

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

**January 9, 2019
5:00 p.m.**

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

I. AGENDA AND MINUTES

It is recommended that this agenda for the January 9, 2019, meeting of the Board be adopted as presented.

Motion by _____ Seconded by _____ Vote _____

APPROVAL OF THE MINUTES OF THE DECEMBER 12, 2018, 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. Lead Initiative
2. Immunizations
3. Health Education

IV. NEW BUSINESS

- 19-1 Discussion and Vote on November, 2018 Health Officer's Report
- 19-2 Board of Health Orientation for new members

V. OLD BUSINESS

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

VI. BOARD NOTIFICATIONS:

1. Hirings:

David Ekkens, Environmental Health Services, effective December 17, 2018
Josiah Hartman, Environmental Health Services, effective December 31, 2018
Jessica Dilling, Environmental Administrative Asst., effective January 7, 2019
Carla Dawson, Immunization Nurse, effective January 28, 2019

2. Resignations:

Kirsten Zalas, Health Educator, effective January 4, 2019

3. Retirements:

Linda Mauller, Environmental Health Director, will retire on January 31, 2019
Mary Rooney, Executive Administrative Assistant, will retire on February 11, 2019

VII. PUBLIC COMMENT (3 Minute Limit)

VIII. TIME AND PLACE OF NEXT REGULAR MEETING

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

St. Joseph County Health Department Board Room

CLOSE OF MEETING

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

December 12, 2018
Regular Meeting

Present at the Meeting:

Dale Deardorff, M.D.	President
Karen Davis, M.D.	Vice President
Heidi Beidinger-Burnett, PhD., MPH	Member
Sharon Imes, RN, MSN	Member
John Linn	Member
Jason Marker, M.D.	Member
Emily Dean	Member

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Mark Fox, M.D.	Deputy Health Officer
J. David Keckley	Attorney for Health Department

I. AGENDA AND MINUTES:

On motion made by John Linn, seconded by Heidi Beidinger-Burnett, and unanimously approved, the agenda for the December 12, 2018 Regular Meeting of the Health Board was adopted.

On motion made by Dr. Davis, seconded by Sharon Imes, and unanimously approved, the Minutes of the November 14, 2018 regular meeting of the Board were adopted as amended to clarify Section 18-32, Nominating Committee assignments, that committee assignments will be made by the newly elected Board president at the January, 2019 regular meeting.

II. HEALTH OFFICER ORAL REPORT

1. Vital Records Current Situation.

Dr. Galup reviewed with board members the various methods of storage of vital records since 1882; the history of accessibility by computer since 1998; and specific information as to how birth records and death records are kept and made available through the computer systems. Efforts are underway to transfer and backup records to a modern computer. Data in microfilm need to be digitized. The Health Department has entered into a contract to accomplish this task and we have asked for permission from the State to spend money from the Health Trust Grant 9111 to cover this cost.

2. Vehicle Lease.

Finance Manager Amy Ruppe has worked diligently to follow the appropriate steps as required by local ordinance and State statute to accommodate the Public Purchasing rules that require seeking bids, advertising and presenting sealed proposals to the County Commissioners. We anticipate this process to be completed January 15, 2019, when the bids will be opened and read by the commissioners.

3. Hepatitis A Inmate Vaccination.

The proposed hepatitis A vaccination to be provided to the inmates at the St. Joseph County Jail will be postponed until after the holidays at the request of the warden. Ongoing repairs at the county jail has caused this delay.

Upon inquiry, Dr. Galup related that sixteen vaccinations were performed at the Homeless Shelter. Also, there has been no report of a hepatitis A outbreak in St. Joseph County.

4. Applicants.

The Health Department has received applications for the two environmental specialist openings and one for an Immunization Nurse. It is anticipated these positions will be filled in the near future.

III. DEPUTY HEALTH OFFICER ORAL REPORT:

Dr. Fox reported as follows:

1. Lead Initiative.

Dr. Fox and staff members are continuing to work on an updated lead report to be included in the monthly packet of materials. He noted that October data from Stellar showed approximately 320 actual lead tests with 10 results over the level of 10.0, and 30 results in the range of 5-9.9. He noted that the numbers for both case management and case monitoring are continuing to increase and that several cases are still awaiting confirmation. A total testing numbers are approximately 3% down from 2017 to the end of October. Approximately 3,900 tests then and approximately 3,750 tests now year-to-date.

Plans are underway to perform lead testing for students at Madison Elementary in January. It is anticipated that there will be a larger volume than the prior testing at Muessel Elementary. Both kindergarten and first grade students will be the target group but other grades will be tested.

Work continues to prepare an application for a lead grant from the ISDH in range of \$5,000 to \$10,000 for purposes of engaging both the community and community providers with regards to the importance of testing young children specifically one year

old and two year old. Also, as noted by board member Emily Dean, work needs to be done to educate and impress upon providers the need to follow up with parents and the Health Department in the event a child tests at a lead level of 5.0 or above, as lead risk assessments of residential properties need to be scheduled and case management/or monitoring needs to be considered. Both Dr. Davis and Dr. Deardorff agreed.

2. Immunizations.

Dr. Fox reviewed with board members a chart noting the number of pediatric immunizations and adult immunizations at the South Bend Health Department Clinic for the past twelve months. He will also seek information from the Mishawaka Clinic as he continues to monitor immunizations and provide reports to the Health Board. He is reviewing the hours of operation for the clinic, hopes to reopen the Mishawaka Clinic and is considering other options to increase access to the clinics and how best to operate a mobile clinic.

3. Health Education.

Robin Vida, Health Education Director, has received a grant which will be utilized to help combat the opioid epidemic in our community. More information will be available next month.

IV. NEW BUSINESS:

18-33 **Discussion and Vote on October, 2018 Health Officer's Report.**

It was noted, and Dr. Fox confirmed, that the Board's request that the Health Education Department scale back their presentations in schools is occurring.

Upon motion made by Heidi Beidinger-Burnett, seconded by John Linn, and unanimously adopted, the October, 2018 Health Officer's Report was approved.

18-34 **Discussion on 2019 Calendar.**

Dr. Deardorff recommended, with no objection from the board members, that the Health Board continued to meet on the second Wednesday of every month at 5:00 p.m., with the exception that it would be the third Wednesday in March to consider the approval of the Annual Report.

V. OLD BUSINESS.

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

It was noted that this item is now being covered under Dr. Fox's Lead Initiative Report so it will no longer be necessary to place on the agenda.

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

Dr. Davis reported that this will be her last board meeting as her term is expiring and she decided not to submit a request for renewal. Dr. Deardorff thanked Dr. Davis for her service and the insight and expertise she brought to the board meetings with regards to the lead issue and her family practice background.

Three physicians have expressed an interest in being appointed by the South Bend Mayor to a position on the Health Board. Their names have been submitted.

18-15 Update on FY 2019 Budget

There is no further information to report at this time.

18-32 Nominating Committee Updates.

Sharon Imes reported that the nominating committee is recommending that Dr. Dale Deardorff continue as President for 2019, and that Heidi Beidinger-Burnett shall assume the position of Vice President. The recommendation was unanimously approved and Dr. Deardorff reported that committee assignments will be made in the January meeting.

VI. BOARD NOTIFICATIONS:

There were no board notifications reported at this meeting.

VII. PUBLIC COMMENTS

Debra Duvall, a local resident, expressed her interest in the quality of water and soil in St. Joseph County. In light of the increased construction for industry in various areas of the county, she is concerned as to whether there will be adequate farm land to continue to grow crops and the quality of that farm land. She is also curious as to whether there is adequate funding to protect our water from contamination. Board Member John Linn explained that he has been a member on the Water Resources Advisory Board which monitors three separate ordinances dealing with the protection of water. There has not been much activity regarding this Board since Marc Nelson left the Health Department in June 2016 and he will initiate, with Dr. Galup's help, to schedule a meeting to review the ordinances.

Brett Davis, one of the Health Department Environmental Specialists, was in attendance and assured Ms. Duvall that both the Health Department and IDEM monitors the quality of water and enforces the well head protection ordinance.

VIII. TIME AND PLACE OF NEXT REGULAR MEETING:

The next regular meeting of the St. Joseph County Health Board is scheduled for Wednesday, January 9, 2019, at 5:00 p.m., at the St. Joseph County Health Department, 8th 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
November 2018**

Environmental Health Division

	November 2018	YTD 2018	YTD 2017
SEPTIC PROGRAM			
Residential - New Construction			
Inspections	14	234	198
Consultations	0	28	17
Residential - Replacement			
Inspections	61	653	679
Consultations	6	43	17
Commercial			
Inspections	1	15	58
Consultations	0	3	4
Cluster System Inspections	0	5	35
SUBDIVISION PROGRAM			
Health Officer Reports	0	27	31
Subdivision Reviews	1	31	48
Rezoning and Replat Reviews	1	17	13
WELLHEAD PROGRAM			
Inspections Performed	4	110	185
WELL DRILLING PROGRAM			
Residential			
Inspections	8	135	166
Well Abandonments	9	148	165
Commercial			
Inspections	0	0	0
Well Abandonment Inspections	6	6	0
SOURCE WATER PROGRAM			
Phase I Inquiries	9	115	110
Spill Responses	0	0	3
Meth Lab Occurrence Response	0	1	2
Other Source Water Inspections	0	38	58
SURFACE WATER PROGRAM			
Surface Water Sampling	0	0	0
LEAD PROGRAM			
HUD Lead Inspections	0	1	0
Lead Risk Assessments	3	32	47
Public Information Events	2	31	6
Children Tested for Lead levels *	480	3755	3896
CAFO PROGRAM			
Inspections Performed	0	0	0
AIR QUALITY PROGRAM			
Indoor Air Quality Investigations	0	0	0
Mold Investigations	1	1	2
VECTOR PROGRAM			
Larvicide Swimming Pools/Stagnant Water	0	29	24
HEALTHY HOMES PROGRAM			
Total Complaints	19	62	63
Dwellings Declared Unfit	0	9	5

	November 2018	YTD 2018	YTD 2017
MASSAGE			
Establishment Inspections	2	59	67
TATTOO/BODY PIERCING PROGRAM			
Inspections Performed	0	23	27
COMPLAINTS / INVESTIGATIONS			
Trash	7	100	46
Sewage	2	79	108
Water (ditches, lakes, ponds & swells)	0	4	18
Motels/Hotels	1	7	5
Burning	1	8	7
Other	6	60	39
ABATEMENT LETTERS			
Abatement Letters Sent	7	149	204
Immediate Threat to Public Health Letters Sent	1	10	2
Impending Legal Action Letters Sent	0	42	27

* 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 September, and true YTD end September 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.

1. Lead:

- Attended the Lead Affinity meeting at Near Northwest Neighborhood
- 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.

2. Staffing:

Received many applications for the vacant positions within the Division and selected applicants for interviews to be sent in December.

Epidemiology, Bioterrorism and Emergency Preparedness

1. Meetings:

Health Improvement Alliance Meeting, Child Fatality Review Meeting, Lead Affinity Meeting, Lead Action Team Meetings, LEPC meeting, District 2 HCC meeting, FIMR case review meeting, Met with local Red Cross.

2. Epidemiological Investigations

Investigating factors relating to opioid overdoses and suicide.

3. Trainings and Presentations

Presented 6 times at the Juvenile Justice center.

4. Miscellaneous

Reviewed pan-flu plans, updated contact info, Hep A webinar from state, took on role as chair-person for child fatality review, applied for overdose response project and received overdose response \$20,000 grant from state.

5. Please see suicide graphs at the end of this Health Officer report.

Finances

1. Items receiving 1st reading and sub-committee from the County Council:

- a. Salary Ordinance Amendments - Part Time (Immun CoAg Grant).
- b. Out of line transfers - From Public Info & Educ to Part Time and FICA Taxes (Immun CoAg Grant)

2. There were no items receiving final approval from the County Council.

Food Division

	November 2018	YTD 2018	YTD 2017
Food Store Complaints	2	16	14
Food Service Complaints	16	182	171
Civil Penalties Levied	5	8	6
Health Officer Hearings	0	2	5
Abatements	9	41	27
Possible Food Borne Illness Investigations	0	4	4
Opening Inspections *	11	170	188
Inspections *	186	1897	1987
Plan-Review/New Construction/Remodel	2	33	53
Fire Investigations	1	14	9
# Establishments Requested to close	0	6	5
Number of Temporary Events	20	258	256
Temporary Inspections	19	670	638
Mobile inspections	7	132	67
Meetings	2	24	35
Smoking Information	November 2018	YTD 2018	YTD 2017
Smoking Complaints	0	0	0
Smoking Appeals Hearings	0	0	0
Pool Information	November 2018	YTD 2018	YTD 2017
Pool Inspections	0	170	110
Consultations	0	12	2
Complaints	0	4	4
Closings	0	52	29

*includes Food Service and Food Store

1. Civil penalties totaling \$2,850.00, were levied on five (5) different establishments. 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.
2. Y-T-D routine inspections down 4.5% from the 1987 inspections completed by the end of November 2017. Each permitted establishment, in St. Joseph County, will have had at least one routine inspection performed, by the end of 2018.
3. The Indiana State Department of Health (ISDH) was notified that our food division will not be implementing USAFoodSafety, a system for food protection inspection management and reporting. SJC will instead be moving to Filemaker along with our Environmental Division. Filemaker is an Integrated Permit Processing/Economic Development System. This project is a permit processing system being implemented and managed by Auriel, Inc. This system consists of developing custom designed modules that will address the information management requirements of each specific department and integrate with other modules to facilitate communication and transfer of information within the overall project management application. The integrated system is reported to include the Health Department, Building Department, GIS, Area Plan Commission, Economic Development, and Public Works.
4. The Filemaker application for Foods will be similar in operation as the program already being used by the Food Division, so we believe this will make for an easier transition. Staff will be able to process inspections and generate reports from their notebooks, while in the field.

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.)	56	7			20	29
Substance Abuse	4	4				
Communicable	1	1				

Disease (BBP, etc.)					
STDs/Sexuality Healthy Relationships	1		1		
Chronic Disease	0				
Meeting Topic	Organization			Purpose	
SJC Cares	Oaklawn (leading)/SJCHD (participating)			Monthly meeting of system of care	
Trauma Informed Workgroup	Oaklawn SJCHD (co-chair)			Developing next steps for ACE Interface-trauma informed organizations	
PEPSA	AARC (leading) SJCHD (Participating)			Bimonthly meeting of Drug- free community coalition	
ROC	SJCHD (Leading)			Monthly Reducing Obesity Coalition meeting	
Lead Prevention Week (x4)	SJCHD (leading)			Plan events for lead prevention week	
CHNA	SJHS (leading)			Discuss priority areas identified on CHNA	
Lead Awareness Message	SJCHD/IUSB/NNN			Begin to discuss cohesive message around lead education/awareness	
Food Access Council SJC	SJCHD (Leading)			Monthly meeting of food system partners	
Board meeting	525 Foundation (Leading)			Bimonthly meeting of Board of Directors	
Allocation Panel Discussion	UW (leading)			Discuss next years' allocation panel presentations/site visits	
Planning Meeting	SJCHD/Purdue Ext.			Discuss food access council involvement, ROC co- leadership	
Lead Affinity	NNN (Leading)			Monthly meeting of lead affinity efforts	
Planning	SBSCS/SJCHD			Discussion of collaboration between SBSCS/SJCHD health efforts	
Lead Efforts	Select Health (leading)			Introduce Dr. Fox to Select Health and discuss their efforts for increased lead testing	
Community Action Team –FIMR	SJCHD (leading)			Quarterly meeting for FIMR	

LEAD-specific Tasks

- Health Education interns attended the monthly Lead Affinity meeting.
- Several meetings were held for planning for National Lead Prevention week
- Director of Health Education presented to SB EMS and FIRE on Lead 101
- Director of Health Education meet with Monica from IUSB and Emily from NNN about a cohesive mass education message for lead

Fetal Infant Mortality Review Program (FIMR) Meetings & Activities

- CityLeader mentoring call with National FIMR Director, Rosemary Fournier
- Community Wellness Partners annual dinner
- EMS infant mortality presentation at Beacon's First Responder training center
- Public Health students at IUSB
- MDWise meeting on infant mortality
- Maternal Interview

- WIC presentation
- Meeting with Heidi and ND student about Maternal Interview project
- Meeting with Cradle Kalamazoo
- Community Action Team meeting
- School Age Moms Program

Other Activities:

- Health education staff and 2 EHS attended Youth and Adult Mental Health First Aid training in Elkhart.
- Director of Health Education attended ISDH's Fall Local Public Health Symposium.
- Director of Health Education, Health Educators, and Epidemiologist attended the Indiana Public Health Conference that focused on Harm Reduction and Opioid Response.
- Director of Health Education presented ACE science presentation to SB Clinic Pediatric and OB staff- will work together on becoming trauma-informed and responsive.
- Health Education staff, interns participated in numerous events for lead prevention week, lead testing events, and health fairs (4) this month

Nursing Division

Case Management for Elevated Blood Lead Levels			
	November 2018	YTD 2018	YTD 2017
New Cases Received	<5	18	20
Cases Closed	<5	22	11
Open Cases Being Followed*	31	32	37

* As of reporting date of 11/13/18 **Statistics are pulled from State database.**

Immunizations			
	November 2018	YTD 2018	YTD 2017
Total Clinic Visits	254	1669	1500
Immunizations Administered	678	3863	3602

Statistics are pulled from State database.

Tuberculosis			
	November 2018	YTD 2018	YTD 2017
TST Placed	23	430	478
TST Positive	<5	11	11
New Suspect Cases	8	149	173
New Active Cases	<5	17	<5

Total Active Cases being Tracked – 15

Total Latent Cases being Tracked – 24

Key Events:

The TB Division meets weekly and as needed. Managed 15 active, 24 latent, and reviewed 8 suspect cases. We continue to update the TB shared drive.

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 November were 32 tested in clinic, 5 patients who previously had testing in the last 12 months, 6 patients that refused, and 1 who refused but did take the certificate to the Foundation for the capillary testing.

The Immunization Clinic placed 23 TSTs and read 22 TSTs. Vaccines are administered to qualified children and adults. Current vaccine shortages include Yellow Fever and some restrictions with Adult Hepatitis A. We assisted 21 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 currently have one Immunization RN position available.

The Immunization Grant Registrar is currently working on reminder recall/postcard mailing for teens and infants missing any vaccines.

The Mobile Clinic had two immunization events this month. One, at the Homeless Center to provide adults with Hepatitis A and flu vaccines on November 8. Two, we partnered with IU School of Medicine to provide flu, Tdap, and Hep A vaccines to adults and children on November 10. Abby and Danielle facilitated these events.

ADON, Neiko met with Oaklawn on November 13 to discuss more Mobile partnership outreach.

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.

We continue our lead bi-monthly meetings with the Environmental Division and Dr. Fox. Briannah, Jan, Nancy and Christine are collaborating to revise the Lead Program Roles and Responsibilities policy. Danielle has met with the Homeless Center and will be giving a presentation on Lead Poisoning to the residents. Jan continues to attend the NNN Meetings and continues to build relationships with their community.

Five nurses obtained their CPR recertification in November.

Christine continues to communicate with the Assistant Warden at the jail to initiate a Hepatitis clinic. The jail is finishing up plumbing and lighting issues and installations. A tentative date is set for January to vaccinate inmates. ISDH has been updated as well.

All employees of the Nursing Division have received their flu vaccine for this season.

Vital Records

	<u>Records Filed in November 2018</u>	<u>YTD 2018 Occurrences</u>	<u>YTD 2017 Occurrences</u>
Birth Statistics*			
Total Births	350	3991	4011
Death Statistics*			
Total Deaths	263	2769	2676

YTD data as of 11/30/18.

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

Staffing Issues

1. Nothing for this month.

COUNTY HEALTH OFFICER'S ACTIVITIES

During the month of November 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.

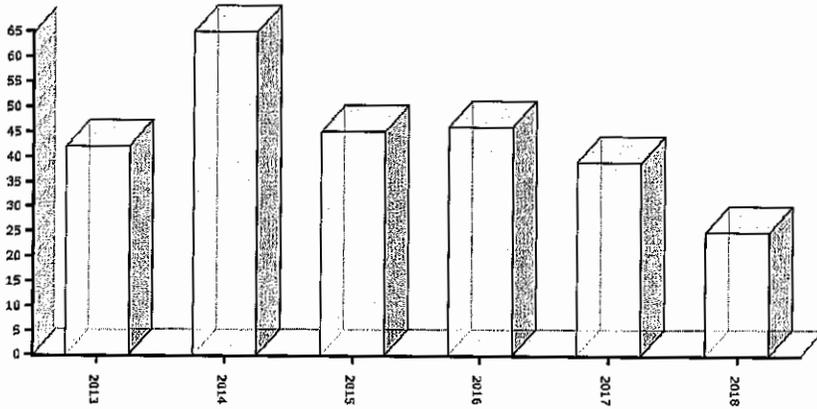
I have also held formal and informal meetings with the Nursing Division and with the Environmental Division.

Respectfully,

Luis N. Galup, M.D.
Health Officer

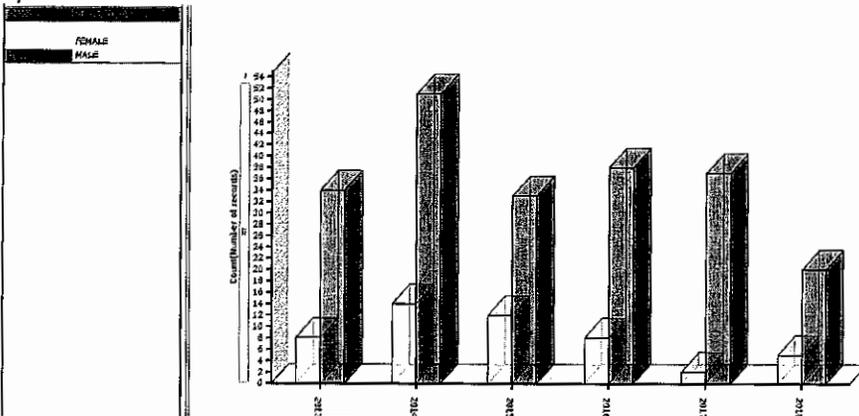
Suicides 2013-2018YTD

Year Of Event Date	Records Found
2013	42
2014	65
2015	45
2016	46
2017	39
2018	25



By Gender

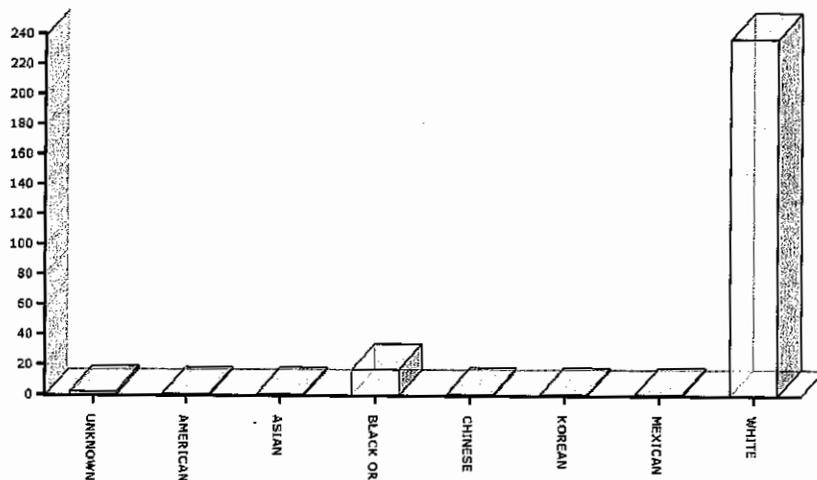
/	FEMALE	MALE
2013	8	34
2014	14	51
2015	12	33
2016	8	38
2017	2	37
2018	5	20



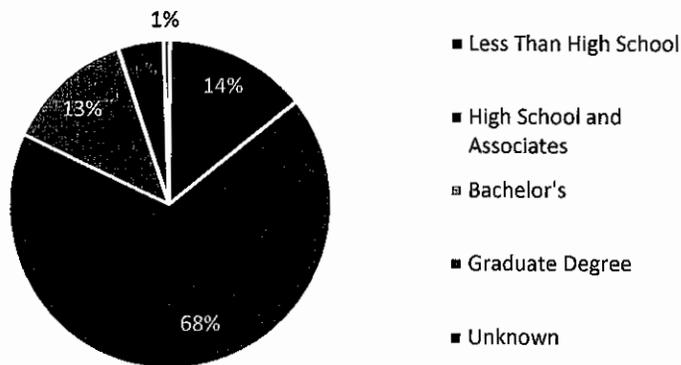
By Race

RACE

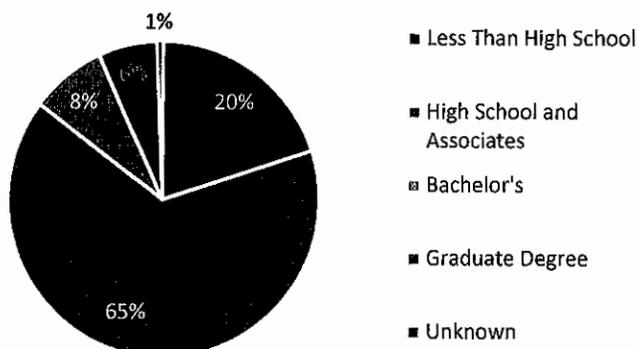
/	UNKNOWN	AMERICAN	ASIAN	BLACK OR	CHINESE	KOREAN	MEXICAN	WHITE
2014	2			2				61
2013		1		1				40
2015			1	4	1			39
2016				6		1		39
2017				2			1	36
2018				2				23



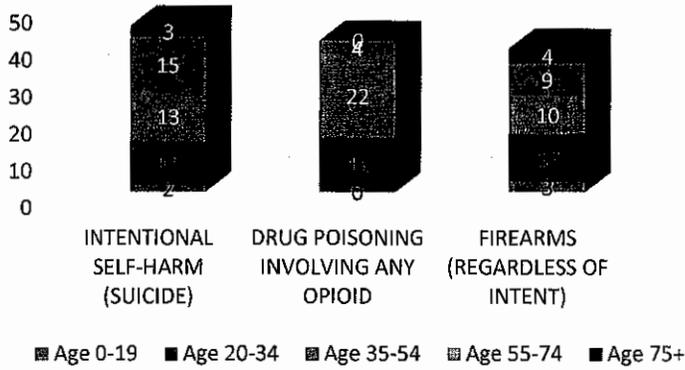
Suicide Deaths by Education Level 2015-2018 Year to Date



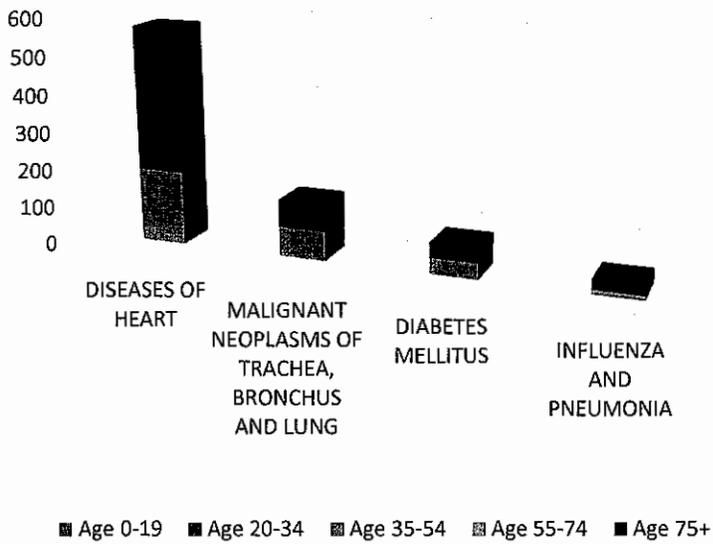
Natural Deaths by Education Level 2015-2018 Year to Date



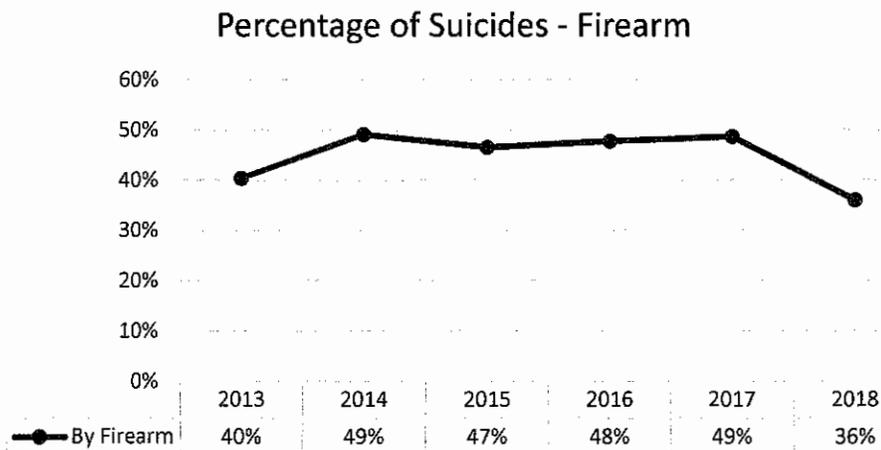
Selected Causes Age Distribution 2016



Selected Natural Causes Age Distribution 2016



Fraction of Suicides By Firearm



J. DAVID KECKLEY

■ ■ ■ ■ ■ ■ ■ ■ ■ ■
ATTORNEY AT LAW

630 E. Colfax Avenue • South Bend, Indiana 46617 • 574/288-8381 • Fax 574/234-8927

Mary's
COPY

DATE: January 8, 2019
MEMO TO: Dale Deardorff, M.D., President
And Members of the St. Joseph County Board of Health
RE: Authority and Responsibility of Indiana Local Boards of Health

As attorney for the St. Joseph County Board of Health and the St. Joseph County Health Department, and Health Officer, and in lieu of the Board's interest to review certain areas of their authority and responsibility, it may be helpful to review the attached information which is found in the Guide for Local Board of Health and Health Officers:

1. Roles of Indiana Local Board of Health.
2. Is It Policy or Is It Management?
3. Sample Board Member Job Description.

Also, I found in my materials reference to the 10 Essential Services of Public Health as noted by the American Public Health Association which I include with this Memo.

All Board Members should have in their possession for reference:

- ★ 1. A Guide for Local Board of Health and Health Officers prepared by the Indiana State Department of Health.
2. Indiana Local Board of Health Orientation Manual prepared by the Indiana Association of Local Boards of Health.

Although the materials prepared by both the State Department of Health and the Association clearly state that the Board has no role in the day-to-day operations of the Health Department (management), please see I.C. 16-20-2-3 entitled "Management of Local Health Departments" which reads as follows: "A local board of health shall manage each local health department established under this chapter" (copy attached).

Thus, the Board certainly appears to have the oversight responsibility of the day-to-day operations notwithstanding the interpretation of this Statute given by the State Health Department and Association.

I can only conclude that it would be discretionary with the Local Board as to the extent the Board will consider and make decisions affecting an individual staffer or a specific program or department.

Respectfully submitted,

J. David Keckley
J. David Keckley

*Called Tammy B,
left message
about newer edition.*

ROLES OF INDIANA LOCAL BOARDS OF HEALTH

(legal responsibilities and limits are set by the state)

Governance/Policy Making

- Adopt procedural rules for the board's guidance and establish administrative and personnel policies of the local health department that are consistent with the administrative operating policy of the appointing authority (IC 16-20-1-3)
- Take any action authorized by statute or rule of the state department of health to control communicable diseases (IC 16-20-1-21)
- Develop and recommend local ordinances for the protection of the public's health to the jurisdiction executive which has legal authority to adopt ordinances
- Set policies for the health department to ensure:
 - a) that your organization is run effectively, legally and ethically
 - b) that administrator and staff know which direction to take in implementing the policies and managing the health department in accordance with them
- Guide strategic planning and development of long-range goals ranging at least three to five years in the future
- Advocate for public health

Administrative

- Elect a board chairman at the first meeting of the year (IC 16-20-2-14, 15)
- Appoint a health officer to serve a four-year term (IC 16-20-2-16). Board evaluates the health officer. Health office (or his/her designee) hires (with board approval), evaluates and fires staff.
- Set fee-collection policy for specific services and records (with approval of jurisdiction executive) (IC 16-20-1-27)
- Submit an annual budget to the executive and fiscal body of the jurisdiction at the regular time for consideration of annual budgets (IC 16-20-1-5)
- Publish an annual report (IC 16-20-1-7)
- Authorize payment of salaries and department expenses from the proper fund (IC 16-20-1-16)
- Direct health officer to more strictly enforce ordinances if needed

IS IT *POLICY* OR IS IT *MANAGEMENT*??

Board members may encounter the problem of distinguishing between making policies and actually managing policy implementation. It can be especially confusing for boards of health because the Indiana Code mandates some administrative duties for them. However, knowing what is board domain and what is health officer responsibility enhances working relationships and is less likely to result in conflict over "who does what".

IN A NUTSHELL: Policy decisions affect your organization as a whole; management decisions affect individual people, programs or services.

If you answer "yes" to these questions, it is a policy decision:

- "Will this decision help determine procedures, activities, programs or services that affect the entire organization?"
- "Is this decision required by law or regulatory agencies?"
- "Is this an issue on which the administrator has requested our assistance?"

The board should get involved!

If you answer "yes" to these questions, it is a management decision:

- "Does this issue affect an individual staffer?"
- "Does this issue relate to the efficiency and quality of service provided by a specific program or department?"
- "Is this an administrative area that is of an operational nature?"
- "Does this issue affect specific parts versus the entire organization?"

The board should not get involved! The administrator should handle it!

To keep the board focused on policy issues at the meeting, use these techniques:

- Define the board's role periodically--this can be especially beneficial when the board orients new members.
- Make sure management issues are not open for board discussion--board chair should review the agenda prior to the meeting to check into any items that may seem like management issues.
- Keep board discussions focused away from day-to-day issues--focus instead on meeting organization policies, goals, plans, and board-legislated issues.
- Separate the "hows" and "whats"--board is involved in the "what"; the "how" is a management issue.

Adapted from Aspen Publishers
1994 Board Manual

Job Descriptions

Job Description for Board Members

1. Be aware of the goals of the agency. Know its service objectives.
2. Know the policies, guidelines and rules of the agency for both program and the board.
3. Be regular and punctual at board and committee meetings. If unable to attend, give early notice to the appropriate staff member.
4. Be involved at meetings and ask questions. Discuss and participate in the decision making. When you are not clear on the facts, ideas, or suggestions, ask for clarification. Be careful not to take too much of the meeting time for items that could be accomplished before or after the meeting.
5. Be informed about the issues in order to discuss them responsibly.
6. Speak out on ideas you do not favor. Silence is often interpreted as consent.
7. Know and understand the roles and responsibilities of the board and staff.
8. Know and maintain the lines of communication between the board and staff.
9. Understand the financial statements presented. As a board member, you are responsible for the financial stability of the agency.
10. Participate in recruiting new board members.
11. Support and assist in identifying prospective sources of funding.

Questions for Board Candidates

What issues are most important to you?

How much time and energy can you contribute?

What are your expectations from board service?

What skills would you like to pick up from board service?

Are you willing to attend board training programs and board retreats?

What kind of people do you like to work with?

What attributes and characteristics do you think are necessary to become an effective board member?

Why do you want to serve on this board?

What skills do you bring to the board?

As a Board Member You Should:

1. **Be Informed** – Know what your board is about and what its mission is to your community.
 - a. Become familiar with all of the programs and services provided.
 - b. Spend time with your commissioner and directors to learn of their goals and roles.
 - c. Assess the needs of your community.
2. **Promote Services** – Evaluate what is being done to inform the community.
 - a. Create a marketing plan suitable to local health department resources.
 - b. Refer to the 10 essential services.
3. **Be Community Conscious** – Offer programs that are tailored for specific needs that will make the community aware that you are there.
 - a. Establish clinic programs aimed at being accessible to the public.
 - b. Streamline handling of nuisance complaints.

Example Job Description

Model Board Member Job Description

Title: Member, XXXX Board of Health

Purpose: To serve the board as a voting member, to develop policies, long-range plans, approve procedures and regulations for the operation of the local health department, to monitor finances, programs and performance of the local health departments.

Attendance:

- Regularly attend meetings as scheduled.
- Attend board retreats, in-service workshops and other board development activities.
- Attend and participate in special events as needed.

Obligations:

- Establish policy.
- Hire, supervise and evaluate the local health department.
- Monitor finances.
- Maintain and update long-range plans.

Duties:

- Attend meetings and show commitment to board activities.
- Be well-informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other points of view.
- Participate in organizational decision-making.
- Assume leadership roles in all board activities, including fund-raising.
- Represent the health department to the public and to private industry.
- Educate yourself about the needs of the people served.

Board Member Signature

Date

AMERICAN PUBLIC HEALTH ASSOCIATION

10 ESSENTIAL SERVICES OF PUBLIC HEALTH

The ten essential public health services provide the framework for the NPHPSP. Because the strength of a public health system rests on its capacity to effectively deliver the ten Essential Public Health Services, the NPHPSP instruments health systems assess how well they perform the following:

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public health and personal healthcare workforce.
9. **Evaluate** effectiveness, accessibility, and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to health problems.

§ 16-20-2-3. Management of local health departments.

Indiana Statutes

Title 16. HEALTH

Article 20. LOCAL HEALTH DEPARTMENTS

Chapter 2. LOCAL BOARDS OF HEALTH

Current through P.L. 215-2018

§ 16-20-2-3. Management of local health departments

A local board of health shall manage each local health department established under this chapter.

Cite as IC 16-20-2-3

History. As added by P.L. 2-1993, SEC.3.

County Health - Fund 1159

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

Tax Revenue & Fee Revenue

2018													
Beginning Balance	\$1,431,705.89												
	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date
REVENUE													
Tax Revenue	\$5,020.51	\$0.00	\$0.00	\$0.00	\$0.00	\$786,210.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$653,401.82	\$1,444,633.26
Fee Revenue	\$226,214.63	\$196,593.65	\$118,574.47	\$107,149.75	\$95,806.73	\$113,164.87	\$78,568.36	\$114,187.12	\$99,009.61	\$118,951.08	\$96,952.62	\$89,220.32	\$1,454,393.21
Other Revenue	\$0.00	\$0.00	\$0.00	\$6,826.46	\$0.00	\$15.16	\$1,577.70	\$0.00	\$0.00	\$0.00	\$3,171.80	(\$2,506.75)	\$9,084.37
TOTAL REVENUE	\$231,235.14	\$196,593.65	\$118,574.47	\$113,976.21	\$95,806.73	\$899,390.96	\$80,146.06	\$114,187.12	\$99,009.61	\$118,951.08	\$100,124.42	\$740,115.39	\$2,908,110.84
EXPENDITURES													
Salary & Benefits	\$139,268.42	\$140,251.23	\$585,957.79	\$137,577.36	\$131,473.16	\$200,428.35	\$138,787.44	\$129,483.03	\$141,358.06	\$138,080.43	\$208,620.81	\$135,652.46	\$2,226,938.54
Supplies	\$1,877.38	\$2,011.95	\$2,209.50	\$2,744.89	\$3,146.57	\$4,874.28	\$2,943.81	\$2,241.96	\$1,155.44	\$1,437.81	\$483.18	\$940.92	\$26,067.69
Other Services and Charges	\$13,560.62	\$26,091.16	\$1,417.82	\$3,172.49	\$7,808.42	\$2,844.77	\$6,599.75	\$1,323.37	\$9,056.42	\$11,482.46	\$4,545.70	\$15,186.00	\$103,088.98
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
TOTAL EXPENDITURES	\$154,706.42	\$168,354.34	\$589,585.11	\$143,494.74	\$142,428.15	\$208,147.40	\$148,331.00	\$133,048.36	\$151,569.92	\$151,000.70	\$213,649.69	\$151,779.38	\$2,356,095.21
MONTHLY SURPLUS / (SHORTFALL)	\$76,528.72	\$28,239.31	(\$471,010.64)	(\$29,518.53)	(\$46,621.42)	\$691,243.56	(\$68,184.94)	(\$18,861.24)	(\$52,560.31)	(\$32,049.62)	(\$113,525.27)	\$588,336.01	
ACCUMULATIVE SURPLUS / (SHORTFALL)	\$1,508,234.61	\$1,536,473.92	\$1,065,463.28	\$1,035,944.75	\$989,323.33	\$1,680,566.89	\$1,612,381.95	\$1,593,520.71	\$1,540,960.40	\$1,508,910.78	\$1,395,385.51	\$1,983,721.52	

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

2018													
Beginning Balance	\$148,886.44												
	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date
REVENUE													
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	\$47,815.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,815.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,631.31
TOTAL REVENUE	\$47,815.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,815.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,631.31
EXPENDITURES													
Salary & Benefits	\$3,464.63	\$3,464.63	\$7,875.83	\$3,464.63	\$3,464.63	\$9,614.06	\$3,464.63	\$3,464.63	\$7,875.83	\$3,464.63	\$5,202.86	\$7,875.79	\$62,696.78
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$609.60	\$0.00	\$609.60
Other Services and Charges	\$0.00	\$460.00	\$0.00	\$494.31	\$0.00	\$0.00	\$1,500.00	\$210.00	\$9,211.84	\$351.50	\$2,052.00	\$0.00	\$14,279.65
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
TOTAL EXPENDITURES	\$3,464.63	\$3,924.63	\$7,875.83	\$3,958.94	\$3,464.63	\$9,614.06	\$4,964.63	\$3,674.63	\$17,087.67	\$3,816.13	\$7,864.46	\$7,875.79	\$77,586.03
MONTHLY SURPLUS / (SHORTFALL)	\$44,351.03	(\$3,924.63)	(\$7,875.83)	(\$3,958.94)	(\$3,464.63)	(\$9,614.06)	\$42,851.02	(\$3,674.63)	(\$17,087.67)	(\$3,816.13)	(\$7,864.46)	(\$7,875.79)	
ACCUMULATIVE SURPLUS / (SHORTFALL)	\$193,237.47	\$189,312.84	\$181,437.01	\$177,478.07	\$174,013.44	\$164,399.38	\$207,250.40	\$203,575.77	\$186,488.10	\$182,671.97	\$174,807.51	\$166,931.72	

County-Wide Lead Initiative - Fund 4940

General Fund funds													
2018													
Beginning Balance	\$0.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Year-To-Date
REVENUE													
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$26,516.00	\$226,516.00
TOTAL REVENUE	\$0.00	\$200,000.00	\$0.00	\$0.00	\$26,516.00	\$226,516.00							
EXPENDITURES													
Salary & Benefits	\$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
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	\$340.80	\$32,200.00	\$0.00	\$32,540.80
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
TOTAL EXPENDITURES	\$0.00	\$340.80	\$32,200.00	\$0.00	\$32,540.80								
MONTHLY SURPLUS / (SHORTFALL)	\$0.00	\$200,000.00	(\$340.80)	(\$32,200.00)	\$26,516.00								
ACCUMULATIVE SURPLUS / (SHORTFALL)	\$0.00	\$200,000.00	\$199,659.20	\$167,459.20	\$193,975.20								