



BERWYN TOWNSHIP TRUSTEES

REGULAR MEETING

October 17, 2024 | 6:00 PM

NOTICE OF PUBLIC MEETING – PLEASE READ

The Berwyn Township Board will conduct meetings in person at 6600 W. 26th Street, Berwyn. Any person wishing to submit comments for the Open Forum for this meeting may do so by 3:00 PM on the meeting date to Township Clerk Margaret Paul at 6700 West 26th Street, Berwyn, IL 60402, email Mpaul@ci.berwyn.il.us, or 708-749-6451. Please request that your comments become part of the Board Meeting Record.



TOWNSHIP OF BERWYN BOARD

REGULAR MEETING AGENDA

Thursday, October 17, 2024 | 6:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on September 9, 2024
 - B. Decennial Meeting on June 1, 2023
 - C. Decennial Meeting on August 12, 2024
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – September 2024
 - A. Assessor's Office Payables
 - B. Township Fund Payroll & Payables
 - C. GA Fund Payroll & Payables
6. STATEMENT OF RECEIPTS & DISBURSEMENTS
7. 708 COMMUNITY MENTAL HEALTH BOARD
8. CORRESPONDENCE
9. OLD BUSINESS
10. NEW BUSINESS
 - A. Review & Approve Proposed 2024 Property Tax Levy Ordinance for Taxes to be Collected in 2025 – Avila
 - B. Review & Approve Schedule of Regular Meetings in 2025 – Paul
 - C. IDHS: MR#24.18 TANF Payment Level Increase
 - D. Review & Approve Decennial Committee's Local Government Efficiency Report for Submittal
11. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	October 17, 2024
SUBMITTED BY	Margaret Paul, Clerk

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Regular Meeting on September 9, 2024• Decennial Meeting on June 1, 2023• Decennial Meeting on August 12, 2024	

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



COPY

Berwyn Township Regular Meeting – September 9, 2024

1. Call to Order: The start of the meeting was delayed due to the absence of Supervisor Avila and lack of a quorum. Supervisor Avila arrived at 6:15 p.m. and called the Regular Meeting to order. The following Trustees were present on the call of the roll: Espinoza and Miranda. Attorney Zdarsky and Accountant Egan were also in attendance. Avila made the

2. Pledge: Attendees recited the Pledge of Allegiance.

3. Open Forum: Resident John Dunlevy and other members of the Berwyn Tree Canopy Initiative were in the audience. Mr. Dunlevy was recognized. He asked that the board approve the draft Intergovernmental Agreement allocating \$75,000 to the City of Berwyn and send it to the City of Berwyn for the City Council to approve as soon as possible. No one else asked to be recognized and Open Forum was ended.

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

5. Bills Payable and Payrolls:

5-A: Assessor's Office Bills Payable and Payroll: Avila made the motion, seconded by Miranda, to approve the Assessor's payroll and payables for \$1,234.17 submitted for payment through September 9, 2024. The motion passed with Avila and Miranda voting AYE. Espinoza voted NAY.

5-B: General Town Fund Bills Payable and Payroll: Supervisor Avila made the motion, seconded by Trustee Miranda, to approve the General Town Fund bills payable and payroll as submitted for payment through September 9, 2024 for \$40,700.37. The motion passed with Avila and Miranda voting AYE. Espinoza voted NAY.

5-C: GA Fund Bills Payable and Payroll: Supervisor Avila made the motion, seconded by Trustee Miranda, to approve the GA disbursements for \$34,339.52 for the period ending September 9, 2024 as submitted. Clerk Paul called the roll. The motion passed with Avila and Miranda voting AYE. Espinoza voted NAY.

6. Statement of Receipts and Disbursements: Avila marked the communication as Informational to be filed for audit by Order of the Chair.

7. 708 Board Report / Update: Nothing submitted for the agenda.

8. Correspondence: Nothing received

9. Old Business:

9-A: Engage a Realtor to Scout for Properties to be used as an Annex to the Public Health District Building (deferred from July Meeting): Avila made the motion, seconded by Miranda, to defer the item generally. The motion passed by a unanimous voice vote in favor.

9-B: Review and Approve 2024 Tax Levy (deferred from August, 2024): Mr. Egan was recognized. He introduced the Tentative Tax Levy Ordinance based upon prior discussion directing him to prepare same using a 0% Levy. Mr. Zdarsky reminded the board of the statutory deadlines with regard to passing a tax levy. Avila made the motion, seconded by Miranda, to call a Public Hearing to be held on October 17, 2024 at 5:45 p.m. for the purposes of hearing comments from the public on the proposed levy, refer the Tentative Levy Ordinance to the Regular Meeting agenda on October 17, 2024 at 6:00, and direct the Clerk to publish the

Public Hearing Notice and Agenda in accord with statutory requirements. The motion passed by a unanimous voice vote.

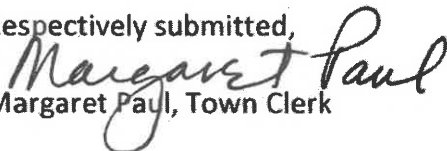
9-C: Intergovernmental Agreement and Resolution for Tree Planting in Berwyn (deferred from August, 2024): Clerk's Note: There is no Resolution being considered in connection with the IGA at this time. Avila distributed an email he received from Zach Taylor; a member of the Berwyn Tree Canopy Initiative ("BTCI"). Mr. Taylor's email of September 4, 2024 was marked germane to Item 9-C. Mr. Zdarsky was recognized. He remarked on the changes to the IGA requested by Mr. Taylor. Supervisor Avila suggested that the item should be deferred two weeks. Discussion ensued. Members of BTCI entered into the discussion. They signaled that the IGA drafted by Mr. Zdarsky sufficiently met the needs of the group. Mr. Zdarsky explained the next steps necessary to present the IGA to the Berwyn City Council. Avila made the motion, seconded by Miranda, to approve the IGA as amended on its face to correct a scrivener's error. The motion passed by a unanimous roll call vote.

10: New Business

10-A: Review and Approve Annual Treasurer's Report: Mr. Egan briefly reviewed the report he drafted. Avila made the motion, seconded by Miranda, to approve the Treasurer's Report for the fiscal year ended March 31, 2024 and direct the Clerk to publish a Notice of Availability in a local newspaper. The motion passed by a unanimous voice vote. Mr. Avila signed the report. Mr. Egan received a signed copy and will file same with the Cook County Clerk.

Adjournment: There being no further business before the Board, Avila made the motion, seconded by Miranda to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:40 p.m.

Respectively submitted,


Margaret Paul, Town Clerk



**Berwyn Township Board of Trustees
Decennial Committee on Local Government Efficiency
June 1, 2023**

Call to Order/Roll Call: Supervisor Avila called the Berwyn Township Decennial Committee meeting to Order at 6:00 p.m. Trustees Espinoza and Miranda answered present on the Call of the Roll. Town Clerk Paul and Town Attorney Zdarsky were also present. Mr. Pedro Guerra and Mr. Thomas Rasmussen were in attendance.

Pledge: Attendees recited the Pledge of Allegiance.

Open Forum: Supervisor Avila opened the floor for Public Forum. No one asked to be recognized.

Introduction of Committee Members: Supervisor Avila introduced Mr. Guerra and Mr. Rasmussen as his appointees to the Committee as Resident Members. Avila made the motion, seconded by Espinoza, to approve the appointments to the committee as submitted. The motion carried by a unanimous voice vote.

Overview of Statute, Committee, Concept of Concluding Report (Agenda Items E, F, and G): Mr. 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. Mr. Zdarsky provided a copy of *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. Mr. Zdarsky provided a copy of *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments* (Wendell Cox). Ms. Rodriguez provided copies of TOI information on the Act found in a recent issue of Perspectives magazine. Questions and discussion ensued concerning the information provided. Clerk Paul asked whether she is considered a "member of the committee" under the Act. Mr. Zdarsky stated that she was not listed in the Act as being a statutorily required member. Avila made the motion, seconded by Miranda, to mark the oral comments as informational. The motion carried by a unanimous voice vote.

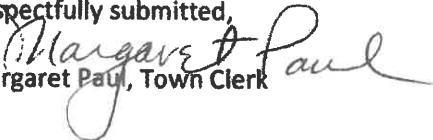
Committee Timelines, Schedule & Deadlines: The committee reviewed the required timelines set out in the Act. Avila made the motion, seconded by Miranda, to mark the oral comments as informational. The motion carried by a unanimous voice vote.

Staff Needs and Responsibilities, Assignment of Tasks to Members, Next Meeting: Avila stated that staff would be responsible for creating the first draft. The draft will be made available in November. As staffers begin to fashion the report, the need for more information or contributions from members will be made known and assignments of work delegated. Avila then made the motion, seconded by Miranda, to schedule the next Decennial Committee meeting for November 1, 2023 at 6:00 p.m. The motion carried by a unanimous voice vote. Avila made the motion, seconded by Miranda, to mark the oral comments as informational. The motion carried by a unanimous voice vote.

Comments from Attending Residents – Required Survey: Avila 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 Espinoza, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:30 p.m.

Respectfully submitted,


Margaret Paul, Town Clerk



BERWYN TOWNSHIP BOARD OF TRUSTEES MEETING MINUTES

MEETING TYPE		
<input type="checkbox"/> REGULAR MEETING	<input type="checkbox"/> SPECIAL MEETING	<input type="checkbox"/> BUDGET WORKSHOP
		<input checked="" type="checkbox"/> DECENNIAL COMMITTEE
<input type="checkbox"/> OTHER: _____		

DAY AND DATE	TIME	LOCATION
August 12, 2024	6:30 PM	6600 W. 26 th Street, 1 st Floor Conference Room

BOARD MEMBERS	PRESENT	ABSENT
David J. Avila, Township Supervisor	X	
Tomas Ambriz, Township Trustee		X
Edward Espinoza, Township Trustee	X	
Jesse Miranda, Township Trustee	X	
Maribel Zapata, Township Trustee	X	
Thomas Rasmussen, Resident	X	
Zulema Ortiz, Resident	X	
Larry Zdarsky, Attorney	X	

1. **Call to Order/Roll Call:** Supervisor Avila called the Berwyn Township Decennial Committee meeting to order at 6:32 PM. The following members answered present on the call of the roll: Espinoza, Miranda, Zapata, Rasmussen, Attorney Zdarsky and Operations Manager Rodriguez.

Supervisor Avila made a motion to bring forward agenda item #4.

4. **Committee Membership:** Supervisor Avila made a motion to approve the appointment of resident Zulema Ortiz replacing former resident Amilcar Perez who has moved out of Berwyn. The motion carried by a unanimous voice vote.
2. **Pledge:** Attendees recited the Pledge of Allegiance.
3. **Open Forum:** Supervisor Avila opened the floor for Public Forum. No one asked to be recognized.
5. **Discuss & Recommend Changes to First Draft of Efficiency Report:** The committee reviewed the report and discussed recommendations, and request to update: Page 3 - edit the history; Page 7 – include workshops led by Assessor's office; Page 10 add Annual Audit to checklist, emphasize no duplication of services under Efficiency, and highlight DEI training under Excellence.
6. **Next Meeting:** Avila made the motion, seconded by Miranda, to schedule the next meeting for 9/9/24 at 6:30 PM. The motion carried by a unanimous voice vote.
7. **Comments from Attending Residents:** Avila called for comments. No one asked to be recognized.
8. **Adjournment:** Avila made the motion, seconded by Miranda, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 6:45 PM.

Respectfully Submitted,
Jessica Aquino Rodriguez, Operations Manager



AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

TITLE	Bills Payable and Payroll for March 2024
MEETING DATE	October 17, 2024
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

Payroll and vendor disbursement lists are attached for review and approval. Physical invoices and receipts are available for your review and audit.

ATTACHMENTS

Attachments:

- 5-A. Assessor's Office Payables
- 5-B. Township Fund Payroll & Payables
- 5-C. GA Fund Payroll & Payables

ACTION PROPOSED

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

5-A

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
		NONE				
Total Interim Disbursements						\$ -
DISBURSEMENTS TO VENDORS						
1a	16888	10/17/24	Jacqueline Pereda	2024-09 Microsoft online services 8/2-9/1/24	5240.00	\$ 9.13
1b				2024-09 Nationbuilder; billing period 9/7-10/6/24	5230.00	104.00
1c				2024-09 Google; 9/1/24-9/30/24	5220.00	14.40
Total Disbursements to Vendors						\$ 127.53

5-B

Berwyn Township - General Town Fund
Disbursements for Approval
10/17/2024

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
			NONE			
Total Interim Disbursements					\$	-
DISBURSEMENTS TO VENDORS						
1	16895	10/17/24	Amazon Capital Services	Office Supplies	5615.00	\$ 307.28
2	16898	10/17/24	BCBS - Profile 43806	2024-10 insurance premiums	5880.00	3,028.64
3	16899	10/17/24	Berwyn Public Health	2024-10 Rent	5165.00	3,503.50
4	16901	10/17/24	Berwyn Public Health District	Sept Amazon reimbursements due to Health	2400.00	135.01
5	16889	10/17/24	Dearborn Life Insurance Company	2024-10 insurance premiums	5880.00	44.15
6	16897	10/17/24	Evans, Marshall & Pease, P.C.	FYE 2024 audit	5115.00	1,937.50
7	16890	10/17/24	Illinois Assessors Association	2024-2025 Biennial Dues	5210.00	50.00
8	16893	10/17/24	Johnny's Landscaping Services	grass cut 9/4, 9/11, 9/18, 9/25, split H/T	5520.00	160.00
9	16891	10/17/24	Lawndale News	Annual Audits and Treasurer Reports	5625.00	259.00
10	16896	10/17/24	Lawrence Zdarsky	2024-10 Legal Services	5143.00	865.00
11a	16892	10/17/24	Selden Fox, Ltd.	2024-10 Accounting Services	5105.00	940.00
11b				2024-10 software subscription	5615.00	100.00
12	16894	10/17/24	Vision Service Plan	2024-10 insurance premiums	5880.00	173.01
Total Disbursements to Vendors					\$	11,503.09
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	09/09/24	Board checks	Gross Board payroll - September	various	\$ 7,950.00
2	EFT	09/13/24	Gross Payroll	Gross payroll - 9/1/24 - 9/15/24	various	7,092.72
3	EFT	09/13/24	Payroll withholdings	Payroll taxes - 9/1/24 - 9/15/24	various	1,150.77
4	EFT	09/13/24	Employer IMRF Obligation	IMRF match - 9/1/24 - 9/15/24	5835.00	2,853.51
5	EFT	09/30/24	Gross Payroll	Gross payroll - 9/16/24 - 9/30/24	various	6,690.30
6	EFT	09/30/24	Payroll withholdings	Payroll taxes - 9/16/24 - 9/30/24	various	511.82
7	EFT	09/30/24	Employer IMRF Obligation	IMRF match - 9/16/24 - 9/30/24	5835.00	1,502.25
Total Payroll & Withholding Disbursements					\$	27,751.37
Total Disbursements for Approval					\$	39,254.46
Reconciled Cash Balance at 9/30/24-Citizens Bank						989,997.28
Cash Balance at 9/30/24-Republic Bank						43,171.74
Total					\$	1,033,169.02

5-C

Berwyn Township - General Assistance Fund
Disbursements for Approval
10/17/2024

Item	Ref #	Date	Payee	Description	Account	Amount
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INTERIM DISBURSEMENTS

NONE

Total Interim Disbursements

\$ -

DISBURSEMENTS TO FLAT GRANT RECIPIENTS

1	18202	10/17/24		2024-09 Flat grant	5350.00	\$ 425.00
2	18203	10/17/24		2024-09 Flat grant	5350.00	425.00
3	18204	10/17/24		2024-09 Flat grant	5350.00	425.00
4	18206	10/17/24		2024-09 Flat grant	5350.00	425.00
5	18209	10/17/24		2024-09 Flat grant	5350.00	425.00
6	18210	10/17/24		2024-09 Flat grant	5350.00	425.00
7	18211	10/17/24		2024-09 Flat grant	5350.00	425.00
8	18212	10/17/24		2024-09 Flat grant	5350.00	425.00
9	18213	10/17/24		2024-09 Flat grant	5350.00	425.00
10	18214	10/17/24		2024-09 Flat grant	5350.00	425.00
11	18216	10/17/24		2024-09 Flat grant	5350.00	425.00
12	18217	10/17/24		2024-09 Flat grant	5350.00	425.00
13	18218	10/17/24		2024-09 Flat grant	5350.00	425.00
14	18220	10/17/24		2024-09 Flat grant	5350.00	425.00
15	18221	10/17/24		2024-09 Flat grant	5350.00	425.00
16	18222	10/17/24		2024-09 Flat grant	5350.00	425.00
17	18223	10/17/24		2024-09 Flat grant	5350.00	425.00
18	18224	10/17/24		2024-09 Flat grant	5350.00	425.00
19	18225	10/17/24		2024-09 Flat grant	5350.00	425.00
20	18226	10/17/24		2024-09 Flat grant	5350.00	425.00
21	18227	10/17/24		2024-09 Flat grant	5350.00	425.00
22	18228	10/17/24		2024-09 Flat grant	5350.00	425.00
23	18229	10/17/24		2024-09 Flat grant	5350.00	425.00
24	18230	10/17/24		2024-09 Flat grant	5350.00	425.00
25	18231	10/17/24		2024-09 Flat grant	5350.00	425.00
26	18232	10/17/24		2024-09 Flat grant	5350.00	425.00
27	18233	10/17/24		2024-09 Flat grant	5350.00	425.00
28	18235	10/17/24		2024-09 Flat grant	5350.00	425.00
29	18236	10/17/24		2024-09 Flat grant	5350.00	425.00
30	18237	10/17/24		2024-09 Flat grant	5350.00	425.00
31	18238	10/17/24		2024-09 Flat grant	5350.00	425.00
32	18239	10/17/24		2024-09 Flat grant	5350.00	425.00
33	18240	10/17/24		2024-09 Flat grant	5350.00	425.00
34	18241	10/17/24		2024-09 Flat grant	5350.00	425.00
35	18242	10/17/24		2024-09 Flat grant	5350.00	425.00
36	18243	10/17/24		2024-09 Flat grant	5350.00	425.00
37	18244	10/17/24		2024-09 Flat grant	5350.00	425.00
38	18245	10/17/24		2024-09 Flat grant	5350.00	425.00
39	18246	10/17/24		2024-09 Flat grant	5350.00	425.00
40	18247	10/17/24		2024-09 Flat grant	5350.00	425.00
41	18248	10/17/24		2024-09 Flat grant	5350.00	425.00
42	18249	10/17/24		2024-09 Flat grant	5350.00	425.00
43	18250	10/17/24		2024-09 Flat grant	5350.00	425.00
44	18251	10/17/24		2024-09 Flat grant	5350.00	425.00
45	18252	10/17/24		2024-09 Flat grant	5350.00	425.00
46	18254	10/17/24		2024-09 Flat grant	5350.00	425.00
47	18255	10/17/24		2024-09 Flat grant	5350.00	425.00
48	18256	10/17/24		2024-09 Flat grant	5350.00	425.00

Total Disbursements to Flat Grant Recipients

\$ 20,400.00

DISBURSEMENTS TO VENDORS

1	18205	10/17/24	Blue Cross Blue Shield	2024-10 insurance premiums	5880.00	\$ 783.54
2	18207	10/17/24	Berwyn Public Health District	2024-10 Rent	5165.00	2,866.50
3	18258	10/17/24	Berwyn Public Health District	Amazon charges	2410.00	135.01
4a	18208	10/17/24	Berwyn Township	GA payroll reimbursement	2400.00	3,479.98
4b				Shared employee reimbursement	5440.00	612.38
5	18215	10/17/24	Dearborn Life Insurance Company	2024-10 insurance premiums	5880.00	7.58
6	18219	10/17/24	Evans, Marshall & Pease, P.C.	FYE 2024 audit	5115.00	1,937.50
7	18234	10/17/24	Lawrence Zdarsky	2024-10 Legal services	5143.00	345.00
8a	18253	10/17/24	Selden Fox, Ltd.	2024-10 Accounting Services	5105.00	916.67

Item	Ref #	Date	Payee	Description	Account	Amount
8b				2024-10 Software Subscription	5615.00	100.00
9	18257	10/17/24	Vision Service Plan	2024-10 insurance premiums	5880.00	16.02
Total Disbursements to Vendors						\$ 11,200.18
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	EFT	09/13/24	Gross Payroll	Gross payroll - 9/1/24 - 9/15/24	5803.00	\$ 1,704.30
2	EFT	09/13/24	Payroll withholdings	Payroll taxes - 9/1/24 - 9/15/24	various	130.38
3	EFT	09/13/24	Employer IMRF Obligation	IMRF match - 9/1/24 - 9/15/24	5835.00	358.58
4	EFT	09/30/24	Gross Payroll	Gross payroll - 9/16/24 - 9/30/24	5803.00	1,704.30
5	EFT	09/30/24	Payroll withholdings	Payroll taxes - 9/16/24 - 9/30/24	various	130.38
6	EFT	09/30/24	Employer IMRF Obligation	IMRF match - 9/16/24 - 9/30/24	5835.00	358.58
Total Payroll & Withholding Disbursements						\$ 4,386.52
Total Disbursements for Approval						\$ 35,986.70
Reconciled Cash Balance at 9/30/24-Citizens Bank						\$ 1,258,292.52
Cash Balance at 9/30/24-Republic Bank						1,374.97
Total						\$ 1,259,667.49

BERWYN TOWNSHIP
GENERAL ASSISTANCE MONTHLY SUMMARY
September 2024

CASELOAD	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Clients from Previous Month	44	0
(+) New Cases/Reinstated	8	0
(-) Terminated Cases	4	0
Clients End-of-Month Total	48	0

Client Eligibility Status	# of Clients
EXEMPT (SSI/SSDI case pending)	15
RESTRICTED (Temporarily disabled)	15
ABLE (Unemployed and seeking work)	18

INQUIRIES	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Total Assistance Application Requests	8	7
Applications In-Process	0	0
Applications Approved	8	0
Applications Denied	0	0
<i>No show/Unable to contact</i>	0	0
<i>Excess Income</i>	0	0
<i>Eligible for other agency funds</i>	0	0
<i>Incomplete app/docs</i>	0	0
<i>Other (Describe)</i>	0	0
Total Applicants Referred Other Agency	0	7

OTHER APPLICATION ASSISTANCE	September	TOTAL 2024 YTD
Access To Care	1	6
Benefit Access Program	0	25
Emergency ID Bracelet	12	13
Medicaid/Medicare	2	22

Respectfully,
Cynthia Arreola, GA Coordinator

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township, Cook County, Illinois, certify and state as follows:

that we have this 17th day of October 2024 examined and approved the foregoing claims or charges against Berwyn Township Town Fund and that we hereby approve said claims or charges and direct the Supervisor to pay the same aforesaid vouchers and payroll consisting of 2 pages.

Trustee

Trustee

Trustee

Trustee

Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and directed the payment of the foregoing accounts on this 17th day of October 2024 and that the foregoing amounts are due to the organizations or persons stated above.

Town Clerk

Countersigned

Supervisor

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP GENERAL ASSISTANCE
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township,
Cook County, Illinois, certify and state as follows:

that we have this 17th day of October 2024 examined and approved the foregoing claims or
charges against Berwyn Township General Assistance Fund and that we hereby approve said
claims or charges and direct the Supervisor to pay the same aforesaid vouchers and payroll
consisting of 1 page.

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state
as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and
directed the payment of the foregoing accounts on this 17th day of October 2024 and that the
foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	October 17, 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 General Town and General Assistance Fund of Berwyn Township is attached for your review.	
ATTACHMENTS	
<ul style="list-style-type: none">Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period April 1, 2024 through September 30, 2024.	

ACTION PROPOSED				
X	INFORMATION		DISCUSSION	
	OTHER			
				REVIEW & APPROVAL

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 Trustees
Berwyn Township
Berwyn, Illinois

Management is responsible for the accompanying statement of revenues, expenditures, and changes in net assets – modified cash basis for the period April 1, 2024 through September 30, 2024 for the General Town Fund and General Assistance Fund of **Berwyn Township**. 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 Township**. 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 Township.

Selden Fox, Ltd.

October 14, 2024

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April - September 2024

	April - Sept 2024	Approved Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 231,417.46	\$ 438,375.00	\$ (206,957.54)	52.79%
4200.00 Replacement Tax	26,251.76	65,000.00	(38,748.24)	40.39%
4330.00 Miscellaneous Income	3.00	2,500.00	(2,497.00)	0.12%
4400.00 Interest Income	5,882.21	2,500.00	3,382.21	235.29%
Total Income	263,554.43	508,375.00	(244,820.57)	51.84%
Gross Profit	263,554.43	508,375.00	(244,820.57)	51.84%
Expenses				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,500.00	(7,500.00)	0.00%
5017.00 Park Improvements and Equipment	-	5,000.00	(5,000.00)	0.00%
5020.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
Total 5000.00 Capital Outlay	-	16,500.00	(16,500.00)	0.00%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	5,640.00	11,280.00	(5,640.00)	50.00%
5106.00 Payroll Processing Fees	200.00	1,800.00	(1,600.00)	11.11%
5115.00 Annual Audit	1,931.25	3,875.00	(1,943.75)	49.84%
5120.00 Association Dues	1,291.45	3,000.00	(1,708.55)	43.05%
5135.00 General Liability Insurance	174.25	10,000.00	(9,825.75)	1.74%
5140.00 Legal Expense	675.00	10,000.00	(9,325.00)	6.75%
5143.00 Town Attorney	4,483.33	10,000.00	(5,516.67)	44.83%
5144.00 Website Costs	-	1,500.00	(1,500.00)	0.00%
5145.00 Newsletter/Website	4,424.00	5,000.00	(576.00)	88.48%
5155.00 Town Board Educ, Trans, Travel	250.00	6,000.00	(5,750.00)	4.17%
5165.00 Office Rent - Rent & Services	21,021.00	42,042.00	(21,021.00)	50.00%
Total 5100.00 Contractual Services	40,090.28	104,497.00	(64,406.72)	38.37%
5200 Assessor's Office			-	
5210.00 Assessor Educ, Trans, Travel	-	2,250.00	(2,250.00)	0.00%
5215.00 Assessor's Office Supplies	1,441.20	250.00	1,191.20	576.48%
5220.00 Assessor's Office Equipment	2,277.95	3,650.00	(1,372.05)	62.41%
5225.00 Assessor's Printing and Publica	-	1,500.00	(1,500.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	2,514.00	4,000.00	(1,486.00)	62.85%
5231.00 Assessor Outreach Special Events	-	750.00	(750.00)	0.00%
5240.00 Assessor's Office Budget	1,315.75	2,750.00	(1,434.25)	47.85%
Total 5200 Assessor's Office	7,548.90	15,150.00	(7,601.10)	49.83%
5400.00 Other Expenditures			-	

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April - September 2024

	April - Sept 2024	Approved Budget	Remaining Budget	% of Budget
5410.00 Contingencies	-	2,500.00	(2,500.00)	0.00%
5425.00 Officials' Bonds	3,500.00	3,500.00	-	100.00%
5440.00 Special Events & Programs	1,419.29	30,000.00	(28,580.71)	4.73%
5440.02 Community Outreach	-	5,000.00	(5,000.00)	0.00%
5440.03 Dumpster Days	12,754.75	8,500.00	4,254.75	150.06%
5440.04 Senior Breakfast	-	1,500.00	(1,500.00)	0.00%
5440.05 Holiday Fund	-	4,000.00	(4,000.00)	0.00%
5440.06 Community Hero	-	4,000.00	(4,000.00)	0.00%
5440.07 Intergovernmental	-	15,000.00	(15,000.00)	0.00%
5440.08 New Programs and Initiatives	-	600,000.00	(600,000.00)	0.00%
5440.09 Emergency Preparedness Training	-	1,500.00	(1,500.00)	0.00%
5440.10 Senior Resource & Dance	-	3,000.00	(3,000.00)	0.00%
5440.11 Mentorship program	-	1,500.00	(1,500.00)	0.00%
Total 5440.00 Special Events & Programs	14,174.04	674,000.00	(659,825.96)	2.10%
5442.00 Participatory Budget	-	12,000.00	(12,000.00)	0.00%
5444.00 Emergency Preparedness	-	5,000.00	(5,000.00)	0.00%
5450.00 Decorating	-	1,000.00	(1,000.00)	0.00%
5470.00 Record Retention	-	1,000.00	(1,000.00)	0.00%
Total 5400.00 Other Expenditures	17,674.04	699,000.00	(681,325.96)	2.53%
5500.00 Repairs and Maintenance			-	
5520.00 Landscaping	600.00	5,500.00	(4,900.00)	10.91%
5530.00 Town Park - Maint & Operations	-	5,000.00	(5,000.00)	0.00%
5540.00 Snow Removal	695.00	3,000.00	(2,305.00)	23.17%
Total 5500.00 Repairs and Maintenance	1,295.00	13,500.00	(12,205.00)	9.59%
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	2,710.23	5,000.00	(2,289.77)	54.20%
5620.00 Postage	-	2,000.00	(2,000.00)	0.00%
5625.00 Printing and Publication	974.75	2,000.00	(1,025.25)	48.74%
5635.00 Clerk's Budget	-	100.00	(100.00)	0.00%
Total 5600.00 Commodities	3,684.98	9,100.00	(5,415.02)	40.49%
5800.00 Personnel Expenses			-	
5830.00 Taxes - Employer FICA	8,401.53	21,824.48	(13,422.95)	38.50%
5831.00 Taxes - Employer Medicare	1,964.87	6,574.88	(4,610.01)	29.88%
5832.00 Taxes - SUTA	34.66	2,050.00	(2,015.34)	1.69%
5835.00 Retirement Contribution	26,317.94	56,000.00	(29,682.06)	47.00%
5875.00 Township Assessor	15,000.00	33,600.00	(18,600.00)	44.64%
5877.00 Assessor's Office Staff	53,664.76	104,992.00	(51,327.24)	51.11%

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April - September 2024

	April - Sept 2024	Approved Budget	Remaining Budget	% of Budget
5880.00 Group Health Insurance	18,045.16	62,500.00	(44,454.84)	28.87%
5885.00 Board of Trustees	3,600.00	12,500.00	(8,900.00)	28.80%
5890.00 Township Clerk	7,500.00	17,850.00	(10,350.00)	42.02%
5895.00 Township Supervisor	22,500.00	49,350.00	(26,850.00)	45.59%
5898.00 Clerical	23,692.67	105,000.00	(81,307.33)	22.56%
5899.00 Clerk's Office Staff	-	2,000.00	(2,000.00)	0.00%
Total 5800.00 Personnel Expenses	180,721.59	474,241.36	(293,519.77)	38.11%
Total Expenses	251,014.79	1,331,988.36	(1,080,973.57)	18.85%
Net Operating Income	12,539.64	(823,613.36)	836,153.00	-1.52%
Net Income	12,539.64	\$ (823,613.36)	\$ 836,153.00	-1.52%
Beginning net assets	1,014,504.51			
Ending net assets	\$ 1,027,044.15			

Berwyn General Assistance Fund
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April - September 2024

	April - Sept 2024	Approved Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 198,633.64	\$ 425,000.00	\$ (226,366.36)	46.74%
4700.00 Investment Income	42,317.15	25,000.00	17,317.15	169.27%
4900.00 Interest Income	7,219.37	5,000.00	2,219.37	144.39%
Total Income	248,170.16	455,000.00	(206,829.84)	54.54%
Gross Profit	248,170.16	455,000.00	(206,829.84)	54.54%
Expenses				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,000.00	(7,000.00)	0.00%
5030.00 Computer/GA Tracking Program	1,800.00	4,000.00	(2,200.00)	45.00%
Total 5000.00 Capital Outlay	1,800.00	11,000.00	(9,200.00)	16.36%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	5,500.02	11,000.00	(5,499.98)	50.00%
5115.00 Annual Audit	1,931.25	3,500.00	(1,568.75)	55.18%
5120.00 Association Dues	-	800.00	(800.00)	0.00%
5135.00 Gen. Liability Insurance	174.25	6,000.00	(5,825.75)	2.90%
5140.00 Legal Expense	675.00	3,000.00	(2,325.00)	22.50%
5143.00 Town Attorney	2,058.33	4,200.00	(2,141.67)	49.01%
5145.00 Newsletter/Website	843.75	7,000.00	(6,156.25)	12.05%
5155.00 GAEducation, Transport & Travel	-	2,000.00	(2,000.00)	0.00%
5165.00 Office Rent - Rent & Services	17,199.00	35,000.00	(17,801.00)	49.14%
5180.00 Insurance - Catastrophic	-	3,000.00	(3,000.00)	0.00%
Total 5100.00 Contractual Services	28,381.60	75,500.00	(47,118.40)	37.59%
5300.00 Assistance Programs			-	
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	95,625.00	250,000.00	(154,375.00)	38.25%
5355.00 Hospitalization Exp / Inst Care	-	50,000.00	(50,000.00)	0.00%
5356.00 Medical Assistance	-	10,000.00	(10,000.00)	0.00%
Total 5300.00 Assistance Programs	95,625.00	330,000.00	(234,375.00)	28.98%
5400.00 Other Expenditures			-	
5410.00 Contingencies	-	10,000.00	(10,000.00)	0.00%
5435.00 Access to Care	-	4,000.00	(4,000.00)	0.00%
5440.00 Special Events & Programs	3,788.58	50,000.00	(46,211.42)	7.58%
5442.00 Participatory Budget	-	7,450.00	(7,450.00)	0.00%
5444.00 Emergency Assistance Program	-	150,000.00	(150,000.00)	0.00%

Berwyn General Assistance Fund
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April - September 2024

	April - Sept 2024	Approved Budget	Remaining Budget	% of Budget
5460.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
5470.00 Record Retention/Disposal	-	1,000.00	(1,000.00)	0.00%
Total 5400.00 Other Expenditures	3,788.58	226,450.00	(222,661.42)	1.67%
5600.00 Commodities	-			
5615.00 Office Supplies and Expense	1,832.82	-	1,832.82	
5620.00 Postage	-	500.00	(500.00)	0.00%
5625.00 Printing and Publication	-	2,000.00	(2,000.00)	0.00%
Total 5600.00 Commodities	1,832.82	2,500.00	(667.18)	73.31%
5700.00 Utilities	-			
5715.00 Communications	-	1,000.00	(1,000.00)	0.00%
Total 5700.00 Utilities	-	1,000.00	(1,000.00)	0.00%
5800.00 Personnel Expenses	-			
5803.00 Intake Personnel	16,573.70	90,000.00	(73,426.30)	18.42%
5830.00 Taxes - Employer FICA	1,268.01	4,000.00	(2,731.99)	31.70%
5831.00 Taxes - Employer Medicare	296.53	1,000.00	(703.47)	29.65%
5832.00 Taxes - SUTA	13.87	400.00	(386.13)	3.47%
5835.00 Retirement Contribution	4,469.34	12,000.00	(7,530.66)	37.24%
5880.00 Group Health Insurance	4,626.84	25,000.00	(20,373.16)	18.51%
Total 5800.00 Personnel Expenses	27,248.29	132,400.00	(105,151.71)	20.58%
Total Expenses	158,676.29	778,850.00	(620,173.71)	20.37%
Net Operating Income	89,493.87	(323,850.00)	413,343.87	-27.63%
Net Income	89,493.87	\$ (323,850.00)	\$ 413,343.87	-27.63%
Beginning net assets	2,745,049.30			
Ending net assets	\$ 2,834,543.17			



AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	708 Community Mental Health Board Update
MEETING DATE	October 17, 2024
SUBMITTED BY	Allen Doederlein, Executive Director

SUMMARY	
Verbal update to be provided.	
ATTACHMENTS	

ACTION PROPOSED			
X	INFORMATION		DISCUSSION
	OTHER		REVIEW & APPROVAL



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	2024 Property Tax Levy Ordinance for Taxes to be Collected in 2025
MEETING DATE	October 17, 2024
SUBMITTED BY	David J. Avila, Supervisor

SUMMARY
ATTACHMENTS

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



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Schedule of Regular Meetings in 2025
MEETING DATE	October 17, 2024
SUBMITTED BY	Margaret Paul, Clerk

SUMMARY
ATTACHMENTS

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

TOWNSHIP OF BERWYN

Supervisor

David J. Avila

Town Clerk

Margaret Paul

Assessor

Jacqueline Pereda



Board of Trustees

Edward Espinoza

Tomasa Ambriz

Jesse Miranda

Maribel Zapata

"A Tradition of Service"

To: Supervisor Avila and the Berwyn Township Board of Trustees

Date: October 2, 2024

Re: Schedule of Regular Meetings for 2025

Dear Supervisor, Assessor, and Town Board Members:

Here is a draft of the Schedule of Regular Berwyn Township Board of Trustee Meetings for 2025. The schedule also lists the dates of office closures for observed holidays. The Board determined last year that staff should receive paid holidays for the day after Thanksgiving, Christmas Eve, and New Year's Eve. I have listed those dates as office closure days.

Please review the proposed Schedule of Regular Meetings. I recommend that you approve the Schedule as submitted (or as amended if needed) at the October 2024 Board meeting.

Very truly yours,

Margaret Paul

A handwritten signature in cursive script that reads "Margaret Paul".

**Schedule of Regular Meetings of the Berwyn Public Health District and
Berwyn Township for Calendar Year 2025**

Notice is Hereby Given that the **Berwyn Public Health District Board** will meet at 4:00p.m. on the second Monday of the month (*except for Monday, October 13, 2025 Columbus Day and November 10, 2025 due to Township of Illinois Conference) in the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 13
Monday, February 10
Monday, March 10
Monday, April 14
Monday, May 12
Monday, June 9

Monday, July 14
Monday, August 11
Monday, September 8
*Thursday, October 16
*Thursday, November 14
Monday, December 8

Notice is Hereby Given that the **Berwyn Township Trustees** will meet at 6:00p.m. on the second Monday of each month (*except for October 13, 2025 which falls on Columbus Day and November 10, 2025 due to the Township of Illinois Conference) at the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 13
Monday, February 10
Monday, March 10
Monday, April 14
Monday, May 12
Monday, June 9

Monday, July 14
Monday, August 11
Monday, September 8
*Thursday, October 16
*Thursday, November 14
Monday, December 8

Berwyn Township and Berwyn Public Health District observe the following holidays in 2025 and will close their offices on the following days:

Wednesday, January 1
Monday, January 20
Monday, February 17
Friday, April 18
Monday, May 26
Wednesday, June 19
Friday, July 4
Monday, September 1
Monday, October 13
Tuesday, November 11
Thursday, November 27
Friday, November 28
Wednesday, December 24
Thursday, December 25
Wednesday, December 31

New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Approved By the Berwyn Township Trustees on _____

Approved By the Berwyn Health District Board on _____

By: _____, Town Clerk / Health Board Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

TITLE	IDHS: MR#24.18 TANF Payment Level Increase
MEETING DATE	October 17, 2024
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Dear Board of Trustees:

Attached is the Manual Release #24.18 communication from the Illinois Department of Human Services.

The Temporary Assistance for Needy Families (TANF) payment levels have increased to 35 percent of the Federal Poverty Level (FPL), effective October 1, 2024. The new GA Flat Grant amount of \$439 will be reflected on the November 14, 2024 disbursement checks.

Thank you.

ATTACHMENTS

- IDHS: MR#24.18 TANF Payment Level Increase

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

English >

Illinois Department of Human Services

JB Pritzker, Governor · Dulce M. Quintero, Secretary Designate

IDHS > About IDHS > Publications > Manuals > Family & Community Services Manuals > Cash, SNAP, and Medical Manual > Manual Releases >

MR #24.18 TANF Payment Level and Initial Employment Deduction Increase

**HFS****Illinois Department of
Healthcare and Family Services**

09/23/2024

Summary:

- Effective October 1, 2024, the Temporary Assistance for Needy Families (TANF) Payment Levels are increased to 35% of the Federal Poverty Level (FPL).
- The Child Only TANF Payment Level remains at 75% of the Adult/Child TANF Payment Level.
- TANF Payments Levels are also utilized in processing for both the Refugee Resettlement Program (RRP) and the Victims of Trafficking, Torture and Other Serious Crimes (VTTC) programs.
- TANF Payment Levels continue to increase each October with the FPL.
- IES will recalculate active TANF cases and issue an *IL444-360C-Notice of Decision* if Food Assistance (SNAP/State Food) benefits decrease.
- The Initial Employment Deduction (IED) amounts are changed effective October 1, 2024.
- The Family Assist medical program income standards, which are based on TANF Payment Levels, are increased effective October 1, 2024.

Due to Illinois PA 103-0008, the Cash payment level for all TANF, VTTC and RRP cases is increased to 35% of the FPL for the TANF family size effective October 1, 2024. TANF payment level for child only cases remain at 75% of the TANF Adult and Child Payment Level for the same household size.

The increase is reflected on October 2024 regular roll payments.

The Initial Employment Deduction (IED) amounts have changed as a result of the TANF payment level increase.

Calculation of Active Cases

The increase is effective for cases active for the October 2024 payment month. IES will calculate cash payments, parental liability, sanction, and recoupment amounts based on the new payment levels.

Food Assistance (SNAP/State Food) will also be recalculated as a result of increased cash payments.

If the calculation using the new payment level causes a decrease in Food Assistance (SNAP/State Food) benefits, IES will generate the *IL444-360C-Notice of Decision* to notify the customer of the change.

New Payment Levels

	Child Only	Adult and Child
1 in Unit	\$329	\$439
2 in Unit	447	596
3 in Unit	565	753
4 in Unit	683	910
5 in Unit	800	1067
6 in Unit	918	1224
7 in Unit	1036	1381
8 in Unit	1154	1538
9 in Unit	1271	1695
10 in Unit	1389	1852
11 in Unit	1506	2008
12 in Unit	1624	2165
13 in Unit	1742	2322
14 in Unit	1859	2479
15 in Unit	1977	2636
16 in Unit	2095	2793
17 in Unit	2213	2950
18 in Unit	2330	3107

IED

	IED
1 in unit	\$189
2 in Unit	256
3 in Unit	323
4 in Unit	390
5 in Unit	457
6 in Unit	525
7 in Unit	592
8 in Unit	659
9 in Unit	726
10 in Unit	793
11 in Unit	861
12 in Unit	929
13 in Unit	996
14 in Unit	1063
15 in Unit	1130
16 in Unit	1197
17 in Unit	1264
18 in Unit	1332

Family Assist Standards

Effective October 2024, Family Assist medical program income standards are increased. Family Assist standards are based on TANF payment levels. Beginning October 2024, use the new amounts for any manual calculations completed when determining eligibility, and when authorizing Family Assist medical extensions for October 2024 or later. The system will use the new Family Assist income amounts effective October 2024.

Number in Standard	Family Assist Monthly Income
1 in unit	\$439
2 in unit	596
3 in Unit	753
4 in Unit	910
5 in Unit	1067
6 in Unit	1224
7 in Unit	1381
8 in Unit	1538
9 in Unit	1695
10 in Unit	1852
11 in Unit	2008
12 in Unit	2165
13 in Unit	2322
14 in Unit	2479
15 in Unit	2636
16 in Unit	2793
17 in Unit	2950
18 in Unit	3107

Manual Revisions

PM 15-06-01-a

PM 08-01-02-b

PM 08-01-05-c obsolete

PM 10-02-02-a

WAG 08-01-02-b

WAG 08-01-04

WAG 08-01-05-c obsolete

WAG 08-01-07-c

WAG 09-01-05-a

WAG 09-01-05-b

WAG 09-01-05-c

WAG 10-02-02-a

WAG 10-02-02-b

10/1/24, 10:06 AM

IDHS: MR #24.18 TANF Payment Level and Initial Employment Deduction Increase

WAG 10-02-02-c

WAG 10-04-04

WAG 25-03-02

WAG 25-03-02(2).

WAG 25-03-02(3).

WAG 25-03-05

WAG 25-06-02

WAG 25-06-18

[signed copy on file]

Dulce M. Quintero

Secretary- Designate, Illinois Department of Human Services

Elizabeth M. Whitehorn

Director, Illinois Department of Healthcare and Family Services



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

TITLE	Local Government Efficiency Report
MEETING DATE	October 17, 2024
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Dear Board of Trustees,

The Decennial Committee submits its report, "Berwyn Township: Decennial Committee's Report on Local Government and Efficiency Act 2024," for your review and recommendation for submission to Cook County.

Thank you.

ATTACHMENTS

- Berwyn Township: Decennial Committee's Report on Local Government and Efficiency Act 2024

ACTION PROPOSED

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

BERWYN TOWNSHIP: DECENNIAL COMMITTEE'S REPORT ON LOCAL GOVERNMENT AND EFFICIENCY ACT 2024

Prepared by:

Jessica Aquino Rodriguez, Operations Manager, Berwyn Township



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 (“Township”) formed its Decennial Committee on Local Government Efficiency (the “Committee”) on June 1, 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 Township’s 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 Township 2023-2024 Decennial Committee on Local Government Efficiency

Elected Official	David J. Avila, Township Supervisor
Elected Official	Tomasa Ambriz, Township Trustee
Elected Official	Edward Espinoza, Township Trustee
Elected Official	Jesse Miranda, Township Trustee
Elected Official	Maribel Zapata, Township Trustee
Resident	Thomas Rasmussen
Resident	Zulema Ortiz
Township Attorney	Larry Zdarsky
Township Staff	Jessica Aquino Rodriguez, Operations Manager

IV. COMMITTEE MEETINGS


First Meeting	June 1, 2023 at 6:00 PM	In Person, Berwyn Township
Second Meeting	August 12, 2024 at 6:30 PM	In Person, Berwyn Township
Third Meeting	September 9, 2024 @6:30 PM	In Person, Berwyn Township

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

The Illinois Legislature established the Township of Berwyn in the early 1900s, within the exact boundaries of the City of Berwyn. Under the Township of Berwyn, the Public Health District was established by the Berwyn Citizens' vote during the Town Election on April 6, 1920. 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 was responsible for managing municipal services such as police, fire, and public works, distinct from the Township's responsibilities


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.

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)*

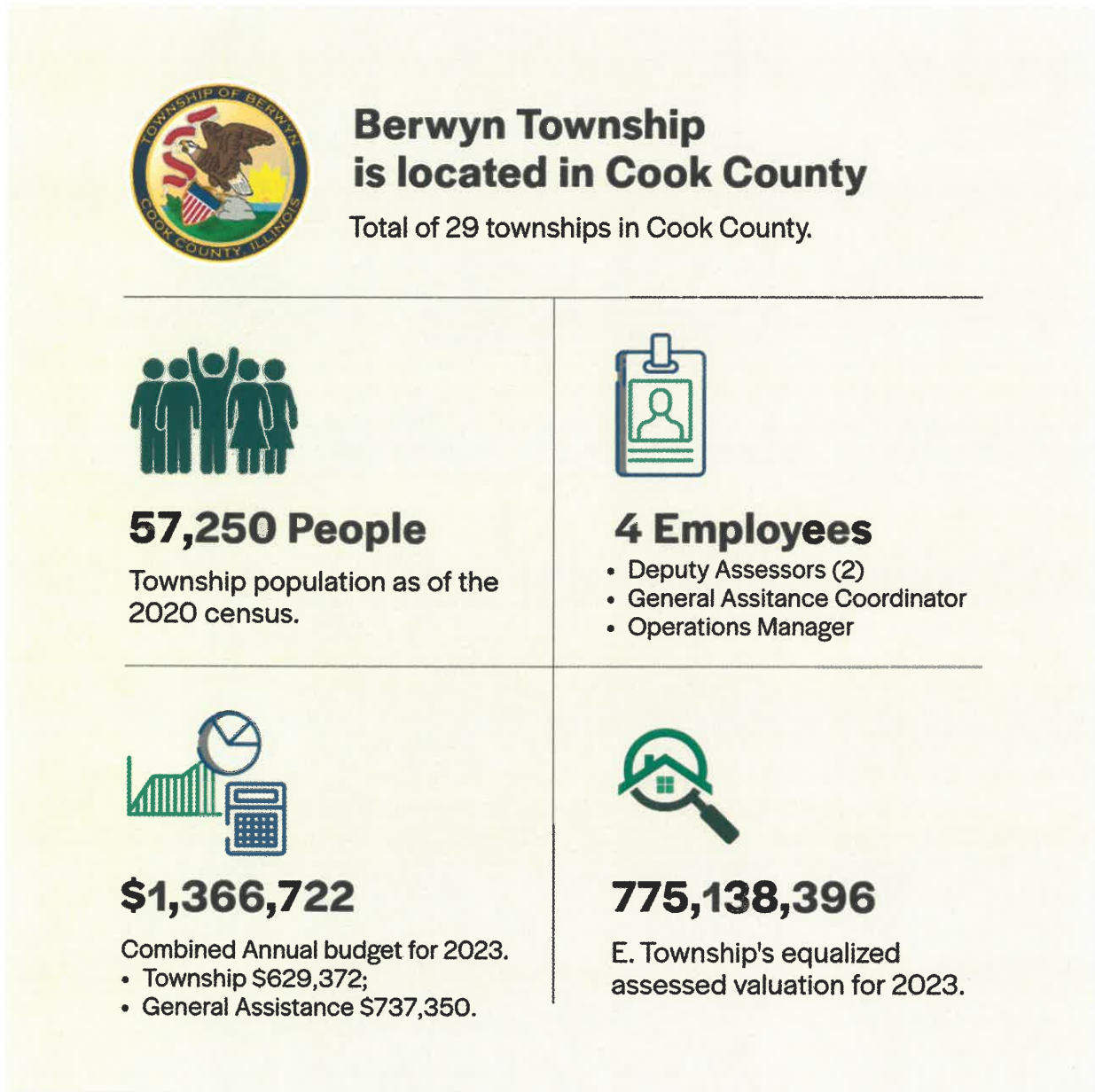
It's important to understand that the Township and the Berwyn Public Health District are two separate and distinct governmental bodies, each with its own governing board. The Township is governed by the Board of Trustees, which consists of four elected Township Trustees and is chaired by the Township Supervisor. The Health District's governance body consists of the Township Supervisor, Clerk, and Assessor. They participate in a voting process at the beginning of its fiscal year (April 1, 2024, to March 31, 2024) to elect each other for the positions of President, Secretary, and Treasurer.

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 Township is one of 29 Townships in Cook County. The Berwyn Township, which is home to 57,250 residents as of the 2020 census, relies on the general assistance and welfare services. The Township operates with a team of four 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



VII. PROGRAMS OFFERED

A. GENERAL ASSISTANCE

General Assistance (GA) is a township administered program designed to assist persons who are unemployed and actively seeking employment or who are in waiting for other state or federal benefits and do not have the resources to provide for basic needs. Basic needs may include shelter, food, household supplies, utilities, personal essentials and other expenses deemed essential to the health and well-being of the family.

The GA program is a public assistance program mandated by state law for qualified individuals. GA can only be provided to residents residing within Berwyn Township who are 18 or older, a United States citizen or qualifying immigrant, and not eligible for other state or federal monetary benefits. GA can provide monthly payments to help individuals meet basic needs. Applicants will be required to complete an application and provide necessary forms and documentation before assistance eligibility can be established.

B. EMERGENCY MEDICAL I.D. BRACELET PROGRAM

The Berwyn Township implemented a program to provide Emergency Medical ID bracelets free of charge to Berwyn residents with a medical or mental health concern. The bracelet will help first responders obtain important medical information and emergency contacts when assisting a resident.

C. ASSISTANCE TO FILE “ACCESS TO CARE” APPLICATION

A non-profit primary healthcare program offering low-cost healthcare services for low-income, uninsured individuals, or those insured with a \$1,500 or higher deductible, residing in suburban Cook County. This program is available to individuals who are ineligible for public health programs such as Medicaid and Medicare. Benefits include primary care physician visits, labs and x-rays, prescription medications, and more.

D. PROPERTY ASSESSMENT

By statute, the Township Assessor is the Deputy to the Cook County Assessor and is under direction from that office. However, since the Township Assessor does not assess, this office is in the unique position of being able to assist taxpayers with assessed value complaints along with other services, such as filing exemptions.

1. Property Tax Appeals

The Township Assessor and its Deputy Assessors are here to help you and make your property tax appeal process as simple as possible. The Township is divided into neighborhoods; and your home is given a class code that is determined by the style of the house you live in. Our assessors will look for properties that are “comparable” to your home, and that are in the same neighborhood and class as your home in evaluating your appeal.

2. Property Tax Exemptions

There are different exemptions you may be able to apply for regarding your property taxes. They include, but are not limited to,

- Homeowner Exemption Application

- Senior Exemption Application
- Senior Freeze Application
- Disabled Veterans Exemption
- Disabled Persons Exemption
- Certificate of Error Application
- Assessed Valuation Appeals
- Computerized Property Tracker to Assist with Appeals
- Tax Estimates for New Home Buyers
- Local Tax Rates
- Recent Residential Sales Prices
- Researching Property Index Numbers
- Verify Taxpayer of Record
- Verify Exemption Information
- Assistance with Variances
- Name and Address Change on Tax Bills

E. COMMUNITY SPECIFIC PROGRAMS

- Berwyn Sunday Markets
- Costume Pet Parade
- Community & Health Resource Fair
- Berwyn Township Community Hero Awards
- Dumpster Days & Recycling Program
- Tax Appeal Workshops
- Citizenship Workshop

F. PROPOSED PROGRAM IN DEVELOPMENT PHASE

The Berwyn Township has the following services/programs in development phase.

- Emergency Assistance Program; tentative launch in 2024 – 4th quarter
- Senior Resource Program in collaboration with Public Health District; pilot program launched in May 2024 at the Berwyn REC
- Onsite Mental Health Program in collaboration with Public Health District; tentative launch 2025 – 1st quarter

VIII. BERWYN TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

The Berwyn Township 708 Community Mental Health Board is dedicated to promoting a community-based system of quality services related to mental health, developmental disabilities, and substance abuse. These services are not only comprehensive, covering a wide range of needs, but also equitably available to all residents of the Township of

Berwyn. Our goal is to ensure that no one in our community is left behind when it comes to mental health support.

Through the dedicated efforts of our residents and social service agencies, the Berwyn Township 708 Community Mental Health Fund was established in 1974 by referendum. A Board of Directors was appointed shortly after. What started as funding for four agencies through local tax dollars has now grown into a significant support system, with the 708 Board currently funding 13 agencies and 25 programs. This growth is a testament to our community's commitment to mental health.

IX. SOCIAL SERVICE AGREEMENTS

The **Berwyn Township** partners with the following organizations to offer social services:

Entity	Services Offered
Access to Care	A non-profit primary healthcare program offering low-cost healthcare services for low-income, uninsured individuals, or those insured with a \$1,500 or higher deductible.
CareAdvisors	Assist residents gain rapid access to government benefits and community-based social services.
Chicago Greater Food Depository	Program provides free boxed lunches to children and youth in our community during the summer.
Cook County Sheriff	Electronic recycling program.
IL Department of Aging	Benefit Access Program provides discounted license plate stickers and free RTA passes for Seniors & people with disabilities.
IL Secretary of State	Mobile DMV services.

The **Berwyn Township 708 Community Mental Health Board** partners with the following organizations to offer mental health services:

Entity	Services Offered
Beds Plus Care	Mental Health: Supportive housing and homelessness prevention.
The Children's Center of Berwyn-Cicero	Mental Health: Early childhood care and education, parent, community education for prevention.
Family Service and Mental Health Center of Cicero	Mental Health: Child and adult outpatient services.
Housing Forward	Mental Health: Homeless outreach and engagement.

IWS Children's Clinic	Mental Health: Children's mental health and healthcare integration project.
NAMI Metro Suburban	Mental Health: Drop in center, living room program, school education program.
Pillars Community Health	Mental Health: Community mental health services; Domestic violence services.
Proviso Children's Advocacy	Mental Health: Child victim advocate services.
Sarah's Inn	Mental Health: Intervention services program; Prevention services; Training and education.
Solutions for Care	Mental Health: Caregiver resource center.
Youth Crossroads	Mental Health: Comprehensive youth services.
Community Support Services	Development Disabilities: Case management and respite care.
Oak-Leyden Development Services	Development Disabilities: Children's services, early intervention, clinic services.
UPC Seguin	Development Disabilities: Development/life training program; community employment alternatives program; Berwyn social/recreational program; Transition from school to adulthood program.
West Suburban Special Recreation Association	Development Disabilities: Fun appetite cooking classes.
Way Back Inn	Substance Use Disorders: Outpatient, residential and family treatment services

X. INTERGOVERNMENTAL AGREEMENTS

Entity	Services Offered
Illinois Department of Human Services (IDHS)	IGA, Data Sharing Agreement
City of Berwyn	IGA, Emergency Management Cooperation
City of Berwyn	IGA, Multi-purpose Sport Field & Walkway

XI. 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).

XII. WHAT HAVE WE DONE WELL

ACCESSABILITY: The Berwyn Township is committed to being the most accessible form of government, ensuring residents have access to general assistance and other welfare resources within the community.

EFFICIENCY: The Berwyn Township and Health District combine resources such as accounting, auditing, legal services, payroll, insurance, personnel policies and procedures, information technology, phone, and utility contracts. These resources are effectively managed by a dedicated full-time administrator (Operations Manager) who plays a crucial role in overseeing the daily operations of Township and Health District programs, providing support to the staff, and assigning staff to different units as needed to meet the residents' needs effectively.

Berwyn Township is proud to announce that it has no bonded indebtedness, a testament to its secure financial situation. This absence of financial burden ensures a stable and secure future for the community, instilling confidence in our financial stability.

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 has been completed to ensure continued exceptional service. This training included a three-month Diversity, Equity, and Inclusion course, as well as a five-month Restorative Mediation course to enhance communication and listening skills, foster a restorative leadership approach, and nurture positive interactions within the community.

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

In order 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.

XIV. 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.

XV. 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 October 18, 2024 by:

A handwritten signature in black ink that reads "David J. Avila". The signature is written in a cursive, flowing style.

David J. Avila, Township Supervisor
Chairman, Decennial Efficiency Committee of Berwyn Township