



# 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

May 3, 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

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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 (virtual), Dr. Matthew Libiran (in-person), Dr. Sabrina Reed (in-person), and Dr. Rev. James Wade (in-person). Also in attendance were Dr. Paula Benchik-Abrinko (in-person), Diana Garcia-Burns (in-person) and Attorney Nick Snow (virtual). Absent were Loretta Parker and Brenda Walker.

#### III. NEW BUSINESS:

- Review and approve minutes from following meeting:
  - i. Health Finance and Board Meeting Minutes from April 5, 2023
    - Natalie Adams requested a motion for approval of Finance and Board Meeting minutes dated April 5, 2023.
    - Dr. Sabrina Reed noted an error in the meeting minutes stating Indiana license twice in the Health Officer update and believes it should be Illinois license. Correction was noted and will be updated.
    - Dr. Rev. James Wade made a motion to approve the Finance and Board Meeting Minutes from April 5, 2023. Dr. Matthew Libiran second the motion. With no questions or concerns, roll call vote was taken:  
*Dr. Libiran – Yes Reed – Yes Wade - Yes - motion carries*
- Review and approve the following payroll warrants:
  - i. Payroll Warrant 041423 dated April 14, 2023 in the amount of \$20,491.00
  - ii. Payroll Warrant 042823 dated April 28, 2023 in the amount of \$20,207.61
    - Natalie Adams requested a motion for approval of Payroll Warrant 041423 dated

April 14, 2023 in the amount of \$20,491.00 and Payroll Warrant 042823 dated April 28, 2023 in the amount of \$20,207.61.

- Dr. Matthew Libiran made a motion to approve Payroll Warrants 041423 and 042823. Dr. Rev. James Wade second the motion. With no questions or concerns, roll call vote was taken:

*Dr. Libiran – Yes Reed – Yes Wade - Yes - motion carries*

- Review and approve the following claim warrant:
  - i. Claim Warrant 05032023HB dated April 27, 2023 in the amount of \$10,648.39
    - Natalie Adams requested a motion for approval of Claim Warrant 05032023HB dated April 27, 2023 in the amount of \$10,648.39.
    - Dr. Matthew Libiran made a motion to approve Claim Warrant 05032023HB. Dr. Rev. James Wade second the motion. With no questions or concerns, roll call vote was taken:  
*Dr. Libiran – Yes Reed – Yes Wade - Yes - motion carries*
- Helmer Scientific Service Contract in the amount of \$3,293.20
  - Natalie Adams requested a motion for approval of Helmer Scientific Service Contract in the amount of \$3,293.20.
  - A question was asked what this contract is for. Diana Garcia-Burns explained this is a contract for maintenance of Immunization refrigerators. It was then asked if this contract is an annual contract. Diana Garcia-Burns stated it is biannual – every 6 months. They come out because the Health Department has to send documentation to the State and in compliance with the State.
  - Dr. Rev. James Wade made a motion to approve the Helmer Scientific Service Contract. Dr. Matthew Libiran second the motion. With no questions or concerns, roll call vote was taken:  
*Dr. Libiran – Yes Reed – Yes Wade - Yes - motion carries*

IV. OLD BUSINESS: – None

V. DISCUSSION:

- Request for Proposal Vector Control Service Contractor

Diana Garcia-Burns stated only one response was received. Natalie asked what the \$4,500.00 cost proposal covered. Diana explained that is not the total cost if you look at the breakdown and expressed this proposal is very costly. She stated they also wanted to do trapping, but that is not required in the state of Indiana. She stated we really need to keep looking for someone. Natalie asked if we have a major mosquito problem. Diana stated we do not have a major mosquito problem – trapping was done last year for West Nile and we did not have any. Natalie asked if certification was required to drop briquettes and Diana stated you do. Natalie asked if we have reached out to Gary, Hammond or any other surrounding cities to see what they are doing. Diana stated she spoke to Gary who has a category 8. Diana could not remember who Lake County is using. She stated she did call a number of places. She stated she was going to reach out to Natalie to see who we use for our events. Natalie stated she did reach out to him, but he did not submit a proposal. He stated he might try to do it next year, because it was last minute for him this year. They do have all the certifications. Natalie stated maybe she and Diana could speak with the company they use and see if he could oversee the vector control for this year or how he could help us. Natalie asked if the mosquito truck up and running. Diana stated it is and it is going for calibration on Friday. Natalie asked if we already owned briquettes or if we needed to purchase briquettes. Diana stated they have some briquettes and probably midseason she will purchase some more. Natalie stated maybe she should hold off on purchasing more briquettes, because maybe one of these companies may want her to purchase something different. Natalie will try to get a time for her and Diana to speak with him next week. Attorney Nick Snow asked if what Natalie is saying is we are relying on their expertise and have other city employees run the trucks and put the briquettes down – like we had Mr. Segura do last year. Diana stated that is correct, but he also sprayed. Nick stated he believes

there is language in the RFP that allows us to reject all proposals, because we discussed it and have elected not to continue the program in this manner. He does think that before we talk to a person who would just do it on a part time basis or just do the essentials, we need to look into what the cost would be for that to make sure we are keeping within procurement regulations and that we do not need to solicit additional quotes because it is taking a different direction. He can look into it a little bit before we have a conversation with them, but he does think that because we are doing it on a smaller scope and given that this is a service contract and as opposed to supply we should be able to do it just by soliciting people. He wants to check to make sure we do not run afoul in some statute that would get us into a problem. Natalie stated that as long as he could get us an answer quickly, because we are getting into mosquito season. Nick stated he could get an answer back by the end of the week. Diana requested Nick send a letter to this company rejecting the proposal. Nick stated they will.

## VI. DIRECTOR UPDATE:

- Vital Records death statistics for April have 8 cardiovascular deaths – 5 from East Chicago, 1 from Highland and 2 from Hammond. There was 1 Covid death, but actually died the end of March and we just got the death provisional the beginning of this month.
- We are not tracking Covid cases, but when we look at the waste water surveillance it dips down and then it trends back up. It is nowhere near what it was before, but it is still out there.
- We are giving the Covid boosters of Bivalent for those 65 and older or immunocompromised.
- Inspections have been very busy. The Indiana State Department of Health Food Protection Division visited us. We have not been completing plan review process for new businesses that are not new construction or under renovation dollar amount that requires a technical review. The State has told us we need to be doing this as part of our job responsibilities, because it is a requirement of the Indiana State Food Code. She came for a day to give us an abbreviated training session so we have the knowledge to begin doing this.
- VaxCare is up and running and we are able to bill private insurance and Medicaid now. Diana will order some adult vaccines.
- We do have some lead cases in East Chicago. When we find these lead cases, we do let the Building Department know.
- We are still doing TB tests and we do a lot of them, but will be doing more with upcoming events.
- Animal Control is full, probably 20 animals. Some are in crates because we have so many right now. We do have a severe issue in East Chicago – people just let their dogs out because they do not want them anymore and then we are responsible for them. We do not have any more room. Diana stated a cage was set up on Magoun Avenue to trap a dog and someone is closing the gate on the door and feeding it. Diana stated she did reach out to Public Works in regards to the truck with a lift and he did state he would reach back out to Sandra because it was approved by the Mayor last year, but Mr. Bennett said no because it was too expensive. Diana does not recall the cost of the vehicle. Jalen did send more photos and Sandra stated she would get back to him. Natalie asked Diana to forward her Jalen's email with the pictures and she will follow-up with the Mayor. Diana stated it also about safety.
- Upcoming grants: School Liason grant; Diana is still waiting on more information. The Mayor approved the \$33,000.00 Immunization Grant. Diana is still waiting for the documents to come from the State. We are still waiting for the Beach grant.
- We are still waiting for a representative to come to give us a quote for scanning of the birth and death certificates.
- The Emergency Preparedness position is still open. The immunization nurse position is still open.

VII. HEALTH OFFICER UPDATE:

- Dr. Benchik stated she found a veterinarian for the pet fair who already has an Indiana license.

VIII. ADJOURNMENT:

With no further business, a motion was made by Dr. Sabrina Reed and second by Dr. Matthew Libiran to adjourn the meeting. The meeting adjourned at 6:20 pm.