

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT BOARD

REGULAR MEETING
April 16, 2024 | 4:00 PM

Board Member: Please review the meeting packet before the board meeting and contact Township Supervisor David J. Avila at (708) 484-2578 with any questions.



NOTICE OF PUBLIC MEETING – PLEASE READ

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



BERWYN PUBLIC HEALTH DISTRICT BOARD

REGULAR MEETING AGENDA

Tuesday, April 16, 2024 | 4:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on March 11, 2024
 - B. Budget Committee Meeting on March 11, 2024
5. STAFF REPORT UPDATES
 - A. Clinic Activity
 - B. Sanitation Activity
 - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – March 2024
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. EMR RFP update
10. NEW BUSINESS
 - A. Downspout Diversion/Flood Mitigation Program – Avila
 - B. Senior Resource Desk – Avila
 - C. Discuss, Review & Approve Yoga in the Park for Adults & Seniors – Avila
 - D. Discuss Lead Pipe & Lead Paint Replacement Program – Avila
 - E. Discuss, Review & Approve Save a Life Initiative – Avila
 - F. Discuss, Review & Approve Ebenezer Youth Family Development Initiative – Avila
 - G. Approve Tentative 2024-2025 Annual Budget & Appropriation Ordinance – Avila
11. ADJOURNMENT

BERWYN PUBLIC HEALTH DISTRICT BOARD

COW: BUDGET WORKSHOP MEETING AGENDA

Tuesday, April 16, 2024 | 5:00 PM

1. ROLL CALL
2. OPEN FORUM
3. REVIEW OF FY 23-24 BUDGET VS EXPENDITURES
4. DISCUSSION OF FY 24-25 ANTICIPATED INCREASES IN COSTS FOR ROUTINE LINE ITEMS
5. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	April 16, 2024
SUBMITTED BY	Jacqueline Pereda, Health Board Secretary

SUMMARY

Attachments:

- Regular Meeting Minutes on March 11, 2024
- Budget Committee Meeting on March 11, 2024

ACTION PROPOSED

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

4A

BERWYN TOWNSHIP HEALTH DEPARTMENT BOARD MEMBERS

MINUTES OF THE REGULAR MEETING HELD MARCH 11, 2024

1. **Call to Order/Roll Call:** Avila called the Berwyn Township Health Department Regular meeting to Order at 4:02 p.m. Secretary Jacqueline Pereda, Treasurer Margaret Paul and Supervisor David Avila were present on the Call of the Roll. Township Manager, Jessica Rodriguez, was also in attendance. Township Attorney, Larry Zdarsky, and Accountant Brian Eagan were also in attendance.

2. **Pledge:** The attendees recited the Pledge of Allegiance.

3. **Open Forum:** President Avila opened the floor for public comment. There were no commenters.

4. Minutes:

4-A: Avila made the motion, seconded by Paul, to approve the Regular Meeting Minutes of the February 12, 2024, Regular Meeting as submitted. The motion passed by a unanimous voice vote.

4-B: Avila made the motion, seconded by Paul, to approve the Budget Committee Meeting Minutes of February 12, 2024, Budget Committee Meeting as submitted. The motion passed by a unanimous voice vote.

5. Staff Reports:

5-A: Clinic Activity: Avila made the motion seconded by Paul, to accept the Clinical Activity report for February 2024 as submitted. The motion carried by a unanimous voice vote.

5-B: Sanitation Activity: Avila made the motion seconded by Paul to accept the report for 2024, February as submitted.

5-C: Vital Statistics Activity: Avila made the motion seconded by Paul, to accept the Vital Statistics report as submitted and deposit monies in the amount of \$324.00 in the appropriate fund. The motion passed unanimous on the call of the roll.

6. **Bills Payable & Payroll:** Avila made the motion, seconded by Pereda to have the bills and payable and payroll for February 2024 as submitted in the amount of \$68,903.34. The motion passed unanimous on the call of the roll.

7. **Statement of Receipt & Disbursements-February 2024:** Avila made the motion, seconded by Paul that the statements will be accepted and filed for audit. Avila marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

8. **Correspondence:** There were no items submitted for the agenda.

9. Old Business:

9-A: Monthly Status Report Request from Abelin Strategies, LLC: Avila made the motion, seconded by Pereda that the monthly status report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

9-B: EMR RFP Status Report Request: Avila made the motion, seconded by Pereda that the EMR status report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

9-C: Website Progress Report Request: Avila made the motion, seconded by Pereda that the website progress report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

9-D: Review & Approve Emergency Roofing Repair Agreement: Paul made the motion, seconded by Avila that the contract with Walton Roofing be ratified that was agreed upon and paid for in December 2023, for \$25,235.00. The motion passed unanimous on the call of the roll.

10: New Business

10-A: Review & Approve Proposed Budget Transfers : Avila made the Motion, seconded by Paul to accept the communication and place it on file and authorize and approve the Budgetary transfers in the amount of \$65,500.00 in various accounts as submitted. The motion passed unanimous on the call of the roll.

10-B: Review and Approve Attorney Fees for Tax Rate Objections: Avila made the Motion, seconded by Pereda, to approve the attorney fees for the tax rate objections in the amount of \$1,350.00. The motion passed unanimous on the call of the roll.

10-C: Review & Approve Annual Roof Maintenance: Avila made the Motion, seconded by Paul to approve the annual roof maintenance contract in the amount of \$2,100.00. The motion passed unanimous on the call of the roll.

10-E: 2024 Calendar of Events: Avila made the motion, seconded by Pereda that the website progress report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

10-F: Review 2024 Health Fitness Equipment Program Funding: Avila made the motion, seconded by Pereda to approve the 2024 Health Fitness Community Health Improvement Program to be opened from April 1, 2024, to May 31, 2024. That all the language in the body of the document that includes the word “grant” shall be removed and replaced with “Health Fitness Community Health Improvement Program”. The motion carried by a unanimous voice vote.

10-G: Review & Approve Berwyn Tree Canopy Initiative Funding Request: Avila made the motion, seconded by Pereda to defer the matter to the April 16, 2024, meeting. The motion carried by a unanimous voice vote.

11. **Adjournment:** Avila made the Motion, seconded by Paul to adjourn the meeting. The Motion passed by a unanimous voice vote. The meeting adjourned by 5:40 p.m.

Respectfully Submitted,
Jacqueline Pereda, Health Board Secretary

4B

BERWYN TOWNSHIP HEALTH DEPARTMENT BOARD MEMBERS
MINUTES OF THE REGULAR BUDGET MEETING HELD MARCH 11, 2024

1. **Call to Order/Roll Call**: Avila called the Berwyn Township Health Department Regular meeting to Order at 5:48 p.m. Secretary Jacqueline Pereda, Treasurer Margaret Paul and Supervisor David Avila were present on the Call of the Roll. Township Manager, Jessica Rodriguez, was also in attendance. Township Attorney, Larry Zdarsky, and Accountant Brian Eagan were also in attendance.

2. **Pledge**: The attendees recited the Pledge of Allegiance.

3. **Open Forum**: President Avila opened the floor for public comment. There were no commenters.

4. **Minutes**:

President Avila recognized Mr. Eagan who reviewed aspects of the budget. The board members worked their way through the list of budget lines proposing increases and decreases in funding for expenses and programs paid under their respective lines. He assisted the board in conceptualizing costs associated with current line items. Questions and discussions ensued. Mr. Eagan will provide a summary spreadsheet for further review of items discussed at the meeting.

President Avila made the motion, seconded by Pereda, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 5:49 p.m.

Respectfully Submitted,
Jacqueline Pereda, Health Board Secretary

BERWYN HEALTH DISTRICT BUDGET DEVELOPMENT WORKSHEET

	FYE 2022	FYE 2023	Apr-Dec 23	Budget FY 2024	Proposed Budget	Notes
Ordinary Income/Expense						
Income						
4000.00 · Real Estate Taxes		\$ 212,381.00				
4100.00 · Property Tax	\$ 725,238.60	489,744.38	\$ 602,292.43	\$ 690,000.00	\$ 724,500.00	
4200.00 · Replacement Tax	33,898.23	49,134.18	24,605.30	35,000.00	35,000.00	
4300.00 · Grant Revenue						
4340.00 · FEMA Grant		77,624.00	67,772.27	-	-	
Total 4300.00 · Grant Revenue	-	77,624.00	67,772.27	-	-	
4400.01 · Fees, Rents and Others						
4400.00 · Rental Income	79,963.50	76,440.00	57,330.00	76,440.00	76,440.00	
4410.00 · Vital Record Income	46,762.00	43,537.15	28,884.44	37,500.00	37,500.00	
4450.00 · Clinic Fees & Income	2,443.00	1,085.00	1,257.28	2,000.00	2,000.00	
Total 4400.01 · Fees, Rents and Others	129,168.50	121,062.15	87,471.72	115,940.00	115,940.00	
4440.00 · Miscellaneous Income	26,553.19	1,601.42	2,924.30	5,000.00	5,000.00	
4600.00 · Investment Income	(5,110.44)	16,740.67	31,681.39	15,000.00	15,000.00	
Total Income	909,748.08	988,287.80	816,747.41	860,940.00	895,440.00	
Gross Profit	909,748.08	988,287.80	816,747.41	860,940.00	895,440.00	
Expense						
5000.00 · Capital Outlay						
5005.00 · Medical & Office Equipment	6,719.95	30,553.84	21,484.00	35,000.00	100,000.00	EMR budget next month; tampon machine;
5006.00 · Roof and Building Improvements	12,656.22	5,554.00	18,853.00	200,000.00	150,000.00	Fire protection panel, roof maintenance
5007.00 · Park Improvements and Equipment	6,657.48	660.00	1,790.00	8,000.00	8,000.00	
5010.00 · Parking Lot Improvements	-	-	-	10,000.00	10,000.00	
Total 5000.00 · Capital Outlay	26,033.65	36,767.84	42,127.00	253,000.00	268,000.00	
5100.00 · Contractual Services						
5105.00 · Accounting/Bookkeeping	23,100.00	23,100.00	17,775.00	23,700.00	23,700.00	
TBD - Payroll processing fees	-	-	-	-	2,400.00	
5115.00 · Annual Audit	5,915.00	6,225.00	6,725.00	6,800.00	7,250.00	
5120.00 · Association Dues	1,135.00	1,530.00	580.00	2,000.00	2,000.00	
5135.00 · Gen Liab, Work Comp, Prop Ins	16,838.00	19,211.50	20,655.50	23,500.00	23,500.00	
5140.00 · Legal Expense	1,093.75	-	-	10,000.00	7,500.00	
5143.00 · Health District Attorney	15,000.00	17,888.88	13,249.98	18,000.00		COLA increase but how much?
TBD - IT Services	-	-	-	-		
TBD - Website services	-	-	-	-		
5160.00 · Rodent Abatement Agreement	6,000.00	6,000.00	-	40,000.00	40,000.00	
5185.00 · Contract Svcs - Vision/Hearing	-	-	-	6,000.00	-	Discontinue
5190.00 · Contractual Services - Dental	-	-	-	15,000.00	15,000.00	
5195.00 · Contractual Services - Pediatrics	12,000.00	(1,000.00)	-	12,000.00	12,000.00	
Total 5100.00 · Contractual Services	81,081.75	72,955.38	58,985.48	157,000.00	133,350.00	

BERWYN HEALTH DISTRICT BUDGET DEVELOPMENT WORKSHEET

	FYE 2022	FYE 2023	Apr-Dec 23	Budget FY 2024	Proposed Budget	Notes
5300.00 · Health Programs						
5310.00 · Lead Awareness Program	-	-	-	2,500.00		
5315.00 · Clinics	180.00	-	180.00	10,000.00		
5320.00 · Spec. Program - Flu	7,634.66	8,542.38	16,056.36	19,000.00		
5325.00 · Spec. Programs - Other	23,515.78	38,465.92	46,034.04	40,000.00		
TBD - Spec. program - combined veterans					40,000.00	For unplanned programs
TBD - Berwyn holiday fund					4,000.00	Repeat program
TBD - Senior Breakfast					4,000.00	Repeat program
TBD - Sunday Market					1,500.00	Repeat program
TBD - marketing and promotion					10,000.00	Repeat program
TBD - Tree canopy Initiative					5,000.00	Repeat program
5325.00 · Spec. Programs - Intergov	34,292.27	47,663.75	23,274.51	50,000.00		
5325.00 · Special Programs-covid and other	29,422.88	97,547.25	12,162.78	150,000.00		
5332.00 · Special Prg. - Eyes for Educati	1,400.00	3,717.00	2,798.00	5,000.00		
5334.00 · Special Prg.- CHIP	10,840.30	11,000.00	8,961.64	50,000.00		
TBD - Healthy Families	-	-	-	100,000.00		
TBD - Infrastructure Initiatives	-	-	-	1,000,000.00		
5335.00 · Special Programs - NARCAN	-	-	-	1.00		
5340.00 · Participatory Budget	-	-	-	-		
Total 5300.00 · Health Programs	107,285.89	206,856.30	109,457.33	1,426,501.00	99,500.00	
5400.00 · Other Expenditures						
6405.00 · Conference/Education Expenses	1,157.39	3,474.65	3,770.52	4,500.00	4,500.00	
6410.00 · Contingencies	2,775.55	2,738.61	5,829.12	5,000.00	5,000.00	
TBD - Transaction processing fees	-	-	-	-	6,500.00	
5420.00 · Medical Waste Disposal	6,269.79	6,518.83	5,126.16	7,500.00	7,500.00	
5425.00 · Official's Bonds	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	
5430.00 · Death Surcharge Fee	6,715.00	5,956.00	4,376.00	10,000.00	7,500.00	
Total 5400.00 · Other Expenditures	20,417.73	22,188.09	22,601.80	30,500.00	34,500.00	
5500.00 · Repairs and Maintenance						
5505.00 · Building Maintenance	8,531.26	15,734.32	9,800.96	25,000.00	25,000.00	
5510.00 · Janitorial Service	1,575.00	-	-	3,000.00	3,000.00	
5515.00 · Equipment Maintenance Agreement	2,670.17	1,596.44	3,071.13	4,000.00	4,000.00	
5530.00 · Snow Removal	2,929.25	1,703.50	210.00	3,500.00	3,500.00	
Total 5500.00 · Repairs and Maintenance	15,705.68	19,034.26	13,082.09	35,500.00	35,500.00	
5600.00 · Supplies and Materials						
5605.00 · Janitorial Supplies	947.58	2,270.61	2,016.53	2,000.00	2,500.00	
5610.00 · Medical Supplies	648.67	1,267.63	3,750.98	3,000.00	3,000.00	
5615.00 · Office Supplies and Expense	9,720.97	12,892.89	8,334.06	9,000.00	10,000.00	
5620.00 · Postage and Meter Rental	1,042.47	1,388.06	1,000.62	3,000.00	3,000.00	
5625.00 · Printing and Publication	3,703.46	2,929.43	6,550.87	10,000.00	10,000.00	
Total 5600.00 · Supplies and Materials	16,063.15	20,748.62	21,653.06	27,000.00	28,500.00	

2024 Community Health Improvement program (CHIP)

Credit card fees, payroll processing fees

Sterilize bathrooms

BERWYN HEALTH DISTRICT BUDGET DEVELOPMENT WORKSHEET

	FYE 2022	FYE 2023	Apr-Dec 23	Budget FY 2024	Proposed Budget	Notes
5700.00 · Utilities						
5710.00 · Heat, Light and Water	3,095.55	3,169.51	1,277.13	4,000.00	4,000.00	
5720.00 · Telephone	11,169.22	10,812.77	5,335.04	20,000.00	10,000.00	
Total 5700.00 · Utilities	14,264.77	13,982.28	6,612.17	24,000.00	14,000.00	
5800.00 · Payroll Expenses						
5805.00 · Admin Assistant to Secretary	-	-	-	1,200.00		
5815.00 · Chairman	44,965.68	44,000.04	33,000.03	46,000.00	48,000.00	
5816.00 · Secretary	35,140.88	34,200.00	25,650.00	36,200.00	38,000.00	
5817.00 · Treasurer	35,247.14	34,200.00	25,650.00	36,200.00	38,000.00	
5820.00 · Clerks	123,650.79	103,007.99	68,667.37	155,000.00	162,750.00	
5830.00 · Health Director	20,971.20	20,971.20	15,728.40	24,000.00	24,000.00	
5831.00 · Taxes - Employer FICA	26,475.33	25,029.16	21,502.43	35,000.00	45,000.00	
5832.00 · Taxes - Employer Medicare	6,191.82	5,846.35	3,715.40	8,000.00	10,000.00	
5833.00 · Taxes - SUTA	1,014.43	1,114.44	585.04	3,500.00	3,000.00	
5835.00 · Retirement Contribution	2,557.53	2,037.11	1,955.09	20,000.00	15,000.00	
5840.00 · Inspectors	36,568.11	41,811.00	34,296.70	105,000.00	110,250.00	
5841.00 · Environmental Health Practitioner	23,584.00	63,129.01	46,381.05	50,000.00	85,000.00	
5845.00 · Janitor	16,931.25	19,451.25	20,949.76	22,500.00	30,000.00	
5860.00 · Public Health Nurses	107,482.40	101,617.37	56,153.07	140,000.00	147,000.00	
5880.00 · Grp Health, Vision, Dental Ins	72,727.54	75,542.39	43,591.21	80,000.00	90,000.00	
Total 5800.00 · Payroll Expenses	553,508.10	571,959.31	397,825.55	762,600.00	826,000.00	
Total Expense	834,360.72	964,592.08	672,344.49	2,716,101.00	1,439,350.00	
Net Ordinary Income	75,387.36	3,695.72	144,402.92	(1,855,161.00)	(543,910.00)	
Net Income	75,387.36	3,695.72	144,402.92	(1,855,161.00)	(543,910.00)	
Net assets, beginning of year	2,409,583.55	2,484,950.91	2,488,646.63			
Net assets, end of year	2,484,950.91	2,488,646.63	2,633,049.55			



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	April 16, 2024
SUBMITTED BY	Bradford S. Wainer, D.O., Health Clinic Medical Director

SUMMARY

Attached please find the monthly report for the medical and nursing departments for the month of March 2024.

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

NURSING MONTHLY REPORT

March 1-31, 2024

1. Monthly report organized, prepared and distributed at monthly Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations, TB Shots, and guidance on Covid-19 guidelines.
3. The Health District continues to offer saliva PCR Tests in the month of March 2024 with 31 tests completed. We are continuing to offer Covid vaccines on a limited basis.
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.
6. Mauricio is continuing to demonstrate great understanding and knowledge when performing his Medical Assistant duties.
7. The clinic continues working on being able to provide safe sex materials at the clinic.
8. The clinic continues working on our loaner medical equipment. We continue to ensure our inventory can meet demand and safety standards for use of Berwyn Residents.
9. Clinic continues working on its Berwyn Wellness Initiative which would address well needed services to underserved communities in the area.
10. Clinic had their screenings and consults during the month of March.
11. Clinic staff attended IDPH Webinar on March 20th in regards to the measles cases in the local areas.
12. Staff sent out a communication to the local school districts and daycares about measles resources offered by the Health District Clinic. We also let the schools know that if they have any questions or concerns they can reach out to the Health District Clinic.

13. Staff has completed CPR Certifications and is now registered for a Teaching course so that staff can educate local residents in these life saving techniques.
14. Health District attorney has shared with staff waivers for the CPR classes that will be taught by Health District staff
15. Neelyx Lab has expanded their services to include blood screenings and STI screenings. Staff will be meeting with Neelyx in April to discuss and get educated on the details of the new services.
16. Clinic staff attended the Career Passport event hosted by North Berwyn School District on March 9th.

Monthly Tracking:

Scheduled	12	Blood Pressure Check	0
Seen	26	TB Tests	7
Walk-ins	0	TB reads	7
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	3	Regular – Quad	0
Rescheduled	0	High Dose	1
New Patients	10	Nutrition Referrals	0
Established	13	School Physicals	
VFC	3	Referral	0
Title 19	1	Rx collection	0
Uninsured	2	Sharps collection	5
Under insured	0	Records Request	0
Lead Testing	0	Medical Loan	1
Hemoglobin	0	English	8
Adult Immunizations	1	Spanish	15

March Clinic Deposit: \$250.00

March Flu Deposit: \$0.00

Total Deposit: \$250.00

Yearly Tracking (April 2023 – March 2024):

Scheduled	726	Blood Pressure Check	1
Seen	654	TB Tests	127
Walk-ins	66	TB reads	114
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	116	Regular – Quad	172
Rescheduled	28	High Dose	53
New Patients	268	Nutrition Referrals	0
Established	386	School Physicals	
VFC	209	Referral	0
Title 19	146	Rx collection	17
Uninsured	56	Sharps collection	53
Under insured	7	Records Request	15
Lead Testing	0	Medical Loan	1
Hemoglobin	0	English	468
Adult Immunizations	18	Spanish	186

Fiscal Year Totals:

Clinic Deposit: \$3180.00

Flu Deposit: \$0.00

Total Deposit: \$3180.00



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	April 16, 2024
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY

Attached please find the monthly activity report for the Environmental Health for the month of March 2024.

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Berwyn Public Health District Sanitation Report

1

Reporting Period: March 1, 2024 through March 31, 2024

MONTHLY RECAP

Company	Number	Street	Goals	Insp. Date	Insp.	Notes	NB	CI	VHR	HR	MR	LR	CF	TF
La Famosita Grocery Store	7122-7124	16th Street		3/12/2024	MK		1			*				
BP Gas Station	6705	Cermak Rd		3/19/2024	MK		1					*		
Jalos Sports Bar & Grill	6334	Ogden Ave		3/19/2024	CR	Pre Inspection	1			*				
Jalos Sports Bar & Grill	6334	Ogden Ave		3/20/2024	MK		1			*				
Tamales Ogden Champurrado	6333	Ogden Avenue		3/8/2024	JV	No hot water. Rodent Activity. No ceiling tiles	1			*				
Starbucks Store #21382	7124	Cermak Rd		03/15/2024	JV	Gas leak	1			*				
Buffalo Wild Wings Grill & Bar #330	7130	Cermak Road		03/19/2024	MK	Sanitation Concerns	1			*				
St. Odilo	2305	S. Clarence Avenue	1											
St. Leonards	3322	S. Clarence Avenue	1											
Alphabet Learning Center	6950-58	Windsor Avenue	1											
Concordia Little Lambs	3144	S. Home Avenue	1											
Fresh Start Day Care	6401	16th Street	1											
Happy Bear CDC	6718	W. Ogden Avenue	1											
Jump For Joy	3833	Harlem Ave	1											
Jump For Joy	7115	W. Roosevelt Road	1											
Lectura Montessori School	6819	W. Roosevelt Road	1											
Pegues, Wiggles, and Giggles	6416	Ogden Avenue	1											
St. Mary of Celle - CDC	1448	Wesley Avenue	1											
Sunshine Scholars	6929	W. 16th Street	1											
MacNeal Memorial Hospital	3249	Oak Park Avenue		3/21/2024	MK				1					
Parilla Express	6401	34th Street		3/26/2024	MK					1				
Longhorn Steakhouse	7115	Cermak Rd		3/21/24	MK					1				
Lalos Restaurant	3011	Harlem Avenue		3/28/2024	MK					1				
Taquito De Oro	3205	Harlem Avenue		3/20/2024	MK					1				
Connies Family Restaurant	3271	Harlem Avenue		3/26/2024	MK					1				

Berwyn Public Health District Sanitation Report

2

Company	Number	Street	Goals	Insp. Date	Insp.	Notes	NB	CI	VHR	HR	MR	LR	CF	TF
The Grove of Berwyn	3601	Harlem Avenue		3/21/24	MK					1				
Zacatacos IV, Inc	3837	Harlem Avenue		3/28/2024	MK					1				
Familia Fresh Market	3308	Oak Park Avenue		3/6/2024	MK					1				
Bouna Beef Restaurant	6745	Roosevelt Rd		3/12/2024	MK					1				
Culver's	6943	Roosevelt Rd		3/13/24	MK					1				
Rachel's Cafe & Deli	7001	Roosevelt Road	1	3/13/2024	MK					1				
El Ranchito Grocery	7124	16th Street Ave		3/5/2024	MK					1				
Old Fashioned Candies	6210	Cermak Rd		3/5/2024	MK					1				
Subway	6301	Cermak Rd		3/6/2024	MK					1				
Jimmy Johns	7028	Cermak Rd		3/7/2024	MK					1				
Guaxillo Restaurant	7111	Cermak Rd		3/6/2024	MK					1				
Walgreens #11154	7113	Cermak Rd		3/6/2024	MK					1				
Blaze Pizza	7122	Cermak Rd		3/7/2024	MK					1				
Chipotle Mexican Grill	7140	Cermak Rd		3/26/2024	MK					1				
Balanced (Herbal Life)	3144	Oak Park Avenue	1											
K&H Corner Store INC	1400	Kenilworth Avenue		3/19/2024	MK					1				
7 - Eleven #38580	7144	Ogden Avenue		3/19/2024	MK					1				
FlapJack Brewery	6833	Stanley Avenue		3/20/2024	MK					1				
Lucano's Pizza	6950	Windsor Ave		3/20/2024	MK					1				
Striker Lanes	6728	16th Street		3/12/24	MK						1			
Berwyn Liquors	6332	Cermak Road	1											
Sokol Tabor	1602	Clarence	1											
La Esperanza Mini Mart	2140	Highland Ave	1			PERM CLOSED								
Dollar General	6843	Ogden Avenue	1											
Shell Food Mart	6405	Roosevelt Road		3/21/2024	MK						1			
Dotty's Cafe	6635	Roosevelt Road	1											
On The Rocks	6907	Roosevelt Rd		3/26/24	MK						1			
Lucky's Tavern	7123	Roosevelt Road		3/13/24	MK						1			

**Berwyn Public Health District
Sanitation Report**

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Company	Number	Street	Goals	Insp. Date	Insp.	Notes	NB	CI	VHR	HR	MR	LR	CF	TF
Georges Tavern	6741	Stanley		3/28/24	MK							1		
Godsons	6910	Windsor ave		3/28/24	MK							1		
		New Business		0	4	New Business						47		
		Complaint Inspections		0	3	Complaint Insp.						27		
		Very High		10	1	Routine Insp.						532		
		High		1	12									
		Medium		3	11									
		Low		5	6									
		Cottage Food		0	0	Cottage Food						2		
		Temporary Food		0	0	Temporary Food						58		
		Total		19	37	Total YTD						666		

Berwyn Public Health District Sanitation Report

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Month	Yr	VH R	HR	MR	LR	Total Rout. Insp.	CI	NB	C F	TF	Total Insp. for the Month	Running Totals Rout. Insp. YTD	Running Totals Compl. YTD	Running Totals NB YTD	Running Totals CF YTD	Running Totals TF YTD	Runing Total Inspections YTD
22-23																	
April	22	0	19	2	5	26	1	1	0	0	28	26	1	1	0	0	28
May	22	0	27	10	15	52	1	2	0	0	55	78	2	3	0	0	83
June	22	0	12	11	16	39	0	0	0	0	39	117	2	3	0	0	122
July	22	0	17	7	10	34	1	0	0	0	35	151	3	3	0	0	157
August	22	0	27	7	14	48	2	4	0	0	54	199	5	7	0	0	211
Sept.	22	0	25	6	6	37	0	0	0	0	37	236	5	7	0	0	248
Oct.	22	0	18	15	6	21	1	0	0	0	22	257	6	7	0	0	270
Nov.	22	0	10	14	3	27	1	3	0	0	31	284	7	10	0	0	301
Dec.	22	0	21	7	9	37	1	2	0	0	40	321	8	12	0	0	341
January	23	0	18	13	7	38	1	3	0	0	42	359	9	15	0	0	383
Feb.	23	0	22	16	7	45	2	1	0	0	48	404	11	16	0	0	431
March	23	0	9	17	17	43	2	0	0	0	45	447	13	16	0	0	476
Totals for the year		0	207	125	115	447	13	16	0	0	476	447	13	16	0	0	476
23-24																	
April	23	10	22	13	18	63	0	3	0	0	66	63	0	3	0	0	66
May	23	0	32	9	15	56	4	7	1	0	68	119	4	10	1	0	134
June	23	4	9	16	13	42	3	4	0	7	56	161	7	14	1	7	190
July	23	2	12	7	1	22	2	3	1	2	30	183	9	17	2	9	220
August	23	2	16	13	13	44	3	4	0	12	63	227	12	21	2	21	283
Sept.	23	18	16	13	11	58	2	4	0	37	101	285	14	25	2	58	384
Oct.	23	3	18	15	8	44	1	3	0	0	48	329	15	28	2	58	432
Nov.	23	2	16	10	11	39	3	3	0	0	45	368	18	31	2	58	477
Dec.	23	0	14	11	8	33	1	3	0	0	37	401	19	34	2	58	514
January	24	3	13	16	13	45	3	6	0	0	54	446	22	40	2	58	568
Feb.	24	1	11	26	18	56	2	3	0	0	61	502	24	43	2	58	629
March	24	1	12	11	6	30	3	4	0	0	37	532	27	47	2	58	666

Berwyn Public Health District Sanitation Report

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Totals for the year	46	191	160	135	532	27	47	2	58	608	532	27	47	2	58	666
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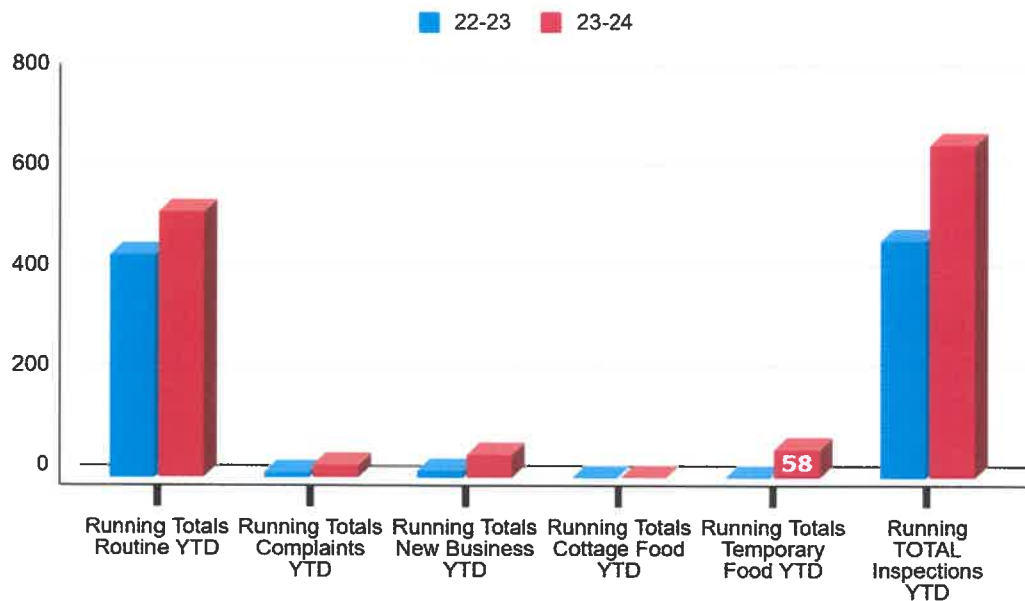
BERWYN SHOPS

The Berwyn Shop are set to open May 3, 2024. They are in the process of sending paperwork to BHD for 3 food vendors

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

- Hoarding: 0
- Uninhabitable Living Conditions: 0
- Water: 1 - Mold/Moisture
- Heat: 0
- Other - Living Conditions*: 0

April 2023 through March 2024 vs. April 2022 through March 2023



**Berwyn Public Health District
Sanitation Report**

6

GOALS

Completed:

1. A completion rate of 194.7% of the Food Establishment Inspections for March.
 - a. We met and exceeded our goal of 90%.
2. By the end of the 2023-2024 Fiscal Year, to have inspected 650 establishments.
 - a. We met and exceeded this goal by 11%.

In-Progress Goals:

1. A 90% or better completion rate of the Food Establishment Inspections for April.
2. By the end of the 2024-2025 Fiscal Year, to have inspected 650 establishments.
3. Start drafting SOPs stated in the April 2023 Board Meeting.
4. BHD can obtain 25% of the prospective food vendors for 2024 Berwyn Shops.
5. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.
6. 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.
7. Have a greater understanding of Cottage Food and the process in Cook County.
8. Update Food Banks in and near Berwyn. Create an infographic for accessible information for us and residents.

Prepared by:

Sheri A. Leto



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	April 16, 2024
SUBMITTED BY	Salma Nava, Vital Records Registrar

SUMMARY

Attached please find the March 2024 Activity Report for Vital Records.

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Berwyn Township Public Health District · Vital Records Report

April, 2024

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

Total Amount Collected	\$2,579.30
Fee to the State of Illinois:	-\$276.00
(Death Surcharge Fee 69– D.C. Requested):	
(Total Credit Charges: 67 = Amount: \$1,438.30)	
Health District Portion of Fees:	\$2,303.30

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 Fees Collected (to date):	\$45,015.00
Total paid to State of Illinois (to date):	-\$7,492.00
Total Berwyn Health District (to date):	\$37,523.00

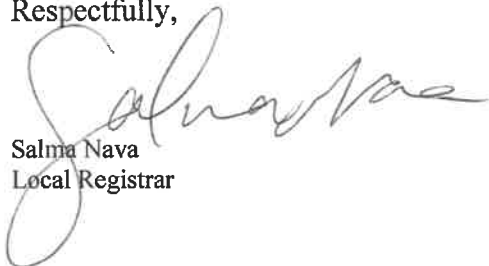
These figures represent fiscal year 2020/2021

Total Berwyn Health District (to date):	\$38,568.00
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These figures represent fiscal year 2019/2020

Total Berwyn Health District (to date):	\$39,347.00
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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

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

Check is for the month of March, 20 24.

Multiply number of copies issued by \$4.00, total amount due \$ 276. 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

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

D. J. O. A. 3/31/24



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Bills Payable and Payroll for March 2024
MEETING DATE	April 16, 2024
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

Payroll and vendor disbursement list is attached for review and approval.

Physical invoices and receipts are available for your review and audit.

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 16, 2024**

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	03/04/24	Best Buy	office supplies	5615.00	\$ 86.97
2	Debit	03/04/24	Constant Contact	monthly charge-annual renewal of software	5625.00	42.75
3	Debit	03/05/24	Calendly	Due from Town for software annual renewal	1400.00	120.00
4	Debit	03/06/24	Amazon Capital Services	Office Supplies (folger's coffee)	5615.00	24.52
5	Debit	03/08/24	PAV YMCA	Senior Health Fair participation fee	5625.00	25.00
6	Debit	03/08/24	Ring Central	DigitalLine Unlimited	5720.00	395.54
7	Debit	03/11/24	Familia Fresh Market	Staff meeting snacks	5615.00	57.00
8	21416	03/12/24	City of Berwyn - Water	monthly water	5710.00	53.16
9	21415	03/12/24	CARES Learning Partnership	2nd install payment & MOU deliverables	5325.00	5,000.00
10a	Debit	03/12/24	Jimmy John's	COW budget meeting meal for board, split H/T	5615.00	53.00
10b				COW budget meeting meal for board, split H/T	1400.00	53.06
11	21417	03/12/24	CNA Surety Direct Bill	Insurance effective date 5/17/24-5/17/25	5425.00	3,500.00
12	Debit	03/14/24	U.S. Postal Service (meter)	Postage for Vitals Dept	5650.00	9.85
13	Debit	03/15/24	Adobe	software	5615.00	63.74
14	Debit	03/20/24	Calendly	Owed from Town-online appt scheduler annual fee	1400.00	184.09
15	Debit	03/20/24	Calendly	Online appt scheduler annual fee	5615.00	138.06
16	Debit	03/20/24	Calendly	Disputed Fee	1350.00	115.06
17	Debit	03/22/24	USPS	Postage for vitals	5625.00	9.85
18a	Debit	03/26/24	Paisans Pizza	DMV Mobile unit staff lunch, split H/T	5615.00	88.88
18b				Owed from Town- DMV Mobile unit staff lunch	1400.00	88.87
19	Debit	03/28/24	Whole Foods	staff meeting snacks	5615.00	37.83
Total Interim Disbursements						\$ 10,147.30
DISBURSEMENTS TO VENDORS						
1	21419	04/16/24	Amazon Capital Services	Prime business fee & office supplies	5615.00	\$ 700.45
2	21420	04/16/24	BCBS - Profile 43806	2024-04 insurance premiums	5880.00	5,081.93
3	21421	04/16/24	Berwyn General Assistance Fund	Shared employee reimbursement	5326.00	790.40
4	21422	04/16/24	Berwyn Township	Shared employee reimbursement	5326.00	1,775.00
5	21423	04/16/24	Betsy Canedo	Reimbursements from Career Day & Inservice	5615.00	68.85
6	21424	04/16/24	Cintas	Janitor supplies	5605.00	796.29
7	21425	04/16/24	City of Berwyn - Water	monthly water	5710.00	53.16
8	21426	04/16/24	Clayton Riggan	Reimbursements from Office Depot	5615.00	79.47
9	21427	04/16/24	Comcast Business (Internet)	Internet 3/25/24-4/24/24	5720.00	149.90
10	21428	04/16/24	Dearborn Life Insurance Company	2024-04 insurance premiums	5880.00	63.10
11	21429	04/16/24	Eduardo Cabrera	Reimbursement from Costco	5605.00	26.39
12	21430	04/16/24	Eduardo Cabrera	2024-02 snow removal	5530.00	347.50
13	21431	04/16/24	Health Lab	Labs	5325.00	193.50
14	21432	04/16/24	Illinois Department of Public Health	2024-03 death and birth certificates	5430.00	278.00
15	21433	04/16/24	Konica Minolta Business Solutions	Monthly lease	5515.00	270.87
16	21434	04/16/24	Lawrence Zdarsky	2024-04 Legal Services	5143.00	1,500.00
17	21435	04/16/24	Neelyx Labs	2024-02 COVID tests	5328.00	960.00
18	21436	04/16/24	Nicor Gas	Monthly gas	5710.00	228.01
19	21437	04/16/24	OTIS Elevator Company	Elevator maintenance service 3/1/23-5/31/24	5505.00	1,434.69
20	21438	04/16/24	Quill	Quill + Sapphire renewal	5615.00	259.94
21	21439	04/16/24	Selden Fox, Ltd.	2024-04 Accounting Services	5105.00	1,975.00
22	21440	04/16/24	Stericycle	Monthly medical waste disposal	5420.00	571.69
23	21441	04/16/24	Vision Service Plan	2043-04 insurance premiums	5880.00	156.99
Total Disbursements to Vendors						\$ 17,759.13
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	03/11/24	Board checks	Gross board payroll - March	various	\$ 11,114.27
2	EFT	03/15/24	Gross Payroll	Gross payroll 3/1/24 - 3/15/24	various	13,361.26
3	EFT	03/15/24	Payroll withholdings	Payroll taxes - 3/1/24 - 3/15/24	various	1,984.49
4	EFT	03/15/24	Employer IMRF Obligation	IMRF match - 3/1/24 - 3/15/24	5835.00	118.26
5	EFT	03/29/24	Gross Payroll	Gross payroll - 3/16/24 - 3/31/24	various	13,637.51
6	EFT	03/29/24	Payroll withholdings	Payroll taxes - 3/16/24 -3/31/24	various	1,108.66
7	EFT	03/29/24	Employer IMRF Obligation	IMRF match - 3/16/24 - 3/31/24	5835.00	86.22
Total Payroll & Withholding Disbursements						\$ 41,410.67
Total Disbursements for Approval						\$ 69,317.10
Reconciled Cash Balance at 3/31/24						\$ 864,054.76

CERTIFICATE

April 16, 2024
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 16th day of April 2024 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 16th day of April 2024 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 16, 2024
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 period **April 1, 2023 through March 30, 2024** for the Health District Fund is attached for your review.

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, 2024 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 10, 2024

The Berwyn Public Health District
Statement of Revenues, Expenditures, & Changes in Net Assets
Modified Cash Basis
April 2023-March 2024

	Apr 23-Mar 24	Amended Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100.00 · Property Tax	\$ 992,228.60	\$ 690,000.00	\$ 302,228.60	143.8%
4200.00 · Replacement Tax	31,458.54	35,000.00	(3,541.46)	89.88%
4300.00 · Grant Revenue				
4340.00 · FEMA Grant	67,772.27	-	67,772.27	100.0%
Total 4300.00 · Grant Revenue	67,772.27	-	67,772.27	100.0%
4400.01 · Fees, Rents and Others				
4400.00 · Rental income	76,440.00	76,440.00	-	100.0%
4410.00 · Vital Record Income	37,730.24	37,500.00	230.24	100.61%
4450.00 · Clinic Fees & Income	1,257.28	2,000.00	(742.72)	62.86%
Total 4400.01 · Fees, Rents and Others	115,427.52	115,940.00	(512.48)	99.56%
4440.00 · Miscellaneous Income	4,212.30	5,000.00	(787.70)	84.25%
4600.00 · Investment Income	40,891.70	15,000.00	25,891.70	272.61%
Total Income	1,251,990.93	860,940.00	391,050.93	145.42%
Gross Profit	1,251,990.93	860,940.00	391,050.93	145.42%
Expense				
5000.00 · Capital Outlay				
5005.00 · Medical & Office Equipment	21,484.00	35,000.00	(13,516.00)	61.38%
5006.00 · Roof and Building Improvements	35,808.00	200,000.00	(164,192.00)	17.9%
5007.00 · Park Improvements and Equipment	1,790.00	8,000.00	(6,210.00)	22.38%
5010.00 · Parking Lot Improvements	-	10,000.00	(10,000.00)	0.0%
Total 5000.00 · Capital Outlay	59,082.00	253,000.00	(193,918.00)	23.35%
5100.00 · Contractual Services				
5105.00 · Accounting/Bookkeeping	23,700.00	23,700.00	-	100.0%
5115.00 · Annual Audit	6,725.00	6,800.00	(75.00)	98.9%
5120.00 · Association Dues	1,080.00	2,000.00	(920.00)	54.0%
5135.00 · Gen Liab, Work Comp, Prop Ins	20,655.50	23,500.00	(2,844.50)	87.9%
5140.00 · Legal Expense	-	10,000.00	(10,000.00)	0.0%
5143.00 · Health District Attorney	17,694.42	18,000.00	(305.58)	98.3%
5160.00 · Rodent Abatement Agreement	-	40,000.00	(40,000.00)	0.0%
5185.00 · Contract Svcs - Vision/Hearing	-	6,000.00	(6,000.00)	0.0%
5190.00 · Contractual Services - Dental	-	15,000.00	(15,000.00)	0.0%
5195.00 · Contractual Services - Pediatri	-	12,000.00	(12,000.00)	0.0%
Total 5100.00 · Contractual Services	69,854.92	157,000.00	(87,145.08)	44.49%

The Berwyn Public Health District
Statement of Revenues, Expenditures, & Changes in Net Assets
Modified Cash Basis
April 2023-March 2024

	Apr 23-Mar 24	Amended Budget	\$ Over Budget	% of Budget
5300.00 · Health Programs				
5310.00 · Lead Awareness Program	-	2,500.00	(2,500.00)	0.0%
5315.00 · Clinics	3,255.18	10,000.00	(6,744.82)	32.55%
5320.00 · Spec. Program - Flu	16,056.36	19,000.00	(2,943.64)	84.51%
5325.00 · Spec. Programs - Other	66,515.95	75,000.00	(8,484.05)	88.69%
5326.00 · Spec. Programs - Intergov	31,734.88	50,000.00	(18,265.12)	63.47%
5328.00 · Special Programs-Emergency Prep	26,506.28	84,500.00	(57,993.72)	31.37%
5332.00 · Special Prg. - Eyes for Educati	5,767.00	5,000.00	767.00	115.34%
5334.00 · Special Prg.-Health Grants	12,961.64	50,000.00	(37,038.36)	25.92%
5335.00 · Special Programs - NARCAN	-	1.00	(1.00)	0.0%
5336.00 · Health Families	-	100,000.00	(100,000.00)	0.0%
5337.00 · Infrastructure Initiatives	-	1,000,000.00	(1,000,000.00)	0.0%
5340.00 · Participatory Budget	-	17,000.00	(17,000.00)	0.0%
Total 5300.00 · Health Programs	162,797.29	1,396,001.00	(1,233,203.71)	11.66%
5400.00 · Other Expenditures				
5405.00 · Conference/Education Expenses	3,770.52	4,500.00	(729.48)	83.79%
5410.00 · Contingencies	2,284.76	5,000.00	(2,715.24)	45.7%
5420.00 · Medical Waste Disposal	6,269.54	7,500.00	(1,230.46)	83.59%
5425.00 · Official's Bonds	7,000.00	3,500.00	3,500.00	200.0%
5430.00 · Death Surcharge Fee	5,844.00	10,000.00	(4,156.00)	58.44%
Total 5400.00 · Other Expenditures	25,168.82	30,500.00	(5,331.18)	82.52%
5500.00 · Repairs and Maintenance				
5505.00 · Building Maintenance	11,006.20	25,000.00	(13,993.80)	44.03%
5510.00 · Janitorial Service	-	3,000.00	(3,000.00)	0.0%
5515.00 · Equipment Maintenance Agreement	3,655.72	4,000.00	(344.28)	91.39%
5530.00 · Snow Removal	1,252.50	3,500.00	(2,247.50)	35.79%
Total 5500.00 · Repairs and Maintenance	15,914.42	35,500.00	(19,585.58)	44.83%
5600.00 · Supplies and Materials				
5605.00 · Janitorial Supplies	3,009.46	4,000.00	(990.54)	75.24%
5610.00 · Medical Supplies	8,901.13	10,000.00	(1,098.87)	89.01%
5615.00 · Office Supplies and Expense	12,411.99	13,000.00	(588.01)	95.48%
5620.00 · Postage and Meter Rental	1,340.68	3,000.00	(1,659.32)	44.69%
5625.00 · Printing and Publication	8,691.62	10,000.00	(1,308.38)	86.92%
Total 5600.00 · Supplies and Materials	34,354.88	40,000.00	(5,645.12)	85.89%

The Berwyn Public Health District
Statement of Revenues, Expenditures, & Changes in Net Assets
Modified Cash Basis
April 2023-March 2024

	Apr 23-Mar 24	Amended Budget	\$ Over Budget	% of Budget
5700.00 · Utilities				
5710.00 · Heat, Light and Water	2,306.86	4,000.00	(1,693.14)	57.67%
5720.00 · Telephone	6,981.36	20,000.00	(13,018.64)	34.91%
Total 5700.00 · Utilities	9,288.22	24,000.00	(14,711.78)	38.7%
5800.00 · Payroll Expenses				
5805.00 · Admin Assistant to Secretary	-	1,200.00	(1,200.00)	0.0%
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	84,740.63	155,000.00	(70,259.37)	54.67%
5830.00 · Health Director	20,971.20	24,000.00	(3,028.80)	87.38%
5831.00 · Taxes - Employer FICA	27,752.83	35,000.00	(7,247.17)	79.29%
5832.00 · Taxes - Employer Medicare	6,485.71	8,000.00	(1,514.29)	81.07%
5833.00 · Taxes - SUTA	1,328.84	3,500.00	(2,171.16)	37.97%
5835.00 · Retirement Contribution	2,586.83	20,000.00	(17,413.17)	12.93%
5840.00 · Inspectors	45,658.72	105,000.00	(59,341.28)	43.48%
5841.00 · Environmental Health Practioner	61,777.48	62,500.00	(722.52)	98.84%
5845.00 · Janitor	26,191.76	27,500.00	(1,308.24)	95.24%
5860.00 · Public Health Nurses	88,554.07	140,000.00	(51,445.93)	63.25%
5880.00 · Grp Health, Vision, Dental Ins	60,917.39	80,000.00	(19,082.61)	76.15%
Total 5800.00 · Payroll Expenses	539,365.50	780,100.00	(240,734.50)	69.14%
Total Expense	915,826.05	2,716,101.00	(1,800,274.95)	33.72%
Net Ordinary Income	336,164.88	(1,855,161.00)	2,191,325.88	(18.12%)
Net Income	\$ 336,164.88	\$ (1,855,161.00)	\$ 2,191,325.88	(18.12%)
 Net assets, beginning of year	 \$ 2,488,642.08			
 Net assets, end of year	 \$ 2,824,806.96			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	EMR RFP Update
MEETING DATE	April 16, 2024
SUBMITTED BY	Betsy Canedo, RN

SUMMARY

We are currently finalizing our EMR process and will be prepared to present the board an EMR RFP Summary with recommendation for board to review and approve at the July 29th regular meeting.

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Downspout Diversion/Flood Mitigation Program
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY
Verbal summary to be provided.
Attachment: None

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Senior Resource Helpdesk
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

A table will be placed at the City of Berwyn REC Center during their senior lunches and events to help seniors with questions they have and to share resources with them.

-David

Attachments: none

ACTION PROPOSED

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

TITLE	Yoga in the Park for Adults & Seniors
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Yoga classes taught to adults and seniors by a certified yoga instructor at the Township/Lesak Park on Saturdays in June and July at 10am. - David

Class Details

- Instructor: Liz Simbi
- Class Schedule:
 - June 1, 8, 15, 22, 29;
 - July 6, 13, 20, 27.
- Time: 10:00 AM

Budget: \$1,950 Total (not to exceed \$2,500)

- Instructor: \$1,350 (9 classes at \$150/class)
- Mats & misc. purchases: \$600

Attachment:

- Email from Liz Simbi

ACTION PROPOSED

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

From: davidavila berwyntownship.org <davidavila@berwyntownship.org>
Sent: Monday, April 08, 2024 2:06 PM
To: manager
Subject: Fwd: Community Yoga

----- Original Message -----

From: Liz Simbi <limberlizzy@gmail.com>
To: Davidavila@berwyntownship.org
Date: 03/18/2024 5:24 PM CDT
Subject: Community Yoga

Hi David,

Touching base with you about the community outdoor yoga for the spring/summer.

1. Would this be a weekly or biweekly or once a month?

I am open depending on the time and day, but ideally biweekly would be best since I like to travel in the summer. I currently have a prenatal class I'm teaching on Saturdays at 9:45 till May 13th. So if Saturdays is the day for yoga maybe we do it at 11:30, Sundays I am pretty open. I feel like 9 or 10am is a great option for the summer since I might get hot for outdoor yoga. We could also do something in the evenings.

I am thinking of marketing it like Mindful Movements with Liz.
Working on breathwork, meditation, mobility and functional movements.

2. Are you envisioning this be an all ages activity or just for adults?

For payments I was thinking around \$150.00 a class.

Let me know what you think, I could create a flyer and help with marketing it as well.

I am feeling excited about offering this to the Berwyn community!

Liz

David J. Avila

Township Supervisor & BPHD President

davidavila@berwyntownship.org



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

TITLE	Lead Pipe & Lead Paint Replacement Program
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Verbal summary to be provided.

Attachment: None

ACTION PROPOSED

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-E**

TITLE	Save a Life Initiative
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Save a Life Initiative: To place defibrillators throughout the Township of Berwyn where there is high foot traffic or events outdoors. - David

Budget: **\$16,000**

- Purchase 4 defibrillators (\$2K each): \$8,000
- Building of structure (\$2K each): \$8,000

Attachment:

- (Article) Defibrillators in public places: the introduction of a national scheme for public access defibrillation in England.

ACTION PROPOSED

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

FULL TEXT LINKS



Guideline > Resuscitation. 2002 Jan;52(1):13-21. doi: 10.1016/s0300-9572(01)00439-7.

Defibrillators in public places: the introduction of a national scheme for public access defibrillation in England

C Sian Davies ¹, Michael Colquhoun, Stephen Graham, Tom Evans, Douglas Chamberlain;
Defibrillator Advisory Committee

Affiliations

PMID: 11801344 DOI: 10.1016/s0300-9572(01)00439-7

Abstract

Objective: To implement a government-led project-the 'Defibrillators in Public Places' Initiative-to deploy Automated External Defibrillators (AEDs) in public places.

Background: A Defibrillator Advisory Committee (DAC) was formed to assist the government with the implementation of the project. Its particular tasks were to: recommend criteria for the selection, training and assessment of those individuals likely to use the devices; procure the equipment necessary for the implementation of the project; procure the training services required for the implementation of the project; ensure the AEDs are sited where they are most likely to be of benefit; establish a mechanism to audit the use of this equipment and the outcome of this initiative. To co-ordinate this project a National Project Manager was appointed. Consultation with Ambulance Services NHS Trusts established the places where cardiac arrest occurred under circumstance where the availability of a defibrillator might be most likely to be effective. Defibrillators were procured under the direction of the NHS Purchasing and Supply Agency in conjunction with medical advisors. Devices that were reliable, safe, simple in operation and with good data retrieval systemes were selected. Training contracts were awarded under the direction of the NHS Purchasing and Supply Agency in conjunction with medical and educational advisors. Organisations with accredited training experience and possessing the appropriate administrative and data handling abilities were selected. The ability to undertake training in an area concordant with current NHS regions was an essential requirement. In the first stage of implementation, pilot trials were successfully established at sites where persons were willing to be trained in the use of automated defibrillators. Arrangements for national progress of the project were made on the basis of the experience gained at pilot sites. A robust system for monitoring the outcome of the project has been established in partnership with the Resuscitation Council UK. The long-term success of this innovative project requires: Continuing central administrative support in the short to medium term. Central audit and data collection. The results of this project should contribute to national databases being established by the Resuscitation Council UK. Continuing adequate funding. The recognition that the provision of defibrillation to the victims of cardiac arrest is a key feature of the NHS.

PubMed Disclaimer

Related information

Cited in Books



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-F**

TITLE	Ebenezer Youth Family Development Initiative
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

Attachments:

- Email and proposal from Ebenezer Church

ACTION PROPOSED

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

From: Kay Rops <kay.rops@ebenezer-crc.org>
Sent: Sunday, April 07, 2024 9:04 PM
To: manager; davidavila@berwyntownship.org
Subject: Ebenezer grant
Attachments: Berwyn Town Program proposal Budget.xlsx - Budget.pdf; Berwyn Township Health Proposal.pdf

Good evening David Avila,

Thank you so much for the opportunity to apply for this grant with Berwyn. Ebenezer Foundation is grateful to be a part of this Berwyn Community and to work alongside the Health department in supporting individuals and families continue to grow and thrive.

Attached is the grant proposal and budget. Please let me know if you need anything else from me.

Blessings

--

Kay Rops, LCSW
Dir of Youth & Community Care
Ebenezer CRC, Berwyn, IL

Ebenezer Community Church Program Proposal

Program Amount: \$50,000

Program Period: FY2025, July 1st, 2023 - June 30th, 2025

Region of Service:

Ebenezer Church currently services the communities and neighborhoods of Berwyn and the surrounding areas. Today Ebenezer is a thriving multi-ethnic and multi-generational community of followers, many of whom are Spanish-speaking immigrants. We believe in continuing the long tradition of having Ebenezer Church be a rock for our communities. We provide multiple services to help meet community needs such as a food pantry, legal clinic, and English as a Second Language Class. With this program, we will be partnering with local organizations to support the existing need and championing of youth via violence prevention and healthier living for families and youth in the Berwyn community.

Project Abstract:

- Resilience, Growth, and Community are key factors in building a community that supports and uplifts community members. Through this program, we will be able to fund programming that shows that Berwyn is invested in building a resilient and thriving community.
- Resilience: Youth Development and Family Services are core values for both Ebenezer Church. Through this program, we will be able to serve Berwyn youth and families by providing them with a safe space for development opportunities and healthy emotional expression.
- Growth: Berwyn and surrounding areas are predominantly home to Latino families. Latino youth, moreover, are especially susceptible to Adverse Childhood Events (ACEs), such as violence in the home or community, which can traumatize a child and compromise their capacity to grow into healthy adults. Our programming works to ensure that Berwyn youth are afforded opportunities that will have generational impacts.
- Community: Ebenezer Church is devoted to working to bring the Berwyn community together. By providing free programming and family services, we are giving the community a gathering place and a haven for our youth population.
- Objectives: Serve 20-30 youth a week in a trauma-informed setting through basketball, volleyball, soccer, and healthy cooking activities while pairing with mentors in the community to support the youths' overall growth and development

Berwyn Township
Project Name: Ebenezer Church

Budget Worksheet

Subgrantee Name:

Contract Amount:

Contract Time Period:

50.000

Budget Category & Justification

Personnel Costs Salaries and Wages								
Position Title	Description of Job Responsibilities	# of Positions	Annual Salary Please provide total annual salary.	% Time Please indicate the percentage of time that will be billed to this grant.	Months Please indicate the number of months position will be billed to grant.	Amount Requested for Salary Calculates automatically	Rate of Fringe Benefits (x%)	Amount Requested in Fringe Calculates automatically
Community Organizer		2	\$18,720.00	45%	12	\$16,848.00	15%	\$2,527.20
Youth Mentor		1	\$2,500.00	100%	12	\$2,500.00		\$0.00
Culinary Coordinator		1	\$6,100.00	100%	12	\$6,100.00		\$0.00
						\$0.00		\$0.00

Non-Personnel Costs

[illegible]

Total Amount for Consultants (Calculates automatically)							\$0.00
Travel							
Purpose of Travel	Number of Positions	Reimbursement Amount Per Mile	Number of Miles Per Month	Number of Months	Amount Requested <i>Calculates automatically</i>	Service Category <i>Select a service category for every expense.</i>	
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
Total Amount for Travel (Calculates automatically)					\$0.00		
Materials and Supplies -							
Description of item and justification w/relationship to program objectives. <i>For general office supplies, enter office supplies and the total amount requested in the unit cost column with a quantity of one.</i>							
			Unit Cost	Number of Units	Amount Requested <i>Calculates automatically</i>	Service Category <i>Select a service category for every expense.</i>	
	materials for cooking class		\$100.00	20	\$2,000.00	Supplies	
	For for Programs		\$10.00	391	\$3,910.00	Supplies	
	Sporting equipment		\$1.00	1114.8	\$1,114.80	Supplies	
					\$0.00	Supplies	
					\$0.00	Supplies	
Total Amount for Materials and Supplies (Calculates automatically)					\$7,024.80		
Occupancy- Rent and Utilities							
			Rate	Percentage of costs attributed to grant	Amount Requested <i>Calculates automatically</i>	Service Category <i>Select a service category for every expense.</i>	
	facility support		\$100.00	100	\$10,000.00		
Total Amount for Occupancy (Calculates automatically)					\$0.00		
Training and Education							
	Training Event Title and Description				Amount Requested	Service Category <i>Select a service category for every expense.</i>	
Position Title							



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-G**

TITLE	Tentative 2024-2025 Annual Budget & Appropriation Ordinance
MEETING DATE	April 16, 2024
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

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ACTION PROPOSED

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