



Berwyn Public Health District
Regular Meeting Minutes – August 12, 2024

BPHD President Avila called the Regular Meeting to Order at 4:00 p.m. Secretary Paul called the roll. The following members answered Present: Avila, Pareda, Paul. Attorney Zdarsky, Accountant Egan, and Mary Perantau also attended the meeting. The attendees rose and recited the Pledge of Allegiance.

Open Forum: No one asked to be recognized.

Approval of Minutes: Avila made the motion, seconded by Pareda, to approve the Regular Meeting Minutes of July 29, 2024 as submitted. The motion passed by a unanimous voice vote.

Staff Reports:

Clinic Activity – July 2024: Avila made the motion, seconded by Pareda, to approve the Nursing Monthly Report for July as submitted. The motion passed by a unanimous voice vote.

Sanitation Activity – July 2024: Paul questioned the “In-Progress Goals” listed in the report. She asked that the board receive a progress report on the listed goals since the same items have appeared on reports received since February 2024. She also asked for a clarification on page two items marked “News” since there seemed to only be a list of upcoming events and no detail or “news” associated with them. Avila stated that he would request the update and get clarification on the report as requested. Avila made the motion, seconded by Pareda, to accept the Sanitation Activity Report as submitted. The motion passed by a unanimous voice vote.

Vital Statistics Activity – July 2024: Avila made the motion, seconded by Pareda, to accept the report as submitted and place the \$2,418.95 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

Bills Payable and Payroll – July 2024: Paul questioned the bill for Constant Contact amounting to \$42.75. Specifically, she asked when the last email using Constant Contact was sent out and who was in charge of putting content together and sending out the electronic newsletters. Office Manager Jacqueline Pareda was in the meeting room and stated that it was no longer being used. No one was putting together content and emails in the contact list were probably out of date. Paul asked that the contract be terminated for lack of use. A short discussion followed. It was agreed that the Constant Contact account would be discontinued until such time as a need for it was established. Paul made the motion, seconded by Pareda, to approve and authorize the disbursements for \$43,906.55 as submitted. The motion passed by a unanimous roll call vote in favor.

Statement of Receipts and Disbursements: Accountant Egan was recognized. He commented on his monthly report. Avila marked the report as informational by Order of the Chair.

Correspondence: No correspondence was submitted to the agenda.

Old Business:

Electronic Medical Record (“EMR”) Project and Approval of eClinicalWorks Agreement:

Discussion of this item was deferred from the July 29, 2024 Regular Meeting. BPHD Medical Director Dr. Wainer and Staff Nurse Canedo participated in the discussion. Dr. Wainer explained the bid process that he and Nurse Canedo conducted, how they reviewed responding companies, interviewed candidates, and how they made their recommendation.

Dr. Wainer explained that they recommend eClinicalWorks because it is used by small size clinics, the software is easy to use, the company provides training, and the cost of the program is less than all other RFP respondents. The program is easily expandable when need arises. The cost of the eClinicalWorks contract would be \$30,000 with monthly fees.

Nurse Canedo explained that additional equipment and internet infrastructure would be needed prior to proceeding with implementation of the EMR. This would include purchase of listed laptops, desktops, tablets, and a new printer-scanner that would interface with the EMR. A lengthy discussion ensued regarding timing to enter the contract, the type of IT support and internet equipment needed. Discussion also included whether the anticipated costs for the computer equipment and supporting internet equipment would exceed the threshold cost triggering the required bid process. It was determined that the component parts would fall below that amount required for going out to bid. Discussion included the possibility of requiring a new printer-scanner. Nurse Canedo will contact the current company leasing the printer-scanner to BPHD to determine whether they can provide upgraded equipment to meet the EMR system needs. Most importantly, it was determined that these steps must occur prior to entering into the contract with eClinicalWorks. Dr. Wainer advised that he has been clear with all EMR representatives that letting the contract would take time.

Avila made the motion, seconded by Pareda to refer the eClinicalWorks contract to Mr. Zdarsky for review, concur with staff’s recommendation to select eClinicalWorks as the EMR provider, and defer the vote on the contract until the September meeting, further to authorize the clinic staff to obtain cost estimates for any equipment, hardware, installation and leases of printer – scanners required to move forward with the program and provide them to the board at the September meeting. The motion passed with Avila, Pareda, and Paul voting AYE.

Residential Flood Mitigation: Discussion of this item was deferred from the April, 2024 meeting. Secretary’s Note: There were no documents provided for this agenda item. Avila stated that he had a conversation with City of Berwyn Public Works Director Schiller. Avila proposed authorizing \$25,000 toward residential downspout relocation and \$75,000 toward residential flood control mitigation. Paul objected stating that funds had already been approved during the budget process. She asked for Avila’s plan on distributing the funds allocated.

Discussion ensued. Avila made the motion, seconded by Pareda, to defer this item to the September meeting. The motion passed by a unanimous voice vote.

Extension of Yoga in the Park Program: Secretary's Note: No documents were provided for this agenda item. Avila made the motion to extend the Yoga in the Park program. Paul objected asking for a contract to extend the time with the instructor outlining the pay and number of weeks. Discussion ensued with Avila stating that the initial program was popular and attendees were asking for it to extend into the fall. Paul asked how many weeks it would continue and how much would BPHD be paying the instructor. Avila stated the length of the extension would be four weeks and the instructor's fee would remain at \$100 per session as previously agreed upon. Avila then made the motion, seconded by Paul, to approve an extension of the Yoga program for 4 weeks under the same terms and conditions previously agreed upon. The motion passed by a unanimous roll call vote in favor.

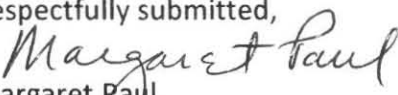
New Business:

Review and Approve 2024 Tax Levy: Secretary's Note: A copy of *Berwyn Health Tax Levy Summary* from Accountant Egan was provided to BPHD after the agenda materials were distributed to board members. The document was marked Germane to Item #10 – A. It was distributed to the members by email and copies distributed again at the meeting. Mr. Egan explained that he prepared the summary showing four percentage tax rates and the funds each rate would generate. Mr. Zdarsky explained for the record that this discussion was to provide direction to Mr. Egan in preparation of the proposed 2025 Tax Levy Ordinance in time to meet publication and Public Hearing deadlines. Discussion ensued. Avila made the motion, seconded by Pareda, to direct Mr. Egan to prepare an Ordinance for a 0% tax rate increase. The motion passed by a unanimous roll call vote.

708 Mental Health Board Grant: Paul questioned why Avila wanted to refuse the \$25,000 grant award for the Berwyn Wellness program. Avila stated that he wanted to turn it down because of the state award to BPHD. Paul stated that there has been no money issued from the state to BPHD and until it is in the bank it has not been awarded. Discussion ensued. Paul asked whether he informed Dr. Wainer (who had initiated the grant request to the 708 Board) that he would be turning down the grant award. Avila stated that he would inform Dr. Wainer. Avila then made the motion, seconded by Pareda, to defer this item to the September meeting. The motion passed on a unanimous voice vote.

Adjournment: Avila made the motion, seconded by Paul, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,


Margaret Paul,
BPHD Secretary