



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

July 6, 2022 at 5:00 pm

Health Department Class Room 1

100 W. Chicago Ave

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

III. NEW BUSINESS:

- Review and approve minute from following meeting:
 - i. Finance and Board Meeting Minutes from June 1, 2022
 - Dr. Matthew Libiran requested a motion for approval of Finance and Board Meeting minutes dated June 1, 2022.
 - Loretta Parker made a motion to approve Finance and Board Meeting minutes dated June 1, 2022 and Brenda Walker second the motion. With no questions or concerns, roll call vote was taken:
Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve the following payroll warrants:
 - i. Payroll warrant 061022 dated June 10, 2022 in the amount of \$20,553.68
 - Dr. Matthew Libiran requested a motion for approval of Payroll Warrant 061022 dated June 10, 2022 in the amount of \$20,553.68.
 - Brenda Walker made a motion to approve Payroll Warrant 061022 and Loretta Parker second the motion. With no questions or concerns, roll call vote was taken:
Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries

- ii. Payroll warrant 062422 dated June 24, 2022 in the amount of \$22,059.29
 - Dr. Matthew Libiran requested a motion for approval of Payroll Warrant 062422 dated June 24, 2022 in the amount of \$22,059.29.
 - Loretta Parker made a motion to approve Payroll Warrant 062422 and Brenda Walker second the motion. With no questions or concerns, roll call vote was taken: Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve the following claim warrant:
 - i. Claim Warrant 070622HB dated June 30, 2022 in the amount of \$47,556.50
 - Dr. Matthew Libiran requested a motion for approval of Claim Warrant 070622HB dated June 30, 2022 in the amount of \$47,556.50.
 - Brenda Walker made a motion to approve Claim Warrant 070622HB and Loretta Parker second the motion. With no questions or concerns, roll call vote was taken: Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve Resolution 07062022-01 accepting grant funding between the Indiana Department of Health and the City of East Chicago Health Department contract #53323 in the amounts of \$57,121.27 and \$38,081.00 for a total \$95,202.27
 - Dr. Matthew Libiran requested a motion for approval of Resolution 07062022-01 contract #53323 in the amounts of \$57,121.27 and \$38,081.00 for a total \$95,202.27.
 - Loretta Parker made a motion to approve Resolution 07062022-01 in the amount of \$95,202.27 and Brenda Walker second the motion. With no questions or concerns, roll call vote was taken: Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve Resolution 07062022-02 accepting grant funding between the Indiana Department of Health and the City of East Chicago Health Department contract #55431 in the amount of \$50,000.00.
 - Dr. Matthew Libiran requested a motion for approval of Resolution 07062022-02 contract #55431 in the amounts of \$50,000.00.
 - Loretta Parker made a motion to approve Resolution 07062022-05 in the amount of \$50,000.00 and Brenda Walker second the motion.
 - With clarification made that the dollar amount for this resolution was \$50,000.00 and given for the extension of Covid testing through December 2022, roll call vote was taken: Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries
- Review and approve Contracts for Services Between the City of East Chicago Health Department and the following COVID-19 staff:
 - i. Chanthini Fowler
 - ii. Brenda Grey
 - iii. Helen Hernandez
 - iv. Ryan Jongsma
 - v. Ajita Rodriguez
 - vi. Brandi Smith
 - vii. Tiaquena Smith
 - viii. Paula Swenson
 - Dr. Matthew Libiran requested a motion for approval of Covid-19 staff contracts of Chanthini Fowler, Brenda Grey, Helen Hernandez, Ryan Jongsma, Ajita Rodriguez, Brandi Smith, Tiaquena Smith and Paula Swenson for continuation of Covid-19 vaccination and testing site.

- Loretta Parker made a motion to approve the contracts of Chanthini Fowler, Brenda Grey, Helen Hernandez, Ryan Jongsma, Ajita Rodriguez, Brandi Smith, Tiaquena Smith and Paula Swenson, and Brenda Walker second the motion. With no questions or concerns, roll call vote was taken:
Libiran ó Yes Parker-Yes Reed- Yes Walker ó Yes - The motion carries

IV. OLD BUSINESS:

- Health Department Bylaws
- Attorney Snow presented the Board members with a draft copy of the Health Department Board Bylaws. Attorney Snow explained the need to start getting the board into compliance. He noted that the Board could find in Article IV the composition of the Board and the staggered term limits that should be followed in order to avoid replacing more than 4 members in a year. He explained that he had made a prior request to gather the term start dates of each of the current members and there were some discrepancies which will need to be worked through so everyone is appropriately staggered. He explained that the bylaws also state how vacancies are filled. The bylaws also include language about the time and place of the meetings and remote participation policy, quorum, duties of officers, as well as other legal items such as who signs contracts, who signs checks, etc. The latter part of the bylaws is the legal jargon for items such as protecting the members' interests in order to allow for them to vote how they feel they should, how we conduct meetings, etc. Attorney Snow requested the members review the document and we will put on the agenda for the next scheduled meeting to discuss further.

V. DIRECTOR UPDATE:

- Diana Garcia-Burns stated things are going well. The Animal Control Division has lost two (2) Animal Control Officers, but has one (1) applicant hopefully coming in soon. She stated she and Dr. Benchik at Animal Control cleaning and feeding the animals while an employee was on vacation. The kennels are still full, but Dr. Benchik took one (1) dog and her Medical Assistant took two (2). Dr. Benchik and Diana Garcia-Burns are working with some outside services to try to make video to post of some of the dogs. Dr. Benchik is also trying to secure other possible services for treatment of the dogs so when they have someone interested in adoption of the animal they know they have a healthy dog. She would like to have testing for heartworm, possibly spay/neuter and rabies vaccination would be helpful. They are also working on a "dog day in the park"/pet fair scheduled for Sunday, August 28th.
- Diana Garcia-Burns also discussed the need for a back-up generator after a power outage the other day that could have potentially resulted in a loss over \$100,000.00 worth of vaccines due to the extended outage. Request for quotes has gone out.
- She also spoke on remobilization for continuation of Covid-19 testing and vaccinating; monkey pox cases in Gary; and West Nile virus case in Lake County, but no further information released on which city. There is also concern of possible chicken pox. The state is waiting for the results to come back.
- Diana also stated there is still an opening for an Emergency Preparedness Coordinator. It was not posted until after the closed date of the grant, but the state says we can still apply. Diana has been completing the deliverables to fulfill the current agreement. Other openings at this time include two (2) Medical Assistant positions and one (1) secretary position.

VI. ADJOURNMENT:

With no further business, Loretta Parker made a motion to adjourn the meeting. Brenda Walker second the motion. Roll call vote was taken:

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

The meeting adjourned at 5:42 pm.

The next scheduled meeting is Wednesday, August 3, 2022 at 5:00 pm