



HEALTH DISTRICT BOARD  
MEETING PACKET

May 9, 2025

# NOTICE OF PUBLIC MEETING – PLEASE READ

Anyone wishing to submit comments for the Open Forum at this meeting must do so by 3:00 PM on the day of the meeting. Comments should be directed to Township Clerk Leticia Garcia at 6700 West 26th Street, Berwyn, IL 60402, by email at LGarcia@ci.berwyn.il.us, or by phone at 708-749-6451. Please indicate that you would like your comments included in the official Board Meeting Record.

 <b>BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT</b> HEALTH BOARD MEETING AGENDA	<input checked="" type="checkbox"/> REGULAR MEETING <input type="checkbox"/> SPECIAL MEETING <input type="checkbox"/> COW <input type="checkbox"/> PUBLIC HEARING	DATE	Monday, June 9, 2025
		TIME	4:00 PM
		LOCATION	6600 W. 26 <sup>th</sup> St., 1 <sup>st</sup> FL Conf. Rm.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Regular Meeting on May 9, 2025
5. STAFF REPORT UPDATES – May 2025
  - A. Clinic Activity
  - B. Sanitation Activity
  - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – May 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Pride Events Participation Request – Avila
  - B. Review & Approve 2025 Sunday Market Budget
  - C. Auto Pay for Invoices – Avila
  - D. Review & Approve Funding for Breast Cancer Walk – Avila
  - E. Reconfiguration of First & Second Floor Offices RFP – Avila
  - F. Election of Officers – Avila
11. ADJOURNMENT



## AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

<b>TITLE</b>	Approval of Minutes
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Township Clerk

### SUMMARY

### ATTACHMENTS

- Regular Meeting on May 9, 2025

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT**  
**Regular Meeting – May 9, 2025**

**Call to Order:** President Avila called the meeting to Order at 12:10 p.m. Secretary Paul and Treasurer Pereda were present. Attorney Zdarsky, Accountant Eagan, and Berwyn City Clerk – Elect Garcia also attended. Attendees rose to recite the Pledge of Allegiance.

**Open Forum:** President Avila opened the floor for Public Comment. He thanked Secretary Paul for her service to the board and community. He presented Secretary Paul with a plaque in recognition of her service. She thanked everyone for the recognition.

**Approval of Minutes**

**A. Regular Meeting of April 14, 2025:** Avila made the motion, seconded by Pereda, to approve the Minutes of the April 14, 2024 Regular Meeting as submitted. The motion passed by a unanimous voice vote in favor.

**B. Budget Workshop of April 14, 2024:** Avila made the motion, seconded by Pareda, to approve the Minutes of the Budget Workshop of April 14, 2025 as submitted. The motion passed by a unanimous voice vote in favor.

**Staff Report Updates – March 2025**

**A. Clinic Activity:** Avila made the motion, seconded by Pereda, to approve the April Clinic Activity report as submitted and place \$35.00 collected in fees in the proper funds. The motion passed by a unanimous roll call vote in favor.

**B. Sanitation Activity:** Avila made the motion, seconded by Pereda, to approve the April 2025 Sanitation Activity report as submitted. The motion passed by a unanimous voice vote in favor.

**C. Vital Statistics Activity:** Avila made the motion, seconded by Pereda, to approve the April 2025 Vital Statistics Activity report as submitted and place \$3,279.50 collected in fees in the proper funds. The motion passed by a unanimous roll call vote in favor.

**Bills Payable and Payroll:** Avila made the motion, seconded by Pereda, to authorize the disbursements for payables and payroll as submitted for \$140,824.27. The motion passed by a unanimous roll call vote in favor.

**Statement of Receipts and Disbursements:** Mr. Egan was recognized and commented on his monthly report. Avila made the motion, seconded by Pereda, to accept the report as informational. The motion passed by a unanimous voice vote.

**Correspondence:** Nothing received

**Old Business**

**A. Mental Health Survey Proposal by Si! Communications:** Paul questioned the proposal amount because the actual cost to BPHD was ambiguous in the contract. Avila stated the amount of the contract was \$29,800. Discussion ensued. Attorney Zdarsky states that a motion could be made to clarify that \$29,800 would be inclusive of all costs to be paid by BPHD. Thereafter, Avila made the motion, seconded by Pereda, to approve the proposal by Si! Communications to conduct a mental health survey of Berwyn residents for an amount not to exceed \$29,800.00 inclusive for all costs associated with conducting the survey. The motion passed by a unanimous roll call vote.

**New Business**

**A: Approve the Tentative 2025-2026 Annual Budget and Appropriation Ordinance:** Avila made the motion, seconded by Pereda, to ratify the directives made by the Committee of the Whole Budget Workshop committee to draft the tentative ordinance, call for a Public Hearing on the tentative budget ordinance for June 9, 2025 at 3:45 p.m., and direct the Secretary to publish the Notice and Agenda for the public hearing in the Lawndale News, additionally approve the tentative budget ordinance as submitted and refer it to the June 9, 2025 Regular Meeting for a final vote. The motion passed by a unanimous voice vote in favor.

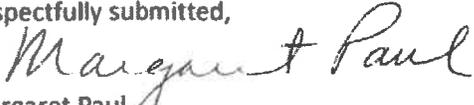
**B: Community Bike Repair Stations:** Pereda made the motion, seconded by Avila, to purchase and have installed bike repair stations for Lesak Park, North Berwyn Park District, Berwyn Park District and the Berwyn Recreation Center for a cost not to exceed \$21,312.00. The motion passed by a unanimous roll call vote in favor.

**C. Berwyn Bike Fest:** Pereda advised that the Berwyn Township Board granted permission to use Lesak Park for the Bike Fest event. She then made the motion, seconded by Avila, to approve \$2,000.00 to cover the cost of bike helmets, publicity/event promotion, decorations and refreshments for the Berwyn Bike Fest. The motion passed by a unanimous roll call vote in favor.

**D. Berwyn Wellness at the Township:** Avila made the motion, seconded by Pereda, to approve \$2,000.00 for costs associated with having a variety of outdoor fitness programs at Lesak Park. The motion passed by a unanimous roll call vote in favor.

**Adjournment:** Avila made the motion, seconded by Pereda, to adjourn the meeting at 12:39 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

  
Margaret Paul  
Health District Secretary



## AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

<b>TITLE</b>	Clinic Activity
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	Bradford S. Wainer, D.O., Health Clinic Medical Director

### SUMMARY

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

### ATTACHMENTS

- Nursing Monthly Report – May 2025

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

5A

## NURSING MONTHLY REPORT

**MAY 1-31, 2025**

1. Monthly report organized, prepared and distributed at monthly Berwyn Public Health meeting.
2. Residents of Berwyn continue to call for appointments for immunizations, TB Test and Wellness Wednesdays events.
3. The Health District continues to offer saliva PCR Test in the month of May 2025.
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 to ensure accuracy of vaccines and to ensure we enough vaccines to meet demand.
6. The clinic continues offering our loaner medical equipment such as wheelchairs, walkers, and canes to Berwyn residents.
7. Clinic hosted the May Wellness Wednesday and are signing residents up for the June Wellness Wednesday.
8. Clinic staff has continued working with Morton West High School staff. We have one of the clinic staff members present during registration to help verify vaccine information in effort to help parents have their students in compliance for registration.
9. On May 5<sup>th</sup> clinic went live with eClinical. We have a follow up training at the end of June.
10. The Mental Health Voucher Program is being finalized. We currently have 10 clinicians that will be part of program. We are finalizing the details.
11. We are currently working with Dominican University to have interns this fall to provide in house counseling/therapy.
12. Yoga classes have resumed and will be hosted until the end of fall 2025.
13. Loyola Pediatric Bus has discontinued all services. We are happy to announce that we will be partnering Ronald McDonald Care Mobile for school and sport physicals. We have three dates over the summer scheduled for school and sport physicals.

**Monthly Tracking**

Scheduled	30	
Seen	18	
Cancellations	12	
Rescheduled	0	
No Call/No Shows	0	
New Patients	8	
VFC	15	
Medicaid	6	
Uninsured	9	
Underinsured	0	
TB Test	3	
TB Results	Neg:3	Pos:1
Flu Shots Totals	Reg:0	HD:0

**Yearly Tracking (April 2025-March 2026)**

Scheduled	44	
Seen	28	
Cancellations	16	
Rescheduled	0	
No Call/No Shows	0	
New Patients	13	
VFC	22	
Medicaid	11	
Uninsured	11	
Underinsured	0	
TB Test	6	
TB Results	Neg:5	Pos:1
Flu Shots Totals	Reg:0	HD:0

**May Clinic Deposit**

Total Deposit	\$140.00
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**Yearly Total Deposit**

Total Deposit	\$175.00
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## AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

<b>TITLE</b>	Sanitation Activity
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	Sheri Leto, Inspector

### SUMMARY

Attached please find the monthly activity report for the Environmental Health & Safety Department.

### ATTACHMENTS

- Sanitation Report [REDACTED]

### ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
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**Berwyn Public Health District  
Sanitation Report**

**Reporting Period:** May 1, 2025 through May 31, 2025

**MONTHLY RECAP**

**New Businesses**

1. Amigos Smokeshop
2. Luv 2 Smoke Vape & Tobacco
3. Smoothie King
4. Dream Catchers Academy

5B

**Food Complaints**

No complaints to report.

**Trainings:**

No training to report.

**Special Events:**

J. Villalba and V. Rosales attended the National Restaurant Association at McCormick Place on May 20, 2025. J. Villalba and V. Rosales were impressed by the booths of items geared for restaurant owners. Next year they are hoping to attend the Educational Portion of the show to help them become better Sanitarians for our Establishments in Berwyn.

**May 2025**

Company	#	Street	Gls	DOI	Insp.	Notes	NB	CI	VHR	HR	MR	LR	CF	IF
Amigos Smokeshop	6805	Ogden Ave		5/13/25	MK		1					*		
Luv 2 Smoke Vape and Tobacco	6340	Ogden Ave		5/14/25	MK		1					*		
Smoothie King	7170	Cermak Rd		5/6/25	MK	New Owner	1				*			
Dream Catchers Academy	6401	16th St		5/29/25	JV		1	*						
Irving Elementary School	3501	Clinton Ave	1	5/2/25	JV						1			
Pershing Elementary School	6537	37th St	1	5/2/25	JV						1			
Lincoln Middle School	6432	16th St	1	5/7/25	JV						1			
Piper Elementary School	2435	Kenilworth Ave	1	5/7/25	JV						1			
Heritage Middle School	6850	31st St	1	5/12/25	JV						1			
Emerson Elementary School	6850	31st St	1	5/12/25	JV						1			
St. Leonard Parish School	3322	Clarence Ave	1	5/22/25	JV						1			
MacNeal Memorial Hospital	3249	Oak Park Ave	1	5/29/25	MK			1						
Lalo's Restaurant	3011	Harlem Ave	1	5/27/25	MK					1				
Connies Family Restaurant	3271	Harlem Ave	1	5/22/25	JV					1				
Berwyn Fruit Market	3811	Harlem Ave	1	5/1/25	MK					1				
Zacatacos IV Inc	3837	Harlem Ave	1	5/14/25	MK					1				

**Berwyn Public Health District  
Sanitation Report**

**May 2025**

Company	#	Street	Gls	DOI	Insp.	Notes	NE	CI	VHR	HR	MR	LB	CE	TF
Zacatacos III	6212	Cermak Rd	1	5/7/25	MK					1				
La Parra	6710	Cermak Rd	1	5/14/25	MK					1				
Guadalajara Grill & Bar	6814	Cermak Rd	1	5/7/25	MK					1				
Overseas China Restaurant	6846	Cermak Rd	1	5/15/25	MK					1				
Panera Bread #6004	7050	Cermak Rd	1	5/8/25	MK					1				
Longhorn Steakhouse	7115	Cermak Rd	1	5/8/25	MK					1				
Jalo's Sports Bar & Grill	6334	Ogden Ave	1	5/28/25	MK					1				
El Meson Express	6831	Ogden Ave	1	5/28/25	JV					1				
N-Joy II Chop Suey	7140	Windsor Ave	1	5/28/25	MK					1				
Fanilia Fresh Market	3308	Oak Park Ave	1	5/29/25	MK					1				
Flapjack Brewery	6833	Stanley Ave	1	4/30/25	MK	Inspected in April					1			
La Michoacana Classica	1600	Scoville Ave	1	5/6/25	MK					1				
Loyal Order of The Moose #424	3625	Harlem Ave	1	5/1/25	MK					1				
La Famosita	7122-7124	16th St	1	5/6/25	MK					1				
Starbucks Coffee #58527	7136	Ogden Ave	1	5/27/25	MK					1				
Mcdonald's Rest of Il #2546	6401	Cermak Rd	1	5/14/25	MK					1				
Jimmy Johns	7028	Cermak Rd	1	5/27/25	MK					1				
Shell Service Station	6343	26th St	1	5/21/25	MK					1				
The Freeze	6621	26t St	1	5/21/25	MK					1				
7-11 Store #27898	6757	26th St	1	5/21/25	MK					1				
McDonald's Rest of Il #2549	7181	Cermak Rd	1	5/8/25	MK					1				
Cermak Smokes	6327	Cermak Rd	1	5/7/25	MK						1			
Berwyn Liquors	6332	Cermak Rd	1	5/1/25	MK						1			
Flight 22 Wine Bar	6518	Cermak Rd	1	5/9/25	MK						1			
Tina's Tall Glass	6328	26th St	1	5/13/25	MK						1			
George's Tavern	6741	Stanley Ave	1	5/28/25	MK						1			
Berwyn Food & Liquor	6338	Ogden Ave	1	5/29/25	MK						1			
Junior's Bar and Grill	7011	Ogden Ave	1	5/13/25	MK						1			
Fitzgerald's Pub and Banquets	6615-19	Roosevelt Rd	1	5/15/25	MK						1			
The Winning Circle	6909	Roosevelt Rd	1	5/15/25	MK						1			

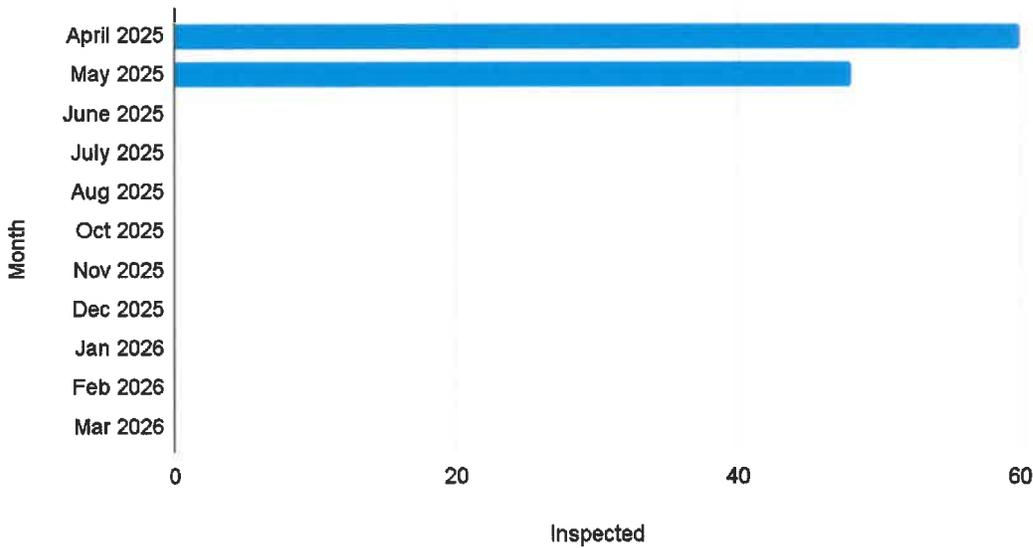
**Berwyn Public Health District  
Sanitation Report**

**May 2025**

Company	#	Street	Gls	DOI	Insp.	Notes	NB	CI	VHR	HR	MR	LB	CE	IF
Walk for a Cure Event	7035	16th St	1	5/21/25	JV									1
Windy City Classic	1529	Harlem Ave	1	5/31/25	VR									1
<b>MONTHLY TOTALS</b>			<b>Goals</b>	<b>Actual</b>	<b>YEARLY TOTALS</b>									
New Businesses			0	4	New Business								7	
Complaint Inspections			0	0	Complaint Insp.								1	
Very High			0	1	Routine Insp.								87	
High			13	14										
Medium			18	18										
Low			9	9										
Cottage Food			0	0	Cottage Food								0	
Temporary Food			2	2	Temporary Food								13	
<b>Total</b>			<b>42</b>	<b>48</b>	<b>Total YTD</b>								<b>108</b>	

**Graph 1: ROUTINE INSPECTIONS - April 2025 - March 2026**

**Establishments Inspected per Month**



**BERWYN SHOPS**

No news.

**Berwyn Public Health District  
Sanitation Report**

**ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL**

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

**RODENT ABATEMENT:**

No updated news.

**GOALS**

**Completed:**

1. A completion rate of 114.3% of the Food Establishment Inspections for May.
  - a. We met and exceeded our goal of 98%.

**In-Progress Goals:**

1. A 98% or better competition rate of the Food Establishment Inspections for June.
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**

<b>TITLE</b>	Vital Records Activity
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	Salma Nava, Deputy Registrar

### SUMMARY

Report of monies collected by the Vital Statistics Department for certified copies of Birth and Death records.

### ATTACHMENTS

- Vital Records Report – June 2025

### ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
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*Berwyn Township Public Health District · Vital Records Report*

5C

June, 2025

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **May 2025** for certified copies of Birth and Death records as follows  
(23 LESS requests than April-2025):

Total Amount Collected	\$2,856.50
Fee to the State of Illinois: (Death Surcharge Fee 97- D.C. Requested): (Total Credit Charges: 77 = Amount: \$1,518.50)	-\$388.00
Health District Portion of Fees:	\$2,468.50

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**These figures represent fiscal year 2025/2026**

Total Fees Collected (to date):	\$6,476.00
Total paid to State of Illinois (to date):	-\$728.00
Total Berwyn Health District (to date):	\$5,748.00

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**These figures represent fiscal year 2024/2025**

Total Fees Collected (to date):	\$32,962.80
Total paid to State of Illinois (to date):	-\$4,264.00
Total Berwyn Health District (to date):	\$28,698.80

**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**

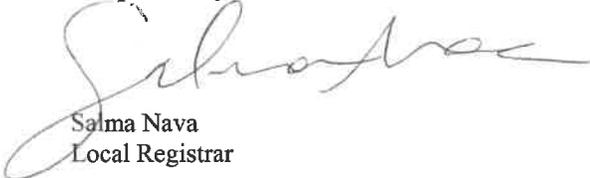
Total Berwyn Health District (to date):	\$35,068.70
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**These figures represent fiscal year 2021/2022**

Total Berwyn Health District (to date):	\$37,523.00
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Respectfully,



Selma Nava  
Local Registrar



State of Illinois  
Illinois Department of Public Health

Division of Vital Records  
(217)785-3164

County of COOK District # 03121 County Clerk OR Local Registrar X  
97 Number of certified copies of Death and Fetal Death Certificates issued.

Check is for the month of May, 2025.  
Multiply number of copies issued by \$4.00, total amount due \$ 388. 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:

IDPH Vital Records  
Attn: DCSF/COLDF  
925 E. Ridgely Ave.  
Springfield, IL 62702

Signature of County Clerk

Date

OR

Signature of Local Registrar

Date

If your contact information changes, please update the following information: Contact person \_\_\_\_\_

Email Address \_\_\_\_\_ Phone number \_\_\_\_\_

VR 360 (rev. 05/17)

Contact us at [dph.vitals@illinois.gov](mailto:dph.vitals@illinois.gov) - Attn: Death Surcharge in Subject line



## AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

<b>TITLE</b>	Bills Payable and Payroll
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	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

- Public Health District Payables

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**Berwyn Public Health District  
Disbursements for Approval  
June 9, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
<b>INTERIM DISBURSEMENTS</b>						
1	Debit	05/02/25	Canva	software annual charge for clinic staff	5615.00	\$ 239.80
2	Debit	05/05/25	Jimmy John's	dumpster days 5/4/25 staff meal	5615.00	59.47
3	Debit	05/07/25	Amazon	office supplies/janitorial supplies	5615.00	119.34
4	Debit	05/07/25	Amazon	office supplies	5615.00	102.80
5	Debit	05/07/25	Amazon	lightbulbs for elevator wall sconces	5615.00	47.99
6	Debit	05/08/25	Ring Central	DigitalLine Unlimited	5720.00	394.15
7	Debit	05/08/25	Amazon Capital Services	office supplies	5615.00	26.75
8	Debit	05/08/25	Google	domain registration	5150.00	0.99
9	Debit	05/09/25	Adobe	Software expense	5615.00	76.47
10	Debit	05/12/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
11	Debit	05/13/25	U.S. Postal Service (meter)	postage for vital records	5620.00	16.80
12	Debit	05/13/25	Amazon	materials for Dumpster Days event	5325.00	49.99
13	Debit	05/14/25	National Restaurant Association Show	registration feeS: Jesus & Vanessa	5405.00	500.00
14	Debit	05/15/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
15	Debit	05/16/25	Adobe	software	5615.00	63.74
16	Debit	05/18/25	Amazon	materials for Dumpster Days event	5325.00	58.21
17	Debit	05/19/25	Jersey Mike's	dumpster days 5/19 staff meal	5615.00	103.42
18	Debit	05/21/25	Amazon	commercial vacuum for janitor=	5605.00	299.98
19	Debit	05/21/25	Amazon	clinic decoration	5615.00	49.94
20	Debit	05/21/25	Ace Hardware	janitorial supplies to unclog sink	5605.00	23.21
21	Debit	05/22/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
22	Debit	05/23/25	Amazon	table covers for community events, split H/T	5615.00	23.95
23	Debit	05/27/25	Amazon	flags and podium, split H/T	5615.00	82.99
24	Debit	05/28/25	Amazon	office supplies	5615.00	56.89
25	Debit	05/28/25	Amazon	office supplies	5615.00	82.38
26	Debit	05/29/25	Amazon	office supplies	5615.00	120.16
27	Debit	05/30/25	U.S. Postal Service (meter)	postage for vital records	5620.00	16.80
28	Debit	05/30/25	Amazon	office supplies	5615.00	22.76
<b>Total Interim Disbursements</b>						<b>\$ 2,664.18</b>
<b>INTERCOMPANY</b>						
1	Debit	05/06/25	Panera Bread	board meeting meal	1400.00	\$ 185.47
2	Debit	05/12/25	Panera Bread	board meeting meal	1400.00	86.42
3	Debit	05/14/25	Amazon	Med ID bracelet program	1410.00	12.48
4	Debit	05/20/25	Tony's Fresh Market	refreshments for 5/19 swearing-in ceremony	1400.00	45.04
5	Debit	05/20/25	Amazon	monitor riser for GA coordinator	1410.00	24.81
6	Debit	05/22/25	Amazon	emergency ID bracelet program	1410.00	12.48
7	Debit	05/23/25	Amazon	table covers for community events, split H/T	1400.00	23.95
8	Debit	05/27/25	Amazon	flags and podium, split H/T	1400.00	82.99
<b>Total Intercompany</b>						<b>\$ 473.64</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	30167	06/09/25	AFS Counseling Services	Consulting on mental health program	5325.00	\$ 3,040.00
2	30163	06/09/25	Andres Canedo	Building improvements	5006.00	2,686.00
3	30169	06/09/25	Ann Hostetter	Consulting for mental health program	5325.00	2,660.00
4	30165	06/09/25	AR Electric	Building repairs	5006.00	400.00
5	30159	06/09/25	BCBS - Profile 43806	2025-06 insurance premiums	5880.00	3,919.33
6	30170	06/09/25	Berwyn General Assistance Fund	Payroll reimbursement	5326.00	409.03
7	30162	06/09/25	Berwyn Township	Shared employee reimbursement	5326.00	1,224.75
8	30149	06/09/25	Canopus Executive Strategies LLC	2025-04 Consulting on grant funding	5325.00	3,000.00
9	30171	06/09/25	Cintas	Janitor supplies	5605.00	862.47
10	30157	06/09/25	City of Berwyn - Water	monthly water	5710-00	44.78
11	30148	06/09/25	Comcast Business (Internet)	Internet 5/25/25-6/24/25	5720.00	216.00
12	30172	06/09/25	Dearborn Life Insurance Company	2025-06 insurance premiums	5880.00	44.09
13	30166	06/09/25	eClinicalWorks	fee for bidirectional interface line	5315.00	829.65
14	30153	06/09/25	Health Lab	Labs	5315.00	184.25
15	30174	06/09/25	Illinois Dept. of Public Health	2025-05 death and birth certificates	5430.00	388.00
16	30161	06/09/25	ImageTec	maintenance of copier	5005.00	248.95
17	30150	06/09/25	Johnny's Landscaping Services	2025-05 spring cleaning weed control	5505.00	190.00
18	30168	06/09/25	Konica Minolta Business Solutions	Usage charges 04/15/25-05/14/25	5515.00	468.99
19	30173	06/09/25	Lawndale News	Legal Notice of Public Hearing	5625.00	147.00
20	30160	06/09/25	Lawrence Zdarsky	2025-06 Legal Services	5143.00	1,555.00
21	30154	06/09/25	McKesson Medical-Surgical	Medical supplies	5610.00	267.29
22	30156	06/09/25	Nicor Gas	Monthly gas	5710.00	163.12

**Berwyn Public Health District  
Disbursements for Approval  
June 9, 2025**

<b>Item</b>	<b>Ref #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
23	30151	06/09/25	OTIS Elevator	Machine test; elevator maintenance	5505.00	2,312.91
24	30147	06/09/25	S.B.C. Waste Solutions	Waste service-dumpster days	5325.00	10,163.98
25a	30155	06/09/25	Selden Fox, Ltd.	2025-06 Accounting Services	5105.00	1,975.00
25b				2025-06 Software	5106.00	275.00
26	30164	06/09/25	TechPro, Inc.	desktop replacement for the clinic front desk	5005.00	2,256.13
27	30158	06/09/25	Vanessa Rosales	reimbursements-parking	5405.00	40.00
28	30152	06/09/25	Vision Service Plan	2025-06 insurance premiums	5880.00	140.97
<b>Total Disbursements to Vendors</b>						<b>\$ 40,112.69</b>

**PAYROLL CHECKS & WITHHOLDINGS SUMMARY**

1	Board checks	05/09/25	Board checks	Gross board payroll - May	various	\$ 11,114.27
2	EFT	05/15/25	Gross Payroll	Gross payroll 5/1/25 - 5/15/25	various	14,849.73
3	EFT	05/15/25	Payroll withholdings	Payroll taxes - 5/1/25 - 5/15/25	various	2,153.11
4	EFT	05/15/25	Employer IMRF Obligation	IMRF match - 5/1/25 - 5/15/25	5835.00	100.55
5	EFT	05/30/25	Gross Payroll	Gross payroll - 5/16/25 - 5/31/25	various	16,601.68
6	EFT	05/30/25	Payroll withholdings	Payroll taxes - 5/16/25 - 5/31/25	various	1,376.78
7	EFT	05/30/25	Employer IMRF Obligation	IMRF match - 5/16/25 - 5/31/25	5835.00	71.33

**Total Payroll & Withholding Disbursements** **\$ 46,267.45**

**Total Disbursements for Approval** **\$ 89,517.96**

**Reconciled Cash Balance at 5/31/25-Byline Bank checking** 35,365.44  
**Reconciled Cash Balance at 5/31/25-Republic Bank checking** 214,885.63  
**Reconciled Cash Balance at 5/31/25-Republic Bank sweep** (25.00)

**Total** **\$ 250,226.07**

CERTIFICATE

June 9, 2025  
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 June 2025 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 June 2025 and that the foregoing amounts are due to the organizations or persons stated above.

\_\_\_\_\_  
Secretary  
  
Countersigned  
  
\_\_\_\_\_  
Chairman



## AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

<b>TITLE</b>	Statement of Receipts & Disbursements
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	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

- Statement of Revenues, Expenditures and Changes in Net Assets – Modified Cash Basis for the period **April 1, 2024 through May 31, 2025**.

### ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
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# Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | [www.seldenfox.com](http://www.seldenfox.com)  
p 630.954.1400 | f 630.954.1327 | [email@seldenfox.com](mailto: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, 2025 through May 31, 2025 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.*

June 4, 2025

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April-May 2025**

	Apr-May 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 17,786.62	\$ 760,000.00	\$ (742,213.38)	2.34%
4200.00 Replacement Tax	5,859.82	35,000.00	(29,140.18)	16.74%
4300.00 Grant Income	-	125,000.00	(125,000.00)	0.00%
4400.01 Fees, Rents and Others			-	
4400.00 Rental income	12,840.00	76,440.00	(63,600.00)	16.80%
4410.00 Vital Record Income	8,366.16	32,500.00	(24,133.84)	25.74%
4450.00 Clinic Fees & Income	-	1,000.00	(1,000.00)	0.00%
<b>Total 4400.01 Fees, Rents and Others</b>	<b>21,206.16</b>	<b>109,940.00</b>	<b>(88,733.84)</b>	<b>19.29%</b>
4440.00 Miscellaneous Income	100.00	3,500.00	(3,400.00)	2.86%
4600.00 Investment Income	12,178.52	15,000.00	(2,821.48)	81.19%
<b>Total Income</b>	<b>57,131.12</b>	<b>1,048,440.00</b>	<b>(991,308.88)</b>	<b>5.45%</b>
<b>Gross Profit</b>	<b>57,131.12</b>	<b>1,048,440.00</b>	<b>(991,308.88)</b>	<b>5.45%</b>
<b>Expenses</b>				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	78,550.21	150,000.00	(71,449.79)	52.37%
5006.00 Roof and Building Improvements	6,865.50	50,000.00	(43,134.50)	13.73%
5007.00 Park Improvements and Equipment	-	8,000.00	(8,000.00)	0.00%
5010.00 Parking Lot Improvements	-	10,000.00	(10,000.00)	0.00%
<b>Total 5000.00 Capital Outlay</b>	<b>85,415.71</b>	<b>218,000.00</b>	<b>(132,584.29)</b>	<b>39.18%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	4,225.00	24,885.00	(20,660.00)	16.98%
5106.00 Payroll Processing Fees	275.00	2,400.00	(2,125.00)	11.46%
5115.00 Annual Audit	-	8,500.00	(8,500.00)	0.00%
5120.00 Association Dues	-	2,000.00	(2,000.00)	0.00%
5135.00 Gen Liab, Work Comp, Prop Ins	(628.50)	24,000.00	(24,628.50)	-2.62%
5140.00 Legal Expense	-	7,500.00	(7,500.00)	0.00%
5143.00 Health District Attorney	3,110.00	19,950.00	(16,840.00)	15.59%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	281.41	5,000.00	(4,718.59)	5.63%
5160.00 Rodent Abatement Agreement	-	40,000.00	(40,000.00)	0.00%
5170.00 Grant Consultants	3,000.00	46,000.00	(43,000.00)	6.52%
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 - Pediatri	-	20,000.00	(20,000.00)	0.00%
<b>Total 5100.00 Contractual Services</b>	<b>10,262.91</b>	<b>231,235.00</b>	<b>(220,972.09)</b>	<b>4.44%</b>

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April-May 2025**

	Apr-May 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5300.00 Health Programs</b>			-	
5310.00 Lead Awareness Program	-	2,500.00	(2,500.00)	0.00%
5315.00 Clinics	308.88	10,000.00	(9,691.12)	3.09%
5320.00 Spec. Program - Flu	6,512.78	19,000.00	(12,487.22)	34.28%
5325.00 Spec. Programs - Other	1,600.89	40,000.00	(38,399.11)	4.00%
5325.02 Special Program-Combined Veteran	-	4,000.00	(4,000.00)	0.00%
5325.03 Berwyn Holiday Fund	-	5,000.00	(5,000.00)	0.00%
5325.04 Senior Breakfast	-	2,000.00	(2,000.00)	0.00%
5325.05 Sunday Market	-	12,000.00	(12,000.00)	0.00%
5325.06 Marketing and Promotion	-	5,000.00	(5,000.00)	0.00%
5326.00 Spec. Programs - Intergov	5,480.82	35,000.00	(29,519.18)	15.66%
5328.00 Special Programs-Emergency Prep	-	5,000.00	(5,000.00)	0.00%
5332.00 Special Prg. - Eyes for Educati	810.00	8,500.00	(7,690.00)	9.53%
5334.00 Special Prg.-Health Grants	-	80,000.00	(80,000.00)	0.00%
5336.00 Health Families	-	100,000.00	(100,000.00)	0.00%
5337.00 Infrastructure Initiatives	314,685.38	1,000,000.00	(685,314.62)	31.47%
5340.00 Participatory Budget	-	17,000.00	(17,000.00)	0.00%
5345.00 Mental Health Voucher Program	-	50,000.00	(50,000.00)	0.00%
5346 New Programs and Initiatives	13,870.00	300,000.00	(286,130.00)	4.62%
<b>Total 5300.00 Health Programs</b>	<b>343,268.75</b>	<b>1,695,000.00</b>	<b>(1,351,731.25)</b>	<b>20.25%</b>
<b>5400.00 Other Expenditures</b>			-	
5405.00 Conference/Education Expenses	500.00	10,000.00	(9,500.00)	5.00%
5410.00 Contingencies	-	5,000.00	(5,000.00)	0.00%
5413.00 Transaction Processing Fees	652.94	6,500.00	(5,847.06)	10.05%
5420.00 Medical Waste Disposal	1,701.02	12,500.00	(10,798.98)	13.61%
5425.00 Official's Bonds	3,500.00	4,000.00	(500.00)	87.50%
5430.00 Death Surcharge Fee	580.00	7,500.00	(6,920.00)	7.73%
<b>Total 5400.00 Other Expenditures</b>	<b>6,933.96</b>	<b>45,500.00</b>	<b>(38,566.04)</b>	<b>15.24%</b>
<b>5500.00 Repairs and Maintenance</b>			-	
5505.00 Building Maintenance	4,022.73	25,000.00	(20,977.27)	16.09%
5510.00 Janitorial Service	760.00	3,000.00	(2,240.00)	25.33%
5515.00 Equipment Maintenance Agreement	700.69	5,000.00	(4,299.31)	14.01%
5530.00 Snow Removal	437.50	3,500.00	(3,062.50)	12.50%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>5,920.92</b>	<b>36,500.00</b>	<b>(30,579.08)</b>	<b>16.22%</b>
<b>5600.00 Supplies and Materials</b>			-	
5605.00 Janitorial Supplies	1,773.32	5,000.00	(3,226.68)	35.47%
5610.00 Medical Supplies	2,001.94	5,000.00	(2,998.06)	40.04%

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April-May 2025**

	Apr-May 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5615.00 Office Supplies and Expense</b>	3,949.07	15,000.00	(11,050.93)	26.33%
<b>5620.00 Postage and Meter Rental</b>	293.46	3,000.00	(2,706.54)	9.78%
<b>5625.00 Printing and Publication</b>	-	10,000.00	(10,000.00)	0.00%
<b>Total 5600.00 Supplies and Materials</b>	<b>8,017.79</b>	<b>38,000.00</b>	<b>(29,982.21)</b>	<b>21.10%</b>
<b>5700.00 Utilities</b>			-	
<b>5710.00 Heat, Light and Water</b>	642.32	4,000.00	(3,357.68)	16.06%
<b>5720.00 Telephone</b>	1,126.68	10,000.00	(8,873.32)	11.27%
<b>Total 5700.00 Utilities</b>	<b>1,769.00</b>	<b>14,000.00</b>	<b>(12,231.00)</b>	<b>12.64%</b>
<b>5800.00 Payroll Expenses</b>			-	
<b>5815.00 Chairman</b>	7,333.34	46,000.00	(38,666.66)	15.94%
<b>5816.00 Secretary</b>	6,895.00	36,200.00	(29,305.00)	19.05%
<b>5817.00 Treasurer</b>	5,700.00	36,200.00	(30,500.00)	15.75%
<b>5820.00 Clerks</b>	10,836.04	162,750.00	(151,913.96)	6.66%
<b>5829.0 Interns</b>	1,399.50	45,000.00	(43,600.50)	3.11%
<b>5830.00 Health Director</b>	3,495.20	24,000.00	(20,504.80)	14.56%
<b>5831.00 Taxes - Employer FICA</b>	4,916.65	45,000.00	(40,083.35)	10.93%
<b>5832.00 Taxes - Employer Medicare</b>	1,149.84	10,000.00	(8,850.16)	11.50%
<b>5833.00 Taxes - SUTA</b>	834.65	4,000.00	(3,165.35)	20.87%
<b>5835.00 Retirement Contribution</b>	333.91	15,000.00	(14,666.09)	2.23%
<b>5840.00 Inspectors</b>	8,591.46	110,250.00	(101,658.54)	7.79%
<b>5841.00 Environmental Health Practioner</b>	6,732.63	65,000.00	(58,267.37)	10.36%
<b>5845.00 Janitor</b>	3,178.50	30,000.00	(26,821.50)	10.60%
<b>5860.00 Public Health Nurses</b>	19,452.60	147,000.00	(127,547.40)	13.23%
<b>5880.00 Grp Health, Vision, Dental Ins</b>	7,498.88	65,000.00	(57,501.12)	11.54%
<b>Total 5800.00 Payroll Expenses</b>	<b>88,348.20</b>	<b>841,400.00</b>	<b>(753,051.80)</b>	<b>10.50%</b>
<b>Total Expenses</b>	<b>549,937.24</b>	<b>3,119,635.00</b>	<b>(2,569,697.76)</b>	<b>17.63%</b>
<b>Net Operating Income</b>	<b>(492,806.12)</b>	<b>(2,071,195.00)</b>	<b>1,578,388.88</b>	<b>23.79%</b>
<b>Net Income</b>	<b>(492,806.12)</b>	<b>\$ (2,071,195.00)</b>	<b>\$ 1,578,388.88</b>	<b>23.79%</b>
<b>Beginning net assets</b>	<b>1,095,450.49</b>			
<b>Ending net assets</b>	<b>\$ 602,644.37</b>			



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

<b>TITLE</b>	Pride Events Participation Request
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

Requesting funding towards Berwyn's Pride Events in the amount of \$1,000.

### ATTACHMENTS

- Email from resident Jose Ramirez

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input checked="" type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**Jessica Aquino Rodriguez**

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**From:** David J. Avila  
**Sent:** Sunday, June 01, 2025 10:04 PM  
**To:** Jessica Aquino Rodriguez  
**Subject:** Fw: Berwyn Pride Walk Event  
**Attachments:** 1000036983.jpg; 1000035583.jpg

10A

---

**From:** jose r <jdramirez40@hotmail.com>  
**Sent:** Friday, May 30, 2025 1:15:23 PM  
**To:** David J. Avila  
**Subject:** Berwyn Pride Walk Event

Good afternoon David

We are organizing our Pride Events for June and want to see if the Township would be interested in participating.

We are having our 7th Annual Pride Ride on June 21st and we'd like to invite the Township to enter a car. If your not familiar with the Pride Ride line up begins at 11:30p at 37th & Scoville and we drive to north down Ridgeland and drive back down Oak Park Ave with a police escort. We encourage participants to decorate their car, the gayer the better!

Also on June 28th we are having our Annual Pride Walk. We start at Harlem and walk down Windsor up to East Ave where we'll have a block party with DJ. There will be an area for community organizations to set up a tent to reach out to our LGBTQIA+ community.

Please let's us know if the Township is interested or if you have any questions.

Thanks,  
Jose

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## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

<b>TITLE</b>	2025 Sunday Market Budget
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	Jessica Aquino Rodriguez, Operations Manager

### SUMMARY

Dear Board:

As we begin planning for the 2025 Sunday Market season, I'd like to submit a budget request to ensure the continued success and growth of this well-received community event. The approved market dates for 2025 are **June 29, July 27, and October 19**.

With thoughtful planning and sufficient funding, we can continue to build on past success and further improve outreach, programming, and the overall experience for residents and vendors alike.

Below is a brief comparison of budget requests from previous years and the proposed 2025 budget, along with a general category breakdown:

Year	Requested Budget	Marketing	Supplies Equipment	Programming	Staffing	Notes
2023	\$6,000	0	\$1,000	\$2,000	\$3,000	Covered basic event operations
2024	\$12,950	\$950	\$7,500	\$3,000	\$1,500	Expanded outreach, programming and stage set-up
<b>2025 (proposed)</b>	<b>\$14,500</b>	<b>\$1000</b>	<b>\$6,500</b>	<b>\$4,000</b>	<b>\$3,000</b>	<b>Enhancements to programming, outreach and staff support</b>

Thank you for your time and consideration.

### ATTACHMENTS

*None*

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

<b>TITLE</b>	Auto Pay for Invoices
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

### ATTACHMENTS

(none submitted)

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

<b>TITLE</b>	Breast Cancer Walk
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

#### Funding Request For Event

**Event Name:** Pink Divas & Gents 5K Sponsorship 8<sup>th</sup> Annual Breast Cancer 5K Walk/Run

**Where:** Morton West High School -2400 Home Avenue, Berwyn, IL 60402

**Date:** June 28, 2025

**Check In Time:** 8:30 AM

**Walk/Run Begins:** 10:00 AM

**Registration Fee Due:** June 2025

**Amount Requested:** \$2,000

#### Budget Breakdown:

- \$1,000 from the Township for event sponsorship
- \$1,000 from BPHD for event sponsorship

#### Sponsorship will include:

The company's logo will be displayed on T-shirts, website, social media pages, and company advertisements during the event. All employees will receive a T-shirt and can attend the event at no additional cost. Donations are tax-deductible.

### ATTACHMENTS

- Sponsorship letter and flyer

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

# Pink Divas & Gents™

April 7, 2025

Dear Friend:

**It's that time of year again!!!**

Pink Divas & Gents Breast Cancer Non-Profit Organization would like to invite you to be a part of our 8<sup>th</sup> **Annual "Pink Divas & Gents" Breast Cancer 5K Walk – Run**. Thanks to the support of Mayor Robert Lovero and Morton High School District 201, on Saturday, June 28, 2025, we will be back in the City of Berwyn. We are so excited about this event and being able to interact with one another, raise awareness, educate, empower, and support those affected by this disease.

We are asking as many individuals as possible and teams to participate and support this cause. This event is essential in helping us reach our goals, continuing partnership with hospitals/clinics and other organizations, and continuing to provide financial support to those affected by this disease. Pink Divas & Gents has been influential and dedicated in serving as a catalyst in educating and supporting families, underserved women/men in the West Suburban Chicagoland area and surrounding communities.

We hope that you will participate and/or support this event. Please complete the attached registration form, team/pledge form, waiver forms and or donation form.

The individual with the most amount pledged/donated and the team captain with the biggest team (most walkers/runners) will receive an award and recognition on the Pink Divas & Gents social media pages. We are a 501c3 non-profit organization, all donations are tax deductible.

Public and private organizations, including schools, churches, businesses, sororities, fraternities, and families are all invited to participate.

Thank you for your support! I look forward to seeing you at our 8<sup>th</sup> Annual Walk Run!

Yours sincerely,



Janel Moreland  
Founder/President

**Early Detection Saves Lives!**

Pink Divas & Gents Breast Cancer Non-Profit Organization  
PO Box 7193 - Westchester, IL 60154-2241  
Website: [pinkdivasandgents.org](http://pinkdivasandgents.org) and Email: [pinkdivasandgents@gmail.com](mailto:pinkdivasandgents@gmail.com)  
Contact Number: (708) 571-0271



**Pink Divas  
& Gents**

# 8TH ANNUAL *Walk/Run*

**WHEN: SATURDAY JUNE 28, 2025**

**8:30AM CHECK IN - 10AM WALK/RUN**

**WHERE:**

**MORTON WEST HIGH SCHOOL  
2400 HOME AVENUE, BERWYN IL 60402**

**\$30 REGISTRATION FEE DUE BY MAY 23 (GUARANTEED TSHIRT)**

**\*REGISTRATION & PAID FEE REQUIRED TO PARTICIPATE IN THE WALK/RUN  
SAME DAY REGISTRATION IS AVAILABLE (TSHIRT NOT GUARANTEED)**

**\*NOTE: IF YOU HAVE YOUR OWN TSHIRT, YOU STILL MUST REGISTER**

**REGISTER AT [WWW.PINKDIVASANDGENTS.ORG](http://WWW.PINKDIVASANDGENTS.ORG) OR  
ON EVENTBRITE**

**FOR MORE INFORMATION OR QUESTIONS, PLEASE**

**EMAIL: [PINKDIVASANDGENTS@GMAIL.COM](mailto:PINKDIVASANDGENTS@GMAIL.COM) OR VISIT OUR WEBSITE**



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-E**

<b>TITLE</b>	RFQ: First and Second Floor Office Reconfiguration
<b>MEETING DATE</b>	June 9, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

Note: RFQ formatting will be finalized based on any changes and updates received from the Board.

### ATTACHMENTS

- Emailed copy of proposed RQF for office reconfiguration project

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**Jessica Aquino Rodriguez**

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**From:** David J. Avila  
**Sent:** Wednesday, June 04, 2025 2:13 PM  
**To:** Jessica Aquino Rodriguez  
**Subject:** RFP

Suggested language that can be used for any RFP / RFQ.....

**Request for Proposal**

**Intro**

The Berwyn Township/Berwyn Public Health District/General Assistance is seeking to reconfigure its existing office(s) layout in order to provide a more efficient workspace and constituent-serving areas.

The Township is seeking to obtain a proposal for services as follows:

- As Built documentation of existing building conditions
- Floor Plans of all levels
- Photographic documentation
- Virtual walk-through (preferred) or photographs
- Reconfiguration of existing or new FFE (furniture, fixtures and equipment)

Work scope qualifications include:

- No interior alterations are preferred but may be considered
- Specification of cost effective FFE is requested in addition to a layout

Vendor / Submittal requirements include:

- Letter of Interest
- Legal name of entity
- Name(s) of legally responsible firm leader(s)
- Business address
- Confirmation of interest and commitment to provide requested services
- Previous space planning experience
- Provide 3 project examples
- Personnel Resumes
- Proposed Staff
- Provide Fee Structure
- Lump Sum Fee
- Hourly Rates
- Insurance Requirements
- Commercial - \$1.0mm ea / \$2.0mm aggregate
- Auto - \$500,000
- Professional Liability - \$2.0 mm

Proposals are required no later than July 15th 2025 and are to be emailed to:

CONTACT NAME

TITLE

EMAIL