



BERWYN PUBLIC HEALTH DISTRICT

**DECENNIAL COMMITTEE ON LOCAL
GOVERNMENT EFFICIENCY**

COMMITTEE MEETING

September 9, 2024 | 4:30 PM

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 DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY MEETING AGENDA

Monday, September 9, 2024 | 3:30 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Decennial Meeting on June 5, 2023
 - B. Decennial Meeting on August 12, 2024
5. REVIEW & APPROVE EFFICIENCY REPORT TO BE SUBMITTED TO COOK COUNTY
6. COMMENTS FROM ATTENDING RESIDENTS
7. ADJOURNMENT



BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT MEETING MINUTES

MEETING TYPE		
☐ REGULAR MEETING	☐ SPECIAL MEETING	☐ BUDGET WORKSHOP ☒ DECENNIAL COMMITTEE
☐ OTHER: _____		
DAY AND DATE	TIME	LOCATION
MON, JUNE 5, 2023	11:00 AM	6600 W. 26 th Street 1 st Floor Conference Room

BOARD MEMBERS / ATTENDEES REQUESTED	PRESENT	ABSENT
David J. Avila, Health Board President	x	
Margaret Paul, Health Board Treasurer	x	
Jacqueline Pereda, Health Board Secretary	x	
Deanne Durica, Township Resident	x	
Rafael Padilla, Township Resident	x	
Larry Zdarsky, Attorney	x	
Betsy Canedo, Head Nurse	x	
Jessica Aquino Rodriguez, Operations Manager	x	

CALL TO ORDER/ROLL CALL: Supervisor Avila called the Berwyn Township Health Department Decennial Committee meeting to Order at 11:06 a.m. Treasurer Margaret Paul and Secretary Jacqueline Pereda present on the Call of the Roll. Town Attorney Larry Zdarsky, Nurse Betsy Canedo, Operations Manager Jessica Rodriguez, Rafael Padilla and Deanna Durica were in attendance.

PLEDGE: Attendees recited the Pledge of Allegiance

INTRODUCTION OF COMMITTEE MEMBERS: Supervisor Avila introduced Mr. Padilla and Ms. Durica as his appointees to the Committee as Resident Members. Supervisor Avila made the Motion, seconded by Treasurer Margaret Paul, to approve the appointments to the committee as submitted. The motion carried by a unanimous voice vote.

OVERVIEW OF STATUE, COMMITTEE, CONCEPT OF CONCLUDING REPORT (AGENDA ITEMS E, F, AND G): Town Attorney Larry Zdarsky was recognized. He provided the members with a copy of 50 ILCS 70/hereinafter referred to as "the Act") covering points in the statute. Town Attorney Larry Zdarsky provided a copy of the Township Officials of Illinois Recommended Procedures for Compliance with the Decennial Committees on Local Government Efficiency Act (Crabtree and Krafthefer). He highlighted aspects of the document. Questions and discussion ensued concerning the information provided. Supervisor Avila made the Motion, seconded by Secretary Jacqueline Pereda, to mark the oral comments as informational. The Motion carried by a unanimous voice vote.

COMMITTEE TIMELINES, SCHEDULES & DEADLINES: Supervisor Avila explained the required timelines set out in the Act the committee. Supervisor Avila made the Motion, seconded by Secretary Jacqueline Pereda, to mark the oral comments as informational. The Motion carried by a unanimous voice vote.

STAFF NEEDS AND RESPONSIBILITIES, ASSIGNMENTS, OF TASKS TO MEMBERS, NEXT MEETING: Attorney Larry Zdarsky explained staff needs and responsibilities. Supervisor Avila stated that staff would be responsible for creating the first draft. The draft will be made available in November 2023. Town Manager stated she would collect the emails of the attendees and send a copy of the Health District Act for review. Supervisor Avila made the Motion to schedule the next Decennial Committee meeting for November 16, 2023 at 11:00 a.m., it was seconded by Secretary Jacqueline Pereda. The Motion carried by a unanimous voice vote. Supervisor Avila made the Motion, seconded by Secretary Jacqueline Pereda, to mark the oral comments as informational. The Motion passed by a unanimous voice vote.

COMMENTS FROM ATTENDING RESIDENTS-REQUIRED SURVEY: Attorney Larry Zdarsky called for comments. There were no other residents attending the meeting. This aspect of the agenda was closed.

ADJOURNMENT: Supervisor Avila made the Motion, seconded by Raphael Padilla to adjourn the meeting. The Motion passed by a unanimous voice vote. The meeting adjourned by 11:31 a.m.

Respectfully Submitted,

Jacqueline Pereda, Health Board Secretary



BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT MEETING MINUTES

MEETING TYPE		
☐ REGULAR MEETING	☐ SPECIAL MEETING	☐ BUDGET WORKSHOP
		☒ DECENNIAL COMMITTEE
☐ OTHER: _____		

DAY AND DATE	TIME	LOCATION
August 12, 2024	3:52 PM	6600 W. 26 TH STREET, 1 ST FLOOR CONFERENCE ROOM

BOARD MEMBERS / ATTENDEES REQUESTED	PRESENT	ABSENT
David J. Avila, Health Board President	x	
Deanna Durica, Resident	x	
Jacqueline Pereda, Health Board Treasurer	x	
Betsy Canedo, Nurse	x	
Rafael Padilla, Resident	x	
Larry Zdarsky, Attorney	x	
Jessica Aquino Rodriguez, Operations Manager	x	

1. **Call to Order/Roll Call:** Avila called the Berwyn Township Health Department Decennial Committee on Local Government Efficiency meeting to Order at 3:52 p.m. Treasurer, Jacqueline Pereda, and Supervisor David Avila were present on the Call of the Roll. Operations Manager Jessica Rodriguez, Attorney Larry Zdarsky, Health Clinic Nurse Betsy Canedo, Resident Deanna Durica, and Resident Rafael Padilla, 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. **Committee Timelines, Schedule & Deadlines:**

The committee reviewed the report and discussed recommendations and requested to update Page 3 to edit the history in the second paragraph, Page 8 & 9, to edit the list audit, Page 9 to add more information on the extensive training the township completed for DEI Training. Further, to add information on the current EMR project in the Health District.

5. **Staff Needs and Responsibilities, Assignment of Tasks, Next Meeting:**

Avila made the motion, seconded by Pereda, to schedule the next Decennial committee meeting for September 9, 2024. The motion carried by a unanimous voice vote.

6. **Comments from Attending Residents**

Avila called for comments. There were no other residents attending the meeting.

7. **Adjournment:** Avila made the motion, seconded by Pereda, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 4:03 p.m.

Respectfully Submitted,

Jacqueline Pereda, Township Assessor & Health Board Treasurer

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT: DECENNIAL COMMITTEE'S REPORT ON LOCAL GOVERNMENT AND EFFICIENCY ACT

Final draft submitted to the Committee for approval on 9/9/24
Prepared by Jessica Aquino Rodriguez, Operations Manager



I. BACKGROUND

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires Illinois townships, road districts, and township multi-assessment districts to convene a committee to study and report on local government efficiency.

The Berwyn Township Public Health District (“Health District”) formed its Decennial Committee on Local Government Efficiency (the “Committee”) on June 5, 2023. This Committee is set to study local efficiencies, report recommendations regarding efficiencies, and increase accountability to the Cook County Board, potentially leading to significant improvements in our local government operations.

II. OBJECTIVES

- Describe the Berwyn Public Health District governing statutes, ordinances, procedures, jurisdiction, intergovernmental agreements, shared services and interrelationships with other governmental units and the State.
- Identify efficiencies and make recommendations for greater efficacy.
- Increase transparency with internal and external stakeholders.

III. COMMITTEE MEMBERSHIP

Berwyn Public Health District 2023-2024 Decennial Committee on Local Government Efficiency

Elected Official	David J. Avila, Health Board President
Elected Official	Margaret Paul, Health Board Treasurer
Elected Official	Jacqueline Pereda, Health Board Secretary
Resident	Deanna Durica
Resident	Rafael Padilla
Township Attorney	Larry Zdarsky
Township Staff	Betsy Canedo, Health Clinic Head Nurse
Township Staff	Jessica Aquino Rodriguez, Operations Manager

IV. COMMITTEE MEETINGS

First Meeting	June 5, 2023 at 11:00 AM	In Person, Berwyn Public Health District
Second Meeting	August 12, 2024 at 3:30 PM	In Person, Berwyn Public Health District
Third Meeting	September 9, 2024 @4:30 PM	In Person, Berwyn Public Health District

V. GENERAL OVERVIEW OF GOVERNING STATUTES, ORDINANCES, RULES, PROCEDURES, POWERS, AND JURISDICTION

The Public Health District of the Town of Berwyn was not just a government initiative, but a community-driven endeavor. It was established by the Berwyn Citizens' vote during the Town Election on April 6, 1920. The Township and Health District's boundaries coincide with the City of Berwyn. The Township and Health District took on the crucial role of overseeing a range of human and social services for residents, including but not limited to healthcare, welfare, and community support. Meanwhile, the City of Berwyn continued to manage municipal services such as police, fire, and public works.

Under the visionary leadership of John R. Cermak, Berwyn Township made history in 1939 by becoming the first Township in Illinois to build its own Health Center. This monumental achievement, made possible by federal grants under the Works Progress Administration, was a testament to Cermak's dedication to public health. The Township and Public Health District then moved its headquarters from 3208 Oak Park Avenue to its new facility at 6600 W. 26th Street, which further solidified our commitment to serving the community. The park next to the building was named Lesak Park on April 11, 1972, in honor of Albert R. Lesak as a recognition of his many years of exemplary and unselfish devotion to his duties as Supervisor of the Berwyn Township and Chairman of the Board of the Public Health District of the Town of Berwyn.

It's important to understand that the Township and the Berwyn Public Health District are two separate and distinct governmental bodies, each with its own governing board. The Township is governed by the Board of Trustees, which consists of four elected officials and is chaired by the Township Supervisor.

The governing body of the Health District includes the Township Supervisor, Clerk, and Assessor, who serve as President, Secretary, and Treasurer, respectively. This clear

GOVERNING BOARDS



Township Board of Trustees

- Supervisor (*Chairman*)
- Clerk (*Recording Secretary*)
- Trustees (*4*)



Public Health District Board

- President (*Township Supervisor*)
- Secretary (*Township Clerk*)
- Treasurer (*Township Assessor*)

governance structure ensures transparency and effective management of our community's affairs.

As part of good governance and the implementation of best practices in the management of day-to-day operations, the following rules, policies, and procedures have been enforced:

- Firearms in The Workplace Policy
- Conflict of Interest Policy
- Discipline Policy
- Policy Against Discrimination Harassment and Sexual Misconduct
- Acknowledgment of Receipt and Understanding Our Policy Against Discrimination, Harassment and Sexual Misconduct
- Drug & Alcohol Use / Abuse Policy
- Emergency Action Plan
- Family and Medical Leave Act and Military (FMLA) Policy
- Policy Regarding Internal Control Procedures
- Internet/E-Mail Policy
- Safety Policy
- School Visitations Leave Policy
- Shared Employee Cost Reimbursement
- Victims' Economic Security and Safety Act (VESSA) Policy
- Wage and Salary Policy
- Whistleblower Policy
- Policy Against Workplace Violence

The Health District provides a comprehensive range of Human and Social Services. These services include a Health Clinic, which offers immunizations and health education to the community, the Environmental Health division to reduce the incidence of disease injury related to food safety factors, and Vital Records management.

The Health District is one of eight health districts in Cook County. The Berwyn Township, which is home to 57,250 residents as of the 2020 census, relies on the district for essential health services. The district operates with a team of nine dedicated employees, excluding elected officials. For the year 2023, the district has an annual budget of **\$2,898,101** to ensure efficient service delivery. Furthermore, the Township's equalized assessed valuation for 2023 stands at \$775,138,396.

VI. DEMOGRAPHIC INFORMATION



Berwyn Township Public Health District is located in Cook County

The Health District is one of 8 health districts in Cook County;
Total of 95 health districts in the State of Illinois.



57,250 People

Berwyn Township
population as of the 2020
census.



9 Employees

- Clinic (3)
- Custodian (1)
- Environmental Health (4)
- Vital Records (1)



\$2,898,101

Annual budget for 2023.



775,138,396

Township's equalized
assessed valuation for 2023.

VII. PROGRAMS OFFERED

A. HEALTH CLINIC

- COVID-19 testing
- Immunizations
- Health Screenings and Consults
- TB Screenings
- Sharps Disposal
- Vaccines for Adults

B. ENVIRONMENTAL HEALTH

- Restaurant Food Sanitation Inspections
- Temporary Food Permits
- Ice-cream Truck Inspections
- Tenant Inadequate Heat Concern

C. VITAL STATISTICS REGISTRAR

As the local Vital Statistics Registrar for the State of Illinois, the Vital Records office is responsible for registering all births and deaths within the City of Berwyn. The Vital Records office is the official provider of certified copies of birth and death certificates for individuals born in Berwyn.

D. COMMUNITY SPECIFIC PROGRAMS

- Emergency Equipment Loan Program
- Medical Supply Loan
- Prescription Medication Disposal
- Sharps Disposal
- Winter Coat Program

E. COMMUNITY EVENTS

- Yoga in the Park
- Health Outreach at the Berwyn Recreational Center and PAV YMCA
- Vaccine Education Outreach at Berwyn School District 98 and 201
- Free Flu Shot Drive
- Blood Donation Drive
- Events Coordinated in Collaboration with the Berwyn Township:
 - Health Resource Fair
 - Berwyn Sunday Market
 - IL Secretary of State DMV Mobile Unit
 - Dumpster Days & Electronic Recycling

F. PROGRAM IN DEVELOPMENT PHASE

The Berwyn Public Health District has the following project in the works:

- Save a Life Initiative – AED program (defibrillators)
- CPR for All – CPR training (not certified)
- Onsite Mental Health Program (in collaboration Township-General Assistance)
- Healthy Families Initiative
- Lead Filter Program
- Lead Pipe Replacement – Homeowner 50/50 Assistance Program
- Downspout Replacement Program
- Back Flow Program
- Rodent Abatement Program

VIII. SOCIAL SERVICE AGREEMENTS

The Health District is fully committed to delivering essential services to our community. In pursuit of this goal, the Health District proudly collaborates with local agencies to provide top-quality programs and services at the most affordable cost, and strives to offer them at no cost whenever possible. Below is a list of our current partnerships.

Entity	Services Offered
Loyola Medicine	Wellness Wednesday: Staff provide free health screenings for adults Berwyn residents. Screenings include blood pressure check, blood glucose screening, kidney & liver health, thyroid screening, PSA screening and doctor consult. Loyola Bus: Provide free school and sports physicals for uninsured or underinsured children.
Cook County Sheriff's Office	Prescription Drug Take Back Program
Neelyx Labs	COVID-19 RT-PCR Testing
Sound InSight	Provide free Hearing and Vision Screenings at 14 Day Care Centers onsite.
Howard Brown Health	Supply education materials and supplies for STI prevention, including condoms, lubricant, and dental dams.

Illinois Department of Public Health (IDPH)	Vaccines for Children Program: Supply free immunizations for uninsured, underinsured, and Medicaid-eligible children.
Centers for Disease Control and Prevention (CDC)	Section 317 Immunization Program: Supply free immunizations for underinsured adults.

IX. INTERGOVERNMENTAL AGREEMENTS

Entity	Services Offered
City of Berwyn	IGA, Comprehensive Rodent Program
Illinois Department of Public Health (IDPH)	IGA, Death Certificate Surcharge Fund
City of Berwyn	IGA, Emergency Management Cooperation
City of Berwyn	IGA, Food Service Establishments Inspections
City of Berwyn	IGA, HUD Purchasing Program
City of Berwyn	IGA, Multi-purpose Sport Field & Walkway
City of Berwyn	IGA, NARCAN Program
Berwyn North District 98	MOU, Preschool Expansion Program
Cook County Sheriff's Office (CCSO)	MOU, Prescription Drug Take Back Program

X. REVIEW OF LAWS, TOWNSHIP POLICIES, TOWNSHIP RULES AND PROCEDURES, TOWNSHIP TRAINING MATERIALS, AND OTHER DOCUMENTS

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance and to determine if any of the foregoing should be amended.

YES	State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
YES	Illinois Open Meetings Act (5 ILCS 120)
YES	Policy on public comment
YES	Designation of OMA officer (5 ILCS 120/1.05(a))
YES	All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
YES	Schedule of Regular Meetings for 2024 (5 ILCS 120/2.03)
YES	Illinois Freedom of Information Act (5 ILCS 140)
YES	Designation of FOIA officer (5 ILCS 140/3.5(a))
YES	FOIA Officer Training (5 ILCS 140/3.5(b))
YES	Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
YES	Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
YES	List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
YES	Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))

YES	IMRF Total Compensation Postings (5 ILCS 120/7.3)
YES	Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
YES	All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
YES	Sexual harassment prevention training (775 ILCS 5/2-109(c))
YES	Our Intergovernmental Agreements
YES	Our Social Service Agreements or Contracts
YES	Our budget and financial documents
YES	Governmental Account Audit Act (50 ILCS 310)
YES	State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
YES	Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016); “Local Democracy and Townships in the Chicagoland Area,” by Wendell Cox, (January 2012).

XI. WHAT HAVE WE DONE WELL

ACCESSABILITY: The Health District is committed to being the most accessible form of government, ensuring residents have access to comprehensive well-child and adult services within the community. By focusing on food safety, its environmental health division works to decrease the occurrence of diseases and injuries related to food safety factors.

EFFICIENCY: The Berwyn Township and Health District work together by combining resources such as accounting, auditing, legal services, payroll, insurance, personnel policies and procedures, information technology, phone, and utility contracts. They also have a full-time administrator (Operations Manager) who oversees the daily operations of Township and Health District programs, provides support to the staff, and assigns staff to different units as needed to effectively meet the needs of the residents.

Our collaboration with the agencies mentioned in Section 9 of this report is a testament to our commitment to a streamlined and effective system. It reduces the need for duplicating efforts and contributes to our operational efficiency.

EXCELLENCE: Excellence is our top priority, and we are committed to providing outstanding service to everyone in the community. Staff training and development are essential. We have completed additional in-person staff training to ensure continued exceptional service. This training included a three-month Diversity, Equity, and Inclusion course and a five-month Restorative Mediation course to enhance communication and listening skills, foster a restorative leadership approach, and nurture positive interactions within the community.

XII. WHAT INEFFICIENCIES DID WE IDENTIFY/WHAT ARE OUR NEXT STEP?

To uphold our commitment to exceptional service, we have made the following recommendations:

- Firstly, the incorporation of a Customer Service Software and an Electronic Medical Record System will significantly enhance our ability to provide comprehensive assistance to residents. This will also lead to improved operational efficiency, ensuring a seamless experience for our customers and patients.
- Secondly, we will focus on developing Standard Operating Procedures for all divisions within our organization. This step is crucial as it will not only help us maintain smooth business operations and continuity but also provide a structured framework for our future growth and success.

XIII. STUDIES ON GOVERNMENTAL EFFICIENCIES

In conducting this report, we examined various studies on local government efficiency. The studies reveal the following points:

- The average local government in Illinois serves 1800 residents, which is lower than the national median of 2850 individuals.
- Most townships in Illinois do not have bonded indebtedness. When combined with road districts, they are a crucial aspect of local democracy. Township expenditures have increased at a slower rate than those of any other level of government since 1992.
- Townships have lower labor costs and predominantly employ part-time workers.

XIV. OUR COMMITTEE'S RECOMMENDATIONS REGARDING INCREASED ACCOUNTABILITY AND EFFICIENCY

Based on our assessment, we recommend focusing on two key areas to improve accountability and efficiency. Firstly, it is crucial to prioritize the continuous development of the organization's website to ensure it remains up-to-date and user-friendly. Additionally, it is imperative to enhance our presence on social media platforms to effectively disseminate information and create engaging interactions with the community.

Secondly, increasing resident participation in public meetings is essential for fostering a sense of community engagement and collaboration. Encouraging active involvement in these meetings will not only provide valuable insights but also strengthen transparency and accountability within the organization.

Submitted on (date) by:

A handwritten signature in black ink that reads "David J. Avila". The signature is written in a cursive style with a large, prominent 'D' and 'A'.

David J. Avila, Health Board President

Chairman, Decennial Efficiency Committee of the Berwyn Public Health District