



Berwyn Public Health District
Regular Meeting Minutes – September 9, 2024

BPHD President Avila called the Regular Meeting to Order at 4:05 p.m. Secretary Paul called the roll. The following members answered Present: Avila, Pareda, Paul. Attorney Zdarsky and Accountant Egan also attended the meeting. The attendees rose and recited the Pledge of Allegiance.

Open Forum: No one asked to be recognized. Jacqueline Pareda asked the board to observe a moment of silence in memory of Thomas Lovero.

Approval of Minutes: Avila made the motion, seconded by Pareda, to approve the Regular Meeting Minutes of August 12, 2024 as submitted. The motion passed by a unanimous voice vote.

Staff Reports:

Clinic Activity – August 2024: Avila made the motion, seconded by Pareda, to accept the August Nursing Monthly Report as informational. The motion passed by a unanimous voice vote.

Sanitation Activity – August 2024: 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 – August 2024: Avila made the motion, seconded by Pareda, to accept the report as submitted and place the \$2,586.00 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

Bills Payable and Payroll – August 2024: Avila made the motion, seconded by Pareda, to approve and authorize the disbursements for \$80,205.59 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: There was no correspondence received for the meeting.

Old Business:

Deferred Item from 7/2024: Electronic Medical Record (“EMR”) Project and Approval of eClinicalWorks Agreement: Betsy Canedo, R.N. was recognized. She provided an update on procuring the necessary software and hardware required to run the eClinicalWorks system. More time is needed to finalize quotes. Larry Zdarsky stated that he would provide a final review of the contract at the next meeting. Paul made the motion, seconded by Pareda, to defer the item to the October meeting. The motion passed by a unanimous voice vote.

Clerk’s Note: Paul made the motion, seconded by Pareda, to bring forward agenda item 10-B. The motion passed by a unanimous voice vote.

10-B Review and Approve Mental Health Needs Assessment Proposal: Avila distributed an email he had received from Medical Director Wainer. Paul raised several questions about the circumstances leading to the submitted proposal for the Mental Health Needs Assessment

by Digame, LLC and Sustainable Mental Health, Inc. Paul requested the Principals' names and credentials for each entity. She asked for references from similarly sized organizations that utilized these services.

Avila quickly contacted Lilia Arroyo Flores by cell phone. Ms. Arroyo Flores then connected the call with Amanda, the principal of Sustainable Mental Health, Inc. ("the Providers"). Discussion ensued about number of people required for a successful survey sample (Answer: 380), the strategy for having two focus groups comprised of only Spanish-preferred speaking residents, and other aspects of the contract and survey process. The Providers agreed to send their credentials and the requested references to the board as soon as possible.

The discussion continued about the contract cost (\$29,675.00), the identified I-pads required (quantity and cost unknown), as well as the cost of incentive gift cards (24 at \$25.00). Discussion included whether BPHD would "own" the survey results and be able to share it with others like the 708 Mental Health Board and local schools. Mr. Zdarsky stated that he would review the contract and make that condition a part of the terms.

Avila made the motion, seconded by Pareda, to call a Special Meeting on September 17, 2024 at Noon and defer further action of this item to the Special Meeting. The motion passed by a unanimous voice vote.

Residential Flood Mitigation: Avila made the motion, seconded by Paul, to defer this item to the October meeting. The motion passed by a unanimous voice vote.

Review and Approve Tentative 2024 Tax Levy: Brian Egan was recognized. He again reviewed various proposed tax levy percentages. He provided a draft Ordinance for review. Avila made the motion, seconded by Pareda, to call a Public Hearing on the Tentative Levy for October 17, 2024 at 3:45 p.m. and direct the Secretary to publish the Notice and Agenda of the Public Hearing in a local paper prior to October 3 2024. The motion passed by a unanimous voice vote.

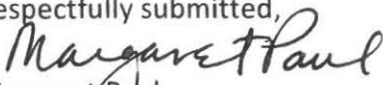
708 Mental Health Board Grant: Avila then made the motion, seconded by Pareda, to defer this item to the January meeting. The motion passed on a unanimous voice vote.

New Business:

Review and Approve 2024 Annual Treasurer's Report: Mr. Egan has provided the Board with a tentative Treasurer's Report for the 12 Months Ended 3/31/24 for review. Avila made the motion, seconded by Paul, to approve the Annual Treasurer's Report as presented and publish the availability of the report and audit in the local paper. The motion passed by 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 adjourned at 4:45 p.m.

Respectfully submitted,


Margaret Paul,
BPHD Secretary