.00 | \$38,860.00 | \$985.00 |
| | | \$37,875.00 | \$38,860.00 | \$985.00 |
| | | 0 | 0 | |
| 11950 | Part Time - 1 | \$12,000.00 | \$12,312.00 | \$312.00 |
| | \$22.05 per hour (\$43,005 annual) | \$12,000.00 | \$12,312.00 | \$312.00 |
| | | 0 | 1 | |
| 11969 | Health Coord/Congregate Living - 1 | \$0.00 | \$43,005.00 | \$43,005.00 |
| | | \$0.00 | \$43,005.00 | \$43,005.00 |
| | | 0 | 0 | |
| 11976 | Deputy Health Officer - 1 | \$48,000.00 | \$48,000.00 | \$0.00 |
| | | \$48,000.00 | \$48,000.00 | \$0.00 |
| | | 0 | 0 | |
| 11985 | Temp/Seasonal Help - 4 | \$0.00 | \$81,724.00 | \$81,724.00 |
| | Nurse @ \$25.24/hour | \$0.00 | \$24,612.00 | \$24,612.00 |
| | Nurse @ \$25.24/hour | \$0.00 | \$24,612.00 | \$24,612.00 |
| | Nursing Registrar @ \$16.67/hour | \$0.00 | \$16,250.00 | \$16,250.00 |
| | Nursing Registrar @ \$16.67/hour | \$0.00 | \$16,250.00 | \$16,250.00 |
| 14800 | Fica Taxes @ 7.65% | \$165,944.00 | \$183,020.00 | \$17,076.00 |
| 14810 | PERF @ 11.2% | \$234,238.00 | \$249,998.00 | \$15,760.00 |
| 14840 | Group Health Insurance @ \$17,300/person | \$778,780.00 | \$761,200.00 | (\$17,580.00) |
| 14850 | Unemployment Comp | \$0.00 | \$0.00 | \$0.00 |
| | 10000 series TOTAL | \$3,348,158.00 | \$3,586,628.00 | \$238,470.00 |
| 21030 | Office Supplies | \$21,542.00 | \$21,542.00 | \$0.00 |
| 22120 | Garage & Motor Supplies | \$9,480.00 | \$11,980.00 | \$2,500.00 |
| 22148 | Field Supplies | \$3,000.00 | \$4,000.00 | \$1,000.00 |
| 22328 | Equipment Repairs | \$2,250.00 | \$2,250.00 | \$0.00 |
| 22406 | Immunization Supplies | \$112,680.00 | \$88,000.00 | (\$24,680.00) |
| 22407 | Coronavirus Vaccine Supplies | \$0.00 | \$40,000.00 | \$40,000.00 |
| 22448 | Education Books | \$200.00 | \$200.00 | \$0.00 |
| 24120 | Medical Supplies | \$50.00 | \$50.00 | \$0.00 |
| | 20000 series TOTAL | \$149,202.00 | \$168,022.00 | \$18,820.00 |
| 31070 | Other Contractual Services | \$0.00 | \$0.00 | \$0.00 |
| 31150 | Medical Services | \$1,750.00 | \$1,750.00 | \$0.00 |
| 32020 | Travel/Mileage | \$15,246.00 | \$18,396.00 | \$3,150.00 |
| 32050 | Conferences & Training | \$975.00 | \$975.00 | \$0.00 |
| 32200 | Telephone | \$18,796.00 | \$19,876.00 | \$1,080.00 |
| 32350 | Postage | \$1,000.00 | \$250.00 | (\$750.00) |
| 33128 | Environmental Health | \$3,500.00 | \$3,500.00 | \$0.00 |
| 33368 | Public Information & Education | \$0.00 | \$5,000.00 | \$5,000.00 |
| 33648 | Rebinding Records | \$0.00 | \$0.00 | \$0.00 |
| 33938 | Vector Abatement | \$0.00 | \$25,000.00 | \$25,000.00 |
| 34030 | Liability Insurance Coverage | \$17,340.00 | \$17,340.00 | \$0.00 |

St. Joseph County Department of Health

County Health - DRAFT #4

| Acct # | Job Position - Employee | 2020 Adopted | 2021 Proposed | + / - |
|---------------|--------------------------------|-----------------------|-----------------------|---------------------|
| 36500 | Service Contract | \$14,100.00 | \$14,100.00 | \$0.00 |
| 37100 | Auto Lease | \$53,320.00 | \$53,617.00 | \$297.00 |
| 39010 | Dues & Subscriptions | \$1,021.00 | \$1,474.00 | \$453.00 |
| 39750 | Information Technology | \$5,000.00 | \$5,000.00 | \$0.00 |
| | 30000 series TOTAL | \$132,048.00 | \$166,278.00 | \$34,230.00 |
| | 10000 series sub-total | \$3,348,158.00 | \$3,586,628.00 | \$238,470.00 |
| | 20000 series sub-total | \$149,202.00 | \$168,022.00 | \$18,820.00 |
| | 30000 series sub-total | \$132,048.00 | \$166,278.00 | \$34,230.00 |
| | GRAND TOTAL | \$3,629,408.00 | \$3,920,928.00 | \$291,520.00 |

**St. Joseph County Department of Health
County-Wide Lead Initiative - DRAFT #1**

| Acct # | Job Position - Employee | 2020 Adopted | 2021 Proposed | + / - |
|--------|--|---------------------|---------------------|----------------------|
| 11167 | Community Health Worker - 2 | \$32,000.00 | \$64,000.00 | \$32,000.00 |
| | Community Health Worker | \$32,000.00 | \$32,000.00 | \$0.00 |
| | Community Health Worker | \$0.00 | \$32,000.00 | \$32,000.00 |
| 11172 | Environmental Health Specialist - 1 | \$41,915.00 | \$0.00 | (\$41,915.00) |
| | | \$41,915.00 | \$0.00 | (\$41,915.00) |
| 11991 | Outreach Coordinator - 1 | \$45,335.00 | \$55,250.00 | \$9,915.00 |
| | | \$45,335.00 | \$55,250.00 | \$9,915.00 |
| 14800 | Fica Taxes @ 7.65% | \$9,123.00 | \$9,123.00 | \$0.00 |
| 14810 | PERF @ 11.2% | \$13,356.00 | \$13,356.00 | \$0.00 |
| 14840 | Group Health Insurance @ \$17,300/person | \$50,790.00 | \$51,900.00 | \$1,110.00 |
| | 10000 series TOTAL | \$192,519.00 | \$193,629.00 | \$1,110.00 |
| 31059 | Lead Program | \$7,481.00 | \$6,371.00 | (\$1,110.00) |
| | 30000 series TOTAL | \$7,481.00 | \$6,371.00 | (\$1,110.00) |
| | 10000 series sub-total | \$192,519.00 | \$193,629.00 | \$1,110.00 |
| | 20000 series sub-total | \$0.00 | \$0.00 | \$0.00 |
| | 30000 series sub-total | \$7,481.00 | \$6,371.00 | (\$1,110.00) |
| | GRAND TOTAL | \$200,000.00 | \$200,000.00 | \$0.00 |