



**BERWYN TOWNSHIP
PUBLIC HEALTH DISTRICT BOARD**

February 10, 2025

- ☐ 4:00 PM: Regular Meeting
- ☐ 4:30 PM: Budget Workshop

NOTICE OF PUBLIC MEETING – PLEASE READ

The Berwyn Public Health District Board will conduct meetings in person at 6600 W. 26th Street, Berwyn. Any person wishing to submit comments for the Open Forum for this meeting may do so by 3:00 PM on the meeting date to Health Board Secretary Jacqueline Pereda at 6600 West 26th Street, Berwyn, IL 60402, email jacquelinepereda@berwynassessor.org, or 708-765-4519. Please request that your comments become part of the Board Meeting Record.



BERWYN PUBLIC HEALTH DISTRICT BOARD

REGULAR MEETING AGENDA

Monday, February 10, 2025 | 4:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on January 13, 2024
5. STAFF REPORT UPDATES
 - A. Clinic Activity – January 2024
 - B. Sanitation Activity – January 2024
 - C. Vital Statistics Activity – January 2024
6. APPROVAL OF BILLS PAYABLE & PAYROLL – January 2024
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. Deferred Item (4/2024) Residential Flood Mitigation Program – Avila
 - B. Deferred Item (12/2024) Berwyn Wellness Program Marketing Plan
 - C. Deferred Item (12/2024) Review Mental Health Provider Job Description for Berwyn Wellness Program
 - D. Deferred Item (1/2025) 2025 Special Event Dates
10. NEW BUSINESS
 - A. Berwyn Resident Mental Health Voucher Program – Avila
 - B. Consultant for Berwyn Wellness Program and Recruitment of Mental Health Providers – Avila
11. ADJOURNMENT

BERWYN PUBLIC HEALTH DISTRICT BOARD

Committee of the Whole Budget Workshop Agenda

Monday, February 10, 2024 | 4:30 PM

1. ROLL CALL
2. OPEN FORUM
3. REVIEW OF FY 24-25 BUDGET VS EXPENDITURES
4. DISCUSSION OF FY 25-26 ANTICIPATED INCREASES IN COST FOR ROUTINE LINE ITEMS
5. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	February 10, 2025
SUBMITTED BY	Margaret Paul, Health Board Secretary

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Regular Meeting on January 13, 2025	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			



COPY

**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:

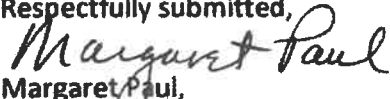
10-A Audit Engagement Letter from Evans, Marshall & Peas: Mr. Egan advised that the engagement letter set out the terms for the three-year audit agreement for both Township and BPHD. The agreement identified the shared costs. Paul questioned the costs because the engagement letter in the Township agenda 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



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	February 10, 2025
SUBMITTED BY	Bradford S. Wainer, D.O., Health Clinic Medical Director

SUMMARY

Attached please find the monthly activity and tracking report for the medical and nursing departments.

ATTACHMENTS

- Nursing Monthly Report – January 2025

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

NURSING MONTHLY REPORT

January 1-31, 2025

1. Monthly report organized, prepared and distributed at monthly Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations, and TB Tests.
3. The Health District continues to offer saliva PCR Tests in the month of January 2025.
4. Refrigerator and Freezer temperatures recorded twice a day per VFC guidelines and also logged into I-CARE on Daily Basis and Clinic continues to download temperature data from the temperature data logger in vaccine room for record keeping per VFC guidelines.
5. Clinic continues to conduct regular counts of vaccine inventory to ensure accuracy of vaccines.
6. The clinic continues working on being able to provide safe sex materials at the clinic.
7. The clinic continues offering our loaner medical equipment such as wheelchairs, walkers, and canes to Berwyn residents. Many residents have already been able to access medical equipment for themselves and loved ones with our program.
8. Clinic has hosted the Wellness Wednesday Screenings for January. February's Wellness Wednesday event is now full and spots are filling up for our March dates.
9. Clinic staff also attended the Berwyn Senior Luncheon to share resources and events. We were also able to sign people up for our events such as our Wellness Wednesdays.
10. Due to great demand and interest from the community the clinic will continue hosting our CPR sessions. With the idea of hosting the sessions on site clinic has been ensuring that class space is adequate and upgraded to best be able offer a pleasant and professional experience to participants.

11. Berwyn Health District staff engaged in a Mental Health training hosted by Trilogy. Staff is also in the process of doing part two of the training in near future.
12. Clinic staff worked with Versiti to host a blood drive at the Health District to assist local area with blood shortage. We were able to successfully fill all the spots available.
13. Clinic staff attended an event for St. Leonard's students and family focusing on health sciences and provided resources and information.

Monthly Tracking:

Scheduled	24	Blood Pressure Check	0
Seen	24	TB Tests	9
Walk-ins	2	TB reads	8
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	2	Regular – Quad	7
Rescheduled	0	High Dose	0
New Patients	13	Nutrition Referrals	0
Established	11	School Physicals	
VFC	3	Referral	0
Title 19	1	Rx collection	0
Uninsured	2	Sharps collection	2
Under insured	0	Records Request	2
Lead Testing	0	Medical Loan	3
Hemoglobin	0	English	19
Adult Immunizations	0	Spanish	5

January Clinic Deposit: \$135.00

January Flu Deposit: \$0.00

Total Deposit: \$135.00

Yearly Tracking (April 2024 – March 2025):

Scheduled	573	Blood Pressure Check	0
Seen	573	TB Tests	84
Walk-ins	99	TB reads	79
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	85	Regular – Quad	149
Rescheduled	14	High Dose	44
New Patients	231	Nutrition Referrals	0
Established	342	School Physicals	
VFC	162	Referral	0
Title 19	107	Rx collection	6
Uninsured	55	Sharps collection	15
Under insured	0	Records Request	15
Lead Testing	0	Medical Loan	3
Hemoglobin	0	English	421
Adult Immunizations	11	Spanish	152

Fiscal Year Totals:

Clinic Deposit: \$2020.00

Flu Deposit: \$0.00

Total Deposit: \$2020.00



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	February 10, 2025
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY

Attached please find the monthly activity report for the Environmental Health & Safety Department.

ATTACHMENTS

- Sanitation Report – January 2024

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

**Berwyn Public Health District
Sanitation Report**

1

Reporting Period: January 1, 2025 through January 31, 2025

MONTHLY RECAP

New Businesses

No New Businesses came to Berwyn.

Food Complaints

1. Tamales Ogden Champurrado
2. Fitzgerald's Pub & Banquet
3. Zahav of Berwyn

Trainings:

No training to report.

Special Events:

No special events to report in January.

2

Company	#	Street	Gls	Insp. Date	Insp.	Notes	N B	C I	VH R	H R	M R		L R	C F	I F
Tamales Ogden Champurrado	6333	Ogden Avenue		1/6/25	JV	Sanitation Complaint		1	*						
Fitzgerald's Pub & Banquet	6615	Roosevelt		1/14/25	JV	Sanitation Complaint		1				*			
Zahav of Berwyn	3601	Harlem Ave		1/23/25	JV	Sanitation Complaint		1	*						
Concordia Little Lambs	3144	Home Ave	1	1/15/25	JV			1							
Alphabet Learning Center	6950-58	Windsor Ave	1	1/17/25	JV			1							
Sunshine Scholars	6928	16th St	1	1/30/25	JV			1							
Lectura Montessori School	6823	Roosevelt Ave	1	1/17/25	JV			1							
Jump For Joy	3833	Harlem Ave	1	1/15/25	JV			1							
Mr. Benny's Pizza	6806	26th St	1	1/30/25	MK				1						
Los Tarritos	6241	Cermak Ave	1	1/23/25	MK				1						
Waldo Cooney's Pizza	6733	Cermak Ave	1	1/22/25	MK				1						
Home Run Inn	6825	Cermak Ave	1	1/7/25	MK				1						
D'Nuez Mexican Fusion Restaurant	7010-7016	Cermak Ave	1	1/8/25	MK				1						
Tony's Fresh Market	7111	Cermak Ave	1	1/21/25	MK				1						
Sushi Junki	6639	Roosevelt Ave	1	1/9/25	MK				1						
Li Wok See Through Chinese Kitchen	6643	Roosevelt Ave	1	1/9/25	MK				1						
La Michoacana Classica	1600	Scoville Ave	1	1/7/25	MK					1					
Burger King #5984	2147	Oak Park Ave	1	1/8/25	MK					1					
Paeteria & Neveria La Flor de Michoacan	6316	26th St	1	1/16/25	MK					1					
Cake Bros Bakery	6737	26th St	1	1/8/25	MK					1					
Tortilleria El Rey	6311-8	Cermak Ave	1	1/16/25	MK					1					
Jimmy John's	7028	Cermak Ave	1	1/23/25	MK					1					
La Michoacana MX	7111	Cermak Ave	1	1/21/25	MK					1					
Chipotle Mexican Grill Restaurant	7140	Cermak Ave	1	1/9/25	MK					1					
La Famosita Grocery-Cholullas Kitchen	7122-7124	16th St	1	1/15/22	MK					1					
Burger King #213	6701	Roosevelt Ave	1	1/22/25	MK					1					
Stick It	6625	Roosevelt Ave	1	1/28/25	MK					1					
McDonald's Restaurant of Illinois	7135	Roosevelt Ave	1	1/22/25	MK					1					
Windsor Stop	6932	Windsor Ave	1	1/31/25							1				

Berwyn Public Health District Sanitation Report

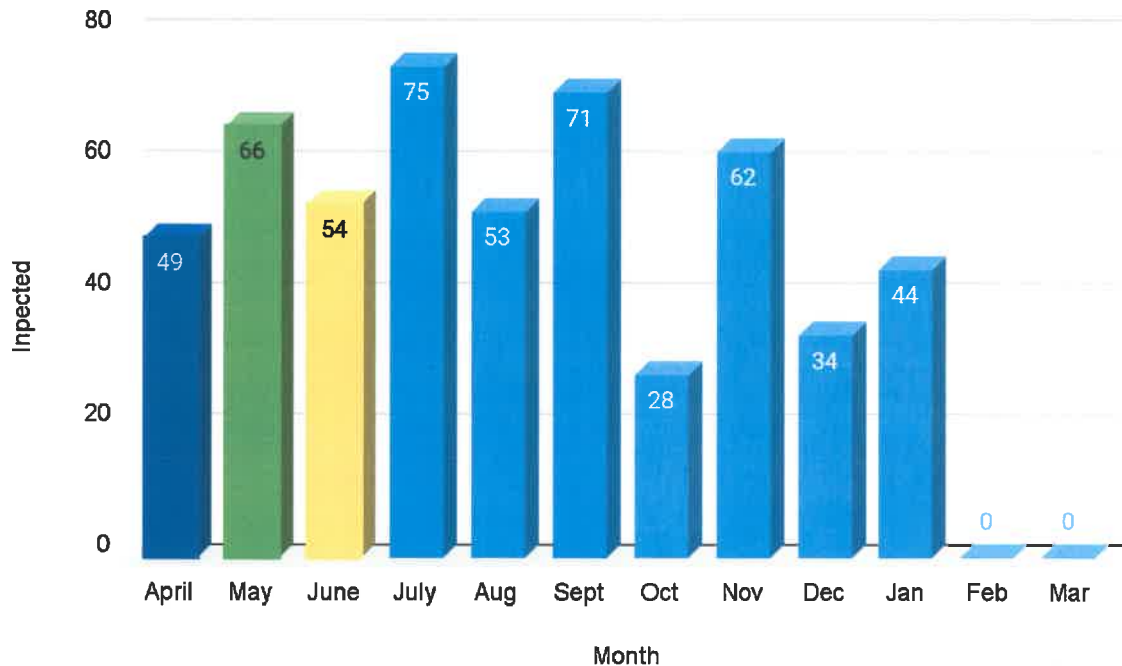
3

Pink Owl Cafe	2713	Ridgeland Ave	1	1/9/25	JV							1		
The Hideout Lounge	2832	Ridgeland Ave	1	1/23/25	MK							1		
AK Convinient Store LLC	2140	Highland Ave	1	1/16/25	MK							1		
Mr. P Beverage Depot	6601	Roosevelt Ave	1	1/28/25	MK							1		
Cher's Redezvouz	6721	Roosevelt Ave	1	1/28/25	MK							1		
Cafe Cappuccino	6905	Roosevelt Ave	1	1/15/25	MK							1		
On the Rocks	6907	Roosevelt Ave	1	1/15/25	MK							1		
Striker Lanes	6728	16th St	1	1/15/25	MK							1		
Corazon 24	6314	Cermak Ave	1	1/9/25	MK							1		
Cermak Smokes	6327	Cermak Ave	1	1/7/25	MK							1		
Lily's Slots	6512	Cermak Ave	1	1/30/25	Mk							1		
B.P. Gas Station Cermak-Riverside	6705	Cermak Ave	1	1/8/25	MK							1		
Wagner's Lounge	6840	Cermak Ave	1	1/22/25	MK							1		
Favorite Stop Inc.	6201	Ogden Ave	1	1/23/25	MK							1		
Avito Cafe	6510	Ogden Ave	1	1/29/25	JV							1		
		MONTHLY TOTALS		Goals	Actual	YEARLY TOTALS								
		New Businesses		0	0	New Business						21		
		Complaint Inspections		0	3	Complaint Insp.						17		
		Very High		5	5	Routine Insp.						430		
		High		8	8									
		Medium		12	12									
		Low		16	16									
		Cottage Food		0	0	Cottage Food						4		
		Temporary Food		0	0	Temporary Food						64		
		Total		41	44	Total YTD						536		

**Berwyn Public Health District
Sanitation Report**

4

Graph 1: ROUTINE INSPECTIONS - April 2024 - March 2025



BERWYN SHOPS

No news.

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

- Hoarding: 2
- Uninhabitable
- Living Conditions: 0
- Water: 0
- Heat: 1
- Well-Being Checks: 0
- Other - Rodents: 0

RODENT ABATEMENT:

We are currently collaborating with the City to communicate the Health District's role for rodent abatement for food establishments.

GOALS

Completed:

**Berwyn Public Health District
Sanitation Report**

5

1. A completion rate of 107.3% of the Food Establishment Inspections for January.
 - a. We met and exceeded our goal of 90%.

In-Progress Goals:

1. A 90% or better competition rate of the Food Establishment Inspections for February.
2. Ensure all establishments have a recent inspection done with the following criteria:
 - a. Very High Risk: Within the last 3 months
 - b. High Risk: Within the last 3 months
 - c. Medium Risk: Within the last 4 months
 - d. Low Risk: Within the last 6 months
 - e. Schools: A minimum of one time for the school year 2024-2025

An update will be provided at the January Board Meeting on the progress ensuring all establishments in Berwyn have a current inspection on file.

3. By the end of the 2024-2025 Fiscal Year, to have inspected 650 establishments, including any Temporary Food Events.
4. Perfect The BEE Award, formally known as the Sheri Smith Award, to have all details ready to present to the Board.
5. Start drafting SOPs stated in the April 2023 Board Meeting.
6. BHD can obtain 25% of the prospective food vendors for 2025 Berwyn Shops.
7. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.
8. Create a list of suggestions for BDC: what worked well, what did not, and changes for the following year regarding Berwyn Pop-Ups for Cottage Food Vendors.
9. Have a greater understanding of Cottage Food and the process in Cook County.

Prepared by:

Sheri A. Lato



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	February 10, 2025
SUBMITTED BY	Salma Nava, Deputy Registrar

SUMMARY

Report of monies collected by the Vital Statistics Department for certified copies of Birth and Death records.

ATTACHMENTS

- Vital Records Report – January 2025

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Berwyn Township Public Health District · Vital Records Report

February, 2025

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **January 2025** for certified copies of Birth and Death records as follows
(**34 MORE** requests than December-2024):

Total Amount Collected	\$3,131.45
Fee to the State of Illinois:	-\$356.00
(Death Surcharge Fee 89– D.C. Requested):	
(Total Credit Charges: 74= Amount: \$1,684.45)	
Health District Portion of Fees:	\$2,775.45

These figures represent fiscal year 2024/2025

Total Fees Collected (to date):	\$25,993.15
Total paid to State of Illinois (to date):	-\$3,324.00
Total Berwyn Health District (to date):	\$22,669.15

These figures represent fiscal year 2023/2024

Total Fees Collected (to date):	\$34,152.50
Total paid to State of Illinois (to date):	-\$5,808.00
Total Berwyn Health District (to date):	\$28,344.50

These figures represent fiscal year 2022/2023

Total Fees Collected (to date):	\$35,068.70
Total paid to State of Illinois (to date):	-\$5,656.00
Total Berwyn Health District (to date):	\$29,412.70

These figures represent fiscal year 2021/2022

Total Berwyn Health District (to date):	\$37,523.00
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These figures represent fiscal year 2020/2021

Total Berwyn Health District (to date):	\$38,568.00
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Respectfully,



Salma Nava
Local Registrar



State of Illinois
Illinois Department of Public Health

Division of Vital Records
(217)785-3164

County of COOK District # 03121 County Clerk OR Local Registrar X

89 Number of certified copies of Death and Fetal Death Certificates issued.

Check is for the month of January, 20 25.

Multiply number of copies issued by \$4.00, total amount due \$ 356. If none issued put 0 in amount due.

Remit a check made payable to the Illinois Department of Public Health for the amount stated above along with a copy of this completed VR360 form to:

IDPH Vital Records
Attn: DCSF/COLDF
925 E. Ridgely Ave.
Springfield, IL 62702

OR

Signature of County Clerk

Date

Signature of Local Registrar

Date

Dar J. Oja 1/31/25

If your contact information changes, please update the following information: Contact person

Email Address Phone number

VR 360 (rev. 05/17)

Contact us at dph.vitals@illinois.gov - Attn: Death Surcharge in Subject line



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Bills Payable and Payroll
MEETING DATE	February 10, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY	
Berwyn Public Health District Disbursements for Approval is attached for review and approval. Physical invoices and receipts are available for your review and audit.	
ATTACHMENTS	
<ul style="list-style-type: none">Public Health District Payables	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	01/08/25	Ring Central	DigitalLine Unlimited	5720.00	\$ 394.75
2	Debit	01/08/25	Adobe	Software expense	5615.00	76.47
3	Debit	01/10/25	Temperature Engineering	Vaccine refrigeration service call	5505.00	618.00
4	Debit	01/14/25	Apple	Macbooks, iPads, iMacs payment #1	5005.00	20,178.00
5	Debit	01/15/25	Adobe	Recurring software charge	5615.00	63.74
6	Debit	01/15/25	Elkay Sales Inc.	Water fountain filter replacement	5615.00	172.00
7	Debit	01/21/25	Apple	Macbooks, iPads, iMacs payment #1	5005.00	8,525.00
8	Debit	01/27/25	4Imprint	Promotion items split H&T	5325.00	240.72
9	Debit	01/29/25	Pitney Bowes	Quarterly lease payment	5620.00	201.06
10	Debit	01/30/25	4Imprint	Promotion items split H&T	5325.06	86.78
11	30022	02/04/25	TechPro, Inc.	IT equipment and services	5005.00	23,061.01
Total Interim Disbursements						\$ 53,617.53
INTERCOMPANY						
1	Debit	01/27/25	4Imprint	Promotion items split H&T-Due from Town	1400.00	\$ 240.71
2	Debit	01/30/25	4Imprint	Promotion items split H&T-Due from Town	1400.00	86.78
Total Intercompany						\$ 327.49
DISBURSEMENTS TO VENDORS						
1	30050	02/10/25	Amazon Capital Servides	Office supplies	5615.00	\$ 1,441.03
2	30049	02/10/25	Andres Canedo	Building improvements	5006.00	5,586.00
3	30048	02/10/25	Assa Abloy Entrance Systems US, Inc.	Repair maintenance	5328.07	220.50
4	30047	02/10/25	BCBS - Profile 43806	2025-02 insurance premiums	5880.00	3,919.43
5	30046	02/10/25	Berwyn General Assistance Fund	Payroll reimbursement	5326.00	954.41
6	30045	02/10/25	Berwyn Township	Shared employee reimbursement	5326.00	1,837.13
7	30044	02/10/25	Canopus Executive Strategies LLC	2024-12 Consulting on grant funding	5334.00	3,000.00
8	30043	02/10/25	Cintas	Janitor supplies	5605.00	444.56
9	30042	02/10/25	City of Berwyn - Water	monthly water	5710.00	53.16
10	30041	02/10/25	Comcast Business (Internet)	Internet 1/25/25-1/24/26	5720.00	166.00
11	30040	02/10/25	Dearborn Life Insurance Company	2025-02 insurance premiums	5880.00	9.52
12	30039	02/10/25	Health Lab	Labs	5315.00	122.50
13	30038	02/10/25	Illinois Department of Public Health	2025-01 death and birth certificates	5430.00	356.00
14	30037	02/10/25	ImageTec	maintenance of copier	5005.00	551.94
15	30036	02/10/25	Jessica Rodriguez	Reimbursement for postage	5620.00	20.55
16	30035	02/10/25	Konica Minolta Business Solutions	Monthly lease	5515.00	135.47
17	30034	02/10/25	Lawrence Zdarsky	2025-02 Legal Services	5143.00	1,555.00
18	30033	02/10/25	McKesson Medical-Surgical	Medical supplies	5610.00	47.98
19	30032	02/10/25	Midmark	Clinic furniture	5005.00	73,176.78
20	30031	02/10/25	Molekule	Hepa filters	5005.00	5,639.79
21	30030	02/10/25	NALBOH	2025 Membership Dues	5120.00	350.00
22	30029	02/10/25	Neelyx Labs	05/24-12/24 COVID courier & testing	5328.00	4,306.32
23	30028	02/10/25	Nicor Gas	Monthly gas	5710.00	225.22
24	30027	02/10/25	S.B.C. Waste Solutions	Waste service	5325.00	1,242.34
25a	30026	02/10/25	Selden Fox, Ltd.	2025-02 Accounting Services	5105.00	1,975.00
25b				2025-02 Software	5615.00	275.00
26	30025	02/10/25	Stericycle	Monthly medical waste disposal	5420.00	539.18
27	30024	02/10/25	Vision Service Plan	2025-02 insurance premiums	5880.00	140.97
Total Disbursements to Vendors						\$ 108,291.78
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	01/13/25	Board checks	Gross board payroll - January	various	\$ 11,114.27
2	EFT	01/15/25	Gross Payroll	Gross payroll 1/1/25 - 1/15/25	various	15,282.62
3	EFT	01/15/25	Payroll withholdings	Payroll taxes - 1/1/25 - 1/15/25	various	2,503.98
4	EFT	01/15/25	Employer IMRF Obligation	IMRF match - 1/1/25 - 1/15/25	5835.00	110.76
5	EFT	01/31/25	Gross Payroll	Gross payroll - 1/16/25 - 1/31/25	various	13,869.36
6	EFT	01/31/25	Payroll withholdings	Payroll taxes - 1/16/25 - 1/31/25	various	1,452.31
7	EFT	01/31/25	Employer IMRF Obligation	IMRF match - 1/16/25 - 1/31/25	5835.00	79.02
Total Payroll & Withholding Disbursements						\$ 44,412.32

Berwyn Public Health District
Disbursements for Approval
February 10, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
Total Disbursements for Approval						\$ 206,649.12
Reconciled Cash Balance at 1/31/25-Byline Bank checking						39,675.77
Reconciled Cash Balance at 1/31/25-Republic Bank checking						349,617.65
Reconciled Cash Balance at 1/31/25-Republic Bank sweep						150,705.43
Total						\$ 539,998.85

CERTIFICATE

February 10, 2025
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that we have this 10th day of February 2025 examined and approved the foregoing claims or charges against Berwyn Public Health District Fund and that we hereby approve said claims or charges and direct the Chairman to pay the same aforesaid vouchers and payroll consisting of 2 pages.

Secretary

Treasurer

Chairman

CERTIFICATE

I, the undersigned, Secretary of Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that the Board of the Berwyn Public Health District examined, reviewed, approved and directed the payment of the foregoing accounts on this 10th day of February 2025 and that the foregoing amounts are due to the organizations or persons stated above.

Secretary

Countersigned

Chairman



AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	February 10, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

Statement of revenues, expenditures, and changes in net assets – modified cash basis for the Health District Fund is attached for your review.

ATTACHMENTS

- Statement of Revenues, Expenditures and Changes in Net Assets – Modified Cash Basis for the period **April 1, 2024 through January 31, 2025**.

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

ACCOUNTANT'S COMPILATION REPORT

Board of Health
Berwyn Public Health District
Berwyn, Illinois

Management is responsible for the accompanying statement of revenues, expenditures, and changes in net assets – modified cash basis for the period April 1, 2024 through January 31, 2025 of **Berwyn Public Health District**. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on this financial statement.

This financial statement is prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the entity's, revenues, expenditures, and changes in net assets. Accordingly, this financial statement is not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statement. This information is the representation of management of **Berwyn Public Health District**. The information was subject to our compilation engagement, however, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Berwyn Public Health District.

Selden Fox, Ltd.

February 5, 2025

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April 2024- January 2025

	Apr 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 404,159.50	\$ 745,000.00	\$ (340,840.50)	54.25%
4200.00 Replacement Tax	21,586.27	35,000.00	(13,413.73)	61.68%
4400.01 Fees, Rents and Others			-	
4400.00 Rental income	70,110.00	76,440.00	(6,330.00)	91.72%
4410.00 Vital Record Income	25,741.15	37,500.00	(11,758.85)	68.64%
4450.00 Clinic Fees & Income	588.00	2,000.00	(1,412.00)	29.40%
Total 4400.01 Fees, Rents and Others	96,439.15	115,940.00	(19,500.85)	83.18%
4440.00 Miscellaneous Income	415.50	5,000.00	(4,584.50)	8.31%
4600.00 Investment Income	62,439.00	15,000.00	47,439.00	416.26%
Total Income	585,039.42	915,940.00	(330,900.58)	63.87%
Gross Profit	585,039.42	915,940.00	(330,900.58)	63.87%
Expenses				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	36,060.98	100,000.00	(63,939.02)	36.06%
5006.00 Roof and Building Improvements	16.00	150,000.00	(149,984.00)	0.01%
5007.00 Park Improvements and Equipment	660.00	8,000.00	(7,340.00)	8.25%
5010.00 Parking Lot Improvements	-	10,000.00	(10,000.00)	0.00%
Total 5000.00 Capital Outlay	36,736.98	268,000.00	(231,263.02)	13.71%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	17,825.00	23,700.00	(5,875.00)	75.21%
5106.00 Payroll Processing Fees	2,750.00	2,400.00	350.00	114.58%
5115.00 Annual Audit	7,737.50	7,250.00	487.50	106.72%
5120.00 Association Dues	842.00	2,000.00	(1,158.00)	42.10%
5135.00 Gen Liab, Work Comp, Prop Ins	19,886.50	23,500.00	(3,613.50)	84.62%
5140.00 Legal Expense	1,350.00	7,500.00	(6,150.00)	18.00%
5143.00 Health District Attorney	14,145.00	19,000.00	(4,855.00)	74.45%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	-	5,000.00	(5,000.00)	0.00%
5160.00 Rodent Abatement Agreement	-	40,000.00	(40,000.00)	0.00%
5185.00 Contractual Services - Vision/Hearing	-	6,000.00	(6,000.00)	0.00%
5190.00 Contractual Services - Dental	-	15,000.00	(15,000.00)	0.00%
5195.00 Contractual Services - Pediatri	-	20,000.00	(20,000.00)	0.00%
Total 5100.00 Contractual Services	64,536.00	181,350.00	(116,814.00)	35.59%
5300.00 Health Programs			-	
5310.00 Lead Awareness Program	-	2,500.00	(2,500.00)	0.00%

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April 2024- January 2025

	Apr 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
5315.00 Clinics	1,836.25	10,000.00	(8,163.75)	18.36%
5320.00 Spec. Program - Flu	5,345.09	19,000.00	(13,654.91)	28.13%
5325.00 Spec. Programs - Other	37,016.00	40,000.00	(2,984.00)	92.54%
5325.02 Special Program-Combined Veteran	500.00	4,000.00	(3,500.00)	12.50%
5325.03 Berwyn Holiday Fund	5,000.00	4,000.00	1,000.00	125.00%
5325.04 Senior Breakfast	1,500.00	1,500.00	-	100.00%
5325.05 Sunday Market	10,984.01	10,000.00	984.01	109.84%
5325.06 Marketing and Promotion	644.67	5,000.00	(4,355.33)	12.89%
5326.00 Spec. Programs - Intergov	23,497.72	35,000.00	(11,502.28)	67.14%
5328.00 Special Programs-Emergency Prep	(2,301.05)	10,000.00	(12,301.05)	-23.01%
5332.00 Special Prg. - Eyes for Educati	5,398.00	6,500.00	(1,102.00)	83.05%
5334.00 Special Prg.-Health Grants	59,311.67	80,000.00	(20,688.33)	74.14%
5336.00 Health Families	-	100,000.00	(100,000.00)	0.00%
5337.00 Infrastructure Initiatives	-	1,000,000.00	(1,000,000.00)	0.00%
5340.00 Participatory Budget	-	17,000.00	(17,000.00)	0.00%
5346 New Programs and Initiatives	-	600,000.00	(600,000.00)	0.00%
Total 5300.00 Health Programs	148,732.36	1,944,500.00	(1,795,767.64)	7.65%
5400.00 Other Expenditures			-	
5405.00 Conference/Education Expenses	73.00	4,500.00	(4,427.00)	1.62%
5410.00 Contingencies	-	5,000.00	(5,000.00)	0.00%
5413.00 Transaction Processing Fees	2,078.02	6,500.00	(4,421.98)	31.97%
5420.00 Medical Waste Disposal	11,926.06	7,500.00	4,426.06	159.01%
5425.00 Official's Bonds	-	3,500.00	(3,500.00)	0.00%
5430.00 Death Surcharge Fee	2,896.00	7,500.00	(4,604.00)	38.61%
Total 5400.00 Other Expenditures	16,973.08	34,500.00	(17,526.92)	49.20%
5500.00 Repairs and Maintenance			-	
5505.00 Building Maintenance	10,832.03	25,000.00	(14,167.97)	43.33%
5510.00 Janitorial Service	-	3,000.00	(3,000.00)	0.00%
5515.00 Equipment Maintenance Agreement	3,703.88	4,000.00	(296.12)	92.60%
5530.00 Snow Removal	485.00	3,500.00	(3,015.00)	13.86%
Total 5500.00 Repairs and Maintenance	15,020.91	35,500.00	(20,479.09)	42.31%
5600.00 Supplies and Materials			-	
5605.00 Janitorial Supplies	7,063.58	2,500.00	4,563.58	282.54%
5610.00 Medical Supplies	5,786.84	3,000.00	2,786.84	192.89%

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April 2024- January 2025

	Apr 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	14,158.61	10,000.00	4,158.61	141.59%
5620.00 Postage and Meter Rental	1,224.92	3,000.00	(1,775.08)	40.83%
5625.00 Printing and Publication	3,514.77	10,000.00	(6,485.23)	35.15%
Total 5600.00 Supplies and Materials	31,748.72	28,500.00	3,248.72	111.40%
5700.00 Utilities			-	
5710.00 Heat, Light and Water	1,353.34	4,000.00	(2,646.66)	33.83%
5720.00 Telephone	5,233.78	10,000.00	(4,766.22)	52.34%
Total 5700.00 Utilities	6,587.12	14,000.00	(7,412.88)	47.05%
5800.00 Payroll Expenses			-	
5815.00 Chairman	36,666.70	46,000.00	(9,333.30)	79.71%
5816.00 Secretary	28,500.00	36,200.00	(7,700.00)	78.73%
5817.00 Treasurer	28,500.00	36,200.00	(7,700.00)	78.73%
5820.00 Clerks	71,640.25	162,750.00	(91,109.75)	44.02%
5829.0 Interns	11,523.75	45,000.00	(33,476.25)	25.61%
5830.00 Health Director	17,476.00	24,000.00	(6,524.00)	72.82%
5831.00 Taxes - Employer FICA	24,432.89	45,000.00	(20,567.11)	54.30%
5832.00 Taxes - Employer Medicare	5,714.16	10,000.00	(4,285.84)	57.14%
5833.00 Taxes - SUTA	3,698.25	3,000.00	698.25	123.28%
5835.00 Retirement Contribution	2,124.75	15,000.00	(12,875.25)	14.17%
5840.00 Inspectors	40,903.19	110,250.00	(69,346.81)	37.10%
5841.00 Environmental Health Practioner	51,943.19	65,000.00	(13,056.81)	79.91%
5845.00 Janitor	20,273.60	30,000.00	(9,726.40)	67.58%
5860.00 Public Health Nurses	90,605.66	147,000.00	(56,394.34)	61.64%
5880.00 Grp Health, Vision, Dental Ins	49,914.99	90,000.00	(40,085.01)	55.46%
Total 5800.00 Payroll Expenses	483,917.38	865,400.00	(381,482.62)	55.92%
Total Expenses	804,252.55	3,371,750.00	(2,567,497.45)	23.85%
Net Operating Income	(219,213.13)	(2,455,810.00)	2,236,596.87	8.93%
Net Income	(219,213.13)	\$ (2,455,810.00)	\$ 2,236,596.87	8.93%
Beginning net assets	2,573,460.39			
Ending net assets	\$ 2,354,247.26			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Residential Flood Mitigation
MEETING DATE	January 13, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY	
Item Deferred (4/2024)	
ATTACHMENTS	
None submitted	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-B**

TITLE	Berwyn Wellness Program Marketing Plan
MEETING DATE	February 10, 2025
SUBMITTED BY	David J. Avila, Board President

SUMMARY	
Item Deferred (12/2024)	
ATTACHMENTS	
<ul style="list-style-type: none">• Program Marketing Plan• Adjuvant Health Social Media Proposal	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			

Program Marketing Plan

Hiring this physician-owned marketing company to promote our mental health program ensures that our message is crafted with medical expertise and credibility. Their deep understanding of healthcare allows them to create content that is not only engaging but also accurate and trustworthy. We believe that going with their two-post-a-week approach will provide a consistent and impactful way to educate the community while maintaining engagement without overwhelming our audience. Additionally, Dr. Wainer highly recommends partnering with this company, recognizing their ability to effectively communicate mental health initiatives with professionalism and medical accuracy. By leveraging their knowledge and strategic social media approach, we can effectively reach and inform our residents, reducing stigma and encouraging individuals to seek support. Their unique blend of medical insight and marketing proficiency makes them the ideal partner to amplify our mental health initiatives and strengthen our impact. We will be adding additional marketing strategies as this program progresses.



ADJUVANT.HEALTH SOCIAL MEDIA PROPOSAL

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT 2024

Adjuvant.Health's marketing team is a leader in the healthcare space for maximizing your brand and allowing practicing physicians to focus less on driving patients into the practice, and more on what is important to them, providing quality patient care. The Adjuvant.Health marketing team was formed by practicing pediatricians of Allied Physicians Group and marketing industry professionals to collaborate on strategies to enhance the brand, advertise initiatives in the offices, and educate patients and the community.

Why Adjuvant.Health Marketing Services?

- 🔗 We are physician-owned and led
- 🔗 Our team provides cost effective marketing strategies
- 🔗 Marketing services are customizable to the needs of your practice
- 🔗 We specialize in marketing private practices of various sizes
- 🔗 Content video creation available for a fee
- 🔗 We provide analytics to support all services & campaigns

SOCIAL PACKAGES

POSTS

1

/WEEK

- Facebook & Instagram (If applicable)
- Monthly posts sent for approval 1 week before start of month
- Adjustments made for current events

\$200/MONTH

POSTS

2

/WEEK

- Facebook & Instagram (If applicable)
- Monthly posts sent for approval 1 week before start of month
- Adjustments made for current events

\$400/MONTH

POSTS

3

/WEEK

- Facebook & Instagram (If applicable)
- Monthly posts sent for approval 1 week before start of month
- Adjustments made for current events

\$600/MONTH

POSTS

4

/WEEK

- Facebook & Instagram (If applicable)
- Monthly posts sent for approval 1 week before start of month
- Adjustments made for current events

\$800/MONTH

CUSTOM VIDEO
\$50/VIDEO



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-C**

TITLE	Mental Health Provider Job Description
MEETING DATE	February 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Job Description	

ACTION PROPOSED					
	INFORMATION	X	DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

Mental health provider for the Berwyn wellness program

Job Description: Mental Healthcare Provider

Position Summary:

The Mental Healthcare Provider will deliver mental health services in-person and via telemedicine, focusing on evaluation, diagnosis, treatment, and care coordination. Patient interactions might be in person at the Health Department or could be by telemedicine either from the provider's home or from the health department. In some cases, the patient may not have computer access at home so they could use computer access at the health department to do telemedicine with the healthcare provider from their home. Additionally, the provider will lead outreach efforts to market the program to local schools and community agencies. It is preferred that the provider is Bilingual in Spanish and English.

Reports to: *****

Duties/Responsibilities:

- Provide mental health assessments, and therapy, both in-person and through telehealth platforms.
- Develop partnerships with schools and community organizations to promote mental health services provided at the health department
- Assist in creating marketing campaigns to increase program visibility and accessibility.
- Maintain accurate records and ensure compliance with ethical and legal standards. The health department has a robust

Qualifications:

- Master's degree in a mental health discipline
 - (e.g., psychology, social work, psychiatric nursing) with state licensure.
- Experience in telehealth service delivery and community engagement preferred.
- Strong communication, organizational, and marketing skills
- Master's Degree or Doctoral Degree in counseling or social work.
- Active, unrestricted license (PhD, PsyD, LCSW, LMFT, or LCPC) in the State of Illinois (must be fully licensed). A copy must be provided to BPHD

Job Details:

- Some evening and weekend availability
- **20-30 hours per week.**
- Regular and reliable attendance and timely arrival to work is required

- Develop and implement protocols to ensure successful communication between clinicians and clinic staff.
- Regularly connect with community leaders, businesses, schools, chambers of commerce, etc. for each location.
- Develop and recommend initiatives to meet the needs of the community.
- Conduct and regulate job duties professionally to maintain and increase the goodwill and reputation of BPHD.
- Understand the roles and tasks for all positions in the company and provide support to positions as needed.
- Ability to handle and provide straightforward feedback to the leadership team members.
- Be a problem solver and think ahead to ensure any challenges don't greatly impact progress or outcomes for clients.
- Ability to set goals and develop achievable timelines to hit them.
- Other duties as may be assigned.

Salary:

- Salary will be commensurate with a person's experience and training.

Application instructions:

For consideration, please send your resume: to *****



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-D**

TITLE	2025 Special Event Dates
MEETING DATE	February 10, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

A preliminary schedule of events for 2025 is attached. Events listed as TBD dates are yet to be confirmed with partnering agencies.

ATTACHMENTS

- 2025 Schedule of Events

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

2025

Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January		
01/01/25 (Wed)	<i>New Year's Day</i>	<i>Office Closed</i>
01/20/25 (Mon)	<i>Martin Luther King Jr. Day</i>	<i>Office Closed</i>
01/13/25 (Mon)	Health & Township Board Meetings	Board Meeting
01/13/25 (Mon)	REC Senior Luncheon - info table	Outreach
01/15/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
01/22/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
01/28/25 (Tue)	Blood Drive	EVENT
01/29/25 (Wed)	REC Senior Luncheon - info table	Outreach
01/29/25 (Wed)	YMCA Senior Lunch Lectures	Outreach

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February		
02/17/25 (Mon)	<i>President's Day</i>	<i>Office Closed</i>
02/10/25 (Mon)	Health & Township Board Meetings	Board Meeting
02/12/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
02/13/25 (Thu)	REC Senior Luncheon - info table	Outreach
02/19/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
02/21/25 (Fri)	REC Senior Luncheon - info table	Outreach
02/26/25 (Wed)	YMCA Senior Lunch Lectures	Outreach

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March		
03/09/25 (Sun)	<i>Daylight Saving (move clocks ahead 1 hour)</i>	
03/10/25 (Mon)	Health & Township Board Meetings	Board Meeting
03/12/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
03/19/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
03/18/25 (Tue)	REC Senior Luncheon - info table	Outreach
03/26/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
03/24/25 (Mon)	REC Senior Luncheon - info table	Outreach

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April		
04/18/25 (Fri)	<i>Good Friday</i>	<i>Office Closed</i>
04/14/25 (Mon)	Health & Township Board Meetings	Board Meeting
04/09/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
04/16/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
04/23/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
04/27/25 (Sun)	DUMPSTER DAY	EVENT

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May		
05/26/25 (Mon)	<i>Memorial Day</i>	<i>Office Closed</i>
05/11/25 (Sun)	<i>Mother's Day</i>	<i>Holiday</i>
05/12/25 (Mon)	Health & Township Board Meetings	Board Meeting
05/07/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
05/14/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
05/18/25 (Sun)	DUMPSTER DAY	EVENT
05/21/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach

2025

Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June		
06/19/25 (Thu)	<i>Juneteenth</i>	<i>Office Closed</i>
06/15/25 (Sun)	Father's Day	Holiday
06/09/25 (Mon)	Health & Township Board Meetings	Board Meeting
06/01/25 (Sun)	DUMPSTER DAY	EVENT
06/04/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
06/11/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
06/17/25 (Tue)	DMV Mobile Unit (Secretary of State)	EVENT
06/18/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Lunch Bus (Greater Food Depository)	EVENT
06/29/25 (Sun)	Berwyn Sunday Market	EVENT

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July		
07/04/25 (Fri)	<i>Independence day</i>	<i>Office Closed</i>
07/31/25 (Thu)	Health & Township Board Meetings	Board Meeting
07/14/25 (Mon)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/15/25 (Tue)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/16/25 (Wed)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/17/25 (Thu)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/18/25 (Fri)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
TBD	School & Sports Physicals (Loyola Bus)	EVENT
TBD	Lunch Bus (Greater Food Depository)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
07/27/25 (Sun)	Berwyn Sunday Market	EVENT

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August		
08/11/25 (Mon)	Health & Township Board Meetings	Board Meeting
TBD	School & Sports Physicals (Loyola Bus)	EVENT
TBD	Lunch Bus (Greater Food Depository)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September		
09/01/25 (Mon)	<i>Labor Day</i>	<i>Office Closed</i>
09/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
09/06/25 (Sat)	Community Health Resource & Fair	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

2025

Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October		
10/13/25 (Mon)	<i>Columbus Day</i>	<i>Office Closed</i>
10/16/25 (Thu)	Health & Township Board Meetings	Board Meeting
10/06/25 (Mon)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/07/25 (Tue)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/08/25 (Wed)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/19/25 (Sun)	Berwyn Sunday Market & Pet Parade	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November		
11/02/25 (Sun)	<i>Daylight Saving (move clocks back 1 hour)</i>	
11/11/25 (Tue)	<i>Veterans Day</i>	<i>Office Closed</i>
11/27/25 (Thu)	<i>Thanksgiving</i>	<i>Office Closed</i>
11/28/25 (Fri)	<i>Day after Thanksgiving</i>	<i>Office Closed</i>
11/13/25 (Thu)	Health & Township Board Meetings	Board Meeting
11/10/25 (Mon)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/11/25 (Tue)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/12/25 (Wed)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/18/25 (Tue)	DMV Mobile Unit (Secretary of State)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December		
12/24/25 (Wed)	<i>Christmas Eve</i>	<i>Office Closed</i>
12/25/25 (Thu)	<i>Christmas Day</i>	<i>Office Closed</i>
12/31/25 (Wed)	<i>New Year's Eve</i>	<i>Office Closed</i>
12/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
12/11/25 (Thu)	Community Hero Awards Dinner	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Berwyn Resident Mental Health Voucher Program
MEETING DATE	February 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

**proposed forthcoming (JA)*

ATTACHMENTS

- Berwyn Resident Mental Health Voucher Program Proposal

ACTION PROPOSED

<input checked="" type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				

Berwyn Resident Mental Health Voucher Program

PROPOSAL DRAFT 2.10.25

****Program Description:**

The Berwyn Resident Mental Health Voucher Program aims to connect families in Berwyn with local mental health professionals. This program will allow residents to access mental health services at no cost to themselves or their family members. Our goal is to expand mental health access for Berwyn residents who are uninsured or underinsured.

****How Will the Program Work?**

Berwyn residents can fill out an online form to receive three vouchers, which can be used with a participating local mental health provider. Residents will need to contact the provider's office directly to schedule appointments and present a voucher at each visit, for a total of three visits.

****Berwyn Mental Health Provider Network**

The Berwyn Public Health District will establish a network of mental health providers with the assistance of a mental health professional recruiter/consultant. All providers in the network will be licensed professionals in good standing with the State of Illinois and will have a current agreement with the Health District.

These providers will accept patient vouchers and submit them to the Health District for reimbursement without involving insurance companies.

****Proposed Budget: \$50,000**



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Consultant for Wellness Program and Recruitment of Mental Health Providers
MEETING DATE	February 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Discussion to hire consultant to help design Mental Health Program and recruit providers.

ATTACHMENTS

- None submitted

ACTION PROPOSED

<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **3**

TITLE	Budget Development Worksheet
MEETING DATE	February 10, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Budget Development Worksheet	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			

Berwyn Public Health District

Budget Development Worksheet

For Fiscal Year End March 31, 2026

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
Income								
4000.00 Real Estate Taxes								
4100.00 Property Tax	\$ 648,956.20	\$ 725,238.60	\$ 702,125.38	\$ 770,954.60	\$ 402,217.89	\$ 624,000.00	\$ 745,000.00	\$ -
4200.00 Replacement Tax	16,123.79	33,898.23	49,134.18	35,527.54	18,480.10	15,000.00	35,000.00	-
4300.00 FEMA Grant	-	27,629.00	77,624.00	67,772.27				
4400.01 Fees, Rents and Others								
4400.00 Rental Income	76,440.00	79,963.50	76,440.00	76,440.00	63,740.00	76,440.00	76,440.00	-
4410.00 Vital Record Income	39,097.00	46,762.00	43,537.15	36,705.24	24,025.25	38,000.00	37,500.00	-
4450.00 Clinic Fees & Income	1,865.00	2,443.00	1,085.00	668.28	588.00	4,500.00	2,000.00	-
Total 4400.01 Fees, Rents and Others	117,402.00	128,168.50	121,062.15	113,813.52	88,353.25	118,940.00	115,940.00	-
4440.00 Miscellaneous Income	12,327.65	(1,075.81)	1,601.42	4,212.30	115.97	10,000.00	5,000.00	-
4600.00 Investment Income	37,540.24	(5,110.44)	16,740.67	40,891.70	61,778.10	24,000.00	15,000.00	-
Total Income	832,349.88	909,748.08	968,287.80	1,033,171.93	570,945.31	791,940.00	915,940.00	-
Gross Profit	832,349.88	909,748.08	968,287.80	1,033,171.93	570,945.31	791,940.00	915,940.00	-
Expenses								
5000.00 Capital Outlay								
5005.00 Medical & Office Equipment	7,131.66	6,719.95	30,553.84	27,799.00	7,357.98	15,000.00	100,000.00	-
5006.00 Roof and Building Improvements	1,897.47	12,656.22	5,554.00	40,232.00	16.00	75,000.00	150,000.00	-
5007.00 Park Improvements and Equipment	276.25	6,657.48	660.00	1,790.00	660.00	5,000.00	8,000.00	-
5010.00 Parking Lot Improvements	-	-	-	-	-	5,000.00	10,000.00	-
Total 5000.00 Capital Outlay	9,305.38	26,033.65	36,767.84	69,821.00	8,033.98	100,000.00	268,000.00	-
5100.00 Contractual Services								
5105.00 Accounting/Bookkeeping	21,600.00	23,100.00	23,100.00	25,625.00	15,850.00	22,200.00	23,700.00	-
5106.00 Payroll Processing Fees	-	-	-	-	2,475.00	-	2,400.00	-
5115.00 Annual Audit	5,915.00	5,915.00	6,225.00	6,725.00	7,737.50	6,500.00	7,250.00	-
5120.00 Association Dues	1,410.00	1,135.00	1,530.00	1,080.00	842.00	2,500.00	2,000.00	-
5135.00 Gen Liab, Work Comp, Prop Ins	17,015.00	16,838.00	19,211.50	20,035.50	19,886.50	25,000.00	23,500.00	-
5140.00 Legal Expense	-	1,093.75	-	-	1,350.00	5,000.00	7,500.00	-
5143.00 Health District Attorney	15,000.00	15,000.00	17,888.88	19,044.42	12,590.00	20,000.00	19,000.00	-
5144.00 IT Services	-	-	-	-	-	-	10,000.00	-
5150.00 Website Services	-	-	-	-	-	-	5,000.00	-
5160.00 Rodent Abatement Agreement	6,000.00	6,000.00	6,000.00	-	-	6,000.00	40,000.00	-
Grant consultants								
5185.00 Contractual Services - Vision/Hearing	-	-	-	-	-	4,500.00	6,000.00	-
5190.00 Contractual Services - Dental	-	-	-	-	-	15,000.00	15,000.00	-
5195.00 Contractual Services - Pediatric	10,000.00	12,000.00	(1,000.00)	-	-	12,000.00	20,000.00	-
Total 5100.00 Contractual Services	76,940.00	81,081.75	72,955.38	72,509.92	60,731.00	118,700.00	181,350.00	-

Berwyn Public Health District									
Budget Development Worksheet									
For Fiscal Year End March 31, 2026									
	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget	
5300.00 Health Programs									-
5310.00 Lead Awareness Program	-	-	-	-	-	2,500.00	2,500.00	2,500.00	-
5315.00 Clinics	2,017.14	180.00	-	3,478.18	1,438.75	9,500.00	10,000.00	10,000.00	-
5320.00 Spec. Program - Flu	8,913.07	7,634.66	8,542.38	16,548.36	5,345.09	20,000.00	19,000.00	19,000.00	-
5325.00 Spec. Programs - Other	18,462.34	23,515.78	38,465.92	66,530.95	73,446.20	20,000.00	40,000.00	40,000.00	-
5325.02 Special Program-Combined Veteran	-	-	-	-	-	-	4,000.00	4,000.00	-
5325.03 Berwyn Holiday Fund	-	-	-	-	-	-	4,000.00	4,000.00	-
5325.04 Senior Breakfast	-	-	-	-	-	-	1,500.00	1,500.00	-
5325.05 Sunday Market	-	-	-	-	1,134.01	-	10,000.00	10,000.00	-
5325.06 Marketing and Promotion	-	-	-	-	-	-	5,000.00	5,000.00	-
5326.00 Spec. Programs - Intergov	-	34,292.27	47,683.75	34,241.88	20,706.18	10,000.00	35,000.00	35,000.00	-
5328.00 Special Programs-Emergency Prep	37,471.64	29,422.88	97,547.25	36,466.28	(2,301.05)	350,500.00	10,000.00	10,000.00	-
5332.00 Special Prg. - Eyes for Educati	1,701.00	1,400.00	3,717.00	6,327.00	2,682.00	10,000.00	6,500.00	6,500.00	-
5334.00 Special Prg.-Health Grants	967.00	10,840.30	11,000.00	23,961.64	36,929.00	12,000.00	80,000.00	80,000.00	-
5336.00 Health Families	-	-	-	-	-	-	100,000.00	100,000.00	-
5337.00 Infrastructure Initiatives	-	-	-	-	-	-	1,000,000.00	1,000,000.00	-
5340.00 Participatory Budget	-	-	-	-	-	-	17,000.00	17,000.00	-
5346 New Programs and Initiatives	-	-	-	-	-	-	600,000.00	600,000.00	-
Total 5300.00 Health Programs	69,532.19	107,285.89	206,956.30	187,554.29	139,360.18	434,500.00	1,944,500.00	1,944,500.00	-

Berwyn Public Health District									
Budget Development Worksheet									
For Fiscal Year End March 31, 2026									
	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget	
5400.00 Other Expenditures									
5405.00 Conference/Education Expenses	119.54	1,157.39	3,474.65	3,770.52	73.00	4,000.00	4,500.00	-	-
5410.00 Contingencies	1,977.52	2,775.55	2,738.61	2,644.76	(383.23)	5,000.00	5,000.00	-	-
5413.00 Transaction Processing Fees	-	-	-	-	2,379.38	-	6,500.00	-	-
5420.00 Medical Waste Disposal	6,269.79	6,269.79	6,518.83	6,269.54	11,386.88	12,000.00	7,500.00	-	-
5425.00 Official's Bonds	1,750.00	3,500.00	3,500.00	7,000.00	-	3,000.00	3,500.00	-	-
5430.00 Death Surcharge Fee	7,424.00	6,715.00	5,956.00	6,156.00	2,696.00	10,000.00	7,500.00	-	-
5435.00 Auto Allowance	1,500.00	-	-	-	-	3,600.00	-	-	-
Total 5400.00 Other Expenditures	19,040.85	20,417.73	22,188.09	25,840.82	16,152.03	37,600.00	34,500.00	-	-
5500.00 Repairs and Maintenance									
5505.00 Building Maintenance	11,662.73	8,531.26	15,734.32	11,354.20	10,054.03	50,000.00	25,000.00	-	-
5510.00 Janitorial Service	1,170.00	1,575.00	-	-	-	6,000.00	3,000.00	-	-
5515.00 Equipment Maintenance Agreement	2,095.15	2,670.17	1,596.44	3,756.72	3,529.68	6,500.00	4,000.00	-	-
5530.00 Snow Removal	3,312.50	2,929.25	1,703.50	1,462.50	485.00	2,500.00	3,500.00	-	-
Total 5500.00 Repairs and Maintenance	18,240.38	15,705.68	19,034.26	16,573.42	14,068.71	65,000.00	35,500.00	-	-
5600.00 Supplies and Materials									
5605.00 Janitorial Supplies	1,691.50	947.58	2,270.61	3,275.46	6,880.02	4,000.00	2,500.00	-	-
5610.00 Medical Supplies	-	648.67	1,267.63	8,967.13	5,786.84	10,000.00	3,000.00	-	-
5615.00 Office Supplies and Expense	7,706.15	9,720.97	12,892.89	12,629.99	12,282.19	9,000.00	10,000.00	-	-
5620.00 Postage and Meter Rental	1,930.01	1,042.47	1,388.06	1,350.68	1,023.86	3,000.00	3,000.00	-	-
5625.00 Printing and Publication	595.00	3,703.46	2,929.43	8,691.62	3,256.06	10,000.00	10,000.00	-	-
Total 5600.00 Supplies and Materials	11,922.66	16,063.15	20,748.62	34,914.88	29,228.97	36,000.00	28,500.00	-	-
5700.00 Utilities									
5710.00 Heat, Light and Water	1,928.17	3,095.55	3,169.51	2,630.86	1,086.68	4,000.00	4,000.00	-	-
5720.00 Telephone	10,313.99	11,169.22	10,812.77	7,190.36	4,685.18	10,000.00	10,000.00	-	-
Total 5700.00 Utilities	12,242.16	14,264.77	13,982.28	9,821.22	5,771.86	14,000.00	14,000.00	-	-

Berwyn Public Health District Budget Development Worksheet

For Fiscal Year End March 31, 2026

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
5800.00 Payroll Expenses								
5815.00 Chairman	49,793.88	44,965.68	44,000.04	44,000.04	33,000.03	52,000.00	46,000.00	-
5816.00 Secretary	39,845.28	35,140.88	34,200.00	34,200.00	25,650.00	44,000.00	36,200.00	-
5817.00 Treasurer	40,482.84	35,247.14	34,200.00	34,200.00	25,650.00	42,500.00	36,200.00	-
5820.00 Clerks	83,408.59	127,971.04	103,007.99	92,024.63	64,382.19	100,000.00	162,750.00	-
5829.0 Interns	-	-	-	-	9,771.00	-	45,000.00	-
5830.00 Health Director	20,971.20	20,971.20	20,971.20	20,971.20	15,728.40	24,000.00	24,000.00	-
5831.00 Taxes - Employer FICA	21,237.61	26,475.33	25,029.16	27,752.83	21,959.95	32,500.00	45,000.00	-
5832.00 Taxes - Employer Medicare	4,966.86	6,191.82	5,848.35	6,485.71	5,135.80	9,000.00	10,000.00	-
5833.00 Taxes - SUTA	840.03	1,014.43	1,114.44	2,728.95	2,793.26	4,000.00	3,000.00	-
5835.00 Retirement Contribution	2,014.37	2,557.53	2,037.11	2,586.83	1,934.97	25,000.00	15,000.00	-
5840.00 Inspectors	28,504.75	36,568.11	41,811.00	45,658.72	36,563.94	80,000.00	110,250.00	-
5841.00 Environmental Health Practitioner	17,168.00	23,584.00	63,129.01	61,777.48	47,202.87	25,000.00	65,000.00	-
5845.00 Janitor	15,340.50	16,931.25	19,451.25	26,191.76	18,459.20	19,000.00	30,000.00	-
5860.00 Public Health Nurses	47,027.25	107,482.40	101,617.37	88,554.07	81,358.46	135,000.00	147,000.00	-
5880.00 Grp Health, Vision, Dental Ins	60,524.38	68,413.25	75,542.39	56,101.39	50,508.16	90,000.00	90,000.00	-
Total 5800.00 Payroll Expenses	432,125.54	553,514.06	571,959.31	543,233.61	440,098.23	682,000.00	865,400.00	-
Total Expenses	649,349.16	834,366.68	964,592.08	960,269.16	713,444.96	1,487,800.00	3,371,750.00	-
Net Operating Income	183,000.72	75,381.40	3,895.72	72,902.77	(142,499.65)	(695,860.00)	(2,455,810.00)	-
Net Income	183,000.72	75,381.40	3,895.72	72,902.77	(142,499.65)	(695,860.00)	(2,455,810.00)	-
Beginning net assets	2,573,460.39	2,573,460.39	2,573,460.39	2,573,460.39	2,573,460.39			
Ending net assets	\$ 2,756,461.11	\$ 2,648,841.79	\$ 2,577,156.11	\$ 2,646,363.16	\$ 2,430,960.74			