



# **EAST CHICAGO HEALTH DEPARTMENT**

100 W. CHICAGO AVENUE, EAST CHICAGO, IN 46312

219.391.8467 fax 219.391.8494

**ANTHONY COPELAND, MAYOR**

**Dr. Gerrl Browning, Health Officer**

## **Meeting Minutes**

**April 1st, 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

Guest

Dr. Matt Libiran, Vice President, NP

Dr. Gerrl Browning, Health Officer, Present

Natalie Adams, Present

Arnita Fowlkes, Manager, Present

Dr. Sabrina Reed, Present via phone

Leon Valdez, Present

Loretta Parker, Present via phone

Attorney Jewel Harris, Present via phone

Rev. James Wade Jr., Present via Phone

### **I. Call to order**

- Diane Perez called meeting to order

### **II. Approval of minutes**

- Approve and review board minutes from March 4<sup>th</sup>, 2020
  - i. Dr. Browning opposed minutes; spoke on report provided by Leon V was inaccurate relating to his knowledge of providing approval for a proposal at the animal control.
  - ii. Rev. James Wade Jr. made a motion to approved the amended minutes, based upon the statement of Dr. Browning, the motion was second by Dr. Sabrina Reed, the motion carries.
  - iii. Diane Perez, called for a vote to approve the amended minutes from the March 4<sup>th</sup>, 2020, all in favor, the motion carries.

### **III. New Business**

- Resolution Authorizing Payment of Certain Claims Prior to Board Approval
  - i. Dr. Sabrina Reed made a motion to accept the resolution authorizing payment of certain claims prior to board approval and nominate Natalie Adams as the designated signee, the motion was seconded by Loretta Parker, motion carries.

- Payroll Warrant 030620 dated March 6<sup>th</sup>, 2020 for \$9650.05.
  - i. Natalie Adams made a motion to approve payroll warrant 030620 dated March 6<sup>th</sup>, 2020 for \$9650.05, the motion was second by Rev. James Wade, the motion carries.
- Payroll Warrant 032020 dated March 20, 2020 for \$16,391.06.
  - i. Natalie Adams made a motion to approve payroll warrant 032020 dated March 20, 2020 for \$16,391.06, the motion was second by Rev. James Wade, the motion carries.
- Claim Warrant 040120HB date March 25<sup>th</sup>, 2020 for \$4,399.94.
  - i. Natalie Adams made a motion to approve claim warrant 040120HB date March 25<sup>th</sup>, 2020 for \$4,399.94, the motion was second by Rev. James Wade, the motion carries.
- Mr. K9 Proposal

#### IV. Old Business

- Manager's Update
  - i. Leon V- All inspections have stopped due to COVID-19, all donation have stopped, adoptions are by appointments only, have not accepted any payment due to city hall being closed, cleaning has doubled, the lake county animal control representative visited facility and shared a lot of information, emergency call outs are happening only, no intake, facility currently a capacity, intent to make a collage of animals available for adoption on the website. Dr. Browning spoke about being unaware of city hall not taking payments, informed the health department is accepting payments, expressed concern around strays being picked up off the street, provided details around only Leon V environmental inspections are on hold due to those businesses being closed, while Ray and Arnita have been out on inspections to ensure restaurants are adhering to the order.
  - ii. Arnita F- A part time nurse has just started and we are still conducting interviews; immunizations, completed VFC certification and awaiting confirmation from state; Emergency preparedness, new hire started March 31<sup>st</sup> and is currently in training, contract is pending changes from attorney; vital records, new system training has been postponed
- Health Officer's Report
  - i. East Chicago has 8 cases, notified by the state that a resident has tested positive, the record show no death related to COVID-19, public service announcements on the website and on the radio about prevention awareness have been very aggressive, city employees are to wear a mask to help prevent the spread, encourage employees to bring their own mask or mouth covering, we are doing what we can to get a mask for employees as best as possible, first responder and every department should have gloves and cleaning supplies, encourages personal and hand hygiene along with personal spaces, tentatively working on setting up an agreement with first responders if they come in contact with someone infected to get tested at Saint Catherine Hospital, educated board with COVID-19 symptoms.
  - ii.
- By-Law Review

V. Discussion

i. Attorney Harris recommends having By-Law discussion at another meeting.

- Emergency preparedness coordinator- review of contract, attentively pending start date

i. Contract is currently pending review from attorney

VI. Adjournment

i. Rev. James Wade made a motion to adjourn, the motion was seconded by Natalie Adams, the motion carries

The next scheduled Finance Meeting is Wednesday, May 6<sup>th</sup>, 2020 at 8:00 a.m.

Board Secretary:

Cheth - Feb 6/3/20