

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH

April 15, 2020  
Regular Meeting  
Zoom Accessible

Present at the Meeting:

Heidi Beidinger-Burnett, Ph.D., MPH	President - Zoom
Jason Marker, M.D.	Vice President - Zoom
Emily Dean	Member - Zoom
Ilana T. Kirsch, M.D., FACOG	Member - Zoom
Michelle Migliore, D.O.	Member - Zoom
Amy Murray, MSN, RNC	Member - Zoom
John Linn	Member - Zoom

Also Present at the Meeting:

Robert M. Einterz, M.D.	Health Officer
Mark Fox, M.D., PhD, MPH	Deputy Health Officer
Jennifer S. Parcell	Executive Administrative Asst
Robin Vida	Director Health Outreach, Promotion and Education - Zoom
Brett Davis	Asst. Dir Environmental Services - Zoom
Mark Espich	Director, Environmental Health - Zoom
Karen Flannigan	Asst. Dir Food Services – Zoom
J. David Keckley Health	Attorney for Department of
Donald Schoenfeld	WNDU - Zoom
Jeff Parrott	South Bend Tribune - Zoom
Mandy Stiffey	ABC 57 - Zoom
Mark Peterson	WNDU - Zoom
Mary Beth Spaulding	South Bend Tribune - Zoom
Nancy Ickler	Executive Director, Asante Foundation, Inc. - Zoom
M. Digann	Faith in Indiana - Zoom

**I. CALL TO ORDER**

Board President, Dr. Beidinger-Burnett called the April 15, 2020 Regular Board of Health Meeting to Order at 4:33 p.m. The meeting was held at the Department of Health, 8<sup>th</sup> Floor Board Room. All board members and press participated via audio/visual Zoom. Necessary precautions and directives were recognized as it relates to the number of persons present for the meeting and social distancing.

## **II. ADOPTION OF THE AGENDA:**

Dr. Beidinger-Burnett requested and obtained approval to add an agenda number under Item V, 20-21, Clinical Services. On motion made by John Linn, seconded by Dr. Migliore, and unanimously approved, the agenda as amended, for the April 15, 2020 Regular Meeting of the Board of Health was adopted.

## **III. APPROVAL OF THE MINUTES:**

On motion made by Dr. Kirsch, seconded by Emily Dean, and unanimously approved, the minutes of the March 18, 2020 regular meeting of the Board of Health were approved as presented.

## **IV. BOARD PRESIDENT ANNOUNCEMENTS:**

### **20-16 Strategic Planning**

Dr. Beidinger-Burnett noted that the last strategic planning meeting was held by the Board of Health together with various staff members in 2010. She also noted the importance of the current board to set goals and review operations with an emphasis to grow the Department of Health so that it might be more responsive to the community public health challenges. She will forward a survey to board members and endeavor to compile the survey into a document, with the help of Dr. Einterz, and will then proceed to schedule a special meeting for this purpose.

### **20-17 Public Service Announcement**

Dr. Beidinger-Burnett recognized and thanked Dr. Fox, and staff to include Robin Vida, Nancy Pemberton and Jenny Parcell for the detailed information and data contained in the daily press releases regarding COVID-19.

Dr. Einterz also recognized emergency preparedness/public health coordinator Paul Burrows who together with many staff personnel have obtained and distributed PPE items to include masks, gowns, sanitizers and other necessary supplies provided to nursing homes, shelters, and other organizations requesting help.

## **V. HEALTH OFFICER PRESENTATION AND REPORT:**

### **20-18 Discussion and Vote on March 2020 Health Officer's Report**

Dr. Einterz presentation was brief as he distributed for board members review and approval his March 2020 report of unit activities which included the monthly information regarding the work of each of the units. He assured board members that all the units were working, and the immunization clinic continues to be open.

He explained that the COVID-19 pandemic has delayed his efforts to schedule meetings with

various community leaders, staff and media in preparation of the strategic planning meeting to be scheduled with the board. This project will continue as soon as the COVID-19 crisis subsides a bit.

## **20-21 Clinical Services**

Dr. Einterz would like to pursue the possibility that the Department of Health might offer some clinical services to be available at the Department of Health, in the nature of providing evaluation of medical complaints, diagnostic testing, and limited investigations. He would welcome suggestions and recommendations from board members as to how to accomplish this project.

- Dr. Kirsch: Perhaps nurse practitioners or physician assistants could be utilized in this capacity.
- Dr. Beidinger-Burnett: Continue to emphasize childhood immunizations but perhaps offer well-child examinations. Also, reproductive health matters, HIV testing and other STD issues.
- Emily Dean: Making these services available to residents located on the west side of the city and county, and other outlying areas, would be helpful.
- Dr. Marker: Billing for these services will need to be considered. Perhaps a health care navigator could also be included to assist individuals in obtaining insurance. Also, engaging community health workers could be facilitated through such a clinic.
- Dr. Migliore: Perhaps some form of federal funding might be available. A mobile unit to reach underserved areas could be considered. Perhaps partnering with the school of medicine residency program could be addressed.
- Dr. Kirsch: She believes the rate of STD infections increased when the Department of Health no longer provided that service. Contact tracing would be an important element of that service.

Dr. Einterz noted the unanimity of opinion to move forward with this project. He understands logistics will be complex, and there is a political component to be addressed, but he will continue to explore the possibility of offering clinical services.

Board members approved the March 2020 Health Officer's Report of unit activities.

## **VI. DEPUTY HEALTH OFFICER PRESENTATION:**

### **20-19-COVID-19 Update**

Dr. Fox reported that the lead testing and case management numbers remain stable through March. The immunization numbers are down a little due to the decreased mobile traffic coming through the clinics.

He noted that during a United Way meeting, a COVID-19 relief fund was quickly established. The community response has been good with regards to following the recommendations of the Department of Health in an attempt to lessen the impact of COVID-19 pandemic.

A special emphasis has been made in working with nursing homes, other long-term care facilities, the homeless shelter, and in-home care workers due to the vulnerability of the population residing in these types of facilities.

The length of time in the doubling of cases has dropped from 7.1 days two weeks ago, to 4.6 days last week. However, a COVID-19 outbreak in one of our local nursing homes, while not unexpected, was nevertheless a serious matter.

The unified command approach noted last month continues to be in effect.

Estimating when we will see a peak in the reporting of COVID-19 cases is a challenging question. The various models have not been accurate.

We continue to see available hospital beds if necessary, and adequate access to ventilators.

Dr. Fox updated the Board of Health on the contact tracing protocol which included having several nurses on call during weekends. Contact tracing was utilized in approximately 290 cases.

Managing the data regarding this COVID-19 virus is challenging because there are so many different sources of information to be considered. An ongoing effort to rely on accurate data is being maintained.

Social distancing will be the new norm until a vaccination is available. Wearing masks will now be required as it has been shown to be an effective way to decrease the omission of viral particles, providing the mask is wore correctly.

Many are questioning when we might return to our normal routine. Dr. Einterz volunteered that there are four important parts when considering the best response to this question:

1. Adequate PPE items for front-line workers and those working with the high-risk population.
2. Adequate testing with a quick turnaround time, preferably 20 minutes.
3. Adequate hospital capacity in the event there is a cluster of cases in a locale or facility which require hospitalization.
4. Develop a reliable contact tracing system.

Dr. Einterz will continue to monitor these specific areas and provide updates at the monthly Board of Health meetings.

## **VII. NEW BUSINESS:**

### **20-20 Unit Spotlight: Finance – Amy Ruppe**

Department of Health Finance Manager, Amy Ruppe distributed written materials for board members to review. The materials included an outline explaining the Budget Process; the Budget Change Process; and a Funds Summary with respect to the various grants, programs and primary health fund available for the Department of Health.

Board members thanked Amy for her presentation and noted that this information will be helpful as the finance committee is close to commencing the annual budgetary process on behalf of the Department of Health.

## **VIII. OLD BUSINESS:**

### **20-04 Establishment of a SJCDoH 501(c) 3 Update**

- Articles of Incorporation
- By-Laws

Dr. Einterz has distributed a working draft of the Articles of Incorporation and By-Laws proposed for the 501(c)3 fund. Efforts will continue to tailor the provisions of these documents to the specific purpose and management of this fund.

Dr. Einterz has received suggestions from board members that will be addressed as he continues to revise this working draft to include the method of selecting the directors that will govern the foundation. The method to select minority members is also under consideration.

### **20-08 Water Resources Advisory Board Update**

John Linn continues to work on this project and again reviewed with board members the qualifications of the candidates necessary to fill the positions on each of the advisory boards under consideration. He welcomes suggestions that could then be contacted to assess interest, and to then make recommendations to the various appointing authorities.

## **IX. BOARD NOTIFICATIONS:**

The Board noted the hiring of Brandon Gutierrez, Environmental Health Specialist, commencing April 13, 2020.

The Board noted the retirement of Donna Donlin-Sriver, Nursing Registrar, effective April 24, 2020.

**X. PUBLIC COMMENTS:**

Mary Beth Spaulding representing the South Bend Tribune thanked the Board of Health and the Department of Health for the regular, detailed and transparent communications helping people understand the impact of COVID-19. She noted reference to the team approach and emphasis on caring for the vulnerable population in our community. She also noted the participation and help from the Department of Health with regards to establishing Motel 6 as a quarantine hotel for the homeless in our community.

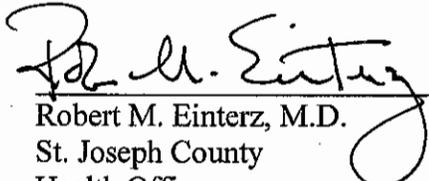
**XI. TIME AND PLACE OF NEXT REGULAR MEETING:**

The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday, May 20, 2020, at 4:30 p.m., at the St. Joseph County Department of Health, 8<sup>th</sup> Floor Board Room.

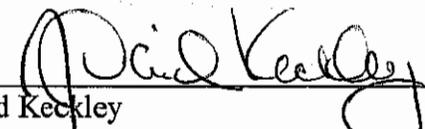
**XII. ADJOURNMENT:**

The meeting was adjourned at 6:08 p.m.

ATTEST:

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

Respectfully submitted,

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