



EAST CHICAGO HEALTH DEPARTMENT

100 W. CHICAGO AVENUE, SUITE 100A, EAST CHICAGO, IN 46312

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ANTHONY COPELAND, MAYOR
Dr. Paula Benchik Abrinko, Health Officer
Diana Garcia-Burns, Health Director

Health Finance and Board Meeting
March 2, 2022 at 5:00 pm
Health Department Conference Room
100 W. Chicago Ave, Suite 100A
East Chicago, IN 46312

I. CALL TO ORDER

- Dr. Matthew Libiran, Board Vice President, relinquished the meeting to Natalie Adams who accepted and called the meeting to order at 5:13 pm.

II. ATTENDANCE

- Roll call was taken and in attendance were Natalie Adams (Zoom), Dr. Matthew Libiran (Zoom), Dr. Sabrina Reed (Zoom), and Rev. James Wade (Zoom). Acknowledgment was made of Dr. Paula Benchik-Abrinko (in-person), Diana Garcia-Burns (in-person) and Attorney Jewell Harris (Zoom) also in attendance for the meeting.

III. APPROVAL OF AGENDA

- Natalie Adams made a request for motion of Board Meeting Agenda for March 2, 2022.
- Rev. James Wade made a motion to approve agenda and Dr. Sabrina Reed second the motion, all in favor, the motion carries.

IV. NEW BUSINESS

- Review and approve minute from following meeting:
 - i. Board Meeting Minutes from February 2, 2022
 - ii. Special Board Meeting Minutes from February 22, 2022
 - Natalie Adams requested a motion for Board Meeting Minutes from February 2, 2022 and Special Board Meeting Minutes from February 22, 2022.
 - Rev. James Wade made a motion to approve minutes and Dr. Sabrina Reed second the motion, all in favor, the motion carries.
- Review and approve the following payroll warrants:
 - i. Payroll Warrant 020422 dated February 4, 2022. in the amount of \$20,321.47
 - ii. Payroll Warrant 021822 dated February 18, 2022. in the amount of \$20,751.45
 - Natalie Adams requested a motion for Payroll Warrant 020422 dated February 4, 2022 in the amount of \$20,321.47 and Payroll Warrant 021822 dated February 18, 2022 in the amount of \$20,751.45.
 - Rev. James Wade made a motion to approve payroll warrants and Dr. Sabrina Reed second the motion, all in favor, the motion carries.
- Review and approve the following claim warrant:
 - i. Claim Warrant 030222HB dated February 23, 2022 in the amount of \$18,186.25
 - Natalie Adams requested a motion for Claim Warrant 030222HB dated February 23, 2022 in the amount of \$18,186.25.
 - Rev. James Wade made a motion to approve claim warrant and Dr. Sabrina Reed second the motion, all in favor, the motion carries.

- Review and approve Memorandum of Understanding between School City of East Chicago and East Chicago Health Department:
 - Natalie Adams requested motion for memorandum of Understanding between the School City of East Chicago and East Chicago Health Department.
 - Dr. Sabrina Reed made a motion to approve memorandum and Rev. James Wade second the motion.
 - Discussions in regards to background check charges, demobilizing Covid testing by the state, limited resources in coming months due to demobilization and hardship on the Health Department created amendment to original motion.
 - Dr. Sabrina Reed amended her motion and made a motion to table the Memorandum of Understanding between the School City of East Chicago and East Chicago Health Department. Dr. Matthew Libiran second the motion, all in favor, motion carries.

V. OLD BUSINESS

- Returning to in person Health Department Finance and Board Meetings:
 - Attorney Harris explained there has been new legislation in regards to virtual board meetings. He also went over the requirements of real-time active participation using role call voting; not able to hold virtual meetings for final action of certain items; adopting a written policy for virtual meetings; restriction to number of members who must be present in person; not more than 50% attendance of each board member for the year; and no more than two (2) consecutive meeting attendance virtually without acceptable reason.
 - Additional discussions into how the virtual meetings need to be presented and individual schedule conflicts of current Board Members were also discussed with no conclusion to changes to current schedule made. Attorney Harris to reach out to each member to create a document of dates and times that work for each and comparison of all to try and find a common day and time to hold meetings.

VI. DISCUSSION - None

VII. DIRECTOR UPDATE

- Diana Garcia-Burns updated the Board of the demobilizing of Covid testing and vaccine clinic per State by June as the numbers are showing a downward trend although we continue to see breakthrough cases with a total of 900 since January 2022. Covid testing hours have now been reduced on Wednesdays from 5:30 pm to 3:30 pm and 2nd and 4th Saturdays from 8 am to 9 am.
- She explained the Foundation's Grant was re-opened and we are trying to pay contractual employees. She also updated the Board that the \$57,000.00 grant from the State at the end of June to pay the contracted employees from last year is to go to the Common Counsel for 3rd reading March 9, 2022.
- Diana explained she would like to transition the Covid team members into the two (2) open Medical Assistant positions, one (1) Emergency Preparedness position and one (1) full-time secretary position. This would help us if we have to return to Covid testing to have the trained staff to do so. She is currently covering Emergency Preparedness deliverables with the help of Covid Staff.
- Diana informed members she is working on an Emergency Phone Tree to be sent to all Department Heads and possible volunteer list to include city residents and possibly city employees.
- Diana reminded the Board that Vector Control will begin in May and working on contract with Hector to assist. She is hoping to have a new truck for the season.
- Diana informed the Board that the beach monitoring grant is in place.
- Diana let the members know there have been may calls in regards to the mask mandate and we will possibly be going to mask optional soon.

VIII. HEALTH OFFICER UPDATE

- Dr. Paula Benchik-Abrinko updated the Board on the status of Dr. Katz from last meeting. She reported that Dr. Katz declined the position. She is scheduled to meet with Molly Farrell who is currently a veterinarian helping Animal Control for the City of Whiting, but most likely will not be able take on the Board Member role unless the meetings are held virtually.

IX. ADJOURNMENT

- With no further business, Rev. James Wade made a motion to adjourn the meeting. Dr. Matthew Libiran second the motion, all in favor, and the meeting recessed at 6:28 pm.

The next scheduled meeting is Wednesday, April 6, 2022 at 5:00 pm