



**BERWYN TOWNSHIP
PUBLIC HEALTH DISTRICT BOARD**

**REGULAR MEETING
December 9, 2024 | 4:00 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

REGULAR MEETING AGENDA

Monday, December 9, 2024 | 4:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on November 14, 2024
5. STAFF REPORT UPDATES
 - A. Clinic Activity – November 2024
 - B. Sanitation Activity – November 2024
 - C. Vital Statistics Activity – November 2024
6. APPROVAL OF BILLS PAYABLE & PAYROLL – November 2024
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
 - A. 17th Annual Sailors for Christmas in Berwyn Funding Request
9. OLD BUSINESS
 - A. EMR project update – Canedo
10. NEW BUSINESS
 - A. Review & Approve Intergovernmental Agreement between the City of Berwyn and Berwyn Health District Regarding Rodent Mitigation and Pest Control Support – Avila
 - B. Approve Change to Move July 14, 2025 Regular Board Meeting to July 31, 2025 – Avila
11. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	December 9, 2024
SUBMITTED BY	Margaret Paul, Health Board Secretary

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Regular Meeting on November 14, 2024	

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				



COPY

**Berwyn Public Health District
Regular Meeting Minutes – November 14, 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:

Public Hearing: Avila made the motion, seconded by Pareda, to approve the Minutes of the Public Hearing of October 17, 2024 regarding the proposed 2024 Tax Levy to be collected in 2025 as submitted. The motion passed by a unanimous voice vote.

Regular Meeting: Avila made the motion, seconded by Pareda, to approve the Regular Meeting Minutes of October 17, 2024 as submitted. The motion passed by a unanimous voice vote.

Staff Reports:

Clinic Activity – October 2024: Avila made the motion, seconded by Paul, to accept the October 2024 Nursing Monthly Report as submitted. The motion passed by a unanimous voice vote. Clinic Nurse Betsy Canedo was recognized. She gave an update on CPR classed being held and work done on the EMR project.

Sanitation Activity – October 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 – October 2024: Avila made the motion, seconded by Pareda, to accept the report as submitted and place the \$2,358.65 fees collected in the proper funds. The motion passed by a unanimous roll call vote.

Bills Payable and Payroll – November 2024: Avila made the motion, seconded by Paul, to approve and authorize the disbursements for \$41,577.11 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 made the motion, seconded by Pareda, to accept the report as submitted. The motion passed by a unanimous voice vote.

Correspondence: There was no correspondence received for the meeting.

Old Business:

A. Residential Flood Mitigation Program: This agenda item was first on the April 2024 agenda. It has been deferred monthly since then. Avila made the motion, seconded by Pareda, to defer the item to the January 2025 meeting. The motion passed by a unanimous voice vote.

New Business:

10-A Renewal of BCBS Health and Dental Benefits for 2025: Avila made the motion, seconded by Pareda, to approve the annual renewal of the BCBS policy for health and dental for 2025 for an annual premium amount of \$109,607.52 apportioned with the Township. The motion passed by a unanimous voice vote.

10-B Renewal of MGA Risk Insurance for 2025: Avila made the motion, seconded by Paul, to renew the policy offered by MGA Insurers, Inc. for various and authorize payment of 50% of the premium for a total of \$14,907.00 with remaining premium funded by the 708 Mental Health Board, Berwyn Township, and GA Fund. The motion passed unanimously on the call of the roll.

10-C Financial Support for City of Berwyn Senior Holiday Banquet: Avila made the motion, seconded by Pareda, to authorize \$2,200 in financial support for the event. The motion passed unanimously on the call of the roll.

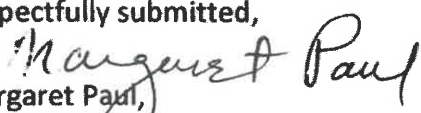
10-D Financial Support for the City of Berwyn Holiday Fund: Avila made the motion seconded by Pareda, to authorize \$5,000 in financial support for the event. The motion passed unanimously on the call of the roll.

10-E BPHD Elected Officials Compensation for Terms Beginning May 19, 2025: Mr. Zdarsky distributed copies of a proposed Resolution to increase compensation for elected officials serving on the BPHD Board for the next term (May 2025 through May 2029). Discussion ensued about Section 2: Compensation Adjustments for Secretary and Treasurer. Section 2 allows for Cost of Living Adjustments ("COLA") determined by the Consumer Price Index for December of the preceding year. Avila made the motion, seconded by Pareda, to **adopt the Resolution** entitled: **Setting Compensation of Public Health District Officials for the Four Year Term Beginning May 19, 2025**, direct the Corporate Authorities to affix the necessary signatures and send it on its way of passage. The motion passed with Avila and Pareda voting AYE and Paul voting NAY.

10-F Holiday Decorations: Avila made the motion, seconded by Pareda, to approve funding to purchase and install holiday lights for an amount not to exceed \$7,500. The motion passed by a unanimous roll call vote in favor.

Adjournment: Avila made the motion, seconded by Pareda, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 4:40 p.m.

Respectfully submitted,


Margaret Paul,
BPHD Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	December 9, 2024
SUBMITTED BY	Bradford S. Wainer, D.O., Health Clinic Medical Director

SUMMARY

Attached please find the monthly activity and tracking report for the medical and nursing departments.

ATTACHMENTS

- Nursing Monthly Report – November 2024

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

NURSING MONTHLY REPORT

November 1-31, 2024

1. Monthly report organized, prepared and distributed at monthly Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations, and TB Tests.
3. The Health District continues to offer saliva PCR Tests in the month of November 2024.
4. Refrigerator and Freezer temperatures recorded twice a day per VFC guidelines and also logged into I-CARE on Daily Basis and Clinic continues to download temperature data from the temperature data logger in vaccine room for record keeping per VFC guidelines.
5. Clinic continues to conduct regular counts of vaccine inventory.
6. The clinic continues working on being able to provide safe sex materials at the clinic.
7. The clinic continues offering our loaner medical equipment such as wheelchairs, walkers, and canes to Berwyn residents.
8. Clinic continues working on its Berwyn Wellness Initiative.
9. Clinic has hosted the Wellness Wednesday Screenings for November. Dates for December have been set and residents are signed up.
10. Clinic also had their CPR educational class for Berwyn residents. There was positive feedback from participants and they were very glad that the program is being offered.
11. Clinic also hosted their Flu vaccine drive on November 9th. We offered flu vaccines to Berwyn residents for anyone 6 months and older including High Dose Flu vaccines for Seniors.

Monthly Tracking:

Scheduled	82	Blood Pressure Check	0
Seen	121	TB Tests	1
Walk-ins	47	TB reads	1
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	8	Regular – Quad	80
Rescheduled	0	High Dose	13
New Patients	36	Nutrition Referrals	0
Established	85	School Physicals	
VFC	20	Referral	0
Title 19	12	Rx collection	0
Uninsured	8	Sharps collection	2
Under insured	0	Records Request	5
Lead Testing	0	Medical Loan	0
Hemoglobin	0	English	85
Adult Immunizations	2	Spanish	22

November Clinic Deposit: \$25.00

November Flu Deposit: \$0.00

Total Deposit: \$25.00

Yearly Tracking (April 2024 – March 2025):

Scheduled	504	Blood Pressure Check	0
Seen	508	TB Tests	73
Walk-ins	88	TB reads	70
Home Visits	0	Positive TB reads	0
No Call/No Show-		Flu Shots Total:	
Cancellations	71	Regular – Quad	142
Rescheduled	13	High Dose	44
New Patients	200	Nutrition Referrals	0
Established	308	School Physicals	
VFC	150	Referral	0
Title 19	100	Rx collection	6
Uninsured	50	Sharps collection	10
Under insured	0	Records Request	6
Lead Testing	0	Medical Loan	0
Hemoglobin	0	English	276
Adult Immunizations	11	Spanish	111

Fiscal Year Totals:

Clinic Deposit: \$1855.00

Flu Deposit: \$0.00

Total Deposit: \$1855.00



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	December 9, 2024
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY	
Attached please find the monthly activity report for the Environmental Health & Safety Department.	
ATTACHMENTS	
<ul style="list-style-type: none">Sanitation Report – November 2024	

ACTION PROPOSED			
X	INFORMATION		DISCUSSION
	OTHER		REVIEW & APPROVAL

**Berwyn Public Health District
Sanitation Report**

1

Reporting Period: Novemeber 1, 2024 through November 30, 2024

MONTHLY RECAP

New Businesses

1. Berwyn Food and Liquor
 - a. Same name, new owner.
2. McDonald's
 - a. Same name, same owner
3. By Liz Salon
 - a. New Name, New Owner

Food Complaints

1. Connie's Family Restaurant
2. Wagner's Lounge

Trainings:

No training to report.

Special Events

No special events to report in November.

**Berwyn Public Health District
Sanitation Report**

2

November 2024														
Company	#	Street	G	Insp. Date	Insp.	Notes	NB	C I	VH R	HR	M R	LR	CE	I E
Berwyn Food and Liquor	6338	Ogden Ave		11/12/24	MK	same name, new owner	1					*		
McDonalds	7031	Ogden Ave		11/27/24	MK	Same name, same owner	1							
By Liz Salon	6907	Cermak Rd		11/26/24	MK	New name, new owner	1							
Connie's Family Restaurant	3271	Harlem Ave		11/6/24	JV/MK	Cockroach Complaint		1				*		
Wagner's Lounge	6840	Ogden Ave		11/1/24	CR	Cockroach Complaint		1						
Heritage Middle School	6850	31st St		11/7/24	JV/MK						1			
Emerson Elementary School	3105	Clinton Ave		11/7/24	JV/MK						1			
Morton West High School Freshman Center	2400	Home Ave		10/24/24	JV/MK	Oversight from October found 11/27/2024					1			
Morton West High School	2400	Home Ave		10/24/24	CR/ MK	Oversight from October found 11/27/2024					1			
Pershing Elementary	6537	37th St		11/26/24	CR/ MK						1			
Peques, Wiggles, & Giggles	6416	Ogden Ave	1	11/18/24	JV/MK			1						
Happy Bear Child Development Center	6718	Ogden Ave	1	11/18/24	JV/MK			1						
Nuevo Poncitlan	6322	26th St		11/5/24	MK					1				
Mr. Submarine	6341	26th St		11/5/24	MK					1				
Los Corrales	6713	26th St	1	11/15/24	JV/MK					1				
Zacatacos III Inc.	6212	Cermak Rd	1	11/21/24	MK					1				
Five Guys	7150	Cermak Rd	1	11/26/24	MK					1				
DiNico's Pizza	6627	Roosevelt Rd		11/6/24	MK					1				
La Malquerida	6906	Windsor	1	11/14/24	MK					1				
Italian American Civic Organization	6710	16th St		11/6/24	MK						1			
7-11 Store # 27898	6757	26th St		11/6/24	MK						1			
La Michoacana Prime	6224	Cermak Rd	1	11/26/24	MK						1			
Old Fashioned Candies	6230	Cermak Rd	1	11/14/24	MK						1			
McDonald's Restaurant of IL	7181	Cermak Rd	1	11/21/24	JV/MK						1			
Pierre's Banquets	3237	Harlem Ave		11/7/24	MK						1			
Loyal Order of Moose # 424	3625	Harlem Ave		11/7/24	MK						1			
Las Delicias De Michoacan	6807	Ogden Ave	1	11/19/24	MK						1			
Subway	6919	Ogden Ave	1	11/19/24	MK						1			

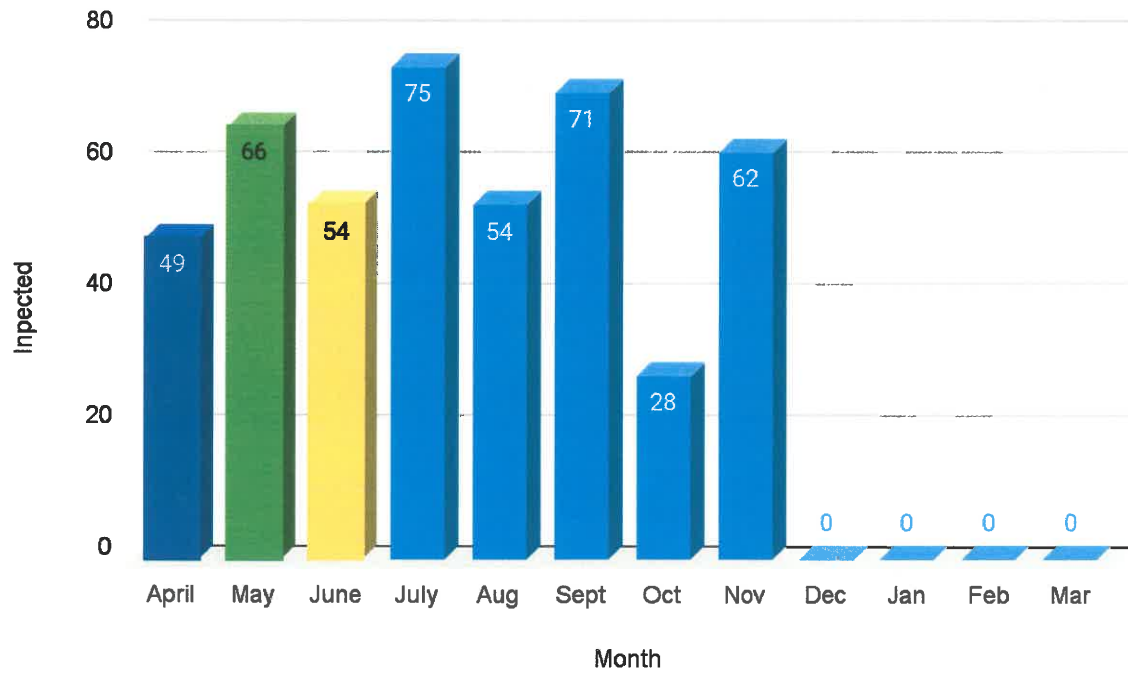
3

Express Food Mart	7026	16th St		11/5/24	MK							1			
420 Smoke Shop	6348	26th St	1	11/12/24	MK							1			
Shell Service Station	6343	26th St	1	11/20/24	MK							1			
Donna's Slots	6721	26th St	1	11/12/24	MK							1			
Berwyn Liquors	6332	Cermak Rd	1	11/21/24	MK							1			
Mi Huerta Grocery	6512	Cermak Rd	1	11/27/24	MK							1			
Tina's Place	6513	Cermak Rd	1	11/21/24	MK							1			
Dollar Tree	7001	Cermak Rd	1	11/14/24	MK							1			
The Vitamin Shoppe	7180	Cermak Rd	1	11/14/24	MK							1			
The Parlor Barber Company	3151	Oak Park Ave		10/9/24	MK	Oversight from October found 11/27/2024							1		
Berwyn B.P.	6749	Ogden Ave		10/29/24	MK	Oversight from October found 11/27/2024							1		
Walgreens #05076	6800	Ogden Ave		10/29/24	MK	Oversight from October found 11/27/2024							1		
Lacey's Place	6803	Ogden Ave		10/29/24	MK	Oversight from October found 11/27/2024							1		
Fill Up Station	2627	Ridgeland Ave	1	11/12/24	MK							1			
Berwyn Go/Citgo Mini Mart	1337	Harlem Ave	1	11/19/24	MK							1			
James Joyce Irish Pub	7138	Windsor Ave	1	11/20/24	MK							1			
		<u>MONTHLY TOTALS</u>		<u>Goals</u>	<u>Actual</u>	<u>YEARLY TOTALS</u>									
		New Businesses		0	3	New Business						18			
		Complaint Inspections		0	2	Complaint Insp.						12			
		Very High		2	2	Routine Insp.						368			
		High		4	7										
		Medium		5	14										
		Low		11	34										
		Cottage Food		0	0	Cottage Food						4			
		Temporary Food		0	0	Temporary Food						64			
		Total		22	62	Total YTD						466			

**Berwyn Public Health District
Sanitation Report**

4

Graph 1: ROUTINE INSPECTIONS - April 2024 - March 2025



**Berwyn Public Health District
Sanitation Report**

5

BERWYN SHOPS

No news.

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

- Hoarding: 0
- Uninhabitable
 Living Conditions: 0
- Water: 0
- Heat: 2
- Well-Being Checks: 0
- Other - Rodents: 0

GOALS

Completed:

1. A completion rate of 281.81% of the Food Establishment Inspections for November.
 - a. We met and exceeded our goal of 90%.

In-Progress Goals:

1. A 90% or better competition rate of the Food Establishment Inspections for December.
2. Ensure all establishments have a recent inspection done with the following criteria:
 - a. Very High Risk: Within the last 3 months
 - b. High Risk: Within the last 3 months
 - c. Medium Risk: Within the last 4 months
 - d. Low Risk: Within the last 6 months
 - e. Schools: A minimum of one time for the school year 2024-2025

An update will be provided at the January Board Meeting on the progress ensuring all establishments in Berwyn have a current inspection on file.

3. By the end of the 2024-2025 Fiscal Year, to have inspected 650 establishments, including any Temporary Food Events.
4. Perfect The BEE Award, formally known as the Sheri Smith Award, to have all details ready to present to the Board.
5. Start drafting SOPs stated in the April 2023 Board Meeting.
6. BHD can obtain 25% of the prospective food vendors for 2025 Berwyn Shops.
7. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.
8. Create a list of suggestions for BDC: what worked well, what did not, and changes for the following year regarding Berwyn Pop-Ups for Cottage Food Vendors.
9. Have a greater understanding of Cottage Food and the process in Cook County.

Prepared by:

Sheri A. Leto



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	December 9, 2024
SUBMITTED BY	Salma Nava, Deputy Registrar

SUMMARY	
Report of monies collected by the Vital Statistics Department for certified copies of Birth and Death records.	
ATTACHMENTS	
<ul style="list-style-type: none">Vital Records Report – November 2024	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

Berwyn Township Public Health District · Vital Records Report

December, 2024

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **November 2024** for certified copies of Birth and Death records as follows
(30 LESS requests than October-2024):

Total Amount Collected	\$1,782.00
Fee to the State of Illinois:	-\$280.00
(Death Surcharge Fee 70- D.C. Requested):	
(Total Credit Charges: 42= Amount: \$876.00)	
Health District Portion of Fees:	\$1,502.00

These figures represent fiscal year 2024/2025

Total Fees Collected (to date):	\$20,605.25
Total paid to State of Illinois (to date):	-\$2,768.00
Total Berwyn Health District (to date):	\$17,837.25

These figures represent fiscal year 2023/2024

Total Fees Collected (to date):	\$34,152.50
Total paid to State of Illinois (to date):	-\$5,808.00
Total Berwyn Health District (to date):	\$28,344.50

These figures represent fiscal year 2022/2023

Total Fees Collected (to date):	\$35,068.70
Total paid to State of Illinois (to date):	-\$5,656.00
Total Berwyn Health District (to date):	\$29,412.70

These figures represent fiscal year 2021/2022

Total Berwyn Health District (to date):	\$37,523.00
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These figures represent fiscal year 2020/2021

Total Berwyn Health District (to date):	\$38,568.00
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Respectfully,



Salma Nava
Local Registrar



County of COOK District # 03121 County Clerk OR Local Registrar X

Check is for the month of November, 2024.

Multiply number of copies issued by \$4.00, total amount due \$ 280.
If none issued put 0 in amount due.

Remit a check made payable to the Illinois Department of Public Health for the amount stated above along with a copy of this completed VR360 form to:

Springfield, IL 62702

Date _____

If your contact information changes, please update the following information:

Email Address _____

Phone number _____

VR 360 (rev. 05/17)

Contact us at dph.vitals@illinois.gov - Attn: Death Surcharge in Subject line



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Bills Payable and Payroll
MEETING DATE	December 9, 2024
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY	
Berwyn Public Health District Disbursements for Approval is attached for review and approval. Physical invoices and receipts are available for your review and audit.	
ATTACHMENTS	
<ul style="list-style-type: none">Public Health District Payables	

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

**Berwyn Public Health District
Disbursements for Approval
December 9, 2024**

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	11/01/24	Amazon	Due from Town for printer toner	1400.00	\$ 50.98
2	Debit	11/06/24	Facebook	social media advertising for Flu drive event	5325.00	50.00
3	Debit	11/06/24	Facebook	social media advertising for Flu drive event	5325.00	50.00
4	Debit	11/06/24	Amazon	Office Supplies	5615.00	25.24
5a	Debit	11/07/24	Amazon	Office Equipment	5615.00	396.00
5b				Due from GA to reimburse Health	1410.00	198.00
6	Debit	11/07/24	Amazon	Office Supplies	5615.00	14.99
7	Debit	11/08/24	Ring Central	DigitalLine Unlimited	5720.00	395.03
8a	Debit	11/12/24	Amazon	Office Equipment	5615.00	69.98
8b				Due from Town, Town office equipment	1400.00	69.98
9a	Debit	11/12/24	Amazon	Office Equipment	5615.00	98.26
9b				Due from Town, Town office equipment	1400.00	98.26
10	Debit	11/14/24	Hilton Garden	Town reimburse Health-TOI conference-David	1400.00	465.86
11	Debit	11/14/24	Hilton Garden	Town reimburse Health-TOI conference-Jackie	1400.00	464.61
12	Debit	11/15/24	Pitney Bowes Postedge	account verification	5620.00	0.01
13	Debit	11/15/24	Adobe	Software Expense	5615.00	63.74
14	Debit	11/15/24	Holiday Inn	Due from Town; TOI conference-Larry	1400.00	270.97
15	21685	11/26/24	Berwyn Holiday Fund	2024 Berwyn Holiday Program	5325.00	5,000.00
16	21686	11/26/24	City of Berwyn	Annual senior breakfast sponsorship	5325.00	1,500.00
17a	Debit	11/27/24	Amazon	Holiday lights project, split between H&T	5615.00	202.73
17b				Due from Town, holiday lights project	1400.00	202.73
Total Interim Disbursements						\$ 9,687.37

DISBURSEMENTS TO VENDORS

1	21687	12/09/24	Amazon Capital Servides	Office supplies	5615.00	\$ 318.53
2	21688	12/09/24	BCBS - Profile 43806	2024-12 insurance premiums	5880.00	5,081.93
3a	21689	12/09/24	Berwyn General Assistance Fund	Payroll reimbursement	5326.00	954.41
3b				Amazon deposit reimbursement	2450.00	135.01
4a	21690	12/09/24	Berwyn Township	Shared employee reimbursement	5326.00	1,837.13
4b				Amazon deposit reimbursement	2400.00	135.01
5	21691	12/09/24	Betsy Canedo	Reimbursements: flu event & popcorn machine	5320.00	53.39
6	21692	12/09/24	Canopus Executive Strategies LLC	Consulting on grant funding	5334.00	3,000.00
7	21693	12/09/24	Cintas	Janitor supplies	5605.00	1,327.69
8	21694	12/09/24	City of Berwyn - Water	monthly water	5710.00	41.44
9	21695	12/09/24	Comcast Business (Internet)	Internet 11/25/24-12/24/24	5720.00	159.90
10	21696	12/09/24	Dearborn Life Insurance Company	2024-12 insurance premiums	5880.00	63.10
11	21697	12/09/24	Gopher	Fitness Fund Program for St. Leonard	5325.00	13,006.06
12	21698	12/09/24	Health Lab	Labs	5315.00	28.00
13	21699	12/09/24	Illinois Department of Public Health	2024-11 death and birth certificates	5430.00	280.00
14	21700	12/09/24	Johnny's Landscaping Services	2024-11 grass cutting/leaf services, split	5505.00	150.00
15	21701	12/09/24	Johnson Controls Fire Protection LP	12/01/23-11/30/26 fire alarm contract	5505.00	1,766.74
16	21702	12/09/24	Konica Minolta Business Solutions	Monthly lease	5515.00	184.63
17	21703	12/09/24	Lawrence Zdarsky	2024-12 Legal Services	5143.00	1,555.00
18	21704	12/09/24	Nicor Gas	Monthly gas	5710.00	75.82
19	21705	12/09/24	OTIS Elevator Company	Elevator maintenance service 12/1/24-2/28/24	5505.00	1,434.69
20	21706	12/09/24	S.B.C. Waste Solutions	Waste service	5325.00	333.35
21a	21707	12/09/24	Selden Fox, Ltd.	2024-12 Accounting Services	5105.00	1,975.00
21b				2024-12 Software	5615.00	275.00
22	21708	12/09/24	Sound InSight Inc.	Rising Stars #2	5332.00	450.00
23	21709	12/09/24	Stericycle	Monthly medical waste disposal	5420.00	539.18
24	21710	12/09/24	Vanessa Rosales	Reimbursement: food manager course & exam	5615.00	180.00
25	21711	12/09/24	Vision Service Plan	2043-12 insurance premiums	5880.00	156.99
Total Disbursements to Vendors						\$ 35,498.00

PAYROLL CHECKS & WITHHOLDINGS SUMMARY

1	Board checks	11/14/24	Board checks	Gross board payroll - November	various	\$ 11,114.27
2	EFT	11/15/24	Gross Payroll	Gross payroll 11/1/24 - 11/15/24	various	13,969.76
3	EFT	11/15/24	Payroll withholdings	Payroll taxes - 11/1/24 - 11/15/24	various	1,938.10
4	EFT	11/15/24	Employer IMRF Obligation	IMRF match - 11/1/24 - 11/15/24	5835.00	118.38
5	EFT	11/29/24	Gross Payroll	Gross payroll - 11/16/24 - 11/30/24	various	13,798.72
6	EFT	11/29/24	Payroll withholdings	Payroll taxes - 11/16/24 - 11/30/24	various	1,073.40
7	EFT	11/29/24	Employer IMRF Obligation	IMRF match - 11/16/24 - 11/30/24	5835.00	82.99

**Berwyn Public Health District
Disbursements for Approval
December 9, 2024**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
				Total Payroll & Withholding Disbursements		<u>\$ 42,095.62</u>
				Total Disbursements for Approval		<u>\$ 87,280.99</u>
				Reconciled Cash Balance at 11/30/24-Citizens Bank		627,478.60
				Reconciled Cash Balance at 11/30/24-Republic Bank		<u>52,327.10</u>
				Total		<u>\$ 679,805.70</u>

CERTIFICATE

December 9, 2024
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that we have this 9th day of December 2024 examined and approved the foregoing claims or charges against Berwyn Public Health District Fund and that we hereby approve said claims or charges and direct the Chairman to pay the same aforesaid vouchers and payroll consisting of 2 pages.

Secretary

Treasurer

Chairman

CERTIFICATE

I, the undersigned, Secretary of Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that the Board of the Berwyn Public Health District examined, reviewed, approved and directed the payment of the foregoing accounts on this 9th day of December 2024 and that the foregoing amounts are due to the organizations or persons stated above.

Secretary

Countersigned

Chairman



AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	December 9, 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 Health District Fund 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 November 30, 2024.	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

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 Health
Berwyn Public Health District
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 November 30, 2024 of **Berwyn Public Health District**. 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 Public Health District**. 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 Public Health District.

Selden Fox, Ltd.

December 5, 2024

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April - November 2024

	Apr - Nov 2024	Approved Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 387,519.60	\$ 745,000.00	\$ (357,480.40)	52.02%
4200.00 Replacement Tax	17,309.84	35,000.00	(17,690.16)	49.46%
4400.01 Fees, Rents and Others			-	
4400.00 Rental income	51,000.00	76,440.00	(25,440.00)	66.72%
4410.00 Vital Record Income	21,972.25	37,500.00	(15,527.75)	58.59%
4450.00 Clinic Fees & Income	588.00	2,000.00	(1,412.00)	29.40%
Total 4400.01 Fees, Rents and Others	73,560.25	115,940.00	(42,379.75)	63.45%
4440.00 Miscellaneous Income	115.97	5,000.00	(4,884.03)	2.32%
4600.00 Investment Income	53,597.68	15,000.00	38,597.68	357.32%
Total Income	532,103.34	915,940.00	(383,836.66)	58.09%
Gross Profit	532,103.34	915,940.00	(383,836.66)	58.09%
Expenses				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	7,357.98	100,000.00	(92,642.02)	7.36%
5006.00 Roof and Building Improvements	16.00	150,000.00	(149,984.00)	0.01%
5007.00 Park Improvements and Equipment	660.00	8,000.00	(7,340.00)	8.25%
5010.00 Parking Lot Improvements	-	10,000.00	(10,000.00)	0.00%
Total 5000.00 Capital Outlay	8,033.98	268,000.00	(259,966.02)	3.00%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	13,875.00	23,700.00	(9,825.00)	58.54%
5106.00 Payroll Processing Fees	2,200.00	2,400.00	(200.00)	91.67%
5115.00 Annual Audit	7,737.50	7,250.00	487.50	106.72%
5120.00 Association Dues	842.00	2,000.00	(1,158.00)	42.10%
5135.00 Gen Liab, Work Comp, Prop Ins	348.50	23,500.00	(23,151.50)	1.48%
5140.00 Legal Expense	1,350.00	7,500.00	(6,150.00)	18.00%
5143.00 Health District Attorney	11,035.00	19,000.00	(7,965.00)	58.08%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	-	5,000.00	(5,000.00)	0.00%
5160.00 Rodent Abatement Agreement	-	40,000.00	(40,000.00)	0.00%
5185.00 Contractual Services - Vision/Hearing	-	6,000.00	(6,000.00)	0.00%
5190.00 Contractual Services - Dental	-	15,000.00	(15,000.00)	0.00%
5195.00 Contractual Services - Pediatry	-	20,000.00	(20,000.00)	0.00%
Total 5100.00 Contractual Services	37,388.00	181,350.00	(143,962.00)	20.62%
5300.00 Health Programs			-	
5310.00 Lead Awareness Program	-	2,500.00	(2,500.00)	0.00%

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April - November 2024

	Apr - Nov 2024	Approved Budget	Remaining Budget	% of Budget
5315.00 Clinics	1,410.75	10,000.00	(8,589.25)	14.11%
5320.00 Spec. Program - Flu	5,291.70	19,000.00	(13,708.30)	27.85%
5325.00 Spec. Programs - Other	30,686.47	40,000.00	(9,313.53)	76.72%
5325.02 Special Program-Combined Veteran	-	4,000.00	(4,000.00)	0.00%
5325.03 Berwyn Holiday Fund	5,000.00	4,000.00	1,000.00	125.00%
5325.04 Senior Breakfast	1,500.00	1,500.00	-	100.00%
5325.05 Sunday Market	1,134.01	10,000.00	(8,865.99)	11.34%
5325.06 Marketing and Promotion	-	5,000.00	(5,000.00)	0.00%
5326.00 Spec. Programs - Intergov	17,914.64	35,000.00	(17,085.36)	51.18%
5328.00 Special Programs-Emergency Prep	(2,301.05)	10,000.00	(12,301.05)	-23.01%
5332.00 Special Prg. - Eyes for Educati	2,212.00	6,500.00	(4,288.00)	34.03%
5334.00 Special Prg.-Health Grants	56,035.00	80,000.00	(23,965.00)	70.04%
5336.00 Heatlh Families	-	100,000.00	(100,000.00)	0.00%
5337.00 Infrastructure Initiatives	-	1,000,000.00	(1,000,000.00)	0.00%
5340.00 Participatory Budget	-	17,000.00	(17,000.00)	0.00%
5346 New Programs and Initiatives	-	600,000.00	(600,000.00)	0.00%
Total 5300.00 Health Programs	118,883.52	1,944,500.00	(1,825,616.48)	6.11%
5400.00 Other Expenditures			-	
5405.00 Conference/Education Expenses	73.00	4,500.00	(4,427.00)	1.62%
5410.00 Contingencies	(383.23)	5,000.00	(5,383.23)	-7.66%
5413.00 Transaction Processing Fees	1,960.82	6,500.00	(4,539.18)	30.17%
5420.00 Medical Waste Disposal	10,847.70	7,500.00	3,347.70	144.64%
5425.00 Official's Bonds	-	3,500.00	(3,500.00)	0.00%
5430.00 Death Surcharge Fee	2,416.00	7,500.00	(5,084.00)	32.21%
Total 5400.00 Other Expenditures	14,914.29	34,500.00	(19,585.71)	43.23%
5500.00 Repairs and Maintenance			-	
5505.00 Building Maintenance	6,702.60	25,000.00	(18,297.40)	26.81%
5510.00 Janitorial Service	-	3,000.00	(3,000.00)	0.00%
5515.00 Equipment Maintenance Agreement	3,345.05	4,000.00	(654.95)	83.63%
5530.00 Snow Removal	485.00	3,500.00	(3,015.00)	13.86%
Total 5500.00 Repairs and Maintenance	10,532.65	35,500.00	(24,967.35)	29.67%
5600.00 Supplies and Materials			-	
5605.00 Janitorial Supplies	5,552.33	2,500.00	3,052.33	222.09%
5610.00 Medical Supplies	5,786.84	3,000.00	2,786.84	192.89%

Berwyn Public Health District
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April - November 2024

	Apr - Nov 2024	Approved Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	9,314.58	10,000.00	(685.42)	93.15%
5620.00 Postage and Meter Rental	722.80	3,000.00	(2,277.20)	24.09%
5625.00 Printing and Publication	3,256.06	10,000.00	(6,743.94)	32.56%
Total 5600.00 Supplies and Materials	24,632.61	28,500.00	(3,867.39)	86.43%
5700.00 Utilities			-	
5710.00 Heat, Light and Water	969.42	4,000.00	(3,030.58)	24.24%
5720.00 Telephone	4,130.25	10,000.00	(5,869.75)	41.30%
Total 5700.00 Utilities	5,099.67	14,000.00	(8,900.33)	36.43%
5800.00 Payroll Expenses			-	
5815.00 Chairman	29,333.36	46,000.00	(16,666.64)	63.77%
5816.00 Secretary	22,800.00	36,200.00	(13,400.00)	62.98%
5817.00 Treasurer	22,800.00	36,200.00	(13,400.00)	62.98%
5820.00 Clerks	56,469.87	162,750.00	(106,280.13)	34.70%
5829.0 Interns	8,955.00	45,000.00	(36,045.00)	19.90%
5830.00 Health Director	13,980.80	24,000.00	(10,019.20)	58.25%
5831.00 Taxes - Employer FICA	19,565.85	45,000.00	(25,434.15)	43.48%
5832.00 Taxes - Employer Medicare	4,575.86	10,000.00	(5,424.14)	45.76%
5833.00 Taxes - SUTA	2,691.31	3,000.00	(308.69)	89.71%
5835.00 Retirement Contribution	1,741.70	15,000.00	(13,258.30)	11.61%
5840.00 Inspectors	32,591.66	110,250.00	(77,658.34)	29.56%
5841.00 Environmental Health Practioner	42,599.19	65,000.00	(22,400.81)	65.54%
5845.00 Janitor	16,514.40	30,000.00	(13,485.60)	55.05%
5860.00 Public Health Nurses	72,727.17	147,000.00	(74,272.83)	49.47%
5880.00 Grp Health, Vision, Dental Ins	45,442.63	90,000.00	(44,557.37)	50.49%
Total 5800.00 Payroll Expenses	392,788.80	865,400.00	(472,611.20)	45.39%
Total Expenses	612,273.52	3,371,750.00	(2,759,476.48)	18.16%
Net Operating Income	(80,170.18)	(2,455,810.00)	2,375,639.82	3.26%
Net Income	(80,170.18)	\$ (2,455,810.00)	\$ 2,375,639.82	3.26%
Beginning net assets	2,573,460.39			
Ending net assets	\$ 2,493,290.21			



AGENDA ITEM SUMMARY

AGENDA ITEM: **8-A**

TITLE	17 th Annual Sailors for Christmas in Berwyn
MEETING DATE	December 9, 2024
SUBMITTED BY	Marge Paul, Health Board Secretary

SUMMARY

ATTACHMENTS

- 17th Annual Sailors for Christmas in Berwyn funding request letter

ACTION PROPOSED

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

COMBINED VETERANS OF BERWYN



17th Annual Sailors for Christmas in Berwyn



Dear Friend,

November 26, 2024

While most of us will be spending Christmas Day with family and friends, sadly many of the men and women of our armed forces will not have the opportunity to be with their loved ones for the holidays. For 2 years due to Covid 2020 & 2021 we were not able to have this event. We got to within 6 days in 2021, and got shut down. That being said, there are less organizations that used to participate on Christmas with the Adopt-a-Sailor Program. As a result, we were asked to help fill this shortage and sponsor as many as 250 recruit sailors, we agreed and as such it will cost that much more. As a former US Navy sailor, I understand what it means to be away from family during the Christmas holiday.

As we receive NO government or tax payer funding for the past sixteen years, we have relied strictly on the generous donations from caring and supportive individuals like you to make this possible "**Sailors for Christmas in Berwyn**". It is an all-day event which includes a Christmas dinner for recruit sailors from Great Lakes Naval Training Center as well as local veterans that served in WW2, Korea, Vietnam, Iraq and Afghanistan. Free cell phones are also provided so our young men and women in uniform can call their loved ones on this special day. As well as video games, tablets and laptops for face time and video chat communications. They will also enjoy homemade goodies from the neighborhood as well as many other amenities, including a visit from Santa.

Please help us make this Christmas Day a very special day for our freedom fighters, and over 200 families on Christmas day.

Most of these families have had little to no communication with their sailors and it so great to see both the faces of these young sailors and of their family's response on this most important day.

If you would like to make a donation, or an in-kind donation, enclosed is a donation card and a return envelope, or to be a volunteer to this great program contact me at CombinedVeterans@yahoo.com or calling me directly at (708) 800-1705. Please make checks payable to the "Combined Veterans of Berwyn- Sailors" and mail to PO Box 182, Berwyn, Illinois 60402

In addition, you may click on the QR code below to make an electronic donation if you wish. We will try to record some of it Live on Facebook.

Wishing You a Happy Holiday Season,

Anthony Ward Sr.
2024 Chairman
17th Annual Sailors for Christmas in Berwyn
US Navy Veteran

Visit our Facebook Event Page: Sailors for Christmas in Berwyn



*Make Checks payable to: Combined Veterans of Berwyn - Sailors
(Combined Veterans of Berwyn 501C19, 35-26055370)*



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	EMR Project Update
MEETING DATE	December 9, 2024
SUBMITTED BY	Betsy Canedo, RN

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">EMR Project Update Report	

ACTION PROPOSED			
X	INFORMATION	DISCUSSION	REVIEW & APPROVAL
	OTHER		

December 2024 Board Report

Here is an update on our going EMR project.

Apple Hardware

- **Requesting approval to purchase Apple hardware through “Apple”.**
 - **One time cost \$28,703.00**
- **Three official quotes have been attached to this report.**
 - Pending your approval we will move forward with purchasing hardware on **December 10, 2024.**
 - Payment needs to be in the form of a wire transfer or ACH.
 - Instruction on how payment needs to be submitted has been attached to the report.

CDW

- **Requesting approval to purchase Microsoft Office membership.**
 - **The purchase of Microsoft Box License \$5595,36.**
 - This license box includes Microsoft word, excel, powerpoint, teams and other helpful features for all 24 active email accounts in the township.
 - This purchase will switch over all of our current emails from Network Solution to Outlook.
 - There will be a yearly membership renewal that would also need to be approved to make workflow at the township seamless.
- **Requesting approval to purchase a wireless access point.**
 - **Cost \$181.99**
 - Once approved, we will shift over all emails from Network Solutions to Microsoft Office.

Image Tech

- **We are waiting to install the new printer until we receive new computer hardware from Apple.**

Xfinity

- **Requesting approval for new internet contract for the Health Clinic**
 - **Ongoing monthly cost \$200**
 - **Contract is attached**
- We are requesting approval for a new monthly contract for internet service specifically for the clinic. Currently, the health and township share the same network/internet service. To be HIPPA compliant and maintain optimal patient confidentiality, the health department needs to have its own, private internet service.

TechPro

- **Requesting contract approval for monthly tech support.**
 - **Ongoing monthly cost \$600**
 - **Quote attached is the contract for TechPro's ongoing monthly tech support service.**

Marketing for Mental Health Program

- **Requesting for \$300 monthly budget for marketing of services at the health department.**
- To ensure the success of services and programs, the clinic need to be able to get the word across. The health department is requesting approval for a \$300 monthly budget for the promotion, marketing, and creation of ads for services and programs.

eClinical Works

- We are waiting for the arrival of the Apple hardware to move forward

Dr. Wainer is requesting guidance for hiring a mental health provider

- We propose establishing clear guidelines for selecting the right mental health provider to serve our community's needs best. We are asking for direction so that this will be a smooth transition. We have funding to hire a full-time mental health provider.

Lastly....

We wanted to make everyone is aware the funding for these purchases will be coming from the lined item which Carina Sanchez is actively working on. If you have any further questions regarding the funds and when we will receive access to it please contact her at: carina@canopus.consulting or 773-416-5325.

Apple Payment

Wire Transfer

Wire Transfer is recommended by Apple, as it is the fastest method to transfer funds between banking institutions. It typically take 1 to 3 business days to complete.

Beneficiary Address:

Apple, Inc.

12545 Riata Vista Cir

Austin, TX 78727

Tax Payer ID: 94-2404110

Email Notification: cash_apps@apple.com

* Order Number: 2213150573

Bank Address:

Bank of America

100 West 33rd St.

New York, NY 10001

Routing/Transit (ABA) number: 026009593

Account number: 3751294243

CHIPS number: 0959

SORT/SWIFT Code: BOFAUS3N (necessary if sending a wire from a bank outside the US or Canada)

If your bank representative has any questions, a Bank of America representative for Apple's account may be reached at 1-800-577-9473.

ACH

Below please find information required for submitting ACH payment to Apple. Pro Forma Invoice attached.

ACH payments typically take 3 to 5 business days to complete.

Beneficiary:

Apple Inc.

1950 Stemmons Fwy, Ste 5010

Dallas, TX 75207

Bank Address:

Bank of America

100 West 33rd St.

New York, NY 10001

Routing Transit Number (ABA#): 111000012

Account Number: 3751294243

* Important: Order number for tracking payment to the order must also be included...2213150573

* Order number: 2213150573

Internet Service Quote & Contract

COMCAST BUSINESS

Comcast Business Service Order Agreement

Company Name: Berwyn Public Health District **Order #** OID-0011239835

Service Location:		Billing Location:	
Address 1	6600 26TH ST	Address 1	6600 26TH ST
Address 2		Address 2	
City	BERWYN	City	BERWYN
State	IL	State	IL
Zip	60402	Zip	60402
Primary Contact Name	David Avila	Billing Contact Name	David Avila
Primary Contact Phone	(708) 788-6600	Billing Contact Phone	(708) 788-6600
Primary Contact Email	rn.clinic@berwyntownship.org	Billing Contact Email	rn.clinic@berwyntownship.org
		Tax Exempt	No

Service Term 24 Months

Package Code: 9326103744

Package & Promotion Details	
<p>Data, SecurityEdge Package for discounted rate of \$170 for months 1-24, increasing to then regular rate in month 25. Equipment, installation, taxes and applicable fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other charges extra and subject to change. Package includes Business Internet Gigabit Extra (download speed up to 1.25 Gbps) and SecurityEdge. 2 year term agreement required. Additional \$10 monthly discount with enrollment in both paperless billing and automatic payments with bank account via https://business.comcast.com/myaccount within 30 days of service installation. If either paperless billing or automatic payment service is cancelled, or automatic payment method is changed to credit or debit card, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher who activate new Comcast Business Mobile service with minimum one Mobile Unlimited line. Mobile discount applied to Comcast Business Internet bill for 12 months. Limit one discount per account. Mobile Unlimited lines must be activated within 90 days of Internet installation to qualify for the mobile discount. After 12 months, or if any of the required services are cancelled or downgraded, or if Unlimited service is switched to By the Gig, the mobile discount will be removed. Comcast Business Internet must be installed by 4/28/2025 to qualify for the mobile discount.</p>	
	Customer Initials

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Gigabit Extra	1	\$ 170.00	\$ 0.00
	SecurityEdge Service Fee	1		
Equipment and Additional Service(s)		Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Internet Additional Services				
Equipment Fee		1	\$ 24.95	
Business Internet Additional Services Sub Total			\$ 24.95	0.00
Additional Fees				
Professional Installation		1	\$ 0.00	\$ 129.95
Total Additional Charge			\$ 24.95	\$ 129.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 194.95	\$ 129.95



Comcast Business Service Order Agreement

Company Name: Berwyn Public Health District **Order #** **OID-0011239835**

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. Customer must provide thirty (30) days' prior notice to Comcast in order to terminate a Service Order or the Agreement. Any termination of a Service Order or the Agreement may be subject to early termination fees in accordance with the Business Services Customer Terms and Conditions.

**COMCAST
BUSINESS**

Comcast Business Service Order Agreement

Company Name: Berwyn Public Health District

Order # OID-0011239835

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index .	
Signature	
Name	David Avila.
Title	
Date	

FOR COMCAST USE ONLY	
Sales Representative	Francisco Aponte
Sales Representative Code	00512000006wCOFAAM
Sales Manager/Director Name	SalesManager
Sales Manager/Director	Approved
Division	
SmartOffice License	

In Process

**COMCAST
BUSINESS**

COMCAST BUSINESS SERVICE PROVISIONING DETAILS

CompanyName: Berwyn Public Health District **Order #:** OID-0011239835

Toll Free #	Calling Originating Area	Associated TN
--------------------	---------------------------------	----------------------

In Process

Hardware Quotes

**Pro Forma Invoice:**2213150573 –
18000012942410**Date:**Wednesday, November 13,
2024**Valid until:**

Friday, December 06, 2024

Prepared for:

David J Avila

Berwyn Public Health District

6600 W 26th St

Berwyn, IL 60402-2652

davila@berwyntownship.org

Customer ID: 18000012942280

Ship to:

David J Avila

Berwyn Public Health District

6600 W 26th St

Berwyn, IL 60402-2652

Prepared by:

Fred Potter

Apple Business Team

16304813473

oakbrookbusiness@apple.com

Product / Description	Qty	Price	Total
15-inch MacBook Air: Apple M3 chip with 8-core CPU and 10-core GPU, 16GB, 512GB SSD – Silver MXD23LL/A	5	\$1,499.00	\$7,495.00
Configuration: <ul style="list-style-type: none">• Apple M3 chip with 8-core CPU, 10-core GPU, 16-core Neural Engine• 16GB unified memory• 512GB SSD storage• 35W Dual USB-C Port Compact Power Adapter• 1080p FaceTime HD camera• Two Thunderbolt / USB 4 ports• MagSafe 3 charging port• 15.3-inch Liquid Retina display with True Tone• None• None• Backlit Magic Keyboard with Touch ID – US English• Accessory Kit			
AppleCare+ for 15-inch MacBook Air (M3) SLPD2LL/A	5	\$206.00	\$1,030.00
13-inch iPad Pro WiFi 512GB with Standard glass – Silver MVX53LL/A	6	\$1,499.00	\$8,994.00

AppleCare+ for iPad Pro 13-inch (M4) SM402LL/A	6	\$152.00	\$912.00
Magic Keyboard for iPad Pro 13-inch (M4) – US English – Black MWR53LL/A	6	\$349.00	\$2,094.00
Apple Pencil Pro MX2D3AM/A	6	\$129.00	\$774.00
24-inch iMac with Retina 4.5K display: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD – Silver MWUV3LL/A Configuration: <ul style="list-style-type: none">• Apple M4 chip with 10-core CPU, 10-core GPU, 16-core Neural Engine• 16GB unified memory• 512GB SSD storage• Magic Mouse• Standard glass• Gigabit Ethernet• Four Thunderbolt 4 ports• None• None• Magic Keyboard with Touch ID – US English• Accessory Kit	4	\$1,699.00	\$6,796.00
AppleCare+ for iMac (M4) SR0Y2LL/A	4	\$152.00	\$608.00
Subtotal			\$28,703.00
Estimated Total (USD)			\$28,703.00

Delivery Expectations

Your product(s) will ship as they become available. All shipments subject to unexpected carrier delays.

Terms and Conditions

This is a quote invoice, not a receipt of purchase. The applicable sales tax and any additional surcharges (such as recycling fees) are subject to verification and will be reflected on your final invoice.

Product availability and pricing are subject to change without notification. The configurations and pricing

noted in this quote are generally valid for up to 30 days, and are specifically intended for purchase by the entity indicated above. Quotes that reflect promotional or special sales event discounts are valid only for the duration of the promotion or special sales event.

Consideration for business pricing is made based on the type of product, the quantity and the availability of the products ordered. For further information regarding this proposal, please contact your Apple Business Team. Our full sales and refund terms and conditions can be found at <https://www.apple.com/legal/sales-support/>.

<https://www.apple.com/retail/business/>



TechPro, Inc.

2000 Gary Lane
Geneva, IL 60134

Phone: 630-938-5300

Fax: 630-845-4600

www.techpro.com

TechPro Quote

Date	Quote #
9/23/2024	111061

Bill To:		Ship To:	
Berwyn Public Health District 6600 W 26th St Berwyn, IL 60402		Berwyn Public Health District 6600 W 26th St Berwyn, IL 60402	
Customer Phone	708-788-6600	Customer E-mail	bcanedo@berwyntownship.org

Quantity	Description	Price Each	Total
3	Dell OptiPlex Micro 7020 - Intel® Core™ i7 14700T vPro®, Windows 11 Pro, 16 GB: 1 x 16 GB, DDR5, M.2 2230 256GB PCIe NVMe SSD, 3 Year Warranty	1,300.00	3,900.00T
4	Dell Inspiron 15 Laptop - 12th Gen Intel® Core™ i7-1355U, Windows 11 Pro, 16 GB: 2 x 8 GB, DDR4, 1 TB, M.2, PCIe NVMe, SSD, 3 year Warranty	1,200.00	4,800.00T
5	Dell XPS 16 Laptop - Intel® Core™ Ultra 7 155H, Windows 11 Pro, 16GB, LPDDR5X, 512GB M.2 PCIe NVMe SSD, 6.3" OLED UHD+ (3840 x 2400) Infinity Edge, Touch Screen, 1 Year Warranty	2,300.00	11,500.00T
3	Dell 24" Monitor	170.00	510.00T
3	Microsoft Office 2021 Professional	200.00	600.00T
1	Juniper EX2300 24 Port Switch	1,400.00	1,400.00T
1	Checkpoint 1555 Firewall with 1 year Support	1,450.00	1,450.00T
1	Rack Mount Battery Back Up with Uninterruptible Power Supply	950.00	950.00T
1	Ubiquiti Long Range Access Point	330.00	330.00T
1	Technician Labor - Initial setup and configuration	2,200.00	2,200.00
1	Monthly IT Support for up to 15 PC's - Monthly Recurring This includes Pro-active monitoring of the ISP, consulting, recommendations, Windows Updates.	525.00	525.00
	*This quote does not include cable or cable labor, that will be invoiced at time and material		
	Quote is valid for 15 days		
		Subtotal	\$28,165.00
		Sales Tax (8.0%)	\$2,035.20
		Total	\$30,200.20

ACCEPTED: _____



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

BETSY CANEDO,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCXF302	10/4/2024	PCXF302	25002733	\$21,068.16

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Apple - MacBook Air - 15" - M3 - 16 GB RAM - 512 GB SSD - Starlight</u> Mfg. Part#: MXD33LL/A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	4	7833164	\$1,663.07	\$6,652.28
<u>Apple 13-inch iPad Pro - M4 - Wi-Fi - tablet - 256GB - Space Black</u> Mfg. Part#: MVX23LL/A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	5	7919926	\$1,230.95	\$6,154.75
<u>Apple Magic Keyboard - keyboard and folio case - with trackpad - QWERTY - U</u> Mfg. Part#: MWR53LL/A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	5	7919987	\$373.17	\$1,865.85
<u>Apple Pencil Pro - active stylus - Bluetooth</u> Mfg. Part#: MX2D3AM/A Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	5	7919980	\$138.94	\$694.70
<u>Apple iMac - 4.5K Retina Display - 24" - M3 - 24 GB RAM - 512 GB SSD - Silv</u> Mfg. Part#: Z195-2002232260 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	3	7686750	\$1,839.53	\$5,518.59
<u>Netgear WAX610 Dual Band IEEE 802.11 a b g n ac ax i 1.80 Gbit/s Wireless A</u> Mfg. Part#: WAX610PA-100NAS Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	6192336	\$181.99	\$181.99

SUBTOTAL	\$21,068.16
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$21,068.16

PURCHASER BILLING INFO	DELIVER TO
Billing Address: BERWYN TOWNSHIP HEALTH DIST 6600 26TH ST BERWYN, IL 60402-2690 Phone: (708) 788-6600 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: BERWYN TOWNSHIP HEALTH DIST 6600 26TH ST BERWYN, IL 60402-2690 Phone: (708) 788-6600 Shipping Method: UPS Ground (Indy 1-2 day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Sean Ellis | (877) 499-8915 | seanell@cdwg.com

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Support



Call 800.800.4239

Apple Terms and Conditions

Customer's use of iCloud, the Products or either of their incumbent software or functionality is subject to compliance with all end user licenses agreements ("EULAs"), Product terms and conditions, and iCloud terms and conditions (available at www.apple.com/legal/internet-services/icloud/en/terms.html) and any other terms and conditions provided by Apple. Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R. § 160.103); or (ii) in any manner that would make Apple or any other third-party distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party. If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions: (i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at www.apple.com/legal/sales-support/applecare/os-reseller-support/; (ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all security of confidential, proprietary or classified information of Customer and any third parties whose data Customer possesses or processes. Customer will not disclose to Reseller confidential, proprietary or any information that is subject to intellectual property rights that may expose Reseller to liability; and (iii) Data Protection. Customer agrees and understands that it is necessary for Reseller to collect, process and use Customer data in order to perform the service and support obligations under the Support Incident. This may include transferring Customer data to affiliated companies, service providers, and/or Apple.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Monthly IT Service Quote



TechPro, Inc.

2000 Gary Lane
Geneva, IL 60134

Phone: 630-938-5300

Fax: 630-845-4600

TechPro Quote

Date	Quote #
11/14/2024	111120

www.techpro.com

Bill To:	
Berwyn Public Health District 6600 W 26th St Berwyn, IL 60402	
Customer Phone	708-788-6600

Ship To:	
Berwyn Public Health District 6600 W 26th St Berwyn, IL 60402	
Customer E-mail	bcanedo@berwynthownship.org

Quantity	Description	Price Each	Total
1	Consulting on the solution for BerwynTownship, Hardware purchases to be purchased from CDW Includes, Helping out with installing 6 iPad Pro's to Ecnical to their wireless setup One Time Fee	6,000.00	6,000.00
1	Monthly IT Support - Monthly Recurring This includes Pro-active monitoring of the ISP, consulting, recommendations, Windows Updates, first call is to TechPro	600.00	600.00
	Quote is valid for 15 days		
		Subtotal	\$6,600.00
		Sales Tax (8.0%)	\$0.00
		Total	\$6,600.00

ACCEPTED: _____

Wireless Access Point Quote



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Hardware

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Services

IT Solutions

Brands

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QUOTE CONFIRMATION

BETSY CANEDO,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PFMG001	12/2/2024	AP	25002733	\$181.99

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
------	-----	------	------------	------------

Netgear WAX610 Dual Band IEEE 802.11 a b g n ac ax i 1.80 Gbit s Wireless A

1

6192336

\$181.99

\$181.99

Mfg. Part#: WAX610PA-100NAS

Contract: Sourcewell 121923-CDWG Tech Catalog (121923)

SUBTOTAL \$181.99

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL \$181.99

PURCHASER BILLING INFO

Billing Address:

BERWYN TOWNSHIP HEALTH DIST

6600 26TH ST

BERWYN, IL 60402-2690

Phone: (708) 788-6600

Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:

BERWYN TOWNSHIP HEALTH DIST

6600 26TH ST

BERWYN, IL 60402-2690

Phone: (708) 788-6600

Shipping Method: DROP SHIP-GROUND

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Sean Ellis | (877) 499-8915 | seanell@cdwg.com

New Email Provider Quote



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

BETSY CANEDO,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PFMG186	12/2/2024	PFMG186	25002733	\$2,797.68

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Office Home & Business 2021 - box pack - 1 PC Mac Mfg. Part#: T5D-03518 Contract: Sourcewell 121923 CDWG-Software (121923)	12	6729559	\$233.14	\$2,797.68

SUBTOTAL	\$2,797.68
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,797.68

PURCHASER BILLING INFO

Billing Address:
BERWYN TOWNSHIP HEALTH DIST
6600 26TH ST
BERWYN, IL 60402-2690
Phone: (708) 788-6600
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
BERWYN TOWNSHIP HEALTH DIST
6600 26TH ST
BERWYN, IL 60402-2690
Phone: (708) 788-6600
Shipping Method: FEDEX Ground

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Sean Ellis | (877) 499-8915 | seanell@cdwg.com



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Intergovernmental Agreement between City of Berwyn and Berwyn Public Health District Regarding Rodent Mitigation and Pest Control Support
MEETING DATE	December 9, 2024
SUBMITTED BY	David J. Avila, Board President

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Intergovernmental Agreement between City of Berwyn and Berwyn Public Health District Regarding Rodent Mitigation and Pest Control Support	

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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF BERWYN AND THE BERWYN HEALTH DISTRICT
REGARDING RODENT MITIGATION AND PEST CONTROL SUPPORT**

This Intergovernmental Agreement ("Agreement") is entered into this ____ day of _____, 2024, by and between the City of Berwyn, an Illinois municipal corporation (the "City"), and the Berwyn Health District, a governmental health district established under the laws of the State of Illinois (the "Health District") (collectively, the "Parties").

RECITALS

WHEREAS, the City and the Health District are committed to promoting public health and ensuring safe and sanitary conditions for residents and businesses in the City of Berwyn; and

WHEREAS, rodent mitigation and pest control are critical to protecting public health and maintaining the quality of life in the community; and

WHEREAS, the Health District has the authority and expertise to oversee matters of public health, including pest control and rodent mitigation, particularly in food industry businesses; and

WHEREAS, the City and the Health District desire to formalize their cooperation in addressing rodent mitigation efforts by delineating respective responsibilities and contributions;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

ARTICLE I: RESPONSIBILITIES OF THE HEALTH DISTRICT

- Rodent Mitigation Oversight**
The Health District shall assume responsibility for overseeing rodent mitigation efforts within the City of Berwyn, specifically with regard to food industry businesses.
 - Business Compliance Monitoring**
The Health District shall monitor food industry businesses to ensure they maintain contracts with licensed and bonded pest control companies.
 - Communication with the City**
The Health District shall communicate with the City's Building Department on a regular basis, providing updates and information regarding businesses that have or lack contracts with licensed and bonded pest control companies.
 - Annual Financial Contribution**
The Health District shall contribute \$6,000.00 annually to the City for rodent mitigation efforts. The contribution shall be paid no later than March 31 of each calendar year.
-

ARTICLE II: RESPONSIBILITIES OF THE CITY

1. **Building Department Collaboration**

The City's Building Department shall collaborate with the Health District to facilitate the flow of information regarding food industry businesses' pest control compliance.

2. **Utilization of Financial Contributions**

The City shall utilize the \$6,000.00 annual contribution from the Health District exclusively for rodent mitigation efforts, which may include enhanced pest control services, public awareness campaigns, or infrastructure improvements to deter rodent activity.

ARTICLE III: TERM AND TERMINATION

1. **Term**

This Agreement shall commence on the date of execution by both Parties and shall continue indefinitely unless terminated as provided herein.

2. **Termination**

Either Party may terminate this Agreement upon ninety (90) days' written notice to the other Party.

ARTICLE IV: MISCELLANEOUS PROVISIONS

1. **Amendments**

This Agreement may be amended only by written agreement of both Parties.

2. **Severability**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

3. **Entire Agreement**

This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements or understandings regarding the subject matter.

4. **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

[SIGNATURE PAGE FOLLOWS]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY
AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____
day of _____, 2024, by the proper persons, as set forth below.

BERWYN HEALTH DISTRICT

CITY OF BERWYN

Printed Name

Printed Name

Signature

Signature

Title

Title

Date

Date

This Agreement ensures collaboration between the City and the Health District to improve rodent mitigation, safeguard public health, and enhance communication regarding pest control in food industry businesses.



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Move July 14, 2025 Regular Board Meeting to July 31, 2025
MEETING DATE	December 9, 2024
SUBMITTED BY	David J. Avila, Board President

SUMMARY	
Approve Change to Move July 14, 2025 Regular Board Meeting to July 31, 2025	
ATTACHMENTS	
None	

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