



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

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

**Open Forum:** No one asked to be recognized.

**Approval of Minutes:** Avila made the motion, seconded by Pareda, to approve the Regular Meeting Minutes of November 14, 2024 as submitted. The motion passed by a unanimous voice vote.

**Staff Reports:**

**Clinic Activity – November 2024:** Paul made the motion, seconded by Avila, to accept the November 2024 Nursing Monthly Report as submitted. The motion passed by a unanimous voice vote.

**Sanitation Activity – November 2024:** Avila made the motion, seconded by Paul, to accept the Sanitation Activity Report as submitted. The motion passed by a unanimous voice vote.

**Vital Statistics Activity – October 2024:** Paul made the motion, seconded by Pareda, to accept the report as submitted and place the \$1,502.00 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

**Bills Payable and Payroll – December 2024:** Avila made the motion, seconded by Paul, to approve and authorize the disbursements for \$87,280.99 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 communication as informational by Order of the Chair.

**Correspondence:** Paul commented on the funding request by the Combined Veterans of Berwyn to provide meals for Sailors from Great Lakes Training Center. Avila made the motion, seconded by Pareda, to send a donation of \$500.00 to help offset the cost of hosting 250 sailors on Christmas Day. The motion passed by a unanimous roll call vote.

**Old Business:**

**A. Clinic EMR Update:** Clinic Nurse Canedo joined the meeting. Paul asked whether they were just providing information or asking the board to authorize expenditures. Ms. Canedo asked the board members to authorize expenditures for seven identified items necessary to begin the start of the Electronic Medical Record system (EMR). The board made the following motions:

**A1: Purchase of Apple Hardware:** The board had previously discussed this purchase. The clinic staff made final recommendations. Paul made the motion, seconded by Avila, to authorize the purchase of Apple hardware as listed for a one-time cost of \$28,703 with money to be reimbursed from the State of Illinois funding line. The motion passed with Avila, Paul and Pareda voting AYE.

**A-2: Purchase of Microsoft Box License:** Paul made the motion, seconded by Avila, to authorize the purchase of a Microsoft Office Box License, or its Apple product equivalent, for an amount not to exceed \$5,595.36 as a one-time cost for the above equipment necessary for the EMR project and for all Town and BPHD staff and authorize the annual membership renewal for Outlook as recommended, costs to be reimbursed by the state funding line. The motion passed by a unanimous roll call vote.

**A-3: Purchase of Wireless Access Point:** Paul made the motion, seconded by Avila, to authorize the purchase of a wireless access point at a cost not to exceed \$181.99 to allow email to be shifted to

Microsoft Office with purchase to be reimbursed from the state funding line. The motion passed by a unanimous roll call vote.

**A-4: Contract with Xfinity for Clinic Internet:** Paul made the motion, seconded by Avila, to approve a new internet contract for the Health Clinic with Xfinity with a monthly cost of \$200.00 costs to be reimbursed from the state funding line.

**A-5: Contract with TechPro:** Paul made the motion, seconded by Pareda, to approve a contract with TechPro at \$600.00 per month for IT assistance on the EMT system hardware and software. The motion passed by a unanimous roll call vote.

**A-6: Program Marketing Plan:** Paul asked what the marketing strategy was and how the \$300 monthly cost was determined. Discussion ensued. Avila then made the motion, seconded by Paul to defer this part of the EMR program to February. The motion passed by a unanimous voice vote in favor.

**A-7: Hiring of a Mental Health Provider:** Ms. Canedo advised that Medical Director Wainer was asking for input on hiring specifications, salary, benefits, and credentials required. Avila made a motion, seconded by Paul, to defer this item to January's meeting.

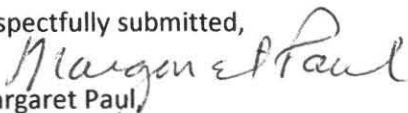
**New Business:**

**10-A Intergovernmental Agreement with the City of Berwyn Regarding Rodent Abatement:** Paul questioned sections of the IGA. Mr. Zdarsky explained the relevant points concerning duties between the City of Berwyn and BPHD. Avila made the motion, seconded by Pareda, to approve the IGA as submitted. The motion passed with Avila, Paul, and Pareda voting AYE.

**10-B Date Change for July 2025 Meeting:** Avila explained that he would not be available early July and that his calendar showed he would be available to have a Regular meeting on Thursday, July 31, 2025. He then made the motion, seconded by Pareda, to change the Regular Meeting in July to July 31, 2025. The motion passed by a unanimous voice vote.

**Adjournment:** Avila made the motion, seconded by Pareda, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 4:25 p.m.

Respectfully submitted,

  
Margaret Paul  
BPHD Secretary