



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

MINUTES

HEALTH FINANCE AND BOARD MEETING

April 5, 2023 at 5:30 pm

Health Department Lobby Conference Room

100 W. Chicago Avenue

East Chicago, IN 46312

Join Zoom Meeting

<https://us02web.zoom.us/j/88327632089?pwd=aCt3eVZZUm1pS3BKNHc4ZWlvZDAwdz09>

Meeting ID: 883 2763 2089

Passcode: 367457

One Tap Mobile

312-626-6799

I. CALL TO ORDER

Natalie Adams called the meeting to order at 5:30 pm.

II. ROLL CALL:

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

III. NEW BUSINESS:

- Review and approve minutes from following meeting:
 - i. Health Finance and Board Meeting Minutes from March 1, 2023
 - Natalie Adams requested a motion for approval of Finance and Board Meeting minutes dated March 1, 2023.
 - Brenda Walker made a motion to approve the Finance and Board Meeting Minutes from March 1, 2023. Loretta Parker second the motion. With no questions or concerns, roll call vote was taken:
Adams – Yes Parker – Yes Reed - Yes Wade - Yes Walker – Yes - motion carries
- Review and approve the following payroll warrants:
 - i. Payroll Warrant 030323 dated March 3, 2023 in the amount of \$20,270.54
 - ii. Payroll Warrant 031723 dated March 17, 2023 in the amount of \$20,981.24
 - iii. Payroll Warrant 033123 dated March 31, 2023 in the amount of \$20,172.45
 - Natalie Adams requested a motion for approval of Payroll Warrant 030323 dated

March 3, 2023 in the amount of \$20,270.54, Payroll Warrant 031723 dated March 17, 2023 in the amount of \$20,981.24 and Payroll Warrant 033123 dated March 31, 2023 in the amount of \$20,172.45.

- Loretta Parker made a motion to approve Payroll Warrants 030323, 031723 and 033123. Dr. Sabrina Reed second the motion. With no questions or concerns, roll call vote was taken:

Adams – Yes Parker – Yes Reed - Yes Wade - Yes Walker – Yes - motion carries

- Review and approve the following claim warrant:
 - i. Claim Warrant 040523HB dated April 5, 2023 in the amount of \$12,819.40
 - Natalie Adams requested a motion for approval of Claim Warrant 040523HB dated April 5, 2023 in the amount of \$12,819.40.
 - Brenda Walker made a motion to approve Claim Warrant 040523HB. Loretta Parker second the motion. With no questions or concerns, roll call vote was taken:

Adams – Yes Parker – Yes Reed - Yes Wade - Yes Walker – Yes - motion carries

- Comcate Software Contract Renewal for 2023-2024 in the amount of \$7,867.44:
 - Natalie Adams requested a motion for approval of Comcate Software Contract Renewal for 2023-23024 in the amount of \$7,867.44.
 - Brenda Walker made a motion to approve the Comcate Software Contract Renewal for 2023-2024. Loretta Parker second the motion. With no questions or concerns, roll call vote was taken:

Adams – Yes Parker – Yes Reed - Yes Wade - Yes Walker – Yes - motion carries

- VaxCare Service Agreement Review and Approval:
 - Natalie Adams requested a motion for approval of VaxCare Service Agreement.
 - Loretta Parker made a motion to approve the VaxCare Service Agreement. Brenda Walker second the motion.
 - Dr. Sabrina Reed asked about Exhibit B: Vaccine Fee Schedule referenced in the agreement, but was not supplied in the Board Packet. Diana Garcia-Burns explained that the pricing could be found in the VaxCare Proposal in the packet printed for the meeting.
 - Attorney Harris pointed out to the Board Members that the contract does allow for 30 days' notice for termination and immediate termination for breach.
 - With no other questions or concerns, roll call vote was taken:

Adams – Yes Libiran – Yes Parker – Yes Reed - Yes Wade - Yes Walker – Yes - motion carries

IV. OLD BUSINESS: None

V. DISCUSSION: None

VI. DIRECTOR UPDATE:

Diana stated that Vital Records is looking into scanning death and birth records to preserve the records. The Clerk's Office currently does this with their records. They use a company called IRA (Information and Records Associates) who will be coming out to look at the documents and give the Health Department a quote.

Diana requested Tracy Ailes give an update from meeting given by Dawn Dawkins in regards to Health Department making the request for Public Works to remove nuisance garbage because no other department has the authority under the ordinance to do so. Diana stated what seems to be more reasonable is to have Code Enforcement have that authority - if the city attorneys could develop an ordinance to allow Code Enforcement to make the request to Public Works to pick up and cite the owner. Natalie Adams suggested to first start with Administration to see which entity they would like to handle it. Attorney Harris stated he can just explain the issue generally to let

them know that this came up in the Health Board Meeting and they view this as really something that the city needs to do determine what the protocol would be internally and then what threshold has to be met before the Health Department needs to get involved and we think that unless it poses a significant health risk that is not something that should be under the purview of the Health Department. Natalie suggested it go to the Mayor, Secretary and Attorney Allegretti and then from there an ordinance has to be created.

Diana informed the Board that she has received information from the State in regards to a Crisis Coag Grant in the amount of \$110,000.00. She stated we did not take it last year because we were going through the process of what we needed to do. She stated they want to give us \$33,447.17 for personnel, travel, supplies and equipment. The requirements for this grant are to promote all vaccines recommended; provide direct vaccination services; conduct outreach and vaccination; employ or partner with Community Health Workers to reach vulnerable and underserved population; conduct school location vaccination clinics; and report data.

Diana updated the Board on open positions. She stated the Emergency Preparedness position is still open. After the gentleman read the contract, he declined the offer. The Immunization Nurse position is also open. The RFP for Vector Control was sent out on March 23, 2023. There were 2 contractors who requested for bid. One had questions on the type of material used and the mileage. The answers to those questions were sent to Nick to reply. The deadline for bids is April 11, 2023. Natalie asked that the information also be sent to her so she can have available for the company that does the Vector Control for through the Marina. Diana also stated that there are three (3) employees at Animal Control now and she would like to request two (2) of them to be moved to regular full time employment to fill the two (2) full time positions that were vacated.

Diana let the Board know there were two (2) cardiovascular deaths in East Chicago for the month.

Diana stated there has been a lot of TB testing done as part of requirement for Restaurants as well as Day Care and other places utilize us even if they do not work in East Chicago for their testing - \$10.00 for East Chicago residents and \$15.00 for non-residents. Natalie Adams suggested the Health Department up the TB price for non-residents to \$20.00. Diana stated if the Board would like to increase the price now and make a motion to do so.

- Dr. Libiran made a motion to increase the price from \$15.00 to \$20.00 for non-residents. Natalie Adams second the motion. Dr. Benchik recommended to increase the price to \$25.00. Diana stated she would like to stay within what the other health departments do. After further discussion, it was determined to increase to \$20.00. With no further questions or comments, roll call vote was taken.

Adams – Yes Libiran – Yes Parker – Yes Reed - Yes Wade – Yes Walker – Yes - motion carries

Natalie brought up to Attorney Harris about the House being in session and looking at how these boards are developed and asked when are they in session to have someone down there. Attorney Harris stated that it is not missed, but it would be right now though. Natalie asked if Earl (Harris) or Lonnie (Randolph) would have anything to do with that or just lobbyist. Attorney Harris replied that you do not have to have a lobbyist – you can just have a conversation with your legislator and just let them know what you would like to have done and they have staff there who will draft legislation and share with you and introduce it. Then it is off and running from there – if it has legs it will be assigned to a committee and then it goes through the normal bill making process. Natalie stated she would assume it would have more “juice to it” if Gary Health Department has the same struggles. Attorney Harris agreed and including them would be a good idea. He stated the legislators would be able to how to best package it because they are part of the Black Caucus as well and work on these issues that are common to both communities. Rev. Wade made a suggestion to have a meeting with our legislators to discuss and he would work on making that happen. Natalie stated she does not have a lot of time right now but if Attorney Harris, Rev. Wade and any of the other board members would like to meet. Rev. Wade suggested he and Attorney Harris discuss further.

VII. HEALTH OFFICER UPDATE:

Dr. Benchik informed the Board that she may have a Veterinarian to oversee the vaccinations at the Pet Fair Event in the Park in August. She stated she is a licensed veterinarian in Illinois and believes she would be able to oversee the techs giving the vaccinations that day, but the Health Department will confirm that. Natalie Adams stated she would really like to see having chipping at the event with possibly a nominal fee. Dr. Benchik will follow up with the Vet and will see if she can get her to apply for an Indiana license. Attorney Harris stated it is worth the conversation. Natalie stated we could potentially reimburse her for the license fee.

VIII. ADJOURNMENT

With no further business, a motion was made by Dr. Sabrina Reed and second by Loretta Parker to adjourn the meeting. Vote was taken and all were in favor. The meeting adjourned at 6:20 pm.