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Berwyn Public Health District
Regular Meeting Minutes – January 13, 2025

BPHD President Avila called the Regular Meeting to Order at 4:06 p.m. Secretary Paul called the roll. The following members answered Present: Avila, Pareda, Paul. Attorney Zdarsky and Accountant Egan also attended the meeting. The attendees recited the Pledge of Allegiance and began the meeting.

Open Forum: No one asked to be recognized.

Approval of Minutes: Avila made the motion, seconded by Pareda, to approve the Regular Meeting Minutes of December 9, 2024 as submitted. The motion passed by a unanimous voice vote.

Staff Reports:

Clinic Activity – December 2024: Avila made the motion, seconded by Pareda, to accept the submitted December 2024 Nursing Monthly Report as submitted. The motion passed by a unanimous voice vote. *Clerk's Note: Clinic Nurse Canedo was recognized. She gave an oral update on the progress to purchase and install equipment necessary to begin the Wellness Program. The agenda listed this discussion as "9-A EMR project update".* Ms. Canedo raised questions on behalf of Dr. Wainer regarding the process for hiring medical personnel to participate in the program. Thereafter, Paul made the motion, seconded by Avila, to refer the questions to the board attorney and defer further discussion to the February meeting. The motion passed by a unanimous voice vote.

Sanitation Activity – December 2024: Avila made the motion, seconded by Pareda, to accept the Sanitation Activity Report as submitted. The motion passed by a unanimous voice vote.

Vital Statistics Activity – December 2024: Avila made the motion, seconded by Pareda, to accept the report as submitted and place the \$2,056.45 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

Bills Payable and Payroll – December 9, 2024 through January 13, 2025: Board Accountant Brian Egan distributed copies of disbursements and payroll marked germane to this agenda item. He explained the delay in providing the report was due to the transfer of accounts to the new bank. Avila made the motion, seconded by Pareda, to approve and authorize the disbursements for \$89,352.27 as submitted. The motion passed by a unanimous roll call vote.

Statement of Receipts and Disbursements: Accountant Egan was recognized. He commented on his monthly report. Avila made the motion, seconded by Pareda, to accept the report as presented. The motion passed by a unanimous voice vote in favor.

Correspondence: Paul advised that she had not received any correspondence.

Old Business:

A. Clinic EMR Update: See Clerk's Note above.

B. Residential Flood Mitigation: Avila advised that he is still working on this item. He made the motion, seconded by Pareda, to defer the item to the February meeting. The motion passed by a unanimous voice vote.

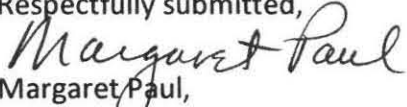
New Business:

10-A Audit Engagement Letter from Evans, Marshall & Peas: Mr. Egan advised that the engagement letter set out the terms for the three-year audit agreement for both Township and BPHD. The agreement identified the shared costs. Paul questioned the costs because the engagement letter in the Township agenda packet had different prices indicated. Discussion ensued. Avila made the motion, seconded by Paul, to refer the matter to Mr. Egan for clarification and defer further action to the February meeting. The motion passed by a unanimous voice vote.

10-B Schedule of Budget Committee Meetings for FY 2025-2026: Avila made the motion, seconded by Paul, to set the schedule for the board to meet as a Committee of the Whole / Budget Committee as follows: February 10, March 10, and April 14. The budget meetings will begin at 4:30 p.m. or immediately following the conclusion of the BPHD Regular meeting whichever occurs later. The motion passed by a unanimous voice vote.

10-C 2025 Special Events Schedule: Avila made the motion, seconded by Paul, to defer discussion of this item to February. The motion passed by a unanimous voice vote.

Adjournment: Avila made the motion, seconded by Pareda, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Margaret Paul,
BPHD Secretary