



EAST CHICAGO HEALTH DEPARTMENT

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

ph: 219.391.8467 / fax: 219.391.8494

ANTHONY COPELAND, MAYOR

Dr. Paula Benchik Abrinko, Health Officer

Diana Garcia-Burns, Health Director

Health Finance and Board Meeting

August 3, 2022 at 5:00 pm

Health Department Conference Room

100 W. Chicago Ave, Suite 100A

East Chicago, IN 46312

Join Zoom Meeting

<https://us02web.zoom.us/j/87034251100?pwd=TmlKcjhtaGUxaE1WRzhnMXFtMER6UT09>

Meeting ID: 870 3425 1100

Passcode: 029737

One Tap Mobile

312-626-6799

I. CALL TO ORDER:

Dr. Libiran called the meeting to order at 5:02 pm

II. ROLL CALL:

Roll call was taken and in attendance were Dr. Matthew Libiran (in-person), Dr. Sabrina Reed (virtual), Brenda Walker (in-person) and Dr. Rev Wade (telephone). Also in attendance were Dr. Paula Benchik-Abrinko (in-person), Diana Garcia-Burns (in-person), and Attorney Jewell Harris (in-person). Arrival after roll call was taken was Natalie Adams (in-person). Absent was Loretta Parker.

III. NEW BUSINESS:

- Review and approve minutes from following meeting:
 - i. Health Finance and Board Meeting Minutes from July 6, 2022
- Dr. Matthew Libiran requested a motion for approval of Board Meeting minutes dated July 6, 2022.
- Brenda Walker made a motion to approve Board Meeting minutes dated July 6, 2022 and Dr. Sabrina Reed second the motion. With no questions or concerns, roll call vote was taken:

Libiran ó Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve the following Payroll Warrants:
 - i. Payroll warrant 070822 dated July 8, 2022 in the amount of \$18,802.64
 - ii. Payroll warrant 072222 dated July 22, 2022 in the amount of \$19,401.62
- Dr. Matthew Libiran requested a motion for approval of Payroll warrant 070822 dated July 8, 2022 in the amount of \$18,802.64 and Payroll warrant 072222 dated July 22, 2022 in the amount of \$19,401.62.
- Brenda Walker made a motion to approve Payroll warrant 070822 and Payroll warrant 072222. Dr. Sabrina Reed second the motion. With no questions or concerns, roll call vote was taken:

Libiran ó Yes Reed- Yes Walker ó Yes - The motion carries

- Review and approve the following Claim Warrant:
 - i. Claim warrant 080322HB dated July 28, 2022 in the amount of \$32,553.91
 - Dr. Matthew Libiran requested a motion for approval of Claim Warrant 080322HB dated July 28, 2022 in the amount of \$32,553.91.
 - Dr. Sabrina Reed made a motion to approve Claim Warrant 080322HB and Brenda Walker second the motion. With no questions or concerns, roll call vote was taken:
Libiran ó Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve Crossroads Animal Hospital price sheet:
 - Dr. Sabrina Reed requested someone who knows more on the topic to speak as to whether Crossroads Animal Hospital is reasonable pricing and good service. Dr. Benchik elaborated on the pricing and services and that the pricing is less than taking the animals to the Emergency Hospital which is what the Animal control Division currently does. Diana Garcia-Burns also explained that by using this facility the animals will be brought for preventative care and not for just emergencies.
 - Dr. Matthew Libiran requested a motion for approval of Crossroad Animal Hospital price sheet.
 - Dr. Sabrina Reed made a motion to approve Crossroads Animal Hospital price sheet. Brenda Walker second the motion. With no other questions or concerns, roll call vote was taken:
Libiran ó Yes Reed- Yes Walker ó Yes - The motion carries

IV. OLD BUSINESS:

- East Chicago Health Department Bylaws Draft:
- Attorney Harris explained that the bylaws are currently a work in progress. He stated there are highlighted items in the draft that need information gathered to be able to fill in the blanks. He also explained that after researching the current board appointments there were not clear dates for all of the members. He suggested that in order to move forward it might be better to start new following the defined staggered appointment terms of the bylaws and having the appointing authority, which is the Mayor, determine who is assigned to each of the terms. After that is completed, the board would follow the bylaws to fill open positions with successors and re-appointments by the updated appointment terms. Attorney Harris also explained the second item which would need to be addressed is the composition of the board; in order to meet the requirements the board would need at least three (3) members who are licensed physicians and one (1) member of the board who is a veterinarian with the additional three (3) members meeting the professional experience requirements of the board. There was further discussion in the difficulty of finding a veterinarian for the board and what other health boards within the state do and/or have on their boards to meet the requirement.

V. DIRECTOR UPDATE:

- Diana Garcia-Burns stated that the departments have been quite busy with inspections, immunizations, Tuberculosis testing for festivals and follow through on vendors. The Health Department also administered 137 adult Covid vaccines, 52 childhood Covid vaccines and completed 401 PCR tests and 124 rapid tests for Covid-19. There was one (1) death in July due to Covid. She stated the B5 variant is making a rise in the numbers.
- The Health Director also updated the board on Monkey Pox stating there were 58 cases in Indiana, 1 suspected case in East Chicago, but not yet confirmed, and 2 cases in Gary. The state will be sending a Strike Team to Northwest Indiana on Saturday August 6th for Monkey Pox education, testing and vaccinating as well as HIV and syphilis testing. Dr. Libiran also explained that the DNA of the Monkey Pox virus is similar to Small pox and those who have been vaccinated for Small pox may have some immunity because of the vaccine.
- Diana Garcia-Burns stated Animal Control division has hired 1 part-time Animal Control Officer and there is still 1 full-time opening. The 14 cages are full right now, but has a kennel outside that can house 1 more dog. Someone adopted 2 dogs and a cat. Euthanizing unadoptable pets was discussed. A vet would need to assess the animal first before it can be put down. The board would have to adopt a policy for euthanasia. Diana Garcia-Burns and Dr. Benchik are trying to plan for a pet fair to help get the dogs adopted.

VI. HEALTH OFFICER UPDATE:

- Dr. Benchik made the board aware that the festivals are requiring a lot of manpower from our departments and in order to accommodate for the festivals some areas will need to be closed during the week. This is a busy time for the Health Department with children going back to school. Dr. Libiran voiced concerns with Covid testing as it is critical right now to be tested within the 5 day window of symptom onset to receive treatment. Natalie Adams explained that adjustments to the schedule should be made to allow for the changes in personnel schedule. There was further discussion as to others who could fulfill the role at the festivals instead of Health Director or Val Cephus who are important staff to have present for the operations of the departments. Dr. Libiran felt the board needed to state how it felt and the concerns it had to the Mayor. Dr. Reed asked if there was an action item or recommendation for the future that could be done. Attorney Harris explained that the Board could adopt a resolution to speak out against this outlining the Board's priorities. Natalie Adams stated there were only a couple more events left - with there being only a couple more events left, it was decided to allow them to fulfill their obligation for the festivals.
- Dr. Benchik also updated the Board on the issues with the grants, specifically the Johnson & Johnson and Insurance reimbursement, not being released to the Health Department. The money has been deposited by the city, but is sitting in the account not being used as per the grant. Attorney Harris explained that the Board has a fiduciary responsibility to make sure the money is used appropriately or is obligated to repay the funds. He also explained that it is not that the monies have been misappropriated, but that there appears to be confusion as to the process. Currently, there is no documented process in place for any departments who have a stake in the grant process and feels something needs to be created so there is no misunderstanding as to how to get the monies distributed. Dr. Libiran stated after receiving an email on July 7th by Monica Guzman, he called Diana and wanted a special meeting called and then it was changed to be on the agenda for today's regular meeting and then it was removed from the agenda. He wants a clear understanding on what the issue is in using this money in a timely manner. Natalie Adams stated that a meeting was to occur with Administration, Diana and herself and after it happened was going to be placed on the September agenda. She asked if the grants were given approval by Administration with a breakdown as to how it would be spent before it was accepted. She explained the process for her when she has an opportunity for a grant and where she could find the grant monies for her department's accounts. State Representative Earl Harris spoke to clarify his involvement in the matter and sending an email out after he spoke with the Mayor.

VII. ADJOURNMENT

With no further business, Natalie Adams made a motion to adjourn the meeting. Brenda Walker second the motion. The meeting adjourned at 6:47 pm.