



**BERWYN TOWNSHIP
PUBLIC HEALTH DISTRICT BOARD**

March 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 Township Clerk & Health Board Secretary Margaret Paul at 6700 West 26th Street, Berwyn, IL 60402, email Mpaul@ci.berwyn.il.us, or 708-749-6451. Please request that your comments become part of the Board Meeting Record.

BERWYN PUBLIC HEALTH DISTRICT BOARD

Regular Meeting Agenda

Monday, March 10, 2025 | 4:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Budget Committee Minutes on February 10, 2025
 - B. Regular Meeting on February 10, 2025
5. STAFF REPORT UPDATES – February 2025
 - A. Clinic Activity
 - B. Sanitation Activity
 - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – January 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. Deferred Item (4/2024): Downspout Diversion/Flood Mitigation Program – Avila
 - B. Deferred Item (12/2024): Berwyn Wellness Program Marketing Plan – Dr. Wainer
 - C. Deferred Item (12/2024): Mental Health Provider Job Description for Berwyn Wellness Program – Avila
 - D. Deferred Item (1/2025): 2025 Special Event Dates
 - E. Deferred Item (5/2024): Participatory Budgeting Update – Avila
 - F. Berwyn Resident Mental Health Voucher Program Update – Avila
10. NEW BUSINESS
 - A. Review & Approve Yoga in the Park Proposal for Summer & Fall 2025 – Avila
 - B. Review & Approve Proposed Budget Transfers – Eagan
 - C. Review & Approve Loyola Intern Program for Berwyn Wellness Program – Avila
 - D. Review & Approve RFP to Replace Cabinetry and Countertops for Clinic & Conference Room
 - E. Review & Approve Clinical Director Job Description for Berwyn Wellness Program – Avila
11. ADJOURNMENT

BERWYN PUBLIC HEALTH DISTRICT BOARD

Committee of the Whole Budget Workshop Agenda

Monday, March 10, 2025 | 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	March 10, 2025
SUBMITTED BY	Margaret Paul, Health Board Secretary

SUMMARY	
ATTACHMENTS	
4-A	Budget Committee Minutes on February 10, 2025
4-B	Regular Meeting on February 10, 2025

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



4A

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT
Budget Workshop Meeting – February 10, 2025

1. **Call to Order:** President Avila called the meeting to Order at 4:34 p.m. Assistant to the Health District Secretary Sandra Anderson and Treasurer Pereda were present. Attorney Larry Zdarsky, Accountant Brian Eagan, and Clinic Nurse Betsy Canedo were also in attendance.
2. **Open Forum:** No one asked to be recognized by the Chair. Open Forum was closed.
3. **Budget Line Item Discussion:** Brian Egan distributed budget development worksheets. Discussion ensued on the following Line Items:

5005: Medical and Office Equipment	David Avila/Brian Eagan opened the conversation stating the Township received a \$120,000.00 grant. Avila suggested the Health District increase the Budget to \$150,000.00 from \$100,000.00 to allow for any additional expenses regarding the potential of utilizing a remote location for file storage.
5006: Roof and Building Improvements	Per Larry Zdarsky opened the discussion since the roof was repaired within last couple of years there isn't any large improvements on the horizon. Zdarsky asked Canedo if any modifications would need to occur in the building for the new medical record system. This line will be reduced to \$50,000.00.
5010: Parking Lot Improvements	This line will be increased to \$10,000.00 for seal coating.
5300: Health Programs	Avila suggested allocating additional money towards the Holiday Fund, the Senior Breakfast, and Sunday Markets.
5328: Emergency Prep	Avila suggested reducing the amount of money for this program – from \$10,000.00 to \$5,000.00.
5332: Eyes for Education	Avila suggested increasing the amount from \$6,500.00 to \$8,500.00

Adjournment: President Avila made the motion, seconded by Pereda, to adjourn the meeting following the end of discussion. The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Sandra Anderson, Assistant to the Health District Secretary

4-B



Berwyn Public Health District
Regular Meeting Minutes – February 10, 2025

President Avila called the Regular Meeting to Order at 4:07 p.m. Assistant to the Berwyn Health District Secretary Sandra Anderson called the roll. The following members answered Present: Avila, and Pereda. Secretary Marge Paul was absent. Attorney Zdarsky and Accountant Egan also attended the meeting. The attendees recited the Pledge of Allegiance and began the meeting.

3. Open Forum: No one asked to be recognized.

4. Approval of Minutes: Avila made the motion, seconded by Pereda, to approve the Regular Meeting Minutes of January 13, 2025 as submitted. The motion passed by a unanimous voice vote.

5. Staff Reports:

A. Clinic Activity – January 2025: Avila made the motion, seconded by Pereda, to accept the submitted January, 2025 Nursing Monthly Report as submitted. The motion passed by a unanimous voice vote. The motion passed by a unanimous voice vote.

B. Sanitation Activity – January 2025: Avila made the motion, seconded by Pereda, to accept the Sanitation Activity Report as submitted. The motion passed by a unanimous voice vote.

C. Vital Statistics Activity – January 2025: Avila made the motion, seconded by Pereda, to accept the report as submitted and place the \$2,775.45 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

6. Bills Payable and Payroll – January 8, 2025 through February 10, 2025: Board Accountant Brian Egan distributed copies of disbursements and payroll. Avila made the motion, seconded by Pereda, to approve and authorize the disbursements for \$206,649.12 as submitted. The motion passed by a unanimous roll call vote.

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

8. Correspondence: Anderson advised that she had not received any correspondence.

9. Old Business:

A. Flood Mitigation: Avila made a motion to defer to March 2025 meeting. Seconded by Pereda. The motion passed by a unanimous voice vote.

B. Berwyn Wellness Program Marketing Plan: Avila advised that he is still working on this item. He made the motion, seconded by Pereda, to defer the item to the March 2025 meeting. The motion passed by a unanimous voice vote.

C. Mental Health Provider Job Description: Avila made a motion to defer to March 2025 meeting. Seconded by Pereda. The motion passed by a unanimous voice vote.

D. 2025 Special Event Dates: Avila advised the Health District is waiting to hear back from the music school to schedule. Avila made a motion to defer to the March 2025 meeting. Seconded by Pereda. The motion passed by a unanimous voice vote.

10. New Business:

A. Berwyn Resident Mental Health Voucher Program: A proposal draft was submitted Germaine to the Agenda for a Mental Health Voucher Program: Program Description, How will the program work? And Mental Health Provider Network for the proposed budget of \$50,000.00. Avila made the motion, seconded by Pereda. The motion passed by a roll call voice vote.

B. Consultant for Wellness Program and Recruitment of Mental Health Providers: Avila made the motion, seconded by Pereda, to change consultant to read consultants on the Agenda. The motion passed by a unanimous voice vote.

Avila made a motion, seconded by Pereda, to put aside \$10,000.00 from grant money to pay for 2 consultants. The motion passed by a unanimous voice vote.

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.

11. Adjournment: Avila made the motion, seconded by Pereda, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 4:20 p.m.

Respectfully submitted,



Sandra Anderson

Assistant to the Berwyn Health District Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	March 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 – February 2025

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

NURSING MONTHLY REPORT

February 1-28, 2025

1. Monthly report organized, prepared and distributed at monthly Berwyn Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations, TB Tests and Wellness Wednesdays events.
3. The Health District continued to offer saliva PCR Tests in the month of February 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 and to ensure we enough vaccines to meet demand.
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 February. March's Wellness Wednesday event is now open to sign up.
9. Clinic staff also shared resources at the senior luncheons. We were also able to sign people up for our events such as our Wellness Wednesdays.
10. Berwyn Health District staff is preparing to do an additional Mental Health Training in March to be trained and educated to better serve the community.
11. The clinic received the new vaccine medical grade freezer which will be used to store vaccines.

12. Clinic staff met with Morton West High School staff. The meeting was in effort to start and establish a plan/workflow where the Berwyn Health District Clinic will be helping the high school with their efforts to ensure that students are meeting the medical requirements for registering for the upcoming school year. The meeting included both nurses and the medical assistant from our clinic and 2 of the nurses from Morton West High School, which included their Head Nurse as well as their Vice Principal who are all part of organizing the registration dates
13. The Clinic has also been working together with TechPro to initiate the email migration from Network Solutions to Outlook. All staff that has not provided the IT company with their passwords will have their passwords reset by the IT company on March 6th. Official email migration will take place on March 14th as a tentative date.

Monthly Tracking:

Scheduled	20	Blood Pressure Check	0
Seen	20	TB Tests	5
Walk-ins	2	TB reads	5
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	2	Regular – Quad	5
Rescheduled	0	High Dose	2
New Patients	10	Nutrition Referrals	0
Established	10	School Physicals	
VFC	5	Referral	0
Title 19	2	Rx collection	0
Uninsured	3	Sharps collection	4
Under insured	0	Records Request	0
Lead Testing	0	Medical Loan	1
Hemoglobin	0	English	15
Adult Immunizations	2	Spanish	5

February Clinic Deposit: \$250.00

February Flu Deposit: \$0.00

Total Deposit: \$250.00

Yearly Tracking (April 2024 – March 2025):

Scheduled	593	Blood Pressure Check	0
Seen	593	TB Tests	89
Walk-ins	101	TB reads	84
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	87	Regular – Quad	154
Rescheduled	14	High Dose	46
New Patients	241	Nutrition Referrals	0
Established	352	School Physicals	
VFC	167	Referral	0
Title 19	109	Rx collection	6
Uninsured	58	Sharps collection	19
Under insured	0	Records Request	15
Lead Testing	0	Medical Loan	4
Hemoglobin	0	English	436
Adult Immunizations	13	Spanish	157

Fiscal Year Totals:

Clinic Deposit: \$2270.00

Flu Deposit: \$0.00

Total Deposit: \$2270.00



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

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

SUMMARY	
Attached please find the monthly activity report for the Environmental Health & Safety Department.	
ATTACHMENTS	
<ul style="list-style-type: none">Sanitation Report – February 2025	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

**Berwyn Public Health District
Sanitation Report**

1

Reporting Period: February 1, 2025 through February 28, 2025

MONTHLY RECAP

New Businesses

1. Munchiez Shop
2. Mr. P Beverage Depot

Food Complaints

1. 16th Street Liquors

Trainings:

No training to report.

Special Events:

No special events to report in February.

Berwyn Public Health District Sanitation Report

2

February 2025													
Company	#	Street	GIS	Insp. Date	Insp.	Notes	N B	C I	VH R	H R	M R	LR	C F E
Munchiez Stop	6932	Windsor Ave		2/6/25	MK	NB Inspection	1					*	
Mr. P Beverage Depot	6601	Roosevelt Rd				New name since July 2024	1					*	
16th Street Liquors Inc.	6808	16th St		2/5/25	JV	Sanitation Complaint		1			*		
Peques Wiggles and Giggles Learning Center #2	2618	Ridgeland Ave	1	2/10/25	JV				1				
Happy Days Child Development	6304	26th St	1	2/10/25	VR				1				
St. Michael & All Angels	6730	34th St	1	2/5/25	JV				1				
Rising Star's Daycare	6217	Cernak Rd	1	2/13/25	JV				1				
Jump For Joy	7115	Roosevelt Rd	1	2/21/25	JV				1				
Torres Fresh Market	6227	26th St	1	2/4/25	MK					1			
Sanchez Produce	6301	26th St	1	2/20/25	MK					1			
Valles Produce Corp	6603	26th St	1	2/11/25	MK					1			
Tastee Corner Cafe	3207	Oak Park Ave	1	2/19/25	MK					1			
Michael Anthony's Pizza	6434	Ogden Ave	1	2/5/25	MK					1			
Nonno's Pizza	6969	Ogden Ave	1	2/13/25	MK					1			
Mr. Submarine	7103	Ogden Ave	1	2/27/25	MK					1			
Popeyes #855	7135	Ogden Ave	1	2/13/25	MK					1			
Baby Gold BBQ	6613	Roosevelt Rd	1	2/18/25	MK					1			
Beyond Catering-Buona Beef Catering	6833	Roosevelt Rd	1	2/24/25	JV					1			
LaVergne's Tavern	6546	Windsor Ave	1	2/19/25	MK					1			
Carbone Pizzeria Americano	6950-52	Windsor Ave	1	2/25/25	MK					1			
Culver's	6943	Roosevelt Rd	1	2/11/25	MK						1		
The Local Flour Stand	6814	Windsor Ave	1	2/24/25	JV						1		
Dunkin Donuts/Baskin Robbins	6601	Cermak Rd	1	2/20/25	MK						1		
Taco Bell	6956	Ogden Ave	1	2/27/25	MK						1		
Dynasty Taproom	6330	16th St	1	2/5/25	MK							1	
Kazz's	7119	16th St	1	2/5/25	MK							1	
JPL Lounge	6214	Cermak Rd	1	2/13/25	MK							1	
BP Gas TO GO	1600	Oak Park Ave	1	2/25/25	MK							1	

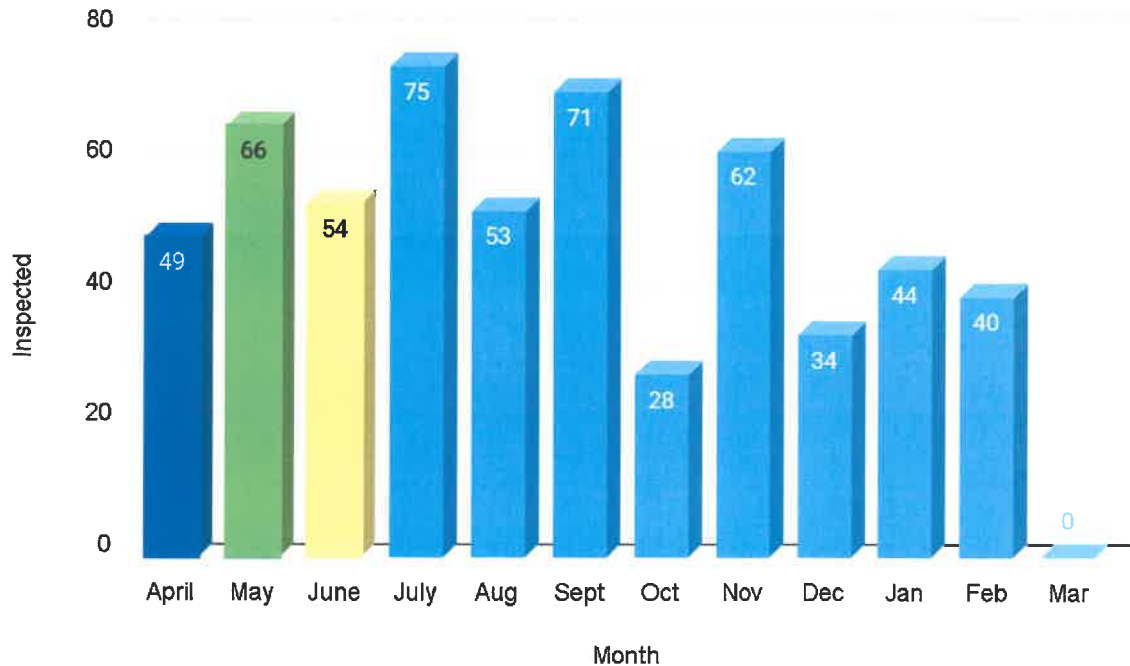
3

MA Smoke Shop	2140	Oak Park Ave	1	2/11/25	MK							1	
MA Smoke Shop	2140	Oak Park Ave	1	2/20/25	MK							1	
King Gas	1600	Ridgeland Ave	1	2/25/25	MK							1	
Angie's Nutrition	2617	Ridgeland Ave	1	2/7/25	JV							1	
V-Bar	2711	Ridgeland Ave	1	2/19/25	MK							1	
Shell Food Mart	6405	Roosevelt Rd	1	2/4/25	MK							1	
Luv 2 Smoke	6633 1/2	Roosevelt Rd	1	2/5/25	MK							1	
Dotty's Cafe	6635	Roosevelt Rd	1	2/6/25	MK							1	
Friendly Tap	6733	Roosevelt Rd	1	2/6/25	MK							1	
Vinny's Cafe	7005	Roosevelt Rd	1	2/27/25	MK							1	
Spins Cafe Berwyn	7105	Roosevelt Rd	1	2/27/25	MK							1	
Roosevelt & Harlem Shell	7143	Roosevelt Rd	1	2/4/25	MK							1	
		<u>MONTHLY TOTALS</u>		<u>Goals</u>	<u>Actual</u>	<u>YEARLY TOTALS</u>							
		New Businesses		0	2	New Business							23
		Complaint Inspections		0	1	Complaint Insp.							18
		Very High		5	5	Routine Insp.							467
		High		12	12								
		Medium		4	4								
		Low		16	16								
		Cottage Food		0	0	Cottage Food							4
		Temporary Food		0	0	Temporary Food							64
		Total		37	40	Total YTD							576

**Berwyn Public Health District
Sanitation Report**

4

Graph 1: ROUTINE INSPECTIONS - April 2024 - March 2025



BERWYN SHOPS

No news.

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

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

RODENT ABATEMENT:

No updated news.

**Berwyn Public Health District
Sanitation Report**

5

GOALS

Completed:

1. A completion rate of 108.1% of the Food Establishment Inspections for February.
 - a. We met and exceeded our goal of 90%.

In-Progress Goals:

1. A 90% or better completion 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. Lelo



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	March 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 – February 2025

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Berwyn Township Public Health District · Vital Records Report

March, 2025

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

Total Amount Collected	\$3,877.75
Fee to the State of Illinois:	-\$700.00
(Death Surcharge Fee 175– D.C. Requested):	
(Total Credit Charges: 69= Amount: \$1,702.75)	
Health District Portion of Fees:	\$3,177.75

These figures represent fiscal year 2024/2025

Total Fees Collected (to date):	\$29,870.90
Total paid to State of Illinois (to date):	-\$4,024.00
Total Berwyn Health District (to date):	\$25,846.90

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
---	-------------

These figures represent fiscal year 2020/2021

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

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

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

Check is for the month of February, 2025.

Multiply number of copies issued by \$4.00, total amount due \$ 700. 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

Signature of County Clerk	OR	Signature of Local Registrar	Date
		<u>[Signature]</u>	<u>2/28/25</u>

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	March 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

- 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	02/05/25	U.S. Postal Service (meter)	postage for vital records	5620.00	\$ 10.10
2	Debit	02/10/25	Ring Central	DigitalLine Unlimited	5720.00	394.75
3	Debit	02/10/25	Adobe	Software expense	5615.00	76.47
4	Debit	02/10/25	Network Solutions	renewal of SiteLock premium for website	5615.00	105.99
5	Debit	02/18/25	Adobe	Software expense	5615.00	63.74
6	Debit	02/18/25	U.S. Postal Service (meter)	postage for vital records	5620.00	20.20
7	Debit	02/19/25	Migali Scientific	new freezer purchase for clinic	5005.00	3,764.70
8	Debit	02/21/25	U.S. Postal Service (meter)	postage for vital records	5620.00	10.10
Total Interim Disbursements						\$ 4,446.05
INTERCOMPANY						
1	Debit	02/12/25	Panera Bread	lunch for Township board meeting-Deu from Town	1400.00	\$ 170.50
Total Intercompany						\$ 170.50
DISBURSEMENTS TO VENDORS						
1	30079	03/10/25	AFS Counseling Services PC	Loyola Meeting: Consulting:mental health, wellness	5334.00	\$ 1,330.00
2	30078	03/10/25	Amazon Capital Servides	Office supplies	5615.00	564.84
3	30077	03/10/25	Andres Canedo	Building improvements	5006.00	8,360.00
4	30076	03/10/25	Ann Hostetter, LCSW	Mental health consultations	5334.00	1,235.00
5	30075	03/10/25	BCBS - Profile 43806	2025-03 insurance premiums	5880.00	3,919.33
6	30074	03/10/25	Berwyn General Assistance Fund	Payroll reimbursement	5326.00	1,070.33
7	30073	03/10/25	Berwyn Township	Shared employee reimbursement	5326.00	1,837.13
8	30072	03/10/25	Canopus Executive Strategies LLC	2025-01 & 2025-02 Consulting on grant funding	5334.00	6,000.00
9	30071	03/10/25	Cintas	Janitor supplies	5605.00	497.62
10	30070	03/10/25	City of Berwyn - Water	monthly water	5710.00	64.88
11	30069	03/10/25	Comcast Business (Internet)	Internet 2/25/25-3/24/25	5720.00	166.00
12	30068	03/10/25	Dearborn Life Insurance Company	2025-03 insurance premiums	5880.00	44.09
13	30067	03/10/25	eClinicalWorks	fee for bidirectional interface line	5315.00	5,000.00
14	30066	03/10/25	Eduardo Cabrera	Reimburse- garbage liner bags	5605.00	27.47
15	30065	03/10/25	GPC Digital	website annual upgrade	5150.00	525.00
16	30064	03/10/25	Health Lab	Labs	5315.00	180.00
17	30063	03/10/25	Illinois Dept. of Public Health	2025-02 death and birth certificates	5430.00	700.00
18	30062	03/10/25	ImageTec	maintenance of copier	5005.00	238.47
19	30061	03/10/25	Konica Minolta Business Solutions	Usage charges 01/15/25-02/14/25	5515.00	146.30
20	30060	03/10/25	Lawrence Zdarsky	2025-03 Legal Services	5143.00	1,555.00
21	30059	03/10/25	McKesson Medical-Surgical	Medical supplies	5610.00	144.35
22	30058	03/10/25	Nicor Gas	Monthly gas	5710.00	543.12
23	30057	03/10/25	No. 1 Fire Extinguisher Service	Fire extinguisher service	5505.00	215.90
24	30056	03/10/25	OTIS Elevator Company	Elevator maintenance service 3/1/25-5/31/25	5505.00	1,484.16
25	30055	03/10/25	S.B.C. Waste Solutions	Waste service	5325.00	333.35
26	30054	03/10/25	Sanofi Pasteur Inc.	Flu vaccines	5320.00	3,092.15
27a	30053	03/10/25	Selden Fox, Ltd.	2025-03 Accounting Services	5105.00	1,975.00
27b		03/10/25		2025-03 Software	5106.00	275.00
28	30052	03/10/25	Stericycle	Monthly medical waste disposal	5420.00	539.18
29	30051	03/10/25	Vision Service Plan	2025-03 insurance premiums	5880.00	140.97
Total Disbursements to Vendors						\$ 42,204.64

**Berwyn Public Health District
Disbursements for Approval
March 10, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	02/10/25	Board checks	Gross board payroll - February	various	\$ 11,114.27
2	EFT	02/14/25	Gross Payroll	Gross payroll 2/1/25 - 2/15/25	various	13,434.94
3	EFT	02/14/25	Payroll withholdings	Payroll taxes - 2/1/25 - 2/15/25	various	2,328.23
4	EFT	02/14/25	Employer IMRF Obligation	IMRF match - 2/1/25 - 2/15/25	5835.00	98.02
5	EFT	02/28/25	Gross Payroll	Gross payroll - 2/16/25 - 2/28/25	various	12,343.28
6	EFT	02/28/25	Payroll withholdings	Payroll taxes - 2/16/25 - 2/28/25	various	1,310.34
7	EFT	02/28/25	Employer IMRF Obligation	IMRF match - 2/16/25 - 2/28/25	5835.00	207.13
Total Payroll & Withholding Disbursements						\$ 40,836.21
Total Disbursements for Approval						\$ 87,657.40
Reconciled Cash Balance at 2/28/25-Byline Bank checking						37,425.51
Reconciled Cash Balance at 2/28/25-Republic Bank checking						310,781.67
Reconciled Cash Balance at 2/28/25-Republic Bank sweep						180,466.81
Total						\$ 528,673.99

CERTIFICATE

March 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 March 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 March 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	March 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 February 28, 2025.**

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				



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 February 28, 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.

March 5, 2025

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

	Apr 2024 - Feb 2025	Approved Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 484,737.48	\$ 745,000.00	\$ (260,262.52)	65.07%
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	76,480.00	76,440.00	40.00	100.05%
4410.00 Vital Record Income	31,734.56	37,500.00	(5,765.44)	84.63%
4450.00 Clinic Fees & Income	588.00	2,000.00	(1,412.00)	29.40%
Total 4400.01 Fees, Rents and Others	108,802.56	115,940.00	(7,137.44)	93.84%
4440.00 Miscellaneous Income	415.50	5,000.00	(4,584.50)	8.31%
4600.00 Investment Income	69,893.25	15,000.00	54,893.25	465.96%
Total Income	685,435.06	915,940.00	(230,504.94)	74.83%
Gross Profit	685,435.06	915,940.00	(230,504.94)	74.83%
Expenses				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	69,078.42	100,000.00	(30,921.58)	69.08%
5006.00 Roof and Building Improvements	5,602.00	150,000.00	(144,398.00)	3.73%
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	75,340.42	268,000.00	(192,659.58)	28.11%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	19,800.00	23,700.00	(3,900.00)	83.54%
5106.00 Payroll Processing Fees	3,025.00	2,400.00	625.00	126.04%
5115.00 Annual Audit	7,737.50	7,250.00	487.50	106.72%
5120.00 Association Dues	1,192.00	2,000.00	(808.00)	59.60%
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	15,700.00	19,000.00	(3,300.00)	82.63%
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	68,691.00	181,350.00	(112,659.00)	37.88%
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- February 2025

	Apr 2024 - Feb 2025	Approved Budget	Remaining Budget	% of Budget
5315.00 Clinics	1,958.75	10,000.00	(8,041.25)	19.59%
5320.00 Spec. Program - Flu	5,345.09	19,000.00	(13,654.91)	28.13%
5325.00 Spec. Programs - Other	38,316.96	40,000.00	(1,683.04)	95.79%
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	26,289.26	35,000.00	(8,710.74)	75.11%
5328.00 Special Programs-Emergency Prep	2,225.77	10,000.00	(7,774.23)	22.26%
5332.00 Special Prg. - Eyes for Educati	5,398.00	6,500.00	(1,102.00)	83.05%
5334.00 Special Prg.-Health Grants	62,311.67	80,000.00	(17,688.33)	77.89%
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	160,474.18	1,944,500.00	(1,784,025.82)	8.25%
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	2,312.37	6,500.00	(4,187.63)	35.57%
5420.00 Medical Waste Disposal	12,465.24	7,500.00	4,965.24	166.20%
5425.00 Official's Bonds	-	3,500.00	(3,500.00)	0.00%
5430.00 Death Surcharge Fee	3,252.00	7,500.00	(4,248.00)	43.36%
Total 5400.00 Other Expenditures	18,102.61	34,500.00	(16,397.39)	52.47%
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	3,839.35	4,000.00	(160.65)	95.98%
5530.00 Snow Removal	485.00	3,500.00	(3,015.00)	13.86%
Total 5500.00 Repairs and Maintenance	15,156.38	35,500.00	(20,343.62)	42.69%
5600.00 Supplies and Materials			-	
5605.00 Janitorial Supplies	7,508.14	2,500.00	5,008.14	300.33%
5610.00 Medical Supplies	5,069.94	3,000.00	2,069.94	169.00%

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

	Apr 2024 - Feb 2025	Approved Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	15,845.84	10,000.00	5,845.84	158.46%
5620.00 Postage and Meter Rental	1,285.87	3,000.00	(1,714.13)	42.86%
5625.00 Printing and Publication	3,514.77	10,000.00	(6,485.23)	35.15%
Total 5600.00 Supplies and Materials	33,224.56	28,500.00	4,724.56	116.58%
5700.00 Utilities			-	
5710.00 Heat, Light and Water	1,631.72	4,000.00	(2,368.28)	40.79%
5720.00 Telephone	5,794.53	10,000.00	(4,205.47)	57.95%
Total 5700.00 Utilities	7,426.25	14,000.00	(6,573.75)	53.04%
5800.00 Payroll Expenses			-	
5815.00 Chairman	40,333.37	46,000.00	(5,666.63)	87.68%
5816.00 Secretary	31,350.00	36,200.00	(4,850.00)	86.60%
5817.00 Treasurer	31,350.00	36,200.00	(4,850.00)	86.60%
5820.00 Clerks	78,370.18	162,750.00	(84,379.82)	48.15%
5829.0 Interns	11,608.75	45,000.00	(33,391.25)	25.80%
5830.00 Health Director	19,223.60	24,000.00	(4,776.40)	80.10%
5831.00 Taxes - Employer FICA	26,720.24	45,000.00	(18,279.76)	59.38%
5832.00 Taxes - Employer Medicare	6,249.09	10,000.00	(3,750.91)	62.49%
5833.00 Taxes - SUTA	4,514.54	3,000.00	1,514.54	150.48%
5835.00 Retirement Contribution	2,409.79	15,000.00	(12,590.21)	16.07%
5840.00 Inspectors	44,823.91	110,250.00	(65,426.09)	40.66%
5841.00 Environmental Health Practioner	56,546.87	65,000.00	(8,453.13)	87.00%
5845.00 Janitor	21,957.60	30,000.00	(8,042.40)	73.19%
5860.00 Public Health Nurses	99,740.55	147,000.00	(47,259.45)	67.85%
5880.00 Grp Health, Vision, Dental Ins	53,748.32	90,000.00	(36,251.68)	59.72%
Total 5800.00 Payroll Expenses	528,946.81	865,400.00	(336,453.19)	61.12%
Total Expenses	907,362.21	3,371,750.00	(2,464,387.79)	26.91%
Net Operating Income	(221,927.15)	(2,455,810.00)	2,233,882.85	9.04%
Net Income	(221,927.15) \$	(2,455,810.00) \$	2,233,882.85	9.04%
Beginning net assets	2,573,460.39			
Ending net assets	\$ 2,351,533.24			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Downspout Diversion/Flood Mitigation Program
MEETING DATE	March 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY
Item Deferred (4/2024)
ATTACHMENTS
<ul style="list-style-type: none">None submitted

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-B**

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

SUMMARY	
Item Deferred (12/2024)	
ATTACHMENTS	
<ul style="list-style-type: none">Job Description	

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



Berwyn Public Health District

Full Time Licensed Clinical Social Worker or Psychologist Job Description

About Berwyn Public Health District:

The objective of the Berwyn Public Health District is to promote wellness while protecting the health and safety of its residents. With the joint efforts of Berwyn's health professionals, healthcare facilities, schools, local and state officials, and most importantly, you, the Berwyn residents. The Clinic strives to meet its health goals and objectives for the town's residents.

Berwyn Township was established by the Illinois Legislature in 1922, co-existing with the exact boundaries of the City of Berwyn. The Township is in charge of its residents' Human and Social Services

We are seeking full-time LCSW or Clinical Psychologists with an active Illinois license to join our growing team.

Our Values: Berwyn Health District lives by values that guide who we are as a team and how we present to our communities. We hire staff who bring these values to life.

Creating strong relationships: Building strong, meaningful relationships is a basic need for all of us. We value building relationships within our community and helping our clients do the same. It's also a hallmark of our business to promote strong, lasting bonds within our team and to work collaboratively both in the office and out in the community.

Serving the community: Our mission is to foster wellness within the community by actively engaging in local initiatives, delivering impactful speaking engagements, offering financial support, and providing individual and family therapy. We are committed to expanding our reach and ensuring that psychoeducational services and therapeutic support are accessible to all residents, regardless of socioeconomic background.

Promoting inclusion: We promote hiring clinicians of varying backgrounds, beliefs, and specialties to better serve the diverse and unique experience of our clients. It's also important that our office promotes a foundation of diversity, equity, and inclusivity in its culture and practice.

Job Summary:

The Berwyn Health District is seeking a dedicated and compassionate **Licensed Clinical Social Worker (LCSW) or Licensed Psychologist** to join our Mental Health Wellness Program. The Mental Health Therapist will provide high-quality, evidence-based therapeutic services to individuals, families, and groups within the community. This role involves conducting assessments, developing treatment plans, and delivering psychoeducational programs to support mental health and well-being. The ideal candidate will be committed to improving access to mental health care and addressing the diverse needs of Berwyn residents.

Duties/Responsibilities:

- Provide individual, family, and group therapy using evidence-based treatment approaches.
- Maintain a clinical caseload of 20 to 25 clients per week.
- Conduct comprehensive mental health assessments and develop personalized treatment plans.
- Offer crisis intervention and risk assessments as needed.
- Collaborate with local schools, businesses, community organizations, and healthcare providers to expand mental health services.
- Participate in community outreach efforts, including educational workshops, speaking engagements, and resource fairs.
- Maintain accurate and timely clinical documentation in compliance with state and agency standards.
- Assist in program development and recommend initiatives to enhance mental health services within the community.
- Stay up-to-date with best practices in mental health care and participate in ongoing professional development.

Qualifications:

- Must be a **Licensed Clinical Social Worker (LCSW) in Illinois** or a **Licensed Psychologist** in Illinois.
- Master's or Doctoral degree in social work, psychology, counseling, or a related field.
- Minimum of two years of clinical experience providing therapy to diverse populations.
- Experience working with individuals across various socioeconomic backgrounds.
- Strong knowledge of trauma-informed care, cognitive-behavioral therapy (CBT), and other evidence-based interventions.
- Excellent interpersonal and communication skills, with the ability to engage effectively with clients and community partners.
- Ability to work independently and as part of a collaborative team.
- Proficiency in electronic health records (EHR) and documentation.
- Bilingual (English/Spanish) required.

Benefits:

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development and continuing education opportunities.
- Supportive work environment dedicated to community wellness.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their experience and qualifications to Besty Canedo at bcanedo@berwyntownship.org. Applications will be reviewed on a rolling basis until the position is filled.

Join us in making a meaningful impact on mental health and wellness in the Berwyn community!



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-D**

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

SUMMARY

Item Deferred (1/2025): 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				

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	

01/01/25 (Wed)	<i>New Year's 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	PROGRAM
01/20/25 (Mon)	<i>Martin Luther King Jr. Day</i>	<i>Office Closed</i>
01/22/25 (Wed)	Wellness Wednesdays-Consultations	PROGRAM
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	

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

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	PROGRAM
03/18/25 (Tue)	REC Senior Luncheon - info table	Outreach
03/19/25 (Wed)	Wellness Wednesdays-Consultations	PROGRAM
03/24/25 (Mon)	REC Senior Luncheon - info table	Outreach
03/26/25 (Wed)	YMCA Senior Lunch Lectures	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			

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

Berwyn Township & Public Health District

SCHEDULE OF EVENTS

2025

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

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					

05/07/25 (Wed)	Wellness Wednesdays-Screenings	PROGRAM
05/11/25 (Sun)	Mother's Day	Holiday
05/12/25 (Mon)	Health & Township Board Meetings	Board Meeting
05/14/25 (Wed)	Wellness Wednesdays-Consultations	PROGRAM
05/18/25 (Sun)	DUMPSTER DAY	EVENT
05/21/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
05/26/25 (Mon)	Memorial Day	Office Closed
05/31/25 (Sat)	Yoga in the Park	PROGRAM
TBD	REC Senior Luncheon - info table	Outreach

06/01/25 (Sun)	DUMPSTER DAY	EVENT
06/04/25 (Wed)	Wellness Wednesdays-Screenings	PROGRAM
06/07/25 (Sat)	Yoga in the Park	PROGRAM
06/09/25 (Mon)	Health & Township Board Meetings	Board Meeting
06/11/25 (Wed)	Wellness Wednesdays-Consultations	PROGRAM
06/14/25 (Sat)	Yoga in the Park	PROGRAM
06/15/25 (Sun)	Father's Day	Holiday
06/17/25 (Tue)	DMV Mobile Unit (Secretary of State)	EVENT
06/18/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
06/19/25 (Thu)	Juneteenth	Office Closed
06/21/25 (Sat)	Yoga in the Park	PROGRAM
06/28/25 (Sat)	Yoga in the Park	PROGRAM
06/29/25 (Sun)	Berwyn Sunday Market	EVENT
TBD	REC Senior Luncheon - info table	Outreach
TBD	Lunch Bus (Greater Food Depository)	PROGRAM

Berwyn Township & Public Health District

SCHEDULE OF EVENTS

2025

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		

07/04/25 (Fri)	Independence day	Office Closed
07/12/25 (Sat)	Yoga in the Park	PROGRAM
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
07/19/25 (Sat)	Yoga in the Park	PROGRAM
07/26/25 (Sat)	Yoga in the Park	PROGRAM
07/27/25 (Sun)	Berwyn Sunday Market	EVENT
07/31/25 (Thu)	Health & Township Board Meetings	Board Meeting
TBD	School & Sports Physicals (Loyola Bus)	PROGRAM
TBD	Lunch Bus (Greater Food Depository)	PROGRAM
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach

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						

08/02/25 (Sat)	Yoga in the Park	PROGRAM
08/11/25 (Mon)	Health & Township Board Meetings	Board Meeting
TBD	School & Sports Physicals (Loyola Bus)	PROGRAM
TBD	Lunch Bus (Greater Food Depository)	PROGRAM
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	PROGRAM
TBD	Wellness Wednesdays-Consultations	PROGRAM

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				

09/01/25 (Mon)	Labor Day	Office Closed
09/06/25 (Sat)	Community Health Resource & Fair	EVENT
09/06/25 (Sat)	Yoga in the Park	PROGRAM
09/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
09/13/25 (Sat)	Yoga in the Park	PROGRAM
09/20/25 (Sat)	Yoga in the Park	PROGRAM
09/27/25 (Sat)	Yoga in the Park	PROGRAM
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	PROGRAM
TBD	Wellness Wednesdays-Consultations	PROGRAM

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	

10/04/25 (Sat)	Yoga in the Park	PROGRAM
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
10/13/25 (Mon)	<i>Columbus Day</i>	<i>Office Closed</i>
10/16/25 (Thu)	Health & Township Board Meetings	Board Meeting
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	PROGRAM
TBD	Wellness Wednesdays-Consultations	PROGRAM

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						

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

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			

12/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
12/11/25 (Thu)	Community Hero Awards Dinner	EVENT
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>
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	PROGRAM
TBD	Wellness Wednesdays-Consultations	PROGRAM



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-E**

TITLE	Participatory Budgeting
MEETING DATE	March 10, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Item Deferred (5/2024):

ATTACHMENTS

- Participatory Budgeting Program for Berwyn Public Health District

(forthcoming) *[Signature]*

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-F**

TITLE	Berwyn Resident Mental Health Voucher Program
MEETING DATE	March 10, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Update: Per David Avila, changed the number of vouchers each resident will receive from three (3) to ten (10) total vouchers to be used with a participating local mental health provider.

ATTACHMENTS

- Program Proposal Update 3.10.25

ACTION PROPOSED

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

Berwyn Resident Mental Health Voucher Program

Proposal Update 3.10.25

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 **ten (10) 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 ten 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.

Approved Budget: \$50,000



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Yoga in the Park Proposal for Summer & Fall 2025
MEETING DATE	March 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Proposal Email from Liz Simbi	

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

From: davidavila berwyntownship.org <davidavila@berwyntownship.org>
Sent: Wednesday, February 26, 2025 9:39 PM
To: manager
Subject: Fwd: Outdoor Yoga

Hi Jessica,
Please add these dates and event to the calendar, that was deferred, and ask the School of Music if the Market Day event dates work for them.
Thank you
David

----- Original Message -----
From: Liz Simbi <limberlizzy@gmail.com>
To: Davidavila@berwyntownship.org
Date: 02/21/2025 3:12 PM CST
Subject: Outdoor Yoga

Hi David,

Proposal for outdoor community yoga at the Berwyn Township Health Department.

→ Time: Saturdays at 9am

Dates: I am thinking of starting after Memorial Day, May 31st - August 2nd no-class July 5th, then picking back up for September 6th - October 4th.

We can have August be make up days for any weather missed classes.

→ Cost: \$175.00 - 20 min arrival for setting up, speaker, table, mats and props. 60 minute all levels class, 20 mins for putting away.

Let me know if you have any questions or suggestions.

Thanks,

Liz Simbi

Limber Lizzy Yoga

David J. Avila

Township Supervisor & BPHD President

davidavila@berwyntownship.org



Proposal?

<u>SUMMER</u>	
9 SAT'S (\$1,575)	May 31 June 7, 14, 21, 28 July 12, 19, 26 Aug 2 (+ make up days)
<u>FALL</u>	
5 SAT'S (\$875)	Sept 6, 13, 20, 27 Oct 4
<u>\$2,450 TOTAL</u>	



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Proposed Budget Transfers
MEETING DATE	March 10, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY	
ATTACHMENTS	

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

TITLE	Loyola Intern Program for Berwyn Wellness Program
MEETING DATE	March 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Loyola Intern Program Description• Loyola Clinical Affiliation Agreement	

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

Description



SCHOOL of SOCIAL WORK

Overview of First Level Generalist Internship Requirements

In Loyola's School of Social Work Program, students complete two levels of internships. The purpose of the first level generalist internship is for students to gain generalist experience and learn foundational elements of practice. First level generalist students can be seniors in the Bachelor of Social Work (BSW) Program or students completing foundation level course work in the Master of Social Work (MSW) Program. First level generalist students are expected to gain a general sense of an agency's programs, services and policies. Students at their first level generalist internship will not conduct individual or group counseling on their own as this is considered a second level specialist skill set. Students are expected to spend 50% of their time in direct service.

Below is an overview of tasks or skills you will practice at the first level:

1. Learn basic concepts of social work and begin to learn appropriate documentation techniques.
2. Learn and reflect on ethical issues that come up in social work practice.
3. Conduct intakes and client assessments (with support and adequate training).
4. Co-facilitate groups or workshops focused on psycho-education or life skills.
5. Provide case management to clients.
6. Support agency outreach efforts including helping develop relationships with community partners or increase client access to services.
7. Observe therapy sessions and/or clinical interventions.
8. Other duties/tasks as assigned by Internship supervisor.
9. Observe and/or facilitate home visits with agency staff member.
10. Observe and/or facilitate crisis calls.

*Note that this not a comprehensive list, each agency and student experience is unique.

You will be exposed to the first 4 of the 10 core competencies that define and characterize social work:

- Competency 1: Identify as a professional social work intern and conduct oneself accordingly.
- Competency 2: Apply social work ethical principles to guide professional practice.

The Leadership, Mezzo, and Macro Practice area of specialization extend foundation knowledge and skills in working at the mezzo and macro levels of social work practice. Informed by an anti-racist framework and social work ethics, LMMP courses educate students in critical thinking, reflective attention to affective factors, and informed decision-making for action. These overarching values and processes are applied to the development of theoretical knowledge of community change, organizations, leadership and supervision, and policy advocacy.

Internships focus on advocacy, grant writing, fundraising, program/ staff development, community organizing, etc.

Requirements for all Internship Supervisors

- Must hold an MSW with 2 years post-graduate experience OR hold an LCSW credential.
- Must be able to provide each Loyola student intern with 1 hour of weekly clinical supervision.
- Must review completion of internship hours within agreed upon schedule via student time log.
- Must complete Learning Agreement, Mid-Term, and Final Evaluations.
- Must hold a site visit with Loyola Liaison. (this can be in-person or virtual)
- Must maintain monthly communication with Loyola Liaison and Loyola Internship Team as necessary.



SCHOOL of SOCIAL WORK

CLINICAL AFFILIATION AGREEMENT

This agreement ("Agreement") is effective and entered into as of this 16 day of January 2025 by and between Loyola University of Chicago, an Illinois not-for-profit Corporation (the "University"), and Anixter Center (the "Facility").

WHEREAS, the University desires to establish at Facility a clinical education program to provide practical learning opportunities and clinical experiences to students enrolled in various social work educational programs at the University (the "Clinical Internship Program"); and

WHEREAS, the Facility supports the provision of such opportunities and experiences to students and desires to have the Clinical Internship Program on its premises.

NOW THEREFORE, in consideration of the promises set forth in this Agreement, the parties agree as follows:

1. Use of Facilities. The Facility shall permit the University to use certain of its facilities for instructing students in the Clinical Internship Program.

2. Curriculum. The University shall be responsible for establishing the content of the curriculum of the Clinical Internship Program and the method of instruction. The University shall set forth such information in a Field Work Manual, which the University shall provide to the Facility. The University shall designate a faculty or professional staff member to serve as a liaison to the Facility and coordinate the Clinical Internship Program.

3. Instruction and Supervision. The Facility shall assign a member of its staff with a Master of Social Work degree to serve as the primary field instructor for the Clinical Internship Program. The primary field instructor shall instruct and supervise students participating in the Clinical Internship Program, shall hold weekly one-hour conferences with each student participating in the Clinical Internship Program and shall complete a final evaluation of each such student on a form supplied by the University. Upon mutual agreement of the parties, the Facility may assign additional members of its staff to assist the primary field instructor in instructing and supervising students. All Facility staff members assigned to instruct and supervise any students in the Clinical Internship Program are subject to the approval of the University. If the University desires to terminate the assignment of a Facility staff member, the University shall notify the Facility in writing of the reasons for such termination and shall consult with the Facility before terminating the assignment.

Off-Site Supervision option: The University shall assign a member of its staff with a Master of Social Work degree to serve as the primary field instructor for the Clinical Internship Program. The primary field instructor shall instruct and supervise students participating in the Clinical Internship Program;

shall hold weekly one-hour conferences with each student participating in the Clinical Internship Program and shall complete a midterm and final evaluation of each such student on a form supplied by the University. Upon mutual agreement of the parties, the Facility will assign a task supervisor located at the facility to assist the primary field instructor in instructing and task supervising students. All Facility staff members assigned to instruct and task supervise any students in the Clinical Internship Program are subject to the approval of the University. If the University desires to terminate the assignment of a Facility staff member, the University shall notify the Facility in writing of the reasons for such termination and shall consult with the Facility before terminating the assignment.

4. Client Care. The Facility shall at all times remain responsible for client care. Any direct contact between a student in the Clinical Internship Program and a Facility client shall be under the proximate supervision of a Facility staff member. Students shall not be permitted to render client care unless such care has educational value. The type and quantity of client care to be provided and the selection of Facility clients to be cared for by students shall be mutually agreed upon by the parties. University staff members supervising direct contact between students and clients shall abide by any reasonable directions given by Facility staff members. In any disagreement related to client care, the decision of the Facility will be final.

5. Assignment of Students. The University and the Facility shall mutually agree in a timely fashion as to the approximate number of students eligible to participate in the Clinical Internship Program at any given time, as to which students will be assigned to the Facility, and the schedule for the students.

6. Student Information. The University shall verify prior to assigning a student to the Clinical Internship Program that such student has satisfactorily completed any applicable prerequisites of the University's curriculum. The University shall inform students to submit directly to Facility any information or documentation required by the Facility for participation in the Clinical Internship Program if the Facility timely notifies the University in writing of such requirements. As mutually agreed upon by the parties, either the Facility or the students shall be responsible for any costs associated with complying with such requirements.

7. Removal of Students. The University has the right to remove a student from the Clinical Internship Program. The University shall notify the Facility of such removal in writing. The Facility may immediately remove any student participating in the Clinical Internship Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of the Facility's clients, staff members or visitors or to the Facility's operations. In such event, the Facility shall notify the University in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a University student for any other reason, the Facility shall notify the University in writing of the reasons for the removal and shall consult with the University before removing the student.

8. Facility Policies. The Facility shall provide an orientation to University students and University staff participating in the Clinical Internship Program to familiarize them with the Facility and its applicable policies, rules, standards and practices. The University shall inform such students and staff to abide by those policies, rules, standards and practices.

9. Client Records. All information obtained and records created which pertain to clients at the Facility shall remain confidential and the property of the Facility. The University shall advise its students and University staff participating in the Clinical Internship Program that the disclosure of such information or records is not permitted without the prior written approval of the Facility or as may be required by law.

10. Student Records. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the students participating in the Clinical Internship Program.

11. Identification. The University shall advise its students and staff to wear any appropriate identification provided by the Facility and any uniform required by the Facility while participating in the Clinical Internship Program. Neither the identification nor the uniform shall indicate that such students or staff are members of the Facility's staff. The University shall inform its students and staff to identify themselves to Facility clients, staff members and visitors in a manner mutually agreed upon by the parties.

12. Transportation. University students participating in the Clinical Internship Program shall be responsible for their transportation to and from the Facility. The Facility will be responsible for the transportation of any Facility client, staff member or visitor by a student participating in the Clinical Internship Program. Neither party shall authorize students or faculty members to personally transport any Facility client, staff member, or visitor while participating in the program.

13. Accreditation. Each party to this Agreement represents that it has received the appropriate current approvals and accreditation as required by state regulatory agencies and pertinent health care and professional accrediting bodies and will immediately notify the other party of any changes in such approvals or accreditation. The University, upon the request of the Facility, shall cooperate in any surveyor investigation conducted by an accrediting body at the Facility. The Facility, upon the request of the University, shall permit any agency responsible for approving the University or accrediting its curriculum to inspect the Facility's clinical facilities, services available for clinical experiences and such other items reasonably pertaining to the Clinical Internship Program. The parties shall take reasonable measures to maintain the standards necessary for the Facility, the University and the Clinical Internship Program to be and remain eligible for accreditation by the appropriate agency or body.

14. Emergency Care. In the event any student or University staff member becomes ill, injured or is exposed to hazardous materials while participating in the Clinical Internship Program, the Facility shall, upon the request of such student or staff or as is appropriate in an emergency, provide or arrange for the provision of any necessary immediate or emergent care. The student or staff receiving such care shall be responsible for the cost of such care.

15. Non-Discrimination. Neither party shall, in connection with any aspect of its performance pursuant to this Agreement, discriminate against any person by reason of race, color, religion, national origin, age, gender, sexual orientation, physical or mental disability, marital or veteran status or any other characteristic protected by applicable law.

16. Independent Parties. In the performance of all work, duties and obligations pursuant to this Agreement, the University and the Facility are at all times acting as independent parties and neither of them nor their respective employees, faculty members or staff members shall be deemed to be the employee, agent or joint employee of the other. Neither party shall owe or be required to pay to or on behalf of any employee of the other party any compensation or benefits, including but not limited to the payment of any taxes related to employment, workers compensation or unemployment insurance.

17. Students as Learners. While participating in the Clinical Internship Program, students shall have the status as learners and are not to replace Facility staff members. Nothing in this Agreement shall be deemed to create an employer-employee relationship between a student and the Facility. Students shall not be considered employees of the Facility for any purpose while participating in the Clinical Internship Program and are not entitled to any compensation or benefits, including but not limited to the payment of any taxes related to employment, workers' compensation or unemployment insurance.

18. Insurance. During the term of this Agreement, the University shall maintain professional liability insurance with limits of \$1,000,000 per occurrence/\$3,000,000 in the aggregate for the acts and omissions of University students and staff while participating in the Clinical Internship Program pursuant to this Agreement. Staff members of the University participating in the Clinical Internship Program shall be covered by commercial general liability insurance with a commercial insurance carrier or a self-insurance plan, with limits of \$1,000,000 per occurrence/\$3,000,000 aggregate. Upon the written request of the Facility, the University shall furnish the Facility with a current certificate of insurance or other evidence of coverage and shall name the Facility as an additional insured with respect to commercial general liability insurance. Upon the written request of the University, the Facility shall furnish the University with a current certificate of insurance or other evidence of coverage and shall name the University as an additional insured with respect to commercial general liability insurance for the same limits as described above in this Section 18. Such insurance will not be terminated without the Party whose insurance is being terminated providing the other Party with thirty days prior written notice. All insurance shall be underwritten by properly licensed insurers having a current minimum Best's rating of A-/VII.

19. Indemnification. Each party shall indemnify, defend, and hold harmless the other party and its affiliates, trustees, officers, directors, employees, and students from and against any and all claims, liabilities, obligations, damages, costs, expenses, fines, demands and causes of action of every kind and character (including reasonable attorney's fees or, upon the option of the indemnified party, the indemnifying party shall provide a defense to the indemnified party) related to or arising out of any act or omission of the indemnifying party or its trustees, officers, directors or employees; provided, however, that the indemnified party provides the indemnifying party with prompt written notice of the claim and cooperates fully with the indemnifying party in the settlement or defense of the claim. This indemnification provision shall survive the termination of this Agreement.

20. General. Neither the University nor the Facility may assign this Agreement without the prior written consent of the other party. Any attempt to assign this Agreement without such consent shall be void. This Agreement contains all the terms and conditions to which the parties have agreed and supersedes any and all prior understandings, agreements, promises, warranties and representations, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be amended only upon the mutual written agreement of the parties. This Agreement shall be governed by and construed under the laws of the State of Illinois.

21. Term and Termination. This Agreement will remain effective until terminated by either party upon six months prior written notice. Such notice shall be sent by certified mail or by expedited or personal delivery to the individual(s) executing this Agreement on behalf of the other party.

APPROVED AND ACCEPTED:

Anixter Center
6610 N Clark St.
Chicago, IL 60626

Loyola University Chicago
1032 W. Sheridan Road
Chicago, Illinois 60660

By: _____

Amy Bowers, LCSW
VP, Mental Health Services

By: _____

Joanna Pappas
Vice Provost, Academic Finance & Operations



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

TITLE	RFP to Replace Cabinetry and Countertops for Clinic & Conference Room
MEETING DATE	March 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

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

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				



Request for Proposal (RFP): Berwyn Public Health District Clinic Improvements

Issued Date: 3/10/2025

For Questions regarding this RFP, please contact:

Betsy Canedo,

(708) 765 4563

bcanedo@berwyntownship.org

1. Introduction

Berwyn Public Health District is pleased to invite you to respond to this Request for Proposal (RFP) for Construction Services. The intention of this RFP is to solicit responses and formal proposals from qualified Contractors to provide their services.

About Berwyn Public Health District

The Berwyn Public Health District provides immunizations free of charge to children that are uninsured or enrolled in Medicaid through the Vaccines for Children Program. **The building is located at 6600 W. 26 Street, Berwyn IL 60402.**

Purpose

With this RFP, Berwyn Public Health District is requesting information about your company and ability to provide needed construction services. This RFP is issued solely for information and planning purposes. This document does not commit Berwyn Public Health District to contract for any service, supply, or subscription whatsoever. Berwyn Public Health District will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document, or in discussions related to Berwyn Public Health District Managed Service Provider selection effort, may be disclosed to another party or used for any other purpose without the express written or verbal consent.

2. Service Requirements

- A. Cabinetry: Design, layout and installation of medical grade cabinets, countertops and desks for the following rooms:
 - a. Conference Room/breakroom (removal of existing cabinets, this applies to this room only)
 - b. Exam Room A
 - c. Exam Room B
 - d. Nurse Station
 - e. Therapy Room
 - f. Vaccine Lab
 - g. Workspace
- B. Hardware and secure locks installed where needed.
- C. Removal and disposal of existing cabinets.
- D. Clean-up of job site.

3. Response Process:

Please submit RFP with all responses via electronic delivery no later than **TBD** to:

Betsy Canedo, RN

bcanedo@berwyntownship.org

Any response received after the delivery date specified, will not be considered without prior written or electronic approval.

Please complete the attached forms (Attachment A and Attachment B), a proposal document, pricing breakdown, and a version of any master services agreement or other contract that would be utilized if chosen.

4. Selection Criteria & Process

A. Selection Criteria

Berwyn Public Health District will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. Berwyn Public Health District is not obligated to select the lowest price bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Previous relevant experience
- Vendor strength and stability
- Account management
- Financial considerations

B. Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses, as well as clarification of information as deemed necessary by the evaluation team.
- Identification of 2–3 final candidates to conduct in-depth review of capabilities, including on-site interviews and presentations.
- Conducting of site visits and/or reference calls as deemed appropriate by the evaluation team.

C. Finalist Presentations

Our intention is to hold presentations/demonstrations with one or more firms as indicated in the *Key Dates* table. The presentations will be held at 6600 W. 26 Street, Berwyn IL 60402. We will try to provide the finalist firms with as much advance notice as possible.

5. Key Dates

Below is a general timeline outlining the process steps with estimated dates for each step of the process. By participating in the RFP process, Contractors agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Distributed potential contractors	TBD
Intent to Respond & Questions Due	TBD
Responses Due	TBD
Response Analysis / Finalists Selection	TBD
Finalist Presentations	TBD
Contractor Selection / Award Contract	TBD
Begin Construction	TBD

The Berwyn Public Health District looks forward to reviewing your response and would like to thank you in advance for your participation.

Attachment A: RFP Response Form

1.0 Company Profile		
1.1	Company Name	
1.2	Company Address	
1.3	Contact Information (Party responsible for responding to this RFP)	
1.4	Company Webpage	
1.5	Main Products / Services	
1.6	Number of years in business	
2.0 Pricing & Contracts Timelines		
2.1	Please attach cost estimates and worksheets to support these estimates if applicable. Itemize as many items as possible.	
2.2	Please attach a Master Services Agreement or other legal documents beyond a proposal	
2.3	Attach a proposed timeline for completion of project	
3.0 References		
3.1	Please provide at least three references for customers with similar operations to the proposed solution. Include contact names, phone numbers, email addresses and industry.	

Please provide any other information you feel should be considered in our evaluation. Thank you.



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-E**

TITLE	Clinical Director Job Description for Berwyn Wellness Program
MEETING DATE	March 10, 2025
SUBMITTED BY	David J. Avila, Health Board President

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

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



Berwyn Public Health District

Clinical Director Job Description

About Berwyn Public Health District:

The objective of the Berwyn Public Health District is to promote wellness while protecting the health and safety of its residents. With the joint efforts of Berwyn's health professionals, healthcare facilities, schools, local and state officials, and most importantly, you, the Berwyn residents. The Clinic strives to meet its health goals and objectives for the town's residents.

Berwyn Township was established by the Illinois Legislature in 1922, co-existing with the exact boundaries of the City of Berwyn. The Township is in charge of its residents' Human and Social Services

We are seeking full-time LCSW or Clinical Psychologists with an active Illinois license to join our growing team.

Our Values: Berwyn Health District lives by values that guide who we are as a team and how we present to our communities. We hire staff who bring these values to life.

Creating strong relationships: Building strong, meaningful relationships is a basic need for all of us. We value building relationships within our community and helping our clients do the same. It's also a hallmark of our business to promote strong, lasting bonds within our team and to work collaboratively both in the office and out in the community.

Serving the community: Our mission is to foster wellness within the community by actively engaging in local initiatives, delivering impactful speaking engagements, offering financial support, and providing individual and family therapy. We are committed to expanding our reach and ensuring that psychoeducational services and therapeutic support are accessible to all residents, regardless of socioeconomic background.

Promoting inclusion: We promote hiring clinicians of varying backgrounds, beliefs, and specialties to better serve the diverse and unique experience of our clients. It's also important that our office promotes a foundation of diversity, equity, and inclusivity in its culture and practice.

Report to: David Avila, Township Supervisor

Duties/Responsibilities:

- Provide supervision, feedback, encouragement, training, support, and leadership to the Berwyn Health District Internship and Wellness Program.
- Actively lead and support the Berwyn Health District 708 Mental Health Board by taking an independent, hands-on role in its direction. Demonstrate a strong commitment to the

community by proactively recruiting and interviewing clinicians for open positions to ensure our services align with the community's needs. ***Please see attached description further outlining the duties and responsibilities of this role.**

- Manage clinical internship program through (university that we go with)
 - Oversee clinical internship program, operations, and supervision of therapists
 - Provide individual and group supervision to interns (up to 3)
 - Be direct liaison between school field instructor and interns
 - Ensure the clinical internship program follows university expectations as state and federal laws
- Maintain a clinical caseload of 5 to 10 clients per week in addition to Clinical Director responsibilities which are estimated at 10-15 hours per week.
- Candidates will dedicate 60% of their time managing clinical internship program, 30% managing and directing the 708 Mental Health Board, and 10% on clinical caseload.
- Responsible for making hiring decisions for clinicians and interns.
- Regularly review and recommend updates to existing policies and procedures.
- Develop, implement and support the streamlining of processes to benefit Berwyn Health District and its clients.
- Develop and implement effective strategies to promote the continued growth of Berwyn Health District.
- Develop and implement protocols to ensure successful communication between interns, field instructors at the universities, and the Berwyn Health District.
- Consistently engage and build relationships with community leaders, businesses, schools, and chambers of commerce to raise awareness of the Berwyn Health District Mental Health Wellness Program and generate referrals. Identify and propose initiatives that address the evolving needs of the community.
- Improve upon clinical and administrative metrics.
- Perform on-site clinical counseling services to clients of Berwyn Health District in accordance with company policies.
- Understand and follow all policies and procedures of The Berwyn Health District as a Clinical Director and Clinician.
- Regular and reliable attendance and timely arrival to work is required.
- Conduct and regulate job duties in a professional manner so as to maintain and increase the good will and reputation of Berwyn Health District.
- Be respectful of and cooperative and collaborative with co-workers.
- Manage, be accountable for, and improve the practice's client experience and ensure client satisfaction.
- Clinical Director and Site Supervisor on improving overall client and employee experience.
- Ability to identify areas where we need organizational improvement and in client experience and initiate the improvement measures.
- Stay highly organized.
- High attention to detail and ability to prioritize various projects independently.
- Passion for working with others (being collaborative) and helping our team members grow and learn.
- Understand the roles and tasks for all positions in the company and provide support to positions as needed.
- Ability to handle and provide straight-forward feedback to the leadership team members.
- Be a self-starter and 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.

Qualifications and Skills:

- Master's Degree or Doctoral Degree or in social work.
- Active, unrestricted license (PhD, PsyD, LCSW) in the State of Illinois (must be fully licensed). A copy must be provided to Berwyn Health District.
- Prior experience in a private practice setting both as a clinician and in a supervisory or management role.
- Align with Berwyn Health District mission, vision, and values.
- Knowledge of the roles and duties of Berwyn Health District administrative and clinical positions and functions.
- Knowledge of Berwyn Health District client experience goals and how to achieve client satisfaction.
- Must be punctual in reporting to work.
- Be organized and detail oriented.
- Be a team player.
- Be able to work independently on tasks assigned.
- Have strong written and verbal communication skills and strong interpersonal skills.
- Make independent decisions regarding the management of the clinical and leadership team and direct reports.
- Bilingual (English/Spanish) required.

Benefits:

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development and continuing education opportunities.
- Supportive work environment dedicated to community wellness.

Application instructions:

Interested candidates should submit a resume and cover letter detailing their experience and qualifications to Besty Canedo at bcanedo@berwynthtownship.org. Applications will be reviewed on a rolling basis until the position is filled.

Join us in making a meaningful impact on mental health and wellness in the Berwyn community!



AGENDA ITEM SUMMARY

AGENDA ITEM: **3**

TITLE	COW: Budget Development Worksheet
MEETING DATE	March 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"/> X	DISCUSSION
<input type="checkbox"/>	OTHER		
			REVIEW & APPROVAL