



**BERWYN TOWNSHIP
PUBLIC HEALTH DISTRICT BOARD**

April 14, 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, April 14, 2025 | 4:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Budget Committee Minutes on March 10, 2025
 - B. Regular Meeting on March 10, 2025
5. STAFF REPORT UPDATES – March 2025
 - A. Clinic Activity
 - B. Sanitation Activity
 - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – March 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. Berwyn Wellness Update and Volunteer Physician Agreement – Dr. Wainer
 - B. Deferred Item (12/2024): Mental Health Provider Job Description for Mental Health Initiative – Avila
 - C. Deferred Item (3/2025): Clinical Director Job Description for Mental Health Initiative – Avila
 - D. Deferred Item (3/2025): Loyola Dominican Intern Program for Mental Health Initiative – Avila
 - E. Deferred Item (5/2024): Participatory Budgeting Update – Avila
10. NEW BUSINESS
 - A. Mental Health Initiative (MHI) – Avila
 - i. Review & Approve Mental Health Initiative Two-Year Grown Plan – Avila
 - ii. Review & Approve Mental Health Survey – Avila
 - B. Building Upgrades – Avila
 - i. Review & Approve Vendor for Cabinetry and Countertops for Clinic
 - ii. Review & Approve Flooring Replacement Vendor
 - C. Approve Change of Regular Board Meeting from May 12, 2025 to May 5, 2025 – Avila
11. ADJOURNMENT

BERWYN PUBLIC HEALTH DISTRICT BOARD

Committee of the Whole Budget Workshop Agenda

Monday, April 14, 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	April 14, 2025
SUBMITTED BY	Margaret Paul, Health Board Secretary

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

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



4-A

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

Call to Order: President Avila called the meeting to Order at 5:08 p.m. Secretary Paul and Treasurer Pereda were present. Attorney Zdarsky and Accountant Egan also participated.

Open Forum: President Avila opened the floor for Public Comment. No one asked to be recognized by the Chair. Open Forum was closed.

Budget Line Item Discussion: President Avila recognized Mr. Egan. Mr. Egan provided an updated Income and Expense worksheet with proposed budget amounts as previously discussed. He advised that he had projected costs for regular expenses (i.e. utilities) and included the projected costs in the spreadsheet. Mr. Egan encouraged the board members to review the spreadsheet for the April meeting. The board members had no questions at this time.

Adjournment: President Avila made the motion, seconded by Treasurer Pareda to adjourn the meeting following the end of Mr. Egan's presentation. The meeting adjourned at 5:28 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads 'Margaret Paul'.

Margaret Paul,
Health District Secretary

HEALTH: Germaine to Budget Workshop
agenda item #3

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	\$ 648,958.20	\$ 725,238.60	\$ 702,125.38	\$ 770,954.60	\$ 402,217.88	\$ 824,000.00	\$ 745,000.00	\$ 780,000.00	
4200.00 Replacement Tax	18,123.79	33,898.23	49,134.18	35,527.54	18,480.10	15,000.00	35,000.00	35,000.00	
4300.00 Grant Income		27,629.00	77,624.00	67,712.27				125,000.00	Matches EMR in Medical and Office
4400.01 Fees, Rents and Others									
4400.00 Rental Income	76,440.00	79,953.50	76,440.00	76,440.00	63,740.00	76,440.00	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	39,000.00	37,500.00	32,500.00	
4450.00 Clinic Fees & Income	1,865.00	2,443.00	1,085.00	688.28	588.00	4,500.00	2,000.00	1,000.00	
Total 4400.01 Fees, Rents and Others	117,482.00	129,168.50	121,082.15	113,813.62	88,355.25	118,940.00	115,940.00	109,940.00	
4440.00 Miscellaneous Income	12,327.65	(1,075.81)	1,601.42	4,212.30	115.97	10,000.00	5,000.00	3,500.00	
4600.00 Investment Income	37,540.24	(5,110.44)	16,740.67	40,891.70	61,778.10	20,000.00	15,000.00	15,000.00	
Total Income	932,349.88	909,748.08	988,287.80	1,033,171.93	670,945.31	791,940.00	815,940.00	1,048,440.00	
Gross Profit	932,349.88	909,748.08	988,287.80	1,033,171.93	670,945.31	791,940.00	815,940.00	1,048,440.00	
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	150,000.00	Need backup freezer / fridge: \$10,000
5005.00 Roof and Building Improvements	1,887.47	12,856.22	5,554.00	40,232.00	16.00	75,000.00	150,000.00	50,000.00	Grant income matches EMR estimate
5007.00 Park Improvements and Equipment	276.25	6,857.48	680.00	1,790.00	680.00	5,000.00	8,000.00	8,000.00	?
5010.00 Parking Lot Improvements						5,000.00	10,000.00	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	218,000.00	
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	24,885.00	
5108.00 Payroll Processing Fees					2,475.00		2,400.00	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	8,500.00	
5120.00 Association Dues	1,410.00	1,135.00	1,530.00	1,080.00	842.00	2,500.00	2,000.00	2,000.00	
5135.00 Gen Lab, Work Comp, Prop Ins	17,015.00	16,838.00	19,211.50	20,035.50	19,898.50	25,000.00	23,500.00	24,000.00	
5140.00 Legal Expense		1,083.75			1,350.00	5,000.00	7,500.00	7,500.00	
5143.00 Health District Attorney	15,000.00	15,000.00	17,888.88	19,044.42	12,580.00	20,000.00	19,000.00	19,950.00	
5144.00 IT Services							10,000.00	10,000.00	
5150.00 Website Services		5,000.00					5,000.00	5,000.00	
5160.00 Rodent Abatement Agreement	8,000.00		6,000.00			6,000.00	40,000.00	40,000.00	
Grant consultants									
5185.00 Contractual Services - Vision/Hearing									
5190.00 Contractual Services - Dental									
5195.00 Contractual Services - Pediatric									
Total 5100.00 Contractual Services	76,940.00	81,081.75	72,855.38	72,508.92	80,731.00	118,700.00	181,350.00	231,235.00	
5300.00 Health Programs									
5310.00 Lead Awareness Program									
5315.00 Clinics	2,017.14	180.00		3,478.18	1,896.25	2,500.00	2,500.00	2,500.00	
5320.00 Spec. Program - Flu	8,913.07	7,634.86	8,542.38	16,548.36	5,345.09	9,500.00	10,000.00	10,000.00	
5325.00 Spec. Programs - Other	18,462.34	23,515.78	38,465.92	66,530.85	37,016.00	20,000.00	19,000.00	19,000.00	
5325.02 Special Program-Combined Veteran					500.00	4,000.00	4,000.00	4,000.00	
5325.04 Berwyn Holiday Fund					5,000.00	5,000.00	4,000.00	5,000.00	
5325.05 Senior Breakfast					1,500.00	2,000.00	1,500.00	2,000.00	
5325.06 Sunday Market					10,984.01	10,984.01	10,984.01	12,000.00	
5325.08 Marketing and Promotion					664.87		5,000.00	5,000.00	
5325.09 Spec. Programs - Intergov		34,292.27	47,663.75	34,241.88	23,487.72	10,000.00	35,000.00	35,000.00	
5325.00 Spec. Programs - Emergency Prep	37,471.84	29,422.88	97,547.25	38,468.28	(2,301.05)	350,500.00	10,000.00	5,000.00	
5332.00 Special Prog. - Eyes for Educati	1,701.00	1,400.00	3,717.00	6,327.00	5,398.00	10,000.00	8,500.00	8,500.00	
5334.00 Special Prog-Health Grants	987.00	10,840.30	11,000.00	23,981.64	58,311.67	12,000.00	80,000.00	80,000.00	
5335.00 Health Families							100,000.00	100,000.00	
5337.00 Infrastructure Initiatives							1,000,000.00	1,000,000.00	

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	2025 Proposed Budget
5340.00 Participatory Budget								
Mental Health Voucher Program								
5346 New Programs and Initiatives								
Total 5300.00 Health Programs	69,532.19	107,265.89	209,956.30	187,554.29	148,752.39	434,500.00	1,944,500.00	1,848,000.00
5400.00 Other Expenditures								
5405.00 Conference/Education Expenses	119.54	1,157.39	3,474.85	3,770.52	73.00	4,000.00	4,500.00	4,500.00
5410.00 Contingencies	1,977.52	2,775.55	2,739.61	2,644.76	(383.23)	5,000.00	5,000.00	5,000.00
5413.00 Transaction Processing Fees					2,379.36		5,500.00	5,500.00
5420.00 Medical Waste Disposal	6,289.79	6,286.79	6,518.83	6,269.54	11,368.88	12,000.00	7,500.00	12,500.00
5425.00 Official's Bonds	1,750.00	3,500.00	3,500.00	7,000.00		3,000.00	3,500.00	4,000.00
5430.00 Death Surcharge Fee	7,424.00	6,715.00	5,956.00	6,156.00	2,686.00	10,000.00	7,500.00	7,500.00
5435.00 Auto Allowance	1,500.00					3,600.00		
Total 5400.00 Other Expenditures	19,040.85	20,417.73	22,185.09	25,840.82	18,163.03	37,600.00	34,500.00	40,000.00
5500.00 Repairs and Maintenance								
5505.00 Building Maintenance	11,682.73	8,531.26	15,734.32	11,354.20	10,054.03	50,000.00	25,000.00	25,000.00
5510.00 Janitorial Service	1,170.00	1,575.00				6,000.00	3,000.00	3,000.00
5515.00 Equipment Maintenance Agreement	2,095.15	2,670.17	1,588.44	3,758.72	3,528.88	6,500.00	4,000.00	5,000.00
5530.00 Snow Removal	3,312.50	2,926.25	1,703.50	1,462.50	485.00	2,500.00	3,500.00	3,500.00
Total 5500.00 Repairs and Maintenance	18,240.38	15,705.68	19,034.26	16,575.42	14,868.71	65,000.00	35,500.00	36,500.00
5600.00 Supplies and Materials								
5605.00 Janitorial Supplies	1,891.50	947.58	2,270.61	3,273.46	6,880.02	4,000.00	2,500.00	5,000.00
5610.00 Medical Supplies	648.67		1,267.63	8,987.13	5,788.84	10,000.00	3,000.00	5,000.00
5615.00 Office Supplies and Expense	7,706.15	9,720.97	12,892.89	12,828.68	12,282.19	9,000.00	10,000.00	15,000.00
5620.00 Postage and Meter Rental	1,950.01	1,042.47	1,388.06	1,350.88	1,023.88	3,000.00	3,000.00	3,000.00
5625.00 Printing and Publication	595.00	3,703.46	2,928.43	8,897.62	3,256.06	10,000.00	10,000.00	10,000.00
Total 5600.00 Supplies and Materials	11,922.69	16,063.15	20,748.62	34,914.88	29,229.87	36,000.00	28,500.00	38,000.00
5700.00 Utilities								
5710.00 Heat, Light and Water	1,928.17	3,095.55	3,159.51	2,630.88	1,086.88	4,000.00	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	10,000.00
Total 5700.00 Utilities	12,242.16	14,264.77	13,982.28	9,821.22	6,771.88	14,000.00	14,000.00	14,000.00
5800.00 Payroll Expenses								
5815.00 Chairman	49,793.88	44,985.68	44,000.04	44,000.04	33,000.03	52,000.00	46,000.00	46,000.00
5816.00 Secretary	36,845.28	35,140.88	34,200.00	34,200.00	25,650.00	44,000.00	36,200.00	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	36,200.00
5820.00 Clerks	83,408.59	127,971.04	103,007.89	92,024.63	64,382.19	100,000.00	182,750.00	182,750.00
5829.0 Interns					9,771.00		45,000.00	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	24,000.00
5831.00 Taxes - Employer FICA	21,237.61	26,475.33	25,029.16	27,752.63	21,959.95	32,500.00	45,000.00	45,000.00
5832.00 Taxes - Employer Medicare	4,968.86	6,191.82	5,848.33	6,485.71	5,135.80	9,000.00	10,000.00	10,000.00
5833.00 Taxes - SUTA	840.03	1,074.43	1,114.44	2,728.95	2,783.26	4,000.00	3,000.00	4,000.00
5835.00 Retirement Contribution	2,014.37	2,557.53	2,037.11	2,586.83	1,834.87	25,000.00	15,000.00	15,000.00
5840.00 Inspectors	28,504.75	36,588.11	41,811.00	45,658.72	38,563.94	80,000.00	110,250.00	110,250.00
5841.00 Environmental Health Practitioner	17,168.00	23,584.00	63,128.01	61,777.48	47,202.87	25,000.00	65,000.00	65,000.00
5845.00 Janitor	15,340.50	16,931.25	19,481.25	26,181.76	18,459.20	18,000.00	30,000.00	30,000.00
5860.00 Public Health Nurses	47,027.25	107,482.40	101,817.37	88,554.07	81,358.46	135,000.00	147,000.00	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	65,000.00
Total 5800.00 Payroll Expenses	432,125.64	553,514.06	571,969.31	543,233.81	440,088.23	882,000.00	885,400.00	841,400.00
Total Expenses	649,349.16	834,366.58	964,582.08	960,289.16	722,837.14	1,497,860.00	3,371,760.00	3,267,135.00
Net Operating Income	183,000.72	75,381.40	3,895.72	72,902.77	(151,891.83)	(885,860.00)	(2,455,810.00)	(2,218,085.00)
Net Income	183,000.72	75,381.40	3,895.72	72,902.77	(151,891.83)	(885,860.00)	(2,455,810.00)	(2,218,085.00)
Beginning net assets	2,673,480.39	2,673,480.39	2,673,480.39	2,673,480.39	2,673,480.39			
Ending net assets	\$ 2,756,481.11	\$ 2,848,841.79	\$ 2,677,186.11	\$ 2,846,383.16	\$ 2,421,588.55			



4-B

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT
Regular Meeting – March 10, 2025

Call to Order: President Avila called the meeting to Order at 4:07 p.m. Secretary Paul and Treasurer Pereda were present. Attorney Zdarsky and Accountant Egan also participated. Attendees rose to recite the Pledge of Allegiance.

Open Forum: President Avila opened the floor for Public Comment. No one asked to be recognized by the Chair. Open Forum was closed.

Approval of Minutes

A. Budget Committee Minutes of February 10, 2025: Avila made the motion, seconded by Pareda, to approve the March 10, 2025 Budget Workshop Minutes as submitted. The motion passed by a unanimous voice vote in favor.

B. Regular Meeting of February 10, 2025: Avila made the motion, seconded by Pareda, to approve the Minutes of the February 10, 2025 Regular Meeting as submitted. The motion passed by a unanimous voice vote in favor.

Staff Report Updates – February 2025

A. Clinic Activity: Avila made the motion, seconded by Pareda, to approve the February 2025 Clinic Activity report as submitted. The motion passed by a unanimous voice vote in favor.

B. Sanitation Activity: Avila made the motion, seconded by Pareda, to approve the February 2025 Sanitation Activity report as submitted. The motion passed by a unanimous voice vote in favor.

C. Vital Statistics Activity: Avila made the motion, seconded by Pareda, to approve the February 2025 Vital Statistics Activity report as submitted and place \$3,177.75 collected in fees in the proper funds. The motion passed by a unanimous roll call vote in favor.

Bills Payable and Payroll: Avila made the motion, seconded by Pareda, to authorize the disbursements for payables and payroll as submitted for \$87,657.40. The motion passed by a unanimous roll call vote in favor.

Statement of Receipts and Disbursements: Mr. Egan was recognized and commented on his monthly report. He stated that BPHD was meeting the budgetary expectations. Avila made the motion, seconded by Pareda, to accept the report as informational. The motion passed by a unanimous voice vote.

Correspondence: Paul reported on the email received from Township Officials of Illinois ("TOI") on March 10, 2025. TOI was alerting township officials of pending state legislation to consolidate or eliminate certain township governments. Discussion ensued.

Old Business

A. Downspout Diversion / Flood Mitigation (deferred from 4/2024): Avila made the motion, seconded by Pareda, to defer this item generally. The motion passed by a unanimous voice vote.

B. Berwyn Wellness Program Marketing Plan: Clinic Nurse Canedo joined the meeting to explain the social media product offered by Adjuvant Health Marketing Services ("Adjuvant"). Paul asked a variety of questions. There was no contract to review. Attorney Zdarsky asked Nurse Canedo to see if Adjuvant had a contract to sign. Paul asked how BPHD could terminate the agreement if we found that we were not using the

service or if we were unsatisfied. Ms. Canedo will check to see if there is a contract. Discussion continued that elicited the following responses from Nurse Canedo:

1. Adjuvant will create its own health related content that BPHD will distribute through BPHD's social media pages. BPHD staff would be able to review Adjuvant's content prior to release to the public.
2. Adjuvant's content would not necessarily be mental health related and would be a general health topic generated by Adjuvant.
3. BPHD could tailor the content to its Wellness Program and other services (i.e. local Measles outbreak).
4. Dr. Wainer's practice uses this company. He is very satisfied with the standard content and social media reach.
5. The program has analytics to show the usefulness of the program and outreach to people clicking on the social media page and viewing the content.
6. Nurse Canedo would be responsible for reviewing or creating content for publication.

Paul made the motion, seconded by Pareda, to use Adjuvant for the creation of one post per week at a monthly cost of \$200.00 subject to Mr. Zdarsky's review of the contract terms. The motion passed by a unanimous roll call vote in favor.

9-C Mental Health Provider Job Description (deferred from 12/2024): Paul questioned why BPHD was seeking to hire a mental health provider for the Wellness Program as the program description envisioned volunteer counselors receiving a stipend. Avila explained that he had hired the help of a local mental health practitioner to write the job description and that the program parameters were changing. Avila began to discuss Agenda Item 10-E (Job description for mental health clinical director). Paul asked that Avila motion to bring forward Item 10-E. Avila made the motion, seconded by Paul, to bring forward agenda Item 10-E. The motion passed by a unanimous voice vote in favor. Discussion continued concerning the two job descriptions.

Clerk's Note: *Agenda items #9-C, #9-F, #10-C and #10-E all pertained to, or were adjacent to, the Wellness Program. The rules were informally suspended to discuss the related items.*

Avila expressed his dismay that the BPHD's Medical Director had not clearly presented the Wellness Program parameters to him or to the Board. He stated that he only recently became aware that the Wellness Program would be offered to adult residents and that it would include prescriptive drug interventions. Discussion ensued on all agenda items related to providing mental health therapy to residents.

Paul expressed her concern that Avila and Dr. Wainer failed to inform board members until this meeting that Dr. Wainer expanded the program without board approval to include adult residents and, most importantly, utilization of prescription drug therapy. Avila stated he was unaware of this until recently. She asked if anyone had contacted BPHD's medical malpractice insurer to see if BPHD was insured for this expanded work.

9-C: Mental Health Provider's Job Description: Avila made the motion, seconded by Pareda, to defer Item 9-C to the April meeting. The motion passed with Avila and Pareda voting AYE. Paul voted NAY.

10-E: Clinical Director Job Description: Avila made the motion, seconded by Pareda, to defer Item 10-E to the April meeting. The motion passed with Avila and Pareda voting AYE. Paul voted NAY.

10-C: Wellness Program / Loyola Intern Clinical Agreement: Avila made the motion, seconded by Pareda, to defer Item 10-C to the April meeting. The motion passed with Avila and Pareda voting AYE. Paul voted NAY.

Clerks Note: *The board resumed voting on the agenda items as posted.*

9-D: Special Events Calendar: Avila made the motion, seconded by Pareda, to approve the submitted schedule of events. The motion passed by a unanimous voice vote.

9-E: Participatory Budgeting Program (deferred from May 2024): Avila distributed a first draft outline of the program parameters germane to this agenda item. He made the motion, seconded by Pareda, to defer the item to the April meeting. The motion passed by a unanimous voice vote.

9-F: Mental Health Voucher Program: Avila made the motion, seconded by Pareda, to expand the number of mental health vouchers under this program from 3 to 10. The motion passed by a unanimous voice vote.

New Business

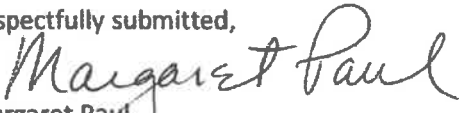
10-A: Yoga In The Park: Paul asked if BPHD had received a Certificate of Insurance from the yoga instructor "Limber Lizzy Yoga" if this is a corporation. None has been received. Avila made the motion, seconded by Pereda, to approve the handwritten agreement between BPHD and Liz Simbi to provide 14 outdoor yoga lessons in Lesak Park between May 31 and October 4, 2025 at a total cost of \$2,450.00 pending receipt of a Certificate of Insurance. The motion passed by a unanimous roll call vote in favor.

10-B: Proposed Budget Transfers: Accountant Egan distributed a draft Resolution as germane to this agenda item. Discussion ensued. Avila made the motion, seconded by Pereda, to adopt the Resolution entitled: **Berwyn Public Health District, Cook County, Illinois Transfer of Budget Line Items and Appropriations**, direct the Corporate Authorities to affix the necessary signatures and send it on its way to passage. The motion passed with Avila, Paul, and Pereda voting AYE.

10-D: RFP to Replace Cabinetry and Countertops for Clinic and Conference Rooms: Paul objected to the format of the RFP. She asked how companies could bid on the project without knowing measurements and other aspects of desired cabinetry. Discussion ensued. She suggested that the RFP include specifications prior to being published to the public. Avila made the motion, seconded by Pereda, to authorize the RFP to go out for bid once it had been amended to include specifications as a part of the bid packet. The motion passed by a unanimous affirmative vote.

Adjournment: Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:59 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,



Margaret Paul,
Health District Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	April 14, 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 – March 2025	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

NURSING MONTHLY REPORT

March 1-31, 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 March 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. Residents continue to be able to obtain medical equipment for themselves and loved ones with our program.
8. Clinic has hosted the Wellness Wednesday Screenings for March. April's Wellness Wednesday event is full. Wellness Wednesday for May is now open for registration.
9. Clinic staff also hosted their Senior Lunch Lecture at the YMCA.
10. Berwyn Health District staff completed Mental Health First Aid training. All clinic staff is now certified in Mental Health First Aid.
11. The clinic had the medical grade freezer calibrated and is now ready to store vaccines.

12. Clinic staff has continued working with Morton West High School staff. Clinic staff will be blocking hours in the schedule on the days that students are registering to help support eligible Morton West High School students with vaccines. In addition, one of the clinic staff members will be present during registration to help verify vaccine information.
13. The Clinic has also been working together with TechPro to initiate the email migration from Network Solutions to Outlook. Official email migration began on March 21st, 2025 at 2:00 pm.
14. An additional document is attached to the clinic reporting updating on current clinic projects.

Monthly Tracking:

Scheduled	28	Blood Pressure Check	0
Seen	24	TB Tests	12
Walk-ins	1	TB reads	10
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	4	Regular – Quad	6
Rescheduled	0	High Dose	0
New Patients	16	Nutrition Referrals	0
Established	9	School Physicals	
VFC	4	Referral	0
Title 19	3	Rx collection	0
Uninsured	1	Sharps collection	3
Under insured	0	Records Request	3
Lead Testing	0	Medical Loan	0
Hemoglobin	0	English	18
Adult Immunizations	2	Spanish	7

March Clinic Deposit: \$240.00

March Flu Deposit: \$0.00

Total Deposit: \$240.00

Yearly Tracking (April 2024 – March 2025):

Scheduled	621	Blood Pressure Check	0
Seen	617	TB Tests	101
Walk-ins	102	TB reads	94
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	91	Regular – Quad	160
Rescheduled	14	High Dose	46
New Patients	257	Nutrition Referrals	0
Established	361	School Physicals	
VFC	171	Referral	0
Title 19	112	Rx collection	6
Uninsured	59	Sharps collection	19
Under insured	0	Records Request	18
Lead Testing	0	Medical Loan	4
Hemoglobin	0	English	454
Adult Immunizations	15	Spanish	164

Fiscal Year Totals:

Clinic Deposit: \$2510.00

Flu Deposit: \$0.00

Total Deposit: \$2510.00



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	April 14, 2025
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY	
Attached please find the monthly activity report for the Environmental Health & Safety Department.	
ATTACHMENTS	
• Sanitation Report – March 2025	

ACTION PROPOSED				
X	INFORMATION		DISCUSSION	REVIEW & APPROVAL
	OTHER			

Berwyn Public Health District Sanitation Report

1

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

MONTHLY RECAP

New Businesses

1. Olivia's Place
2. Elite Spa

Food Complaints

1. McDonald's Restaurant of IL #2543
2. 7-Eleven (26th Street)
3. 7-Eleven (Ogden Avenue)

Trainings:

No training to report.

Special Events:

No special events to report in February.

March 2025													
Company	#	Street	GIS	Insp. Date	Insp.	Notes	NB	CI	VH	HR	MR	LR	CE
Olivia's Place	2823	Harlem Ave		3/11/25	MK	Same name, new owner	1					*	
Elite Spa	6203	Cermak Rd		3/25/25	MK	NB Inspection	1					*	
McDonald's Rest. of Illinois #2543	7135	Roosevelt Rd		3/7/25	JV	Sanitation Complaint		1			*		
7-Eleven	6757	26th St		3/20/25	JV	Sanitation Complaint		1			*		
7-Eleven	7144	Ogden Ave		3/20/25	JV	Sanitation Complaint		1			*		
Baby BBQ Fire	6715	26th St	1	3/26/25	MK					1			
Cigars & Stripes	6715	Ogden Ave	1	3/5/25	MK					1			
La Guadalupana Restaurant	6739	Ogden Ave	1	3/27/25	MK					1			
Novi's Beef	6746	Ogden Ave	1	3/5/25	MK					1			
Slice Factory	6900	Ogden Ave	1	3/13/25	MK					1			
Wok N' Roll Express	6969	Ogden Ave	1	3/13/25	MK					1			
Palace Regency Berwyn	7117	Ogden Ave	1	3/12/25	JV					1			
D'Cache Latin Cafe	3244-46	Oak Park Ave	1	3/6/25	MK					1			
Anthony's Pizzeria	6237	Cermak Rd	1	3/27/25	MK					1			
Jelly Jam	6300	Cermak Rd	1	3/12/25	JV					1			
Las Quecas	6311	Cermak Rd	1	3/12/25	MK					1			

Berwyn Public Health District Sanitation Report

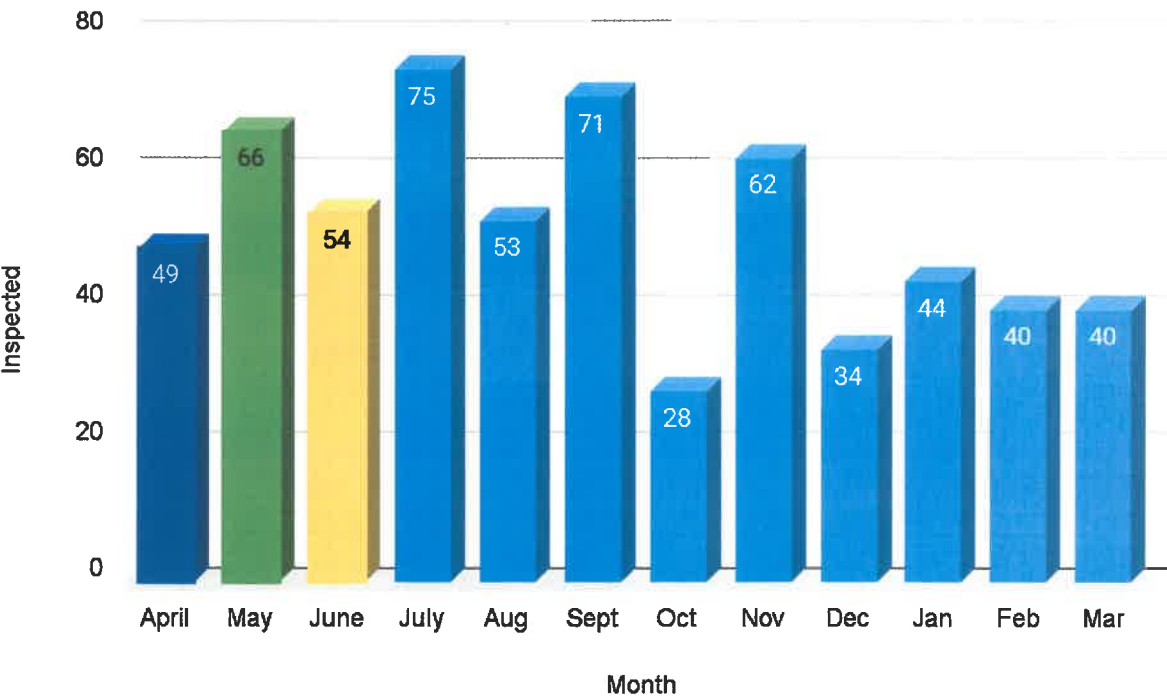
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Las Islas Marias	6516	Cermak Rd	1	3/20/25	MK				1				
Trinkin, Inc.	6412	27th St	1	3/20/25	MK				1				
16th Street Liquor Inc.	6808	16th St	1	3/11/25	JV				1				
Dunkin Donuts	2945	Harlem Ave	1	3/5/25	JV				1				
Campagna-Turano Bakery Inc.	6501	Roosevelt Rd	1	3/5/25	JV				1				
Milly's Pizza in the Pan	6737	Roosevelt Rd	1	3/20/25	MK				1				
Subway	6301	Cermak Rd	1	3/12/25	MK				1				
Paeteria La Michoacana	6533	Cermak Rd	1	3/12/25	Mk				1				
Starbucks Coffee #21382	7124	Cermak Rd	1	3/26/25	MK				1				
Little Caesars	6801	Ogden Ave	1	3/5/25	MK				1				
Dunkin Donuts/Baskin Robbins	7020	Ogden Ave	1	3/6/25	MK				1				
House of Slots	6823	Stanley Ave	1	3/12/25	MK				1				
Godson's	6910	Windsor Ave	1	3/27/25	MK				1				
Sam's Food Plus	2630	Ridgeland Ave	1	3/27/25	MK				1				
Mr. Dees's 12th St Rag	7023	Roosevelt Rd	1	3/26/25	MK				1				
The Pile Bookstore	7117 B	Roosevelt Rd	1	3/26/25	MK				1				
Dollar Buster	6301	Cermak Rd	1	3/6/25	MK					1			
Anita's Healthy Spot	6232	Cermak Rd	1	3/7/25	JV					1			
For Old Times Sake	6428	Cermak Rd	1	3/13/25	MK					1			
Walgreens #11154	7113	Cermak Rd	1	3/11/25	MK					1			
Berwyn Mini Mart	1546	Lombard Ave	1	3/4/25	MK					1			
Amer Grocery	1500	East Ave	1	3/4/25	MK					1			
Off the Traxx	3144	Oak Park Ave	1	3/13/25	MK					1			
St. Odilo Mardi Gras	2244	East Ave	1	3/1/25	JV	Temp Food							1

		<i>MONTHLY TOTALS</i>	<i>Goals</i>	<i>Actual</i>	<i>YEARLY TOTALS</i>			
		New Businesses	0	2	New Business		25	
		Complaint Inspections	0	3	Complaint Insp.		21	
		Very High	0	0	Routine Insp.		501	
		High	12	12				
		Medium	11	15				
		Low	11	7				
		Cottage Food	0	0	Cottage Food		4	
		Temporary Food	1	1	Temporary Food		65	
		Total	35	40	Total YTD		616	

**Berwyn Public Health District
Sanitation Report**

Graph 1: ROUTINE INSPECTIONS - April 2024 - March 2025



**Berwyn Public Health District
Sanitation Report**

4

BERWYN SHOPS

No news.

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

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

RODENT ABATEMENT:

No updated news.

GOALS

Completed:

1. A completion rate of 114.3% of the Food Establishment Inspections for March.
 - a. We met and exceeded our goal of 90%.

In-Progress Goals:

1. A 98% or better competition rate of the Food Establishment Inspections for April.
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
3. By the end of the 2024-2025 Fiscal Year, to have inspected 630 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. Leto

**Berwyn Public Health District
Sanitation Report**

5

Reporting Period: April 2024 through March 2025

2024-2025 Year Recap:

The Berwyn Public Health District Sanitation Department had a challenging year with completing 650 inspections for the year, however, we have re-established our Master List and continue to inspect establishments per protocol. In this last year, we have welcomed 25 New Establishments/Owners into our Berwyn Community. We have addressed 21 Food Establishment Complaint Inspections. Along with this, we have also advised Cottage Food Vendors on obtaining their Cottage Food License to participate in the Berwyn Shops. And we inspected 65 Food Vendors at Temporary Food Events. As we move forward, we will uniformly ensure our Establishments follow the 2022 Food Code, and keep our community safe from Food Borne Illnesses.

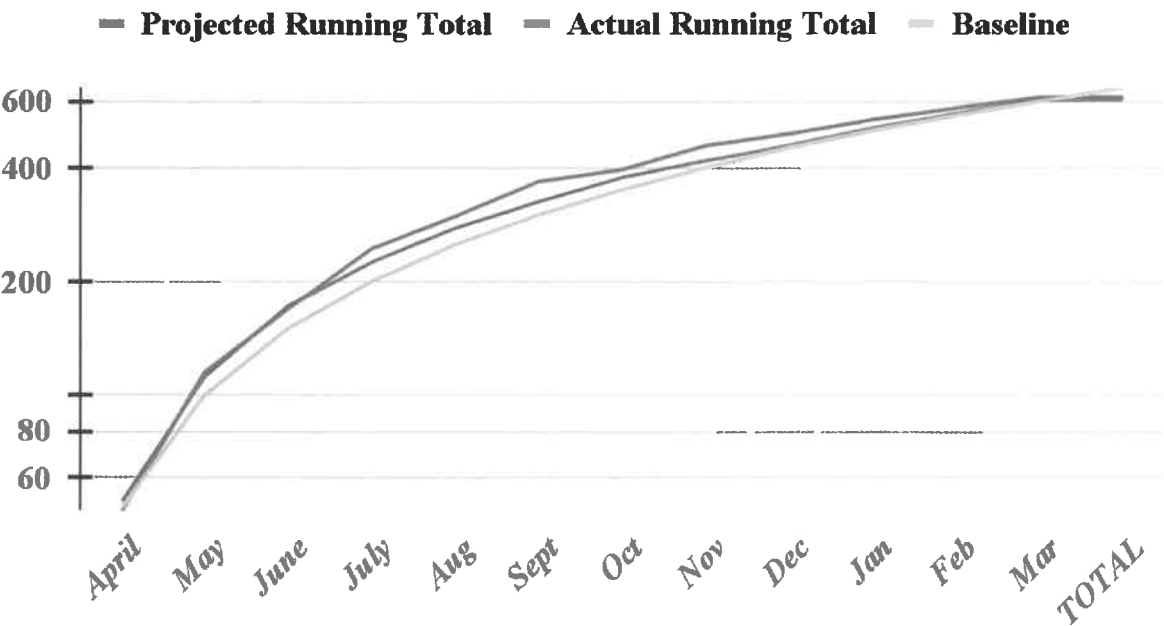
Inspection Goals:

Inspection Goals for Year = 650 per year						
<u>Month</u>	<u>Projected Amount Inspected</u>	<u>Projected Running Total</u>	<u>Actual Inspected</u>	<u>Actual Running Total</u>	<u>Baseline</u>	<u>Trend</u>
April	52	52	49	49	50	106.12
May	60	112	66	115	100	97.39
June	60	172	54	169	150	101.78
July	53	225	75	244	200	92.21
Aug	52	277	53	297	250	93.27
Sept	48	325	71	368	300	88.32
Oct	52	377	28	396	350	95.20
Nov	40	417	62	458	400	91.05
Dec	40	457	34	492	450	92.89
Jan	52	509	44	536	500	94.96
Feb	48	557	40	576	550	96.70
Mar	48	605	40	616	600	98.21
TOTAL		605		616	650	94.77

We have not met our goal of inspecting over 650 establishments, however, we are caught up with establishments that have not been inspected consistently.

Berwyn Public Health District
Sanitation Report

April 2024 - March 2025 Year Overview



**Berwyn Public Health District
Sanitation Report**

7

Environmental Health & Safety: Residential

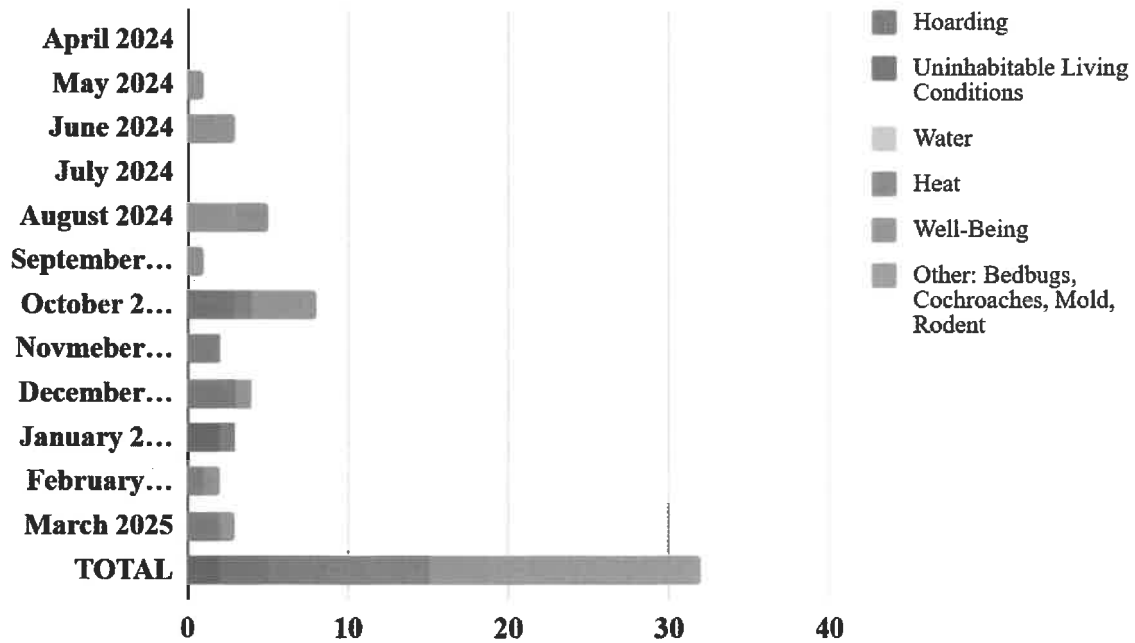
The Berwyn Public Health District works closely with Berwyn City Hall, the Berwyn Police Department, and various outreach programs throughout Cook County to help our residents who need assistance to overcome various situations. As we move forward, we will persist in keeping our residents informed about programs available to them and ways Berwyn entities can assist.

Environmental Health & Safety: Residential						
<u>Month</u>	<u>Hoarding</u>	<u>Uninhabitable Living Conditions</u>	<u>Water</u>	<u>Heat</u>	<u>Well-Being</u>	<u>Other: Bedbugs, Cockroaches, Mold, Rodent</u>
April 2024	0	0	0	0	0	0
May 2024	0	0	0	0	0	1
June 2024	0	0	0	0	0	3
July 2024	0	0	0	0	0	0
August 2024	0	0	0	0	3	2
September 2024	0	0	0	0	0	1
October 2024	0	3	0	1	0	4
November 2024	0	0	0	2	0	0
December 2024	0	0	0	3	1	0
January 2025	2	0	0	1	0	0
February 2025	0	0	0	1	0	1
March 2025	0	0	0	2	0	1
TOTAL	2	3	0	10	4	13

**Berwyn Public Health District
Sanitation Report**

8

Enviornmental Health & Safety: Residential April 2024 - March 2024 Overview



Prepared by:
Sheri A. Leto



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	April 14, 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 – March 2025	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

Berwyn Township Public Health District · Vital Records Report

April, 2025

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

Total Amount Collected	\$3,091.90
Fee to the State of Illinois:	-\$240.00
(Death Surcharge Fee 60– D.C. Requested):	
(Total Credit Charges: 78 = Amount: \$1,840.90)	
Health District Portion of Fees:	\$2,851.90

These figures represent fiscal year 2024/2025

Total Fees Collected (to date):	\$32,962.80
Total paid to State of Illinois (to date):	-\$4,264.00
Total Berwyn Health District (to date):	\$28,698.80

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

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

Check is for the month of March, 2025.

Multiply number of copies issued by \$4.00, total amount due \$ 240. 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

Dan J. Oka 4/1/25

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	April 14, 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				

**Berwyn Public Health District
Disbursements for Approval
April 14, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	03/05/25	Network Solutions	Annual renewal-add'l 50GB storage for email	5150.00	\$ 53.84
2	Debit	03/05/25	Network Solutions	Annual renewal-add'l 50GB storage for email	5150.00	4.31
3	Debit	03/10/25	Ring Central	DigitalLine Unlimited	5720.00	394.75
4	Debit	03/10/25	Adobe	Software expense	5615.00	76.47
5	Debit	3/13/25	Pitney Bowes Postedge	postage machine & postage auto refill	5620.00	100.00
6	Debit	3/17/25	Adobe	Debit for software expense	5150.00	63.74
7	Debit	3/20/25	Pitney Bowes Postedge	prepaid reserve for postage machine	5620.00	91.29
8	30083	03/26/25	TechPro, Inc.	IT equipment & services	5005.00	6,532.20
9	Debit	03/28/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
10	Debit	03/28/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
Total Interim Disbursements						\$ 7,333.40
INTERCOMPANY						
1	Debit	03/05/25	Calendly	Scheduling software annual charge-owed from T	1400.00	\$ 384.00
2	Debit	03/05/25	Calendly	Scheduling software annual charge-owed from GA	1410.00	192.00
3	30081	03/12/25	Berwyn Township	Amazon refund received, owed to T	2400.00	270.02
4	30082	03/12/25	Berwyn General Assistance	Amazon refund received, owed to GA	2450.00	270.02
Total Intercompany						\$ 1,116.04
DISBURSEMENTS TO VENDORS						
1a	30084	04/14/25	Amazon Capital Servides	Office supplies	5615.00	\$ 1,116.55
1b				Environmental Health Dept: supplies	5610.00	133.76
2	30085	04/14/25	BCBS - Profile 43806	2025-04 insurance premiums	5880.00	3,919.33
3	30086	04/14/25	Berwyn General Assistance Fund	Payroll reimbursement	5326.00	954.41
4	30087	04/14/25	Berwyn Township	Shared employee reimbursement	5326.00	1,837.13
5	30088	04/14/25	Branka Matevich	Consulting RFP EMR; 2.5 hours	5325.00	687.50
6	30089	04/14/25	Cintas	Janitor supplies	5605.00	920.93
7	30090	04/14/25	City of Berwyn - Water	monthly water	5710-00	53.16
8	30091	04/14/25	CNA Surety Direct Bill	Premium Due, Bond, effective date 5/17/25-5/17/26	5425.00	3,500.00
9	30092	04/14/25	Comcast Business (Internet)	Internet 3/25/25-4/24/25	5720.00	156.00
10	30093	04/14/25	Dearborn Life Insurance Company	2025-04 insurance premiums	5880.00	44.09
11	30094	04/14/25	FieldTurf	Baseball Alley Repairs	5007.00	314,685.38
12	30095	04/14/25	Illinois Dept. of Public Health	2025-03 death and birth certificates	5430.00	240.00
13	30096	04/14/25	ImageTec	maintenance of copier	5005.00	238.47
14	30097	04/14/25	Konica Minolta Business Solutions	Usage charges 02/15/25-03/14/25	5515.00	229.70
15	30098	04/14/25	Lallas Shading Solutions, LLC	Window shades	5346.00	20,596.50
16	30099	04/14/25	Lawrence Zdarsky	2025-04 Legal Services	5143.00	1,555.00
17	30100	04/14/25	Martin Calibration	Calibration maintenance-clinic refrigerator	5505.00	725.00
18a	30101	04/14/25	McKesson Medical-Surgical	Medical supplies	5610.00	598.79
18b				Clinic's Nurse Station Medical Grade Furniture	5346.00	9,772.82
19	30102	04/14/25	Nicor Gas	Monthly gas	5710.00	303.63
20	30103	04/14/25	OTIS Elevator Company	down payment NHL	5505.00	1,375.00
21	30104	04/14/25	Pineapple Contracts, Inc.	Therapy Room furniture	5346.00	19,283.28
22	30105	04/14/25	Quill Corporation	Quill + Sapphire renewal	5615.00	69.99
23	30106	04/14/25	S.B.C. Waste Solutions	Waste service	5325.00	333.80
24a	30107	04/14/25	Selden Fox, Ltd.	2025-04 Accounting Services	5105.00	1,975.00
24b				2025-04 Software	5106.00	275.00
25	30108	04/14/25	Stericycle	Monthly medical waste disposal	5420.00	850.51
26	30109	04/14/25	Vision Service Plan	2025-04 insurance premiums	5880.00	140.97
Total Disbursements to Vendors						\$ 386,571.70

Item	Ref #	Date	Payee	Description	Account	Amount
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	03/10/25	Board checks	Gross board payroll - March	various	\$ 11,114.27
2	EFT	03/14/25	Gross Payroll	Gross payroll 3/1/25 - 3/15/25	various	13,771.75
3	EFT	03/14/25	Payroll withholdings	Payroll taxes - 3/1/25 - 3/15/25	various	2,345.35
4	EFT	03/14/25	Employer IMRF Obligation	IMRF match - 3/1/25 - 3/15/25	5835.00	98.26
5	EFT	03/31/25	Gross Payroll	Gross payroll - 3/16/25 - 3/31/25	various	13,374.13
6	EFT	03/31/25	Payroll withholdings	Payroll taxes - 3/16/25 - 3/31/25	various	1,336.07
7	EFT	03/31/25	Employer IMRF Obligation	IMRF match - 3/16/25 - 3/31/25	5835.00	67.35
Total Payroll & Withholding Disbursements						\$ 42,107.18
Total Disbursements for Approval						\$ 437,128.32
Reconciled Cash Balance at 3/31/25-Byline Bank checking						37,559.21
Reconciled Cash Balance at 3/31/25-Republic Bank checking						337,800.54
Reconciled Cash Balance at 3/31/25-Republic Bank sweep						379,522.22
Total						\$ 754,881.97

CERTIFICATE

April 14, 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 14th day of April 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 14th day of April 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	April 14, 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	
<ul style="list-style-type: none">Statement of Revenues, Expenditures and Changes in Net Assets – Modified Cash Basis for the period April 1, 2024 through March 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 year ended March 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.

April 9, 2025

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

April 2024- March 2025

	Apr 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 790,278.88	\$ 745,000.00	\$ 45,278.88	106.08%
4200.00 Replacement Tax	22,866.11	35,000.00	(12,133.89)	65.33%
4400.01 Fees, Rents and Others			-	
4400.00 Rental income	76,625.00	76,440.00	185.00	100.24%
4410.00 Vital Record Income	35,097.46	37,500.00	(2,402.54)	93.59%
4450.00 Clinic Fees & Income	588.00	2,000.00	(1,412.00)	29.40%
Total 4400.01 Fees, Rents and Others	112,310.46	115,940.00	(3,629.54)	96.87%
4440.00 Miscellaneous Income	415.50	5,000.00	(4,584.50)	8.31%
4600.00 Investment Income	73,301.17	15,000.00	58,301.17	488.67%
Total Income	999,172.12	915,940.00	83,232.12	109.09%
Gross Profit	999,172.12	915,940.00	83,232.12	109.09%
Expenses				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	75,849.09	100,000.00	(24,150.91)	75.85%
5006.00 Roof and Building Improvements	13,962.00	150,000.00	(136,038.00)	9.31%
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	90,471.09	268,000.00	(177,528.91)	33.76%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	21,775.00	23,700.00	(1,925.00)	91.88%
5106.00 Payroll Processing Fees	3,300.00	3,500.00	(200.00)	94.29%
5115.00 Annual Audit	7,737.50	7,800.00	(62.50)	99.20%
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	17,255.00	19,000.00	(1,745.00)	90.82%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	3,862.39	5,000.00	(1,137.61)	77.25%
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	76,358.39	183,000.00	(106,641.61)	41.73%
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- March 2025

	Apr 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
5315.00 Clinics	7,538.29	10,000.00	(2,461.71)	75.38%
5320.00 Spec. Program - Flu	8,437.24	19,000.00	(10,562.76)	44.41%
5325.00 Spec. Programs - Other	50,393.81	55,000.00	(4,606.19)	91.63%
5325.02 Special Program-Combined Veteran	500.00	4,000.00	(3,500.00)	12.50%
5325.03 Berwyn Holiday Fund	5,000.00	5,000.00	-	100.00%
5325.04 Senior Breakfast	1,500.00	1,500.00	-	100.00%
5325.05 Sunday Market	10,984.01	11,250.00	(265.99)	97.64%
5325.06 Marketing and Promotion	644.67	5,000.00	(4,355.33)	12.89%
5326.00 Spec. Programs - Intergov	29,196.72	35,000.00	(5,803.28)	83.42%
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	59,311.67	80,000.00	(20,688.33)	74.14%
5336.00 Health Families	1,366.92	100,000.00	(98,633.08)	1.37%
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	-	558,850.00	(558,850.00)	0.00%
Total 5300.00 Health Programs	182,497.10	1,920,600.00	(1,738,102.90)	9.50%
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	2,535.99	6,500.00	(3,964.01)	39.02%
5420.00 Medical Waste Disposal	13,004.42	14,000.00	(995.58)	92.89%
5425.00 Official's Bonds	-	3,500.00	(3,500.00)	0.00%
5430.00 Death Surcharge Fee	3,952.00	7,500.00	(3,548.00)	52.69%
Total 5400.00 Other Expenditures	19,565.41	41,000.00	(21,434.59)	47.72%
5500.00 Repairs and Maintenance			-	
5505.00 Building Maintenance	12,532.09	25,000.00	(12,467.91)	50.13%
5510.00 Janitorial Service	4,959.00	4,750.00	209.00	104.40%
5515.00 Equipment Maintenance Agreement	3,985.65	4,000.00	(14.35)	99.64%
5530.00 Snow Removal	485.00	3,500.00	(3,015.00)	13.86%
Total 5500.00 Repairs and Maintenance	21,961.74	37,250.00	(15,288.26)	58.96%
5600.00 Supplies and Materials			-	
5605.00 Janitorial Supplies	8,033.23	9,000.00	(966.77)	89.26%
5610.00 Medical Supplies	5,214.29	6,000.00	(785.71)	86.90%

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

April 2024- March 2025

	Apr 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	11,720.23	12,000.00	(279.77)	97.67%
5620.00 Postage and Meter Rental	1,493.96	3,000.00	(1,506.04)	49.80%
5625.00 Printing and Publication	3,839.77	10,000.00	(6,160.23)	38.40%
Total 5600.00 Supplies and Materials	30,301.48	40,000.00	(9,698.52)	75.75%
5700.00 Utilities			-	
5710.00 Heat, Light and Water	2,239.72	4,000.00	(1,760.28)	55.99%
5720.00 Telephone	6,355.28	10,000.00	(3,644.72)	63.55%
Total 5700.00 Utilities	8,595.00	14,000.00	(5,405.00)	61.39%
5800.00 Payroll Expenses			-	
5815.00 Chairman	44,000.04	46,000.00	(1,999.96)	95.65%
5816.00 Secretary	34,200.00	36,200.00	(2,000.00)	94.48%
5817.00 Treasurer	34,200.00	36,200.00	(2,000.00)	94.48%
5820.00 Clerks	85,215.37	162,750.00	(77,534.63)	52.36%
5829.0 Interns	11,608.75	45,000.00	(33,391.25)	25.80%
5830.00 Health Director	20,971.20	24,000.00	(3,028.80)	87.38%
5831.00 Taxes - Employer FICA	29,092.35	45,000.00	(15,907.65)	64.65%
5832.00 Taxes - Employer Medicare	6,803.88	10,000.00	(3,196.12)	68.04%
5833.00 Taxes - SUTA	5,269.06	5,500.00	(230.94)	95.80%
5835.00 Retirement Contribution	2,575.40	15,000.00	(12,424.60)	17.17%
5840.00 Inspectors	49,042.26	110,250.00	(61,207.74)	44.48%
5841.00 Environmental Health Practioner	61,150.55	65,000.00	(3,849.45)	94.08%
5845.00 Janitor	18,908.00	30,000.00	(11,092.00)	63.03%
5860.00 Public Health Nurses	109,784.81	147,000.00	(37,215.19)	74.68%
5880.00 Grp Health, Vision, Dental Ins	57,574.44	90,000.00	(32,425.56)	63.97%
Total 5800.00 Payroll Expenses	570,396.11	867,900.00	(297,503.89)	65.72%
Total Expenses	1,000,146.32	3,371,750.00	(2,371,603.68)	29.66%
Net Operating Income	(974.20)	(2,455,810.00)	2,454,835.80	0.04%
Net Income	(974.20) \$	(2,455,810.00) \$	2,454,835.80	0.04%
 Beginning net assets	 2,573,460.39			
 Ending net assets	 \$ 2,572,486.19			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Berwyn Wellness Update and Volunteer Physician Agreement
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Update Letter from Dr. Wainer• Letter of Agreement for Volunteer Physicians	

ACTION PROPOSED					
X	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				



An update from Dr. Brad Wainer

A unique aspect of the Berwyn Wellness Program is that there will be a strong collaborative relationship between the therapists and physicians

The Berwyn Wellness program will have three or four volunteer physicians including pediatricians, family, physicians, and internists. Each physician will be given a yearly stipend from the Berwyn Wellness program to be used for things like a licensure, continuing medical education, and the purchase of supplies which will support their care of the patients.

The Physicians will be available for multiple different types of evaluations. The interactions might be in person or by telemedicine

For the pediatric patients from age 10 to 18, evaluations and treatment for anxiety, depression, ADHD, and autism will be provided. For patients above 18, typical evaluations and medical management will be for anxiety and depression.

We expect to have referrals from two sources. The main group of referrals will come from the Berwyn Wellness therapists who will be working through the Berwyn Health Department and who believe that they have clients who might benefit from a medical evaluation and medical treatment. The second group of referrals might come from the schools where social workers or school nurses might request an evaluation of a child for various mental health issues.

Since the therapists and physicians in the Berwyn wellness program will use the same electronic medical record information can easily be passed from the therapists to the physicians and from the physicians to the therapists. This degree of communication and interaction is somewhat unprecedented and will allow for a level of seamless care which is rarely seen in our countries fragmented care networks.

In short the Berwyn Wellness program will provide seamless care between therapists and physicians which will insure the best level of care for the Berwyn residents who need mental health care.



Letter of Agreement for Volunteer Physician

Between: Berwyn Public Health Department (BPHD) and [Physician's Name]

Effective Date: [Insert Date]

1. Role and Responsibilities the Volunteer Physician will:

- Provide evaluations and treatment for anxiety, depression, and ADHD within their professional scope of practice. They might receive referrals from a Health department-employed health care worker or from an outside entity.
- Prescribe medications as needed and arrange follow-up visits as needed based on standard medical practice.
- Will document medical care in the Health Department's EMR.
- Provide either in-person or telemedicine care for the patients.
- Participate in an emergency on-call rotation schedule as determined by BPHD.
- Report to the Medical Director

2. Compensation and Stipend

- This is a voluntary position with no salary or wage.
- An annual stipend will be provided for expenses such as continuing medical education (CME), licensure, malpractice insurance, or related activities, which will be paid once per year. These expenses could be audited.

3. Professional Standards

- The Volunteer Physician agrees to:
 - Maintain professionalism and adhere to BPHD policies.
 - Ensure all services comply with federal, state, and local laws.

4. Liability and Licensure

- The Volunteer Physician must hold an active medical license in Illinois, a DEA license, and appropriate malpractice coverage as arranged by the physician. The Health department will not provide malpractice insurance.

5. Time Commitment

- Up to 5 hours per week

6. Duration and Termination

- This agreement remains effective until terminated by either party with a written notice of 90 days

Signatures:

[Physician Name] _____ Date: _____

[Authorized Representative, BPHD] _____ Date: _____

This draft ensures clarity on responsibilities, stipend use, legal compliance, and termination terms while maintaining professionalism, but must be reviewed and approved by the health Board



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-B**

TITLE	Mental Health Provider Job Description for Mental Health Initiative
MEETING DATE	April 14, 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-C**

TITLE	Clinical Director Job Description for Mental Health Initiative
MEETING DATE	April 14, 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			



Mental Health Initiative

Clinical Director Job Description for The Berwyn Wellness Program.

About Berwyn Public Health District:

The objective of the Berwyn Public Health District (BPHD) 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 BPHD 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 a full-time LCSW or Clinical psychologist with an active Illinois license to join our growing team.

Our Values: BPHD 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 experiences 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: Medical Director: Dr. Brad Wainer and Lead Nurse: Betsy Canedo

Duties/Responsibilities:

- Provide supervision, feedback, encouragement, training, support, and leadership to the Berwyn Health District Internship and Wellness Program as well as the Berwyn Mental Health Voucher Program.
- **Managed Clinical Internship Program**
 - Oversee clinical internship program, operations, and supervision of therapists
 - Provide individual and group supervision to interns (up to 3)
 - Be the direct liaison between school field instructors and interns
 - Ensure the clinical internship program follows university expectations as stated in state and federal laws



- **Manage Mental Health Voucher Program**

- The Supervisor oversees the licensed therapists participating in the Berwyn Mental Health Voucher Program
 - Ensure clinicians are properly connected with Berwyn residents in need of services.
 - Supervisor will provide guidance (not supervision) to the network of therapists
 - Assist the Medical Director and Lead Nurse in matching residents with appropriate clinicians, and help manage the organization of a potential waiting list and outside referral sources
 - Support the program's coordination efforts to ensure seamless access to mental health care for the community
- 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 to managing clinical internship programs, 20% to managing and directing the Berwyn Mental Health Voucher Program, and 20% to 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 BPHD and its clients.
 - Develop and implement effective strategies to promote the continued growth of BPHD.
 - Develop and implement protocols to ensure successful communication between interns, field instructors at the universities, and the BPHD.
 - 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 BPHD in accordance with company policies.
 - Understand and follow all policies and procedures of the BPHD as a Clinical Director and Clinician.
 - Regular and reliable attendance and timely arrival to work are required.
 - Conduct and regulate job duties in a professional manner so as to maintain and increase the goodwill and reputation of BPHD.
 - 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. *Lead Nurse*
 - 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 to initiate the improvement measures.
 - Stay highly organized.
 - Pays 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 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 the BPHD.
- Prior experience in a private practice setting both as a clinician and in a supervisory or management role.
- Align with Berwyn Health District's mission, vision, and values.
- Knowledge of the roles and duties of Berwyn Health District administrative and clinical positions and functions.
- Knowledge of BPHD 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) preferred.

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 Betsy Canedo at bcanedo@berwyntownship.org. Applications will be reviewed on a rolling basis until the position is filled.



Licensed Therapists for Berwyn Health District Voucher Program

About Berwyn Public Health District:

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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

The Berwyn Health District is seeking fully licensed therapists (LCSW, LCPC, Psychologists) to participate in our **Voucher Program**, providing **individual and family therapy** to Berwyn residents. This program allows residents to receive up to **10 therapy sessions**, funded through a grant, at a rate of **\$130 per session** paid by the BPHD.

Our Values: Berwyn Health District lives by values that guide who we are as a team and how we present ourselves 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 experiences 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: Betsy Canedo, RN



Qualifications & Requirements:

- Must be a fully licensed therapist (LCPC, LCSW, LMFT, or equivalent) in good standing.
- Must be in private practice (cannot be affiliated with a nonprofit organization).
- Must have their own electronic health record (EHR) system for documentation.
- Must carry malpractice insurance.
- Ability to provide individual or family therapy.
- Bilingual therapists and those experienced in working with children and teens are highly preferred.
- Seeking therapists offering in-person and/or virtual sessions.

How the Program Works:

- Approved therapists will be included in a directory for Berwyn residents to choose from.
- Residents approved for the program will receive **up to 10 sessions** at no cost to them.
- Therapists will receive **\$130 per session**, paid directly by the BPHD.

This is a great opportunity to support the mental health needs of Berwyn residents while receiving reliable compensation through grant funding.

How to Apply:

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



Workflow for Voucher Program

Step 1: Program Promotion Berwyn Public Health District (BPHD) shares program details via:

- Schools
 - MORTON WEST HIGH SCHOOL
 - DISTRICT 98
 - DISTRICT 100
 - PRIVATE SCHOOLS IN BERWYN
- Social Media
 - Facebook
 - Instagram
- Community Centers
- Other local outreach channels

Step 2: Resident Expresses Interest

- Berwyn Resident contacts the designated person at the Health District to inquire about the program
 - Option 1: Fill out Google form
 - Option 2: Residents will call the clinic directly to request an appointment

Step 3: Resident Information Recorded

- Health District staff collects and records residents' information in the Electronic Health Record (EHR) system
 - A chart will be created in the EMR with the resident's information
 - The resident will be given 2 or 3 therapists to choose from our pool of therapists

Step 4: Pool of Therapists

- A pool of therapists will be created by LCPC and LCSW consultants.

Step 5: Therapist Confirms Contact

- The therapist notifies the Health District that the resident has scheduled an appointment
 - The therapist will fax over the patient form/summary. The staff will upload it into their chart.

Step 6: Therapy Sessions and Billing

- The therapist provides sessions
- The therapist submits a monthly invoice to the Health District for completed sessions
 - Checks will be mailed out or available for pick up the day after each board meeting.
- If a resident misses 2 consecutive sessions, the BPHD will send them an official letter in the mail stating that they are no longer eligible for the voucher program.
- If a resident cancels with less than 24 hours' notice or does not show up to their appointment, the therapist will still receive payment.

Step 7: Completion Notification

- Once all approved sessions are completed, the therapist informs the Health District
 - The therapist will fax over the patient visit summary along with any recommendations to the clinic. Then, clinic staff will upload it into the patient chart.



Mental Health Initiative

To Whom It May Concern:

As dedicated mental health professionals, we are writing to emphasize the urgent need for the Berwyn Public Health District to develop the Mental Health Initiative Program. The demand for mental health services in our community continues to grow, yet many individuals face significant barriers to accessing care. One of the most pressing issues is the long waiting lists maintained by existing mental health providers in the Berwyn community and surrounding areas, leaving individuals and families without timely support. Delayed access to care can exacerbate mental health conditions, increase crises, and negatively impact overall well-being.

Furthermore, financial constraints remain a major obstacle for many residents. Even those with health insurance often struggle to afford services due to high deductibles and out-of-pocket costs, forcing them to forgo essential care. Additionally, uninsured and underinsured individuals have extremely limited options, making it nearly impossible for them to receive consistent mental health support. The development of the Mental Health Initiative Program would directly address these barriers by providing accessible, affordable, and community-centered services.

Through this initiative, we have the opportunity to not only offer individual therapy but also expand services to include group counseling, crisis intervention, and mental health education programs. These efforts will strengthen the well-being of our residents, reduce stigma, and provide critical early intervention to those in need. By investing in this program, the Berwyn Public Health District will take a vital step toward ensuring that every community member has access to the mental health care they deserve.

We appreciate your time and consideration in addressing this pressing issue.

Sincerely,

Alice Solis, LCPC

Annie Hostetter, LCSW



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-D**

TITLE	Dominican Intern Program for Mental Health Initiative
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

ATTACHMENTS

- Agreement
- Program Description

ACTION PROPOSED

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



School of Social Work

PRACTICUM EDUCATION PROGRAM AGREEMENT

THIS AGREEMENT entered into this _____ day of _____ by and between THE SCHOOL OF SOCIAL WORK at DOMINICAN UNIVERSITY ("SCHOOL") and _____ (FACILITY).

WHEREAS, SCHOOL desires to utilize FACILITY for the purpose of providing practical learning and clinical experiences for enrolled Graduate Students ("Student" or "Students"); and to establish and operate a Practicum Education Program (AKA the Field Education Department) at the FACILITY for Students; and

WHEREAS, FACILITY operates facilities that serve individuals, families and communities and seeks to train future social workers and leaders by providing Students with supervised practical learning and clinical experiences as part of a Practicum Education Program at FACILITY ("Practicum Education Program"), consistent with the educational objectives of SCHOOL and its Students;

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. The SCHOOL shall have the responsibility for planning and determining the adequacy of the educational experiences of students in theoretical backgrounds, basic skills, professional ethics, attitudes and behaviors. The SCHOOL will refer to the FACILITY for participation in the Practicum Education Program only those students who have satisfactorily completed the prerequisite didactic portions of the School's curriculum.
2. The SCHOOL shall maintain, and shall provide FACILITY with proof of, appropriate general and professional liability insurance coverage for its Students and any faculty who will be on FACILITY premises in limits of \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. The SCHOOL will require Students to maintain health insurance and show proof of health insurance to the SCHOOL. Where necessary, Students will also show a driver's license and proof of Auto Insurance to the SCHOOL.
3. The SCHOOL will designate a faculty member to coordinate and act as the liaison designee of the FACILITY ("Practicum Faculty"). The assignments to be undertaken by the Students participating in the Practicum Education Program will be mutually arranged and an exchange of information will be maintained between SCHOOL and FACILITY including by on-site visits, letters, emails, and/or telephone or video calls.

4. The SCHOOL will notify Students prior to the Practicum Education Program that they will be required by FACILITY to comply with any applicable requirements of FACILITY relating to background checks, drug screenings, and/or immunizations in order to participate in the Practicum Education Program. FACILITY shall notify Students and the SCHOOL of all such requirements of the FACILITY prior to the beginning of the Practicum Education Program and with sufficient time to allow Students to complete such requirements.
5. The SCHOOL shall notify each Student prior to the Practicum Education Program that the Student is responsible for:
 - 5.a. Following all applicable policies, standards, and practices of the FACILITY.
 - 5.b. Following the appropriate professional dress code required by the FACILITY.
 - 5.c. Having a SCHOOL photo identification with them at all times they are in the FACILITY.
 - 5.d. The Student's own transportation and living arrangements when not provided by the FACILITY.
 - 5.e. Reporting to the FACILITY on time.
 - 5.f. Following all applicable policies, standards and practices of the SCHOOL while participating in the Practicum Education Program; and
 - 5.g. Obtaining prior written approval of the FACILITY and the SCHOOL before publishing any material relating to the Practicum Education Program.

B. FACILITY RESPONSIBILITIES:

1. The FACILITY agrees to make the appropriate facilities available to SCHOOL in order to provide supervised practicum education experiences to Students in the Practicum Education Program. Such facilities shall include an environment conducive to the learning process of the Students as intended by the terms of this Agreement and conforming to the customary FACILITY procedures.
2. The FACILITY will retain full authority and responsibility for client and/or community quality standards, and will maintain a level of service that meets generally accepted standards conducive to satisfactory instruction.
3. During participation in the Practicum Education Program, Students will be subject to all applicable policies, rules and regulations of the FACILITY. The FACILITY shall provide Student(s) and SCHOOL the FACILITY's policies, rules, and regulations relevant to the Practicum Education Program prior to the beginning of the Practicum Education Program.
4. In any situation in which the FACILITY deems, in its sole opinion, that a Student's behavior poses an immediate threat to the health or welfare of its clients or community, staff members, visitors, or operations, the FACILITY may remove the Student from the FACILITY's

premises or take appropriate immediate corrective measures without prior consultation with SCHOOL. In such event, FACILITY shall notify SCHOOL in writing of its actions and the reasons for its actions immediately thereafter. If the FACILITY desires to remove a Student or take corrective measures for any other situation, including any situation in which a Student is not performing satisfactorily in FACILITY'S opinion, it shall notify the SCHOOL and resolution of the concern will involve mutual agreement of the parties.

5. While participating in the Practicum Education Program at the FACILITY, Students will have the status of trainees, are not to replace FACILITY staff, and are not to render patient care and/or service except as identified for educational value and delineated in the jointly planned educational program (CSWE Competencies and Practice Behaviors). Any such direct contact between a Student and a Client shall be under the proximate supervision of a member of the staff of FACILITY.
6. The FACILITY will provide emergency services to Students, Practicum Faculty, or other SCHOOL personnel in the event of accident, injury or illness that occurs while in the FACILITY as part of the Practicum Education Program. The Student, Practicum Faculty, or SCHOOL personnel will be responsible for the cost of any such emergency care or treatment.
7. The FACILITY shall designate and submit in writing to the SCHOOL, the name and professional and academic credentials of a person to be responsible for the Practicum Educational Program. That person shall be called the Practicum Instructor and shall maintain contact with the SCHOOL designated Practicum Faculty to assure mutual participation in and monitoring of the Practicum Education Program.
8. The FACILITY shall notify the SCHOOL in writing of any change or proposed change of the Preceptor (Practicum Instructor).
9. The FACILITY will ensure that the Preceptor (Practicum Instructor) has a Master of Social Work (MSW) degree from an accredited CSWE program and has at least 2 years post MSW experience.
10. The FACILITY shall provide a planned, instructional program of practicum experience to Students in the Practicum Education Program.
11. The FACILITY shall, on reasonable request, permit the inspection of its facilities, services available for the Practicum Education Program, and such other items pertaining to the Practicum Education Program by representatives of the SCHOOL and/or agencies charged with the responsibility for approval of the facilities for accreditation of the curriculum.
12. In the event the SCHOOL discloses to the FACILITY information from the educational record of any Student, and to the extent FACILITY generates or maintains educational records related to Students, FACILITY agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") with respect to such information.

13. The FACILITY shall, at the commencement of a Student's Practicum Education Program, provide the Student a thorough orientation as to the FACILITY'S administrative policies, standards and practices relevant to the Practicum Education Program, including the FACILITY'S policies, standards, and practices regarding the confidentiality of client information and records.
14. The FACILITY shall maintain for itself and shall provide to all staff or other employees, agents, or representatives of FACILITY responsible for supervising and providing client services appropriate general and professional liability insurance coverage in the amounts of at least \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate, with insurance carriers or self-insurance programs.
15. The FACILITY shall maintain, at all times during the term of this Agreement: (i) necessary licensures and approvals from the requisite state and/or federal authorities; and (ii) if applicable, eligibility for participation in the Medicare and Medicaid programs. FACILITY shall promptly notify the SCHOOL of any change in its licensure or eligibility status.

C. JOINT RESPONSIBILITIES:

1. The course of instruction (Practicum Education Program) will cover a period of time as arranged between the SCHOOL and the FACILITY. The beginning dates and length of experience shall be mutually agreed upon by the SCHOOL and FACILITY.
2. The period of time for each Student's Practicum Education Program will be mutually agreed upon at least one month before the beginning of the Practicum Education Program, unless a shorter timeframe is mutually agreed upon.
3. The number of Students eligible to participate in the Practicum Education Program will be mutually determined by agreement of the parties and may be altered by mutual agreement.
4. The parties shall not discriminate against any person on the basis of race, religion, sex/gender, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from military service, or any other basis protected by applicable federal, state, or local law.
5. Methods for evaluating the practicum internship experience of the students will be mutually agreed to by SCHOOL and FACILITY. Regular communication will be jointly maintained by appropriate SCHOOL and FACILITY staff for the purpose of reviewing and evaluating current internship experiences being offered to Students.
6. The SCHOOL and FACILITY agree to assist each other in maintaining the standards necessary for the SCHOOL to be eligible for accreditation by the Council on Social Work Education (CSWE) and any other appropriate agency or body which might reflect upon the continued operation of the Practicum Education Program.

7. The terms and conditions of this Agreement may be amended by written amendment to this Agreement signed by both parties.

D. TERM AND TERMINATION:

1. This Agreement shall remain in full force and effective for a period of (1) one year beginning on the date it is fully executed. Thereafter, this agreement shall be automatically extended for successive one-year periods unless terminated as hereinafter set forth. All terms and provisions of this Agreement shall continue in full force and effective during the extension period(s).
2. Either the School or the Facility may terminate this Agreement with or without cause, upon giving ninety (90) days prior written or electronic notice. This Agreement may be terminated at any time by mutual agreement of the parties. If notice of termination is given under this Section, the parties shall make every reasonable effort to permit any Student who is currently participating in a Practicum Education Program at FACILITY under this Agreement to complete the Practicum Education Program.
3. Either party may terminate this Agreement for material breach of the Agreement after providing thirty (30) days written notice to the other Party and an opportunity to cure the breach.

E. ADDITIONAL TERMS:

1. Indemnification. Each party shall defend, indemnify, and hold the other party and its respective directors, officers, agents, and employees, harmless from and against any and all claims, losses, damages, judgments, liabilities, costs, expenses, or obligations, including, but not limited to, attorney's fees and expenses, which are caused by the negligent or willful conduct of the indemnifying party arising out of the performance or non-performance of the indemnifying party's obligations under this Agreement.

Further, FACILITY shall defend, indemnify, and hold SCHOOL and its respective directors, officers, agents, and employees, harmless from and against any and all employment based claims, losses, damages, judgments, liabilities, costs, expenses, or obligations, including but not limited to, attorney's fees and expenses which are caused by the conduct of FACILITY arising out of Title VII of the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), including any amendments and their respective implementing regulations, and any other federal, state, local, or foreign law (statutory, regulatory, or otherwise) arising out of employment relationships that may be legally waived and released; however, the identification of specific statutes is for purposes of example only, and the omission of any specific employment statute or law shall not limit the scope of this indemnification provision in any way.

2. Notice of Claims. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it which could result in a claim against the other party.

3. No Employment Relationship. The Parties acknowledge and agree that the SCHOOL and FACILITY are independent contractors and that nothing in this Agreement is intended to nor shall be construed to create any employer/employee, agency, partnership, joint venture relationship or any relationship other than that of independent contractors. This Agreement is not intended and shall not be construed to create an employment relationship between FACILITY and Students in a Field Education Program, and Students will not be entitled to receive any compensation or any benefits or expectation of employment from FACILITY

4. Notices. All notices required or permitted under this Agreement shall be in writing and shall be directed to the Director of the Practicum Office:

If to SCHOOL:

Field Experience Director
School of Social Work
Dominican University
7900 W. Division St.
River Forest, IL 60305

If to FACILITY:

or to such other persons or places as either party may from time to time designate by written notice to the other.

5. Governing Law. This Agreement shall be governed by, construed under, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for any disputes arising out of or relating to this Agreement shall be the appropriate state or federal court located in Cook County, in the State of Illinois.
6. Severability. The invalidity of any provision of this Agreement will not affect the validity of any other provisions.
7. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

8. Execution. This Agreement may be executed in counterparts, and a set of counterparts bearing the signatures of each Party constitutes the Agreement as fully as if both Parties have signed a single document. Electronic transmission of this executed Agreement is acceptable.

IN WITNESS WHEREOF, the parties have caused the agreement to be executed in their respective corporate names and their corporate seals to be affixed by duly authorized officers, all on the day and year first set forth above.

Facility: _____

By (Name/Signature): _____

Title _____

Date _____

SCHOOL: Dominican University School of Social Work

By (Name/Signature): _____

Title: Interim Dean, College of Applied Social Sciences/ University Provost

Date _____

By (Name/Signature): _____

Title: Director/Assistant Director, Practicum Education Office

Date _____



DOMINICAN UNIVERSITY

School of Social Work

Practicum Education: Requirements for Placements & Practicum Instructors

Placement Requirements

1. The placement and staff shall respect professional education, understand its goals, and be willing to provide the experiences needed for practicum education.
2. The staff shall be of sufficient size and quality to maintain and develop the basic program of the placement without reliance on students.
3. The placement environment shall be conducive to learning and professional development, with a respectful attitude towards student experiences and competencies, encouraging growth and development.
4. The placement shall provide a variety of educational opportunities and encourage experiences that expose students to diverse populations and individuals.
5. The placement shall demonstrate a commitment to providing resources for training students, including released time for MSW supervision, access to necessary records and equipment, and provision of sufficient workspace and equipment.

Practicum Instructors

Dominican University's criteria for eligible Practicum Instructors include:

- Possession of an advanced professional degree from an accredited master-level school of social work (MSW) with at least two years of post-master's experience in a social service setting.
- In rare cases, exceptions may be made based on the guidelines noted below.

Guidelines for Exception to MSW Supervision

The MSW instructor will assist the student in developing a socially conscious perspective and identity through regular supervision and consultation. If your agency is unable to provide this level of supervision, we would be happy to discuss creative solutions for contracting MSW supervision during the duration of the internship. We are eager to collaborate and find ways to support our students, and we want to ensure that our partnership remains strong, even if providing this supervision poses a challenge.

MSW Practicum Instructor Roles



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- Orients students to placement policies, procedures, practices, and environment.
- Operationalizes learning behaviors/goals using the evaluation form.
- Assures students receive necessary training to enhance their learning objectives.
- Assists students in integrating theories and concepts learned in the classroom into practice tasks.
- Provides one hour of instruction per week and is available for additional support via phone, email, or other means.
- Evaluates student progress in achieving learning goals.

Non-MSW Instructor (Task Supervisor) Roles

- Collaborates with students and MSW instructors to develop a learning plan.
- Identifies tasks, activities, and assignments that relate to learning objectives.
- Instructs, monitors, and evaluates student performance in collaboration with the student's MSW instructor.
- Assists students in understanding placement structure, mission, goals, services, policies, and procedures.
- Identifies and provides resources within the placement to assist students in completing requirements.

Practicum Instructor Qualifications

To be eligible as a Practicum Instructor:

- Possess a minimum of two years' post-master's experience as a social work or social service provider with a reputation for professional competence.
- Willingness to provide a minimum of one-hour weekly supervision to students. Individually or group setting.
- Understanding and support of globally conscious social work principles.
- Commitment to addressing modern social problems through socially conscious practice.
- Ability to interpret placement purpose, function, policies, programs, and use resources in a way that promotes student learning about anti-oppressive practice and human rights.

Communication



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In the event that a Practicum Instructor is unable to fulfill their duties due to unforeseen circumstances, they must contact the Practicum Education Office immediately and develop a plan for student continuity.

These qualifications will be reviewed in contact between the placement executive or prospective Practicum Instructor and the school's Director or Assistant Director of Practicum Education.

Globally Conscious Social Work Principles

As a School of Social Work, we are committed to educating students who embody the principles of globally conscious social work. These principles include:

1. **Understanding Modern Social Problems:** Recognizing the impact of modern social problems such as gun violence, racism, labor exploitation, environmental justice, and human trafficking on individuals and communities.
2. **Interconnectedness:** Understanding that structural solutions are interconnected and that individual actions can have a ripple effect on broader societal issues.
3. **Critical Consciousness:** Exhibiting self-awareness and understanding of one's own identities, positionality, and privileges to recognize the impact of systemic oppression on individuals and communities.
4. **Anti-Oppressive Practice:** Creating and acting upon opportunities to eliminate oppressive systems of domination, including racism, sexism, xenophobia, ageism, classism, and other forms of discrimination to ensure equitable distribution of social resources, rights, and responsibilities.
5. **Human Rights:** Addressing and acting upon ways to advance and protect human rights for all individuals, regardless of their background or identity.
6. **Equity and Inclusivity:** The placement shall accept students for practicum placement without regard to race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation, or sexual orientation.

Dominican University's School Social Work Statement in *Support of Paid for Placement.*

At the center of social work education is the critical experience gained through internships. These practical placements bridge the gap between theoretical knowledge acquired in the classroom and its application in real-world settings. Supporting paid internships is essential for cultivating a diverse and equitable workforce in the social work field. By compensating students for their contributions, we acknowledge the significance of their efforts and alleviate the financial burdens that often accompany the pursuit of a career in social work.

Importance of Paid Internships

When interns are compensated appropriately, they can fully immerse themselves in their roles, hone their skills, and engage meaningfully with the clients and communities they serve. Paid internships promote a sense of commitment and professional growth, empowering students to take on substantial responsibilities. Furthermore, by making these opportunities accessible to individuals from diverse socioeconomic backgrounds, we enrich our profession with a broader range of perspectives and experiences.

Recommendation for Implementation

To support the effective implementation of paid internships, we recognize that compensation for social work students in the metro area can vary significantly based on factors such as the organization, the nature of the internship, and the level of responsibility assigned to interns. For second-year internships, stipends typically range from \$3,600 to \$4,000 or higher for the academic year, with some organizations offering additional benefits, such as travel or cell phone reimbursements.

We encourage organizations to consider several effective compensation models:

1. **Hourly Wages:** By providing competitive hourly pay, organizations can ensure that interns receive fair compensation for each hour worked. This straightforward model aligns with standard employment practices and fosters a

feeling of value among students as they gain practical experience. It motivates them to engage more deeply in their roles and responsibilities.

2. **Stipends:** Organizations may opt to offer a stipend for interns throughout their placements. This fixed amount can assist with essential expenses such as transportation, housing, or supplies, allowing students to concentrate on their internship without undue financial strain. Stipends not only recognize the contributions of interns but also facilitate their full engagement in professional development activities.
3. **Grants and Scholarships:** Educational institutions and community organizations can establish dedicated funds to support paid internships. By providing grants or scholarships specifically for social work students, we can alleviate living expenses or tuition costs, thus enabling a wider range of individuals to access these valuable internship opportunities. This initiative would strengthen partnerships between educational programs and community service organizations while underscoring the importance of real-world experience.

Advocating for paid internships for social work students enriches their learning experiences and enhances the overall effectiveness and diversity of the social work profession. By implementing equitable compensation models, we can ensure that all students have the opportunity to contribute meaningfully to their field while developing the essential skills needed to serve our communities. The DU School of Social Work is supportive of agencies exploring these compensation models and is eager to collaborate and brainstorm to facilitate these initiatives.

Position Title: Social Work Intern

Department: [Department Name]

Location: [Location]

Duration: [Start Date] to [End Date]

Hours: [e.g., 10-15 hours per week]

Supervised by: [Supervisor Name and Title]

Overview

The Social Work Internship is designed for undergraduate/graduate students pursuing a degree in social work or related fields. This internship provides an opportunity to gain practical clinical experience in social work practice, enhance knowledge of community resources, and develop skills in assessment, intervention, and client advocacy. Interns will be involved in direct service delivery, clinical assessments, treatment planning, and community engagement under the supervision of experienced social workers.

Responsibilities

- Assist in providing direct services to clients, including intake assessments, clinical evaluations, and follow-up.
- Participate in case management and support planning for individuals and families, including developing intervention strategies based on client needs.
- Conduct individual and group therapy sessions under supervision, applying evidence-based practices.
- Observe and engage in crisis intervention and conflict resolution methods, documenting incidents appropriately.
- Conduct research and gather resources relevant to client needs and community services.
- Attend team meetings and case conferences to contribute to ongoing discussions about client care and treatment progress.
- Maintain confidentiality and adhere to ethical standards in all aspects of practice.
- Document client interactions and maintain accurate records in compliance with agency policies.
- Participate in training sessions and workshops to enhance professional development.
- Collaborate with other interns and staff to support program goals and initiatives.

Learning Objectives

- Gain a practical understanding of social work principles and clinical methods.
- Develop skills in client assessment, diagnosis, and treatment planning.
- Learn to navigate and utilize community resources to support clients' mental health and social needs.

- Enhance communication and interpersonal skills necessary for effective therapeutic practice.
- Reflect on personal experiences and professional growth throughout the internship.

Expectations

Professional Conduct

- Maintain professionalism at all times, including punctuality, appropriate dress, and respectful communication.
- Demonstrate a commitment to cultural competence and sensitivity when working with diverse populations.
- Uphold the ethical guidelines and confidentiality standards set forth by the National Association of Social Workers (NASW).

Communication

- Regularly communicate with your supervisor about your progress, challenges, and any concerns that arise.
- Provide updates on clinical casework and activities during scheduled supervision meetings.
- Actively participate in team meetings and training sessions.

Documentation and Reporting

- Keep accurate and timely documentation of all client interactions, clinical assessments, and services provided.
- Submit required paperwork, including timesheets and self-reflections, by agreed deadlines.
- Participate in evaluations and feedback sessions to assess your performance and learning progress.

Commitment

- Fulfill the agreed-upon hours each week and adhere to the internship schedule.
- Demonstrate initiative by seeking out opportunities to engage in additional projects or training experiences.
- Be open to feedback and willing to adjust your skills and approach as necessary to improve service delivery.

Application Process

Interested candidates should submit their resume, a cover letter detailing their interest in social work, and two references to XXX. Applications will be accepted until XXX.



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-E**

TITLE	Participatory Budgeting
MEETING DATE	April 14, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

(Item Deferred 5/2024)

Dear Board,

Attached is the first draft of the Participatory Budgeting Program, which was approved in May 2024. This six-month timeline outlines a structured approach to the participatory budgeting process, ensuring that community members are actively involved at every stage. Due to my ongoing responsibilities, I will need a minimum of four weeks to prepare the program deliverables for each entity's participatory budgeting initiative.

Thank you.

ATTACHMENTS

- Participatory Budgeting Program for Berwyn Public Health District

ACTION PROPOSED

X	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

Participatory Budget Program Summary

Program Title: Participatory Budgeting for Berwyn Township, Berwyn Township Relief Fund, and Berwyn Public Health District

Program Objective: The Participatory Budgeting (PB) Program aims to involve community members in the decision-making process of how public funds are allocated within their local area. By giving residents the power to propose and vote on budgetary spending, the program encourages civic engagement, increases transparency, and ensures that community needs and priorities are directly addressed.

Approved Budgets:

Berwyn Township	Berwyn Township Relief Fund	Berwyn Public Health District ✓
\$17,000	\$17,000	\$17,000

Program Overview: Participatory budgeting is a democratic process where local government or institutions allocate a portion of their budget for projects or initiatives proposed and voted on by residents. The program empowers community members to identify and decide on the most pressing needs within their neighborhoods, ensuring a more inclusive, equitable, and transparent allocation of public resources.

Key Components:

1. Community Engagement:

- Outreach and information sessions are held to educate residents about the process, the available budget, and how they can participate.
- Virtual and in-person workshops will allow community members to discuss and propose projects.
- Emphasis on inclusivity, targeting underrepresented groups to ensure all voices are heard.

2. Proposal Development:

- Community members submit project ideas that address local issues such as community health, social services, and community development using the Participatory Budget Project Proposal Template.
- A support team helps refine and develop viable proposals in line with budgetary constraints.
(Support team: Jessica & Larry?)

3. Voting Process:

- Once proposals are finalized, community members vote on which projects should be funded. Voting can be done online or in-person to encourage more participation.
- Each participant can vote for their preferred projects, with the most popular initiatives receiving funding.

4. Implementation and Monitoring:

- Winning projects are then implemented by Berwyn Public Health District, with regular updates on progress provided to the community during board meetings.
- Community members are encouraged to participate in monitoring the progress of the funded projects and report any challenges or issues.

5. Evaluation and Feedback:

- After project completion, residents are asked to provide feedback on the process, the effectiveness of the projects, and their experience with participatory budgeting.

- Evaluations are used to improve future budgeting cycles and to foster continuous community involvement.

Expected Outcomes:

- Increased civic participation and political engagement.
- More equitable distribution of public funds, addressing the diverse needs of the community.
- Strengthened sense of community ownership and empowerment.
- Improved trust between residents and local government institutions.

Program Impact: Through the Participatory Budgeting Program, communities become more actively involved in shaping the policies that affect them. This fosters a deeper sense of responsibility, connection, and pride in the community, leading to long-term benefits such as enhanced social cohesion, improved public infrastructure, and better allocation of resources based on actual community priorities.

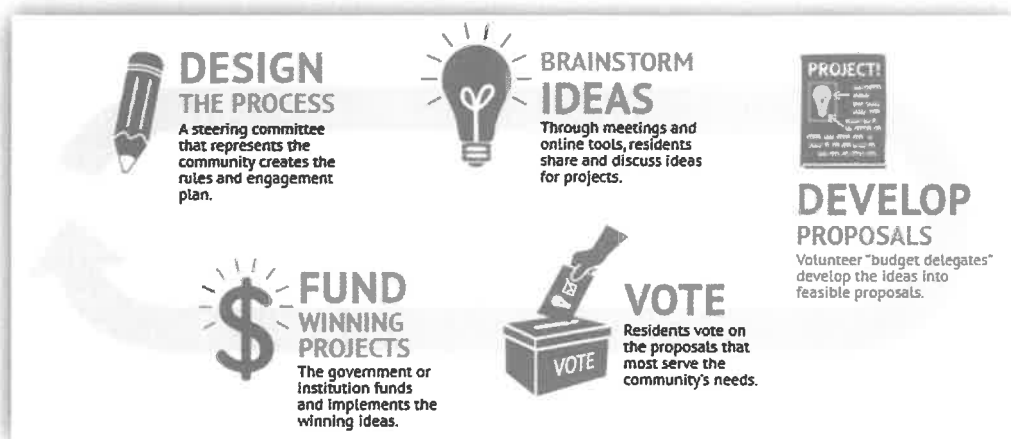


Figure 1: Participatory Budget Cycle Diagram.
<https://www.peoplepowered.org/resources-content/graphic-of-pb-process>.

Funding and Sustainability: The program is funded by a set percentage of the local government's budget or through grants and partnerships with nonprofit organizations. Sustainability is ensured through continuous community involvement, ongoing feedback, and establishing long-term relationships with local stakeholders.

Conclusion: The Participatory Budgeting Program is a powerful tool for promoting democratic participation, community development, and equitable decision-making. By engaging residents directly in the budgeting process, it helps build stronger, more connected, and empowered communities.

Timeline: Creating a participatory budget timeline within a 6-month period involves organizing a structured and clear process that allows community members to engage in budgeting decisions. Below is a proposed timeline for a 6-month participatory budgeting process:

Month 1: Planning and Preparation

1. Week 1-2: Define the Budget Scope

- Boards to decide on the specific areas of the budget open for public input (e.g., what type of community programs, improvements, etc.).
- Form the **participatory budgeting committees of 9 to 12 individuals** to include staff, community leaders (preferably one resident from each ward), and any relevant stakeholders.

2. Week 3-4: Community Outreach and Engagement

- Launch outreach efforts to inform the community about the participatory budgeting process. Use social media, community meetings, flyers, and local events.
 - Set up a website landing page on berwyntownship.org to share updates, collect feedback, and provide necessary information about the process.
-

Month 2: Idea Generation and Education

1. Week 1-2: Host Community Education Sessions

- Hold workshops or webinars to educate the community about the participatory budgeting process, the budget limits, and how people can participate.
- Provide resources or guides on how to submit budget proposals and what type of projects are eligible.

2. Week 3-4: Community Idea Collection

- Set up channels for idea submissions (e.g., online forms, in-person events, email).
 - Allow community members to submit project proposals, either individually or in groups.
 - Provide an interactive space for people to discuss and brainstorm ideas.
-

Month 3: Proposal Development and Refinement

1. Week 1-2: Review Submitted Ideas

- The committee reviews and evaluates submitted proposals based on feasibility, alignment with goals, and budgetary constraints.
- Invite technical experts or city planners to assist in evaluating and refining the proposals.

2. Week 3-4: Feedback and Proposal Refinement

- Provide feedback to the community on the proposed ideas.
 - Hold additional meetings or workshops to refine ideas based on feedback from the committee or community.
-

Month 4: Voting and Prioritization

1. Week 1-2: Develop Final Proposal List

- Narrow down the list of feasible projects and create final proposals ready for voting.
- Create clear descriptions and estimated costs for each proposal.

2. Week 3-4: Organize Voting Process

- Set up voting mechanisms (online, in-person, or through mail-in ballots).
 - Promote the voting period through outreach efforts, ensuring accessibility and participation from all demographic groups.
-

Month 5: Voting and Decision-Making

1. **Week 1-2: Voting Period**
 - Open voting to the community. Ensure the process is accessible and transparent.
 - Provide regular updates on the voting process to keep the community engaged and informed.
 2. **Week 3-4: Count and Analyze Votes**
 - Close the voting period and count the votes.
 - Analyze the results and ensure transparency in the outcome.
-

Month 6: Implementation and Reflection

1. **Week 1-2: Announce Results**
 - Publicly announce the winning projects and how the funds will be allocated.
 - Thank participants and celebrate their involvement in the process.
 2. **Week 3-4: Begin Implementation and Evaluation**
 - Start the implementation of the winning projects.
 - Set up a mechanism to monitor the progress of the projects, ensuring that community members can track how funds are being spent and outcomes.
 - Plan for a feedback session or survey to evaluate the participatory budgeting process and gather input for future cycles.
-

Ongoing: Communication and Engagement

- **Throughout the Process:** Maintain regular communication with the community, providing updates on the timeline, progress, and how to stay involved.
 - After the projects are completed, engage the community in reviewing the impact and success of the process for improvements in future cycles.
-

This 6-month timeline outlines a structured approach to the participatory budgeting process, ensuring that community members are actively involved at every stage. Given my ongoing responsibilities, I will need a minimum of 4 weeks to prepare the program deliverables for each entity's participatory budgeting program.

Respectfully submitted,

Jessica Aquino Rodriguez



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-Ai**

TITLE	Mental Health Initiative (MHI) Two-Year Grown Plan
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Mental Health Initiative (MHI) Two-Year Grown Plan	

ACTION PROPOSED					
	INFORMATION	X	DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

BERWYN PUBLIC HEALTH DISTRICT MENTAL HEALTH INITIATIVE GROWTH PLAN



Year 1: Establishing the Foundation

- Hire a Clinical Director (licensed clinician) who will see about 5 clients/week
 - Hire 2-3 interns, each seeing 5-7 clients/week
 - Hire 1 part-time clinician, seeing 10-15 clients/week
- Community Members Served per Month Calculations:**
- Director: 5 clients/week → 20 clients/month
 - Interns (avg. 2.5 interns seeing 6 clients each): 15 clients/week → 60 clients/month
 - Part-time clinician: 12.5 clients/week → 50 clients/month
 - **Total community members served per month: 130 individuals**

Voucher Program

- Total vouchers available per year: 364
- Residents served per year (assuming each receives the max 10 vouchers): 38
- Total residents served over 3 years: 114

Year 2: Strengthening the Team & Expanding Reach

- Hire an additional part-time clinician (10-15 clients/week)
- Increase the number of interns to 4-5 (each seeing 6-8 clients/week)
- **Projected Community Members Served per Month: ~190-230 individuals**

Year 3: Scaling Up & Adding Full-Time Clinicians

- Hire 1 full-time licensed clinician (seeing 20-25 clients/week)
- Increase interns to 6-7, each seeing 6-8 clients/week
- **Projected Community Members Served per Month: ~250-290 individuals**

As the driving force behind this program, the Berwyn Public Health District is committed to addressing the community's mental health needs by increasing access to high-quality, affordable services.

This initiative is designed to fill critical gaps in mental health care, ensuring that Berwyn residents receive timely support through licensed clinicians, supervised interns, and specialized therapy programs.

By integrating with existing public health resources and community outreach efforts, the program will enhance crisis intervention services, promote mental wellness, and create sustainable pathways for long-term support.

2025

2026

2027

Year 1: Initial Program Development:

- Establish internship partnerships with local universities
- Develop policies, procedures, and supervision structure
- Begin marketing and outreach efforts to attract clients
- Implement telehealth services for accessibility and flexibility
- Strengthen partnerships with community organizations and healthcare providers

2025

Year 2: Strengthening the Team & Expanding Reach

- Strengthen referral networks with schools, hospitals, and community agencies
- Implement group therapy sessions to increase service capacity
- **Group Therapy Programs:** Developing support groups for anxiety, depression, grief, trauma, and other specialized topics to provide peer support and reduce mental health stigma
- **Mental Health Education & Awareness:** Hosting community workshops, school-based presentations, and public health campaigns to educate residents on mental health, coping strategies, and reducing stigma

2026

Year 3: Scaling Up & Adding Full-Time Clinicians

- Apply for grants or funding sources to support program expansion
- Expand internship program to accept students from additional universities
- Implement telehealth services for accessibility and flexibility
- Strengthen partnerships with community organizations and healthcare providers
- **Collaboration with Schools & Workplaces:** Partnering with local schools and businesses to provide mental health screenings, counseling services, and workplace wellness initiatives
- **Specialized Mental Health Initiatives:** Expanding services to include services such as trauma-informed care and family therapy to meet the diverse needs of Berwyn residents

2027





AGENDA ITEM SUMMARY

AGENDA ITEM: **10-Aii**

TITLE	Mental Health Survey
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Board President

SUMMARY
ATTACHMENTS
<ul style="list-style-type: none">Research Proposal on Berwyn's Community Mental Health Assessment

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



Mental Health Services
Research Proposal on Berwyn's Community Mental Health Assessment
Presented to David J. Avila, Health Board President
of Berwyn Public Health District

TO: David J. Avila, Health Board President
FROM: Alejandra Moran / Si! Communications

RE: Research Proposal on Berwyn's Community Mental Health Assessment

Background:

- The Mental Health Board of Berwyn has decided there is a need to conduct a Community Mental Health Assessment to determine the mental health status, behaviors and needs of the residents
- The Mental Health Board provide funds to 14 agencies which are evaluated to determine if the services they provide directly meet the needs of Berwyn residents¹

1. BedsPlus
2. The Children Center of Cicero-Berwyn
3. CSS
4. Housing Forward
5. Oak Park Infant Welfare Society
6. NAMI | Metro Suburban
7. Oak-Layden
8. Pillars Community Health
9. Presence Health
10. Sarah's inn
11. Solutions for Care
12. UCP Seguin
13. The Way Back Inn
14. Youth Crossroads

¹ Website of the 708 Community Mental Health Board, Berwyn Township, Grant criteria.



The Project:

Approach:

The heart of the project will be **field-based primary research conducted throughout the Berwyn community at central locations**, representing a cross section of residents and demographic groups. This qualitative research will enable the project team to capture “real-time” impressions of the needs and concerns about mental health services and provide a rich inventory of information.

The survey will be carefully crafted to gather the information to determine the next steps to provide the services that residents need to improve their wellbeing and the wellbeing of the whole Berwyn community.

Local Mental Health experts will participate in the process of developing the questions we will use to interview residents and the focus group.

The *target audience* will include youth, parents and senior citizens.

Strategy:

- To support the development of the Community Mental Health Assessment we propose conducting a research project involving Quantitative and Qualitative approaches.
 - The methodologies to utilize will be:
 - 1) **Survey:** Interview a diverse number of residents (25+ age) (Bilingual Survey)
The survey will be in person, virtual and/or digital.
Si! will send out a team to strategically selected locations to meet residents to interview them. The members of the team are highly qualified to interact with residents.
A **report** will be produced, submitted and presented to the team.
 - 2) **Focus Group:** Recruit residents to hear directly from them about the need to provide mental health services to residents. We suggest holding 1 focus group. (90-minute session)
(The incentive (gift cards) to attend the meeting is not included in this proposal)

The focus groups will incorporate the information collected from the surveys to deepen the discussion among participants which will generate more insights to identify the challenges that residents face when addressing mental health issues.

A **report** will be produced, submitted and presented to the team.



Mental Health Consultants:

Amanda S. Norris, President of Sustainable Mental Wellness, Inc., and Sandra Montes, CEO of In Motion Counseling will advise on the development of the questionnaire for residents.

Timetable:

Research Activity	Dates
Project Design	5 Days
Curating Data	2 weeks
Data Analysis/Reporting	4 weeks
Final Report Due	60 days after start date

Budget & Payment:

The estimates budget for this project will be \$29,800.

The estimated amount allocated to compensate Mental Health experts for their collaboration in developing the questionnaire to survey residents: \$2,000 - \$5,000

Payment conditions: We require payment of 25% of the total amount prior to start of the project. The remaining balance must be paid when the final report is delivered.

Approved by:

Alejandra Moran *****

President, Si! Communications

Signature: _____

Date _____

David J. Avila,

Health Board President

Berwyn Public Health District

Signature: _____

Date _____



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-Bi**

TITLE	Cabinetry and Countertops for Clinic & Conference Room
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Two vendors submitted proposals for the RFP to Replace Cabinetry and Countertops for the Clinic and Conference room. Autumn Hill Design, LLC was chosen as they submitted the most complete proposal that included cabinetry, countertops and installation. The second vendor's proposal did not offer installation services.

Please review and approve the proposal from Autumn Hill Design, LLC for the amount of \$81,000

ATTACHMENTS

- Sales Contract and Work Order

ACTION PROPOSED

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

Autumn Hill Design, LLC
25616 Meadowland cir
Plainfield, IL 60585
Jason 815-693-4847

Sales Contract & Work Order

I/ We, the owners of the premises mentioned below hereby authorize you to furnish all necessary materials, labor, and workmanship (sub-contractors if necessary) to install, construct, and place the improvements according to the following specification, terms, and conditions below described.

Submitted to: Township Of Berwyn
Public Health District
Attn: Betsy Canedo, RN

Project # 1405

April 8, 2025

Project Address: 6600 W 26th Street
Berwyn, IL 60402

Project description: Provide Custom millwork, Quartz Counter tops, and installation

• **Cabinetry and Tops**

- Design and Supply custom laminate cabinetry
- Layout/plans will be provided and need sign off before production
- Initial bid take off from field visit on 2/4/25
- Flush laminate door with 3MMedge banding (sample bought out on field visit)
- Includes standard hardware pulls (selection to be made with Jason)
- Includes combination dial lock w/master key for doors/drawers as needed

- Includes 3CM Quartz counter tops with typical 4" backsplash
- Includes under mount stainless steel sinks where needed
- Color selection from starting level (Jason to provide samples)
- Field template included, required for some areas
- See Room description below

Rooms included:

Conference Room/breakroom
Exam Room A with desk
Exam Room B with desk
Nurse Station
Therapy Room
Vaccine Lab
Work space

Autumn Hill Design, LLC
25616 Meadowland cir
Plainfield, IL 60585
Jason 815-693-4847

Installation

- Includes removal of existing cabinetry in some areas (break room)
- Does not include haul away (use of dumpster on property)
- Includes installation of cabinets and tops described above
- I would assist in moving existing items or furniture to prep for installation
- I would assist in coordination of product delivery to job site
- Does not include Plumbing or electrical work
- I will do a site walk thru with your hired electrician
- Does not include sink faucets or drain baskets
- Does not include appliances
- Does not include any painting or drywall/plaster repair (don't think any needed)

Autumn Hill Design, LLC
25616 Meadowland cir
Plainfield, IL 60585
Jason 815-693-4847

Contract Amount: \$ 81,000.00
(Eighty-one thousand dollars)

Progress payments to be made as the following:

\$ 40,000.00 Due at contact signing (For cabinet and top material, installation time slot)
\$ 30,000.00 Due at cabinet delivery
\$ 11,000.00 On Counter top completion/ install

This contract is hereby accepted. I/we authorize you to do the work as described above. Payments will be made as outlined. All surplus materials are the property of the contractor. In the event of the breach of this contract, contract signee agrees to pay any and all attorney's fees pertaining to litigation of this contract. All jobs will be completed in a timely, workmanlike matter. We cannot be held liable for delays caused by bad weather, strikes, supplier shorts, or acts of god. **Building permits are the responsibility of the owner unless specified above in writing.** We will remove all trash.
Contract price good for 15 days.

Homeowner Signature: _____ Date: _____

Signature  _____
Jason Hill

Date: 4/8/2025

Signature _____

Date: _____



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-Bii**

TITLE	Flooring Replacement
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Health Board President

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

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



Terms and Conditions of Sale

Here at Viking Flooring Solutions, we want you to receive the best experience possible. With that in mind we have indicated our terms and conditions of each sale below. If you have any concerns, please discuss them with your viking representative prior to the completion of your purchase.

Proposals/Quotes:

All proposals/quotes expire after 60 days.

Inspection prior to installation:

It is the responsibility of the client to inspect the material for approval prior to installation. Under NO circumstances will a claim be honored after the material is installed.

Variations:

All materials are sold with variations corresponding to shade, size, grain and vein as well as lot to lot. Such variations are a distinctive characteristic of the material and therefore prior inspection is required.

Quantities:

All quantities must be verified in advance of purchase by the buyer's tile installer or general contractor. Viking Flooring Solutions accepts no responsibility for quantities ordered. As a service to our clients, once the design has been selected, our associate will provide takeoff quantities for estimating purposes only & will attempt to directly contact the installer for the final specification quantities of each item.

Delays:

Viking Flooring Solutions shall not be liable for any reasonable delay in performance or failure to perform which is attributable to any cause beyond its immediate control, including, but not limited to acts of God, strikes, accidents, border/custom delays, traffic, natural catastrophes or other delays which are beyond our control. Hence, Viking Flooring Solutions shall not be responsible for any labor charges, installation, or other consequential losses or incidental damages arising from such delays. Viking Flooring Solutions reserves the right to delay the processing of this order until the terms and conditions and credit card receipt have been signed.

Warranties:

Viking Flooring Solutions extends no warranties beyond the manufacturer's warranty. Any & all warranties are waived, including, but not limited to, the warranty of merchantability. Viking Flooring Solutions bears no responsibility beyond the price paid by the customer or materials received by the customer. Terms & Conditions included here supersede any terms provided by customer via purchase order or other type agreement.

Payments & Delivery:

50% Deposit is due before any orders can be placed. The remaining balance must be paid before the delivery can be scheduled. Once all material is received, a representative will call to schedule a delivery date and time frame. A change of scheduled delivery will require a 48 hour notice to our scheduling department. You may pay by cash, check or credit card. We accept Visa, Mastercard, Discover and American Express.

Cancellations:

There are not cancellations on any special-order items. Any other orders that are deemed cancelable will incur freight and restocking charges.

Returns:

ALL SALES ARE FINAL AND NON-RETURNABLE.

We thank you for your business and look forward to providing you the best quality of service as well as quality material.

Proposal

Page 1

3/7/2025 2:33:40 PM



VIKING FLOORING SOLUTIONS
123 EISENHOWER LANE S.
LOMBARD IL 60148
630-796-1205

Proposal #: **12661**
SaleDate: **03/04/2025**
Delivery/Install Date
Sales Rep: **DANIEL BJORKLUND**

SOLD TO:

Berwyn Health Department
6600 W 26th St
Berwyn, IL 60402
6309158891
bcanedo@berwynthownship.org

SHIPPED TO

2nd Floor
6600 W 26th St
Berwyn IL 60402

MATERIALS			QUANTITY	PRICE	TOTAL
1	Outwest Series 5mm	TBD	1,796.67 SqFt		\$7,061.37
2	6" Traditional Wall Base	50 White (100 LF in Carton)	4.00 Each		\$1,215.97
3	Mapei Primer X 2 Gallon-1.00	Primer	2.00 Each		\$353.60
4	Mapei Plani Patch PSC	10 pounds	20.00 Each		\$480.28
5	5mm LVT Reducer	Dark Bronze	3.00 Each		\$56.32
6	Mapei Resilient Flooring Adhesive Ultrabond Eco 399 4 Gal-1.00	N/a -9999	3.00 Each		\$389.02
7	Tarkett 960 Wallbase Adhesive	30oz	10.00 Each		\$123.50
LABOR			QUANTITY	PRICE	TOTAL
8	RESIDENTIAL/COMMERCIAL DELIVERY		1.00 Each		\$253.11
9	LABOR		1.00 Each		\$9,641.23
10	FURNITURE MOVING		1.00 Each		\$699.56
11	OTHER		1.00 Each		

labor-
Demo and haul away carpet in one office. Prime existing VCT , skimcoat
Labor is for evenings and weekends.

SubTotal: **\$20,273.96**
Sales Tax: **\$774.40**
Total: **\$21,048.36**
Payments: **\$0.00**
Balance: **\$21,048.36**



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

TITLE	Change Regular Board Meeting Date from May 12, 2025 to May 5, 2025
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Dear Board,

Please approve the change of the Regular Board Meeting date from May 12, 2025, to May 5, 2025.

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: **3**

TITLE	COW: Budget Development Worksheet
MEETING DATE	April 14, 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