



EAST CHICAGO HEALTH DEPARTMENT

100 W. CHICAGO AVENUE, EAST CHICAGO, IN 46312

219.391.8467 fax 219.391.8494

ANTHONY COPELAND, MAYOR

Dr. Gerri Browning, Health Officer

Meeting Minutes

March 4th, 2020 5:00 pm Health Department

Conference Room

100 W. Chicago Avenue

East Chicago, 46312

OR

Dial-in Number: 605-313-4836

Access Code: 865807

Diane Perez, President, Present
Dr. Matt Libiran, Vice President, Present
Natalie Adams, Present
Dr. Sabrina Reed, NP
Loretta Parker, Present via Phone
Rev. James Wade Jr., NP

Guest
Dr. Gerri Browning, Health Officer, N P
Arnita Fowlkes, Manager, Present
Leon Valdez, Manager, Present
Attorney Jewel Harris, Present

I. Call to order

- Meeting was called to order by Diane Perez.

II. Approval of minutes

- Approve and review board minutes from February 12th, 2020
 - i. A motion was made to approve the board minutes from February 12th, 2020 by Natalie Adams, the motion was second by Dr. Matt Libiran, and the motion carries.

III. New Business

- Payroll Warrant 020720 dated February 5th, 2020 for \$9,900.78.
 - i. Natalie Adams made a motion to approve payroll warrant 020720 dated February 5th, 2020 for \$9,900.78, the motion was second by Dr. Matt Libiran, and the motion carries.
- Payroll Warrant 022120 dated February 19th, 2020 for \$14,580.97.
 - i. Natalie Adams made a motion to approve Payroll Warrant 022120 dated February 19th, 2020 for \$14,580.97, the motion was second by Dr. Matt Libiran, and the motion carries.
- Claim Warrant 030420HB date February 28th, 2020 for \$5,558.20.

- i. Natalie Adams made a motion to approve claim warrant 030420HB date February 28th, 2020 for \$5,558.20, the motion was second by Dr. Matt Libiran, and the motion carries.

- **Mr. K9 Proposal**

- i. Natalie Adams made a motion to table Mr. K9 proposal due to not receiving an updated proposal, the motion was second by Dr. Matt Libiran, and the motion carries.
- ii. Leon V- spoke about the proposal submitted was not his desired proposal, with all due respect spoke on K9 scheduling being an issue and things done by Mr. K9 when visiting the facility; Natalie A- Asked if there is no reason to keep putting the Mr. K9 on the agenda, do you feel like your staff needs of additional training, do you think there is room for opportunity; Leon V- Spoke on allowing room for additional training opportunities, a representative coming from lake county animal control to visit the facility, email sent to Dr. Browning informing him of visit, received response from Dr. Browning that he was aware of the visit and glad he was coming, the representative is an behavior specialist, will evaluate the facility and employees, if all goes well he will make a proposal.
- iii. Dr. Matt L- what are the services you feel animal control are lacking
- iv. Leon V- Spoke on lacking space because being a no kill shelter, and that the facility is always at capacity.
- v. Dr.Matt L- request to hear more information from Dr. Browning about the Mr. K9 proposal.
- vi. Natalie A- spoke on Mr.K9 resubmitting proposal that spells out what we do in our animal control.

IV. Old Business

- **Manager's Update**

- i. Leon V-presented animal control monthly report for February, Munster facility is being rehab and once completed they will come and access the East Chicago current animals count to take back to their city, provided list of complaints, inspections, meetings and follow up, getting license renewed, provided precaution employees take when using round up weed killer, looking into the coronavirus on an animal level.
- ii. Arnita F-Nursing division- Nurse started March 3rd working 27.5 hours, human resources approved the PRN, with no current applicants at this time, requested another part timer which is to be covered under the immunization grant of 38k which ends at the end of March, there is another grant that is in our trust account for a 21 hour nurse but we did not get an ok for use.

- iii. Immunization –working on certifications that are due by the end of March.
- iv. Emergency preparedness- we still have that grant funding for 25k with addition to another 4k, still pending ok to hire.
- v. Attorney Harris- spoke on emailing city corporation council Carla Morgan to express the importance of have an emergency preparedness coordinator, staffing needs are in the utmost importance, working with Dr. Browning and Arnita a preparedness plan and responding to press inquiries.
- vi. Dr. Matt L- recommended in the mean time we need to be in close contact with the state.
- vii. Attorney Harris- spoke on part of the emergency preparedness plan having a health care partner locally, awaiting follow up to establish an agreement with the local hospital.
- viii. Dr. Matt L-spoke on providing help and get the direct people and make sure that what the state recommended plan due to everyone being new to this.
- ix. Natalie A-spoke on someone made a request from Dr. Browning and a statement was to be given by him.
- x. Attorney Harris- spoke towards Dr. Browning response being given as it covered what is the state recommending in turns of the local health department and hospitals.
- xi. Natalie A- what can we do as a board to help?
- xii. Arnita- Dr. Browning is planning to work with Steve to do video, meeting with first responders to talk about coronavirus, sent Steve information to post, communications are frequently updated on the health department site.
- xiii. Dr.Matt L- spoke on offering resources to have a meeting step up with the emergency department, made recommendation to check CDC website.
- xiv. Arnita F- spoke on facility upgrades with paint and flooring.
- Health Officer's Report
 - i. No report
- By-Law Review
 - i. Attorney Harris- Spoke on finalizing the by-law by getting a consensus of what the board meetings schedule would be.
 - ii. Dr.Matt L- proposed bi- monthly meetings, and take the finance meeting back to the morning, we need to get the consensus of the other 2 board members.
 - iii. Diana P-Spoke on splitting finance meeting on the months of the board meetings to ensure quorum is meet to conduct the meeting.
 - iv. Attorney Harris- Spoke on having by-laws to reflect delegating a finance authority to the finance committee and establishing a different quorum. At the next meeting it would be a recommendation to adopt the by-laws.
 - v. Dr. Matt L- spoke on having the options to call a special meeting as needed.
- i. Dr. Matt Libiran made motion to have board meeting bi- monthly at 5pm every first Wednesday of the month and every finance meeting every first

Wednesday at 8am on off months, Diana Perez second, Natalie A opposed, majority vote, the motion carries.

V. Discussion

- Monica Guzman (Guest) first district council women- express concerns with understaffing and a full time nurse, can you tell me if the budget for the nurse is from the city or where is the funding coming from.
- Arnita F- spoke on a grant being used from state for the nurse and once the grant ends at the end of the month, I will invoice state to receive the funds back and then it comes out of our budget.
- Monica Guzman (Guest)- spoke about plans to inform the council as this is a big concern during this time and having grant monies available to use, familiar with the health department, this health department could be state of the art, and we should have a discussion about why.
- Arnita F- we have in our budgets to have 2 nurses and grant for 2

VI. Adjournment

- With no further business to discuss Natalie Adams made a motion to adjourn the meeting, the motion was second by Dr. Matt Libiran, and the motion carries.

The next scheduled Meeting is April 1st, 2020 @ 5:00 pm

Board Secretary:

Chertha Fuh 6/3/20