



# HEALTH DISTRICT BOARD MEETING PACKET

February 9, 2026



# NOTICE OF PUBLIC MEETING – PLEASE READ

In accordance with the Illinois Open Meetings Act (5 ILCS 120), notice is hereby given that the Berwyn Township Public Health District board will hold a public meeting as follows:

## BERWYN PUBLIC HEALTH DISTRICT BOARD

### MEETING AGENDA

MEETING TYPE

REGULAR MEETING |  SPECIAL MEETING |  COW/WORKSHOP

DATE

**Monday, February 9, 2026**

TIME

**4:00 PM**

LOCATION

**6600 W. 26<sup>th</sup> St., 1<sup>st</sup> Floor Conf. Rm.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM

*Comments for the Open Forum must be submitted by 2:00 PM on the meeting day to Clerk Leticia Garcia at 6700 W. 26th Street, Berwyn, IL 60402, via email at [LGarcia@ci.berwyn.il.us](mailto:LGarcia@ci.berwyn.il.us), or by phone at (708)749-6451.*

4. APPROVAL OF MINUTES
  - A. Regular Meeting on January 12, 2026
5. STAFF REPORT UPDATES
  - A. Clinic Activity – January 2026
  - B. Sanitation Activity – January 2026
  - C. Vital Statistics Activity – January 2026
6. APPROVAL OF BILLS PAYABLE & PAYROLL – January 2026
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Audit Engagement Letter from Evans, Marshall & Pease PC
  - B. Review & Approve CPR Training Event – Garcia
  - C. Review & Approve IDPH Drug Overdose Prevention Program – Garcia
  - D. Review & Approve Stop the Bleed Training Event – Garcia
11. ADJOURNMENT



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>4</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	Approval of Minutes		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Leticia Garcia, Health Board Secretary		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Regular Meeting on January 12, 2026



**BERWYN PUBLIC HEALTH DISTRICT**  
**Regular Meeting – January 12, 2026**

**Call to Order:** Board President Avila called the meeting to Order at 4:00 p.m. Board President Avila, Board Secretary Garcia and Board Treasurer Pereda were present. Health District Accountant Eagan, Health District Attorney Zdarsky and Clerk's Office Administrative Assistant Casper also attended.

**Pledge:** Attendees rose to recite the Pledge of Allegiance.

**Open Forum:** Avila opened the floor for Public Comment. Seeing as no one addressed any comments, Garcia closed the section of Open Forum.

**Approval of Minutes:**

- A. Public Hearing on December 8, 2025:** Avila made the motion, seconded by Pereda, to approve the Public Hearing Minutes for December 8, 2025. The motion passed by a unanimous voice vote.
  
- B. Regular Meeting on December 8, 2025:** Avila made the motion, seconded by Pereda, to approve the Regular Meeting Minutes for December 8, 2025. The motion passed by a unanimous voice vote.

**Staff Report Updates – December 2025:**

- A. Clinic Activity:** Avila made the motion, seconded by Garcia, to approve the December 2025 Clinic Activity report, as submitted. The motion passed by a unanimous voice vote in favor.
  
- B. Sanitation Activity:** Avila made the motion, seconded by Pereda, to approve the December 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 December 2025 Vital Statistics Activity report, as submitted. The motion passed by a unanimous roll call vote in favor.

**Approval of Bills Payable & Payroll – December 2025:** Avila made the motion, seconded by Pereda, to approve the disbursements for payables and payroll as submitted for \$444,696.57. Garcia inquired if the submitted amount included the FieldTurf Baseball Alley repairs included the running track/modified running track that she has previously been advocating for. Garcia will speak to the Mayor and Recreational Dept. The motion passed by a unanimous roll call vote in favor.

**Statement of Receipts and Disbursements:** Eagan was recognized and commented on district expenses and reserves. By order of the Chair, Avila made the motion to file this item as informational.

BPHD Regular Meeting Minutes of January 12, 2026, cont.

**Correspondence:** Nothing submitted.

**Old Business:** Nothing submitted.

**New Business:**

- A. Statement of Economic Interest – 2025 Filing Requirements:** By order of the Chair, Avila made the motion to file this item as informational.
  
- B. Review and Approve Security System Proposal:** Avila made the motion, seconded by Pereda, to approve the security system proposal in the amount of \$4,754.00. The motion passed by a unanimous roll call vote in favor.
  
- C. FY 2027 Budget Committee Meeting Dates:** Avila made the motion, seconded by Garcia, to have the first Budget Committee Meeting begin at 4:30PM on March 9, 2026. The motion passed by a unanimous voice vote in favor.

**Adjournment:** Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:20p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,



Leticia Garcia,  
Board Secretary



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>5-A</b>	ACTION PROPOSED	<input checked="" type="checkbox"/> INFORMATIONAL ONLY
TITLE	Clinic Monthly Activity Report		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Bradford S. Wainer, D.O., Clinic Medical Director		<input type="checkbox"/> REVIEW
			<input type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Nursing Report for January 2026

# **NURSING MONTHLY REPORT**

**January 1- January 31<sup>TH</sup>, 2026**

1. Monthly report organized, prepared, and distributed at the monthly Berwyn Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations and TB Tests.
3. The Health District continued to offer saliva PCR Tests.
4. Refrigerator and Freezer temperatures are recorded twice a day per VFC guidelines and also logged into I-CARE on a daily basis, and the Clinic continues to download temperature data from the temperature data logger in the vaccine room for record keeping per VFC guidelines.
5. Clinic continues to conduct regular counts of vaccine inventory to ensure the accuracy of vaccines and to ensure we have enough vaccines to meet demand.
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. Residents can continue to obtain medical equipment for themselves and their loved ones through our program.
8. Our annual coat drive continues to provide coats to families in need in Berwyn.
9. On January 28<sup>th</sup>, the health district hosted another successful blood drive.

### **Updated Mental Health Initiative Program**

The Mental Health Initiative is now underway. The BPHD continues to have two active intern therapists from Dominican University who are currently seeing residents. Our new hire part-time therapist is now seeing clients/residents Tuesday, and Thursday evenings along with Saturday mornings.

The Mental Health Initiative Program volunteer physicians continue to see individuals who are in need of antidepressant or other medication related to mental health. Dr. Wainer has connected with Sears Pharmacy in Oak Park. Sears Pharmacy and clinic staff are actively collaborating to ensure individuals can fill their prescriptions without obstacles.

Furthermore, the clinic continues to receive inquiries for mental health services and has been able to accommodate all inquiries. We currently do not have a waiting list. We are still seeking another part-time therapist and full-time Mental Health Clinical Director.

# **Clinic Service/Deposit Tracking**

## **JAN 1<sup>st</sup>-31<sup>TH</sup> Tracking**

Scheduled	54	
Seen	46	
Cancellations	5	
Rescheduled	0	
No Call/No Shows	3	
New Patients	14	
VFC	8	
Medicaid	6	
Uninsured	2	
Underinsured	0	
TB Test	7	
TB Results	Neg:7	Pos:0
Flu Shots Totals	Reg:9	HD:0

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

Scheduled	586	
Seen	513	
Cancellations	50	
Rescheduled	3	
No Call/No Shows	20	
New Patients	45	
VFC	154	
Medicaid	106	
Uninsured	48	
Underinsured	0	
TB Test	85	
TB Results	Neg:84	Pos:
Flu Shots Totals	Reg:171	HD:48

## **JAN 1-31 Clinic Deposit**

Total Deposit	\$285.00
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## **Yearly Total Deposit**

Total Deposit	\$2740.00
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# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>5-B</b>	ACTION PROPOSED	<input checked="" type="checkbox"/> INFORMATIONAL ONLY
TITLE	Sanitation Monthly Activity Report		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Sheri Leto, Inspector		<input type="checkbox"/> REVIEW
			<input type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Sanitation Report for January 2026

Berwyn Public Health District  
Sanitation Report | January 1, 2026 through January 31, 2026

**MONTHLY RECAP**

- A. New Businesses: *None to Report*
- B. Food Complaints: Berwyn Fruit Market and Zacatacos (Harlem Avenue).
- C. Training: *None to Report*
- D. Special Events: *None to report*
- E. Other: *None to Report*

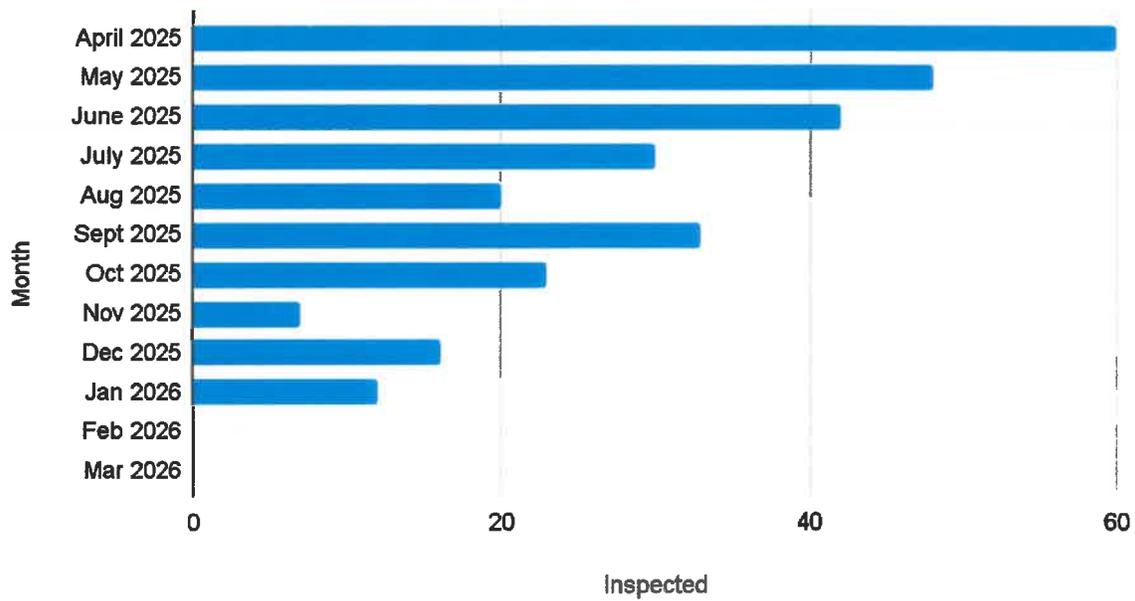
**ESTABLISHMENT INSPECTIONS DETAILS**

<b>January 2026</b>														
Company	#	Street	GIS	DOI	Insp.	Notes	N	C	VH	H	M	LB	C	I
							B	I	B	B	R		E	E
Berwyn Fruit Market	3811	Harlem Ave		1/13/26	JV			1		*				
Zacatacos	3837	Harlem Ave		1/13/26	JV			1		*				
Lectura Montessori School	6819	Roosevelt Rd	1	1/13/26	JV				1					
Jump For Joy	3833	Harlem Ave	1	1/21/26	JV				1					
DINicos Pizza	6627	Roosevelt Rd	1	1/21/26	JV					1				
Alphabet Learning Center	6958	Windsor Ave	1	1/30/26	JV					1				
Jardin Restaurant	6431	Cermak Rd	1	1/27/26	JV					1				
Jefferson Elementary School	7035	16th St.	1	1/22/26	JV						1			
Burger King	2147	Oak Park Ave	1	1/28/26	JV						1			
Burger King	6701	Roosevelt Rd	1	1/28/26	JV						1			
Culvers	6943	Roosevelt Rd	1	1/28/26	JV						1			
Berwyn B.P.	3845	Harlem Ave	1	1/21/26	JV							1		
		<b>MONTHLY TOTALS</b>		<b>Goals</b>	<b>Actual</b>	<b>YEARLY TOTALS</b>								
		New Businesses		0	0	New Business						<b>31</b>		
		Complaint Inspections		0	2	Complaint Insp.						<b>17</b>		
		Very High		2	2	Routine Insp.						<b>182</b>		
		High		3	3									
		Medium		4	4									
		Low		1	1									

January 2026														
Company	#	Street	Gl s	DOI	Insp.	Notes	N B	C I	VH R	H R	M R	LR	C F	I F
		Cottage Food		0	0	Cottage Food							0	
		Temporary Food		0	0	Temporary Food							61	
		<b>Total</b>		<b>10</b>	<b>12</b>	<b>Total YTD</b>							<b>291</b>	

Graph 1: ROUTINE INSPECTIONS - April 2025 - March 2026

### Establishments Inspected per Month



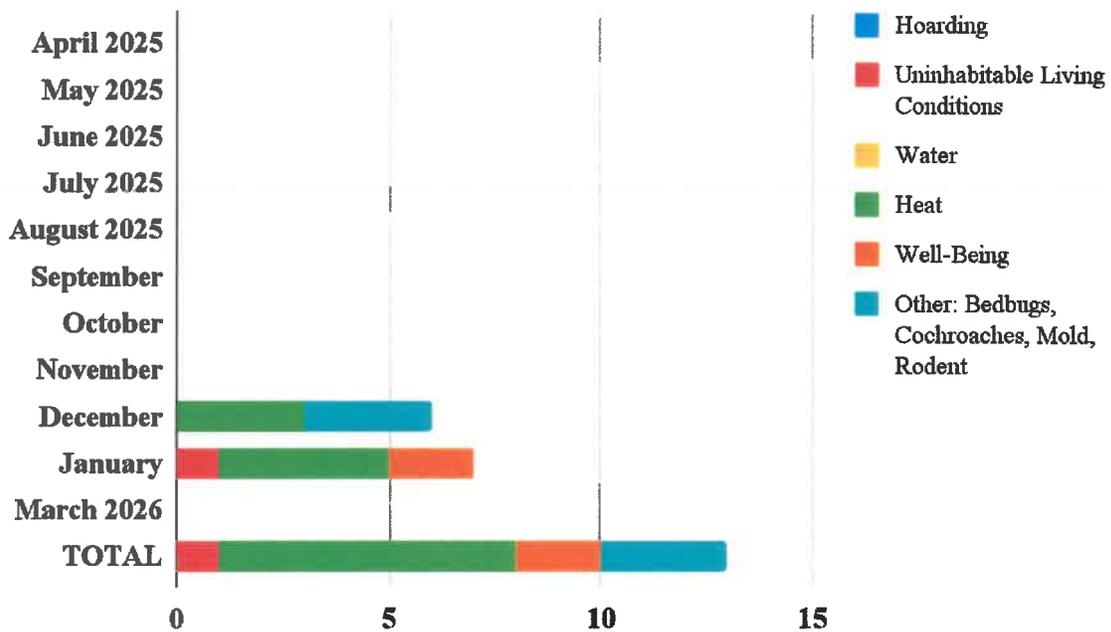
### BERWYN SHOPS

No activity to report

**ENVIRONMENTAL HEALTH & SAFETY CALLS: RESIDENTIAL**

Issue	# of calls	Issue	# of calls
Hoarding	0	<i>Other Complaints</i>	
Uninhabitable Living Conditions	1	Rodents	
Water	0	Bedbugs	0
Heat	4	AC	0
Well-Being Checks	2	Mold	0

**Environmental Health & Safety: Residential April 2025 - March 2026 Overview**



**RODENT ABATEMENT**

*No activity to report*

## **GOALS**

### **Completed:**

1. A completion rate of 120% of the Food Establishment Inspections for January.
  - 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 January.
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. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.
7. 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.
8. Have a greater understanding of Cottage Food and the process in Cook County.

### **Submitted by:**

**Sheri A. Leto**



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>5-C</b>	ACTION PROPOSED	<input checked="" type="checkbox"/> INFORMATIONAL ONLY
TITLE	Vital Records Monthly Activity		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Vanessa Rosales, Interim Deputy Registrar		<input type="checkbox"/> REVIEW
			<input type="checkbox"/> APPROVE

## SUMMARY

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

## ATTACHMENTS

- Vital Records Report for January 2026

*Berwyn Township Public Health District · Vital Records Report*

**February 2026**

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **January 2026** for certified copies of Birth and Death records as follows  
(**30 MORE** requests than December-2025):

Total Amount Collected	\$3,139.59
Fee to the State of Illinois:	-\$412.00
(Death Surcharge Fee 103– D.C. Requested):	
(Total Credit Charges: 69 = Amount: \$1,530.59)	
Total Credit Card Fees: \$84.59	
Total Credit Card Charges Deposited to Bank: \$1,446.00	
Health District Portion of Fees:	\$2,643.00

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

Total Fees Collected (to date):	\$33,016.59
Total Credit Card Fees Collected (to date):	-\$84.59
Total paid to State of Illinois (to date):	-4,060.00
Total Berwyn Health District (to date):	\$28,872.00

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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,



Vanessa Rosales  
Local Deputy 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

103 Number of certified copies of Death and Fetal Death Certificates issued.

Check is for the month of January, 2026.

Multiply number of copies issued by \$4.00, total amount due \$ 412.00. 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]  
Signature of Local Registrar

**OR**

          
Signature of County Clerk

          
Date

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

Email Address          Phone number



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>5</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	Bills Payable and Payroll		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## 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

A. Public Health District Payables

**Berwyn Public Health District  
Disbursements for Approval  
February 9, 2026**

Item	Ref #	Date	Payee	Description	Account	Amount
<b>INTERIM DISBURSEMENTS</b>						
1	Debit	01/02/26	Google	google suite for mental health program	5346.00	\$ 14.00
2	Debit	01/02/26	Indeed	job posting for mental health	5325.06	325.40
3	Debit	01/06/26	Uber	uber ride for mental health patient	5346.00	9.78
4	Debit	01/07/26	Uber	uber ride for mental health patient	5346.00	13.98
5	Debit	01/08/26	Uber	uber ride for mental health patient	5346.00	10.92
6	Debit	01/08/26	Uber	uber ride for mental health patient	5346.00	13.64
7	Debit	01/08/26	Ring Central	DigitalLine Unlimited	5720.00	397.61
8	Debit	01/08/26	Adobe	software	5150.00	79.71
9	Debit	01/09/26	Uber	uber ride for mental health patient	5346.00	5.96
10	Debit	01/09/26	Uber	uber ride for mental health patient	5346.00	12.32
11	Debit	01/09/26	Uber	uber ride for mental health patient	5346.00	12.97
12	Debit	01/12/26	Indeed	job posting for mental health	5325.06	500.08
13	Debit	01/12/26	Doxy.Me	mental health intern video chat program	5346.00	208.80
14	Debit	01/13/26	Stars & Stripes	business cards for David - H/T	5615.00	30.27
15	ACH	01/13/26	Cintas	cleaning services/ supplies	5605.00	1,239.43
16	ACH	01/20/26	Shred-it USA LLC	sharp/needle collection	5615.00	1,433.28
17	ACH	01/20/26	Comcast	monthly internet services	5720.00	202.06
18	Debit	01/22/26	Adobe	software	5150.00	77.51
19	30374	01/21/26	Berwyn Public Health District	transfer from Republic to Citizens	1100.00	5,000.00
20	Debit	01/23/26	Indeed	job posting for mental health	5325.06	120.00
21	Debit	01/23/26	Uber	uber ride for mental health patient	5346.00	8.37
22	Debit	01/23/26	Uber	uber ride for mental health patient	5346.00	1.00
23	Debit	01/23/26	Uber	uber ride for mental health patient	5346.00	5.96
24	Debit	01/26/26	Zip Recruiter	mental health job posting	5325.06	859.00
25	Debit	01/26/26	LinkedIn	job posting for mental health	5325.06	169.99
26	Debit	01/27/26	Amazon Capital Services	supplies for mental health program	5346.00	46.98
27	Debit	01/27/26	Uber	uber ride for mental health patient	5346.00	10.01
28	ACH	01/27/26	Pitney Bowes Postedge	quarterly lease payment	5620.00	285.81
29	Debit	01/27/26	Adobe	software	5150.00	98.15
30	Debit	01/29/26	Indeed	job posting for mental health	5325.06	513.85
31	Debit	01/29/26	Pitney Bowes Postedge	Postage for office	5620.00	100.00
32	Debit	01/29/26	Amazon Capital Services	filling supplies for department	5615.00	287.80
33	ACH	01/29/26	ImageTec	supplies for clinic	5615.00	290.69
34	ACH	01/29/26	eClinicalWorks	EMR monthly charge for service	5315.00	2,435.60
35	Debit	01/30/26	Amazon Capital Services	supplies for pediatric program	5615.00	7.49
36	Debit	01/30/26	Uber	uber ride for mental health patient	5346.00	6.99
37	Debit	01/30/26	Uber	uber ride for mental health patient	5346.00	6.94
<b>Total Interim Disbursements</b>						<b>\$ 14,842.35</b>
<b>INTERCOMPANY</b>						
1	Debit	01/07/26	Amazon Capital Services	medical id bracelet -GA	1410.00	\$ 24.96
2	Debit	01/07/26	Amazon Capital Services	medical id bracelet -GA	1410.00	11.38
3	Debit	01/13/26	Stars & Stripes	business cards for David - H/T	1400.00	30.27
4	Debit	01/23/26	World's Largest Laundromat	dry cleaning for coats - GA	1400.00	15.00
5	Debit	01/23/26	Amazon Capital Services	medical id bracelet -GA	1410.00	12.48
6	Debit	01/29/26	Amazon Capital Services	medical id bracelet -GA	1410.00	12.48
<b>Total Intercompany</b>						<b>\$ 106.57</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	30381	02/09/26	AFS Counseling	Consulting on mental health program	5325.00	\$ 7,315.00
2	30383	02/09/26	Ann Hostetter LCSW	Consulting for mental health program	5325.00	7,220.00
3	30375	02/09/26	BCBS - Profile 43806	2026-02 insurance premiums	5880.00	4,586.53
4	30392	02/09/26	City of Berwyn - Water	monthly water	5710.00	57.44
5	30393	02/09/26	Dearborn Life Insurance Company	2026-02 insurance premiums	5880.00	45.54
6	30384	02/09/26	Drive 4U Services LLC	Taxi rides for mental health patients	5346.00	525.00
7	30382	02/09/26	First Gen Counseling	Consulting for mental health program	5346.00	150.00
8	30377	02/09/26	Heather Casper	township/health district meeting attendance	5820.00	42.00
9	30391	02/09/26	Humility Therapy, PLLC	labs - autopsy	5315.00	1,040.00
10	30395	02/09/26	Illinois Dept. of Public Health	2026-01 death and birth certificates	5430.00	412.00
11	30388	02/09/26	Jesus Villalba	reimbursement - NHA CP-FS	5120.00	370.00
12	30378	02/09/26	Johnson Controls Fire Protection LP	annual service	5505.00	1,925.74
13	30376	02/09/26	Lawrence Zdarsky	2026-02 Legal Services	5143.00	1,594.00
14	30387	02/09/26	McKesson Medical	Medical Supplies	5610.00	1,429.43
15	30390	02/09/26	Nicor Gas	2026-01 Monthly gas	5710.00	437.16

**Berwyn Public Health District  
Disbursements for Approval  
February 9, 2026**

<b>Item</b>	<b>Ref #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
16	30379	02/09/26	SBC Waste Solutions	waste service - dumpster days	5325.00	4,123.55
17a	30389	02/09/26	Selden Fox, Ltd.	2026-02 Accounting Services	5105.00	2,075.00
17b				2026-02 Software	5106.00	275.00
18	30380	02/09/26	Sound InSight	Hearing & Vision screenings-Dec 2025; center #3	5332.00	3,051.00
19	30394	02/09/26	Vanessa Rosales	reimbursement - priority mail postage (USPS)	5620.00	8.85
20	30385	02/09/26	Vince Murphy & Associates, P.C.	Consulting on mental health program	5346.00	650.00
21	30386	02/09/26	Vision Service Plan	2026-02 insurance premiums	5880.00	150.18
<b>Total Disbursements to Vendors</b>						<b>\$ 37,483.42</b>

**PAYROLL CHECKS & WITHHOLDINGS SUMMARY**

1	Board checks	01/12/26	Board checks	Gross board payroll - January	various	\$ 11,348.43
2	EFT	01/15/26	Gross Payroll	Gross payroll 1/1/26 - 1/15/26	various	17,312.07
3	EFT	01/15/26	Payroll withholdings	Payroll taxes - 1/1/26 - 1/15/26	various	2,695.10
4	EFT	01/15/26	Independent Contractor	1/1/26-1/15/26	5510.00	190.00
5	EFT	01/15/26	Employer IMRF Obligation	IMRF match -1/1/26 - 1/15/26	5835.00	92.78
6	EFT	01/30/26	Gross Payroll	Gross payroll - 1/16/26 - 1/31/26	various	21,149.48
7	EFT	01/30/26	Payroll withholdings	Payroll taxes - 1/16/26 -1/31/26	various	2,180.20
8	EFT	01/30/26	Independent Contractor	1/16/26-1/31/26	5510.00	190.00
9	EFT	01/30/26	Employer IMRF Obligation	IMRF match - 1/16/26 - 1/31/26	5835.00	69.13
<b>Total Payroll &amp; Withholding Disbursements</b>						<b>\$ 55,227.19</b>

**Total Disbursements for Approval** **\$ 107,659.53**

**Reconciled Cash Balance at 1/31/26-Byline Bank checking** **\$ 1,113.22**  
**Reconciled Cash Balance at 1/31/26-Republic Bank checking** **346,478.86**  
**Reconciled Cash Balance at 1/31/26-Republic Bank sweep** **44,200.05**

**Total** **\$ 391,792.13**

CERTIFICATE

February 9, 2026  
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 February 2026 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 12th day of January 2026 and that the foregoing amounts are due to the organizations or persons stated above.

\_\_\_\_\_  
Secretary

Countersigned

\_\_\_\_\_  
Chairman



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>6</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	Statement of Receipts & Disbursements		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## 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, 2025 through January 31, 2026**

# Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | [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 January 31, 2026 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.*

February 4, 2026

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April 2025-January 2026**

	Apr 2025 - Jan 2026	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 350,460.90	\$ 760,000.00	\$ (409,539.10)	46.11%
4200.00 Replacement Tax	19,323.80	35,000.00	(15,676.20)	55.21%
4300.00 Grant Income	493,046.35	125,000.00	368,046.35	394.44%
4400.01 Fees, Rents and Others			-	
4400.00 Rental income	65,127.79	76,440.00	(11,312.21)	85.20%
4410.00 Vital Record Income	44,846.08	32,500.00	12,346.08	137.99%
4450.00 Clinic Fees & Income	-	1,000.00	(1,000.00)	0.00%
<b>Total 4400.01 Fees, Rents and Others</b>	<b>109,973.87</b>	<b>109,940.00</b>	<b>33.87</b>	<b>100.03%</b>
4440.00 Miscellaneous Income	100.00	3,500.00	(3,400.00)	2.86%
4600.00 Investment Income	37,674.24	15,000.00	22,674.24	251.16%
<b>Total Income</b>	<b>1,010,579.16</b>	<b>1,048,440.00</b>	<b>(37,860.84)</b>	<b>96.39%</b>
<b>Gross Profit</b>	<b>1,010,579.16</b>	<b>1,048,440.00</b>	<b>(37,860.84)</b>	<b>96.39%</b>
<b>Expenses</b>				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	182,930.31	150,000.00	32,930.31	121.95%
5006.00 Roof and Building Improvements	79,374.79	50,000.00	29,374.79	158.75%
5007.00 Park Improvements and Equipment	32,060.00	8,000.00	24,060.00	400.75%
5010.00 Parking Lot Improvements	4,251.99	10,000.00	(5,748.01)	42.52%
<b>Total 5000.00 Capital Outlay</b>	<b>298,617.09</b>	<b>218,000.00</b>	<b>80,617.09</b>	<b>136.98%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	23,311.15	24,885.00	(1,573.85)	93.68%
5106.00 Payroll Processing Fees	275.00	2,400.00	(2,125.00)	11.46%
5115.00 Annual Audit	9,000.00	8,500.00	500.00	105.88%
5120.00 Association Dues	1,229.50	2,000.00	(770.50)	61.48%
5135.00 Gen Liab, Work Comp, Prop Ins	19,483.50	24,000.00	(4,516.50)	81.18%
5140.00 Legal Expense	-	7,500.00	(7,500.00)	0.00%
5143.00 Health District Attorney	15,940.00	19,950.00	(4,010.00)	79.90%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	1,143.83	5,000.00	(3,856.17)	22.88%
5160.00 Rodent Abatement Agreement	46,000.00	40,000.00	6,000.00	115.00%
5170.00 Grant Consultants	6,000.00	46,000.00	(40,000.00)	13.04%
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 - Pediatrics	-	20,000.00	(20,000.00)	0.00%
<b>Total 5100.00 Contractual Services</b>	<b>122,382.98</b>	<b>231,235.00</b>	<b>(108,852.02)</b>	<b>52.93%</b>

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April 2025-January 2026**

	Apr 2025 - Jan 2026	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	6,767.97	10,000.00	(3,232.03)	67.68%
5320.00 Spec. Program - Flu	15,901.74	19,000.00	(3,098.26)	83.69%
5325.00 Spec. Programs - Other	40,526.85	40,000.00	526.85	101.32%
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	-	100.00%
5325.04 Senior Breakfast	2,000.00	2,000.00	-	100.00%
5325.05 Sunday Market	2,073.14	12,000.00	(9,926.86)	17.28%
5325.06 Marketing and Promotion	14,823.55	5,000.00	9,823.55	296.47%
5326.00 Spec. Programs - Intergov	10,110.07	35,000.00	(24,889.93)	28.89%
5328.00 Special Programs-Emergency Prep	242.55	5,000.00	(4,757.45)	4.85%
5332.00 Special Prg. - Eyes for Educati	2,853.00	8,500.00	(5,647.00)	33.56%
5334.00 Special Prg.-Health Grants	-	80,000.00	(80,000.00)	0.00%
5336.00 Health Families	1,440.98	100,000.00	(98,559.02)	1.44%
5337.00 Infrastructure Initiatives	629,370.76	1,000,000.00	(370,629.24)	62.94%
5340.00 Participatory Budget	37.41	17,000.00	(16,962.59)	0.22%
5345.00 Mental Health Voucher Program	-	50,000.00	(50,000.00)	0.00%
5346 New Programs and Initiatives	160,308.85	300,000.00	(139,691.15)	53.44%
<b>Total 5300.00 Health Programs</b>	<b>891,456.87</b>	<b>1,695,000.00</b>	<b>(803,543.13)</b>	<b>52.59%</b>
<b>5400.00 Other Expenditures</b>			-	
5405.00 Conference/Education Expenses	1,890.35	10,000.00	(8,109.65)	18.90%
5410.00 Contingencies	(0.06)	5,000.00	(5,000.06)	0.00%
5413.00 Transaction Processing Fees	2,984.12	6,500.00	(3,515.88)	45.91%
5420.00 Medical Waste Disposal	8,177.80	12,500.00	(4,322.20)	65.42%
5425.00 Official's Bonds	3,500.00	4,000.00	(500.00)	87.50%
5430.00 Death Surcharge Fee	3,888.00	7,500.00	(3,612.00)	51.84%
<b>Total 5400.00 Other Expenditures</b>	<b>20,440.21</b>	<b>45,500.00</b>	<b>(25,059.79)</b>	<b>44.92%</b>
<b>5500.00 Repairs and Maintenance</b>			-	
5505.00 Building Maintenance	39,013.93	25,000.00	14,013.93	156.06%
5510.00 Janitorial Service	3,990.00	3,000.00	990.00	133.00%
5515.00 Equipment Maintenance Agreement	5,977.71	5,000.00	977.71	119.55%
5530.00 Snow Removal	437.50	3,500.00	(3,062.50)	12.50%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>49,419.14</b>	<b>36,500.00</b>	<b>12,919.14</b>	<b>135.39%</b>
<b>5600.00 Supplies and Materials</b>			-	
5605.00 Janitorial Supplies	9,080.67	5,000.00	4,080.67	181.61%
5610.00 Medical Supplies	2,840.73	5,000.00	(2,159.27)	56.81%

**Berwyn Public Health District**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April 2025-January 2026**

	Apr 2025 - Jan 2026	Tentative Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	14,462.91	15,000.00	(537.09)	96.42%
5620.00 Postage and Meter Rental	4,070.70	3,000.00	1,070.70	135.69%
5625.00 Printing and Publication	2,225.40	10,000.00	(7,774.60)	22.25%
<b>Total 5600.00 Supplies and Materials</b>	<b>32,680.41</b>	<b>38,000.00</b>	<b>(5,319.59)</b>	<b>86.00%</b>
5700.00 Utilities			-	
5710.00 Heat, Light and Water	1,958.70	4,000.00	(2,041.30)	48.97%
5720.00 Telephone	5,990.14	10,000.00	(4,009.86)	59.90%
<b>Total 5700.00 Utilities</b>	<b>7,948.84</b>	<b>14,000.00</b>	<b>(6,051.16)</b>	<b>56.78%</b>
5800.00 Payroll Expenses			-	
5815.00 Chairman	37,491.65	46,000.00	(8,508.35)	81.50%
5816.00 Secretary	30,294.88	36,200.00	(5,905.12)	83.69%
5817.00 Treasurer	29,141.25	36,200.00	(7,058.75)	80.50%
5820.00 Clerks	93,901.45	162,750.00	(68,848.55)	57.70%
5829.0 Interns	6,568.50	45,000.00	(38,431.50)	14.60%
5830.00 Health Director	17,476.00	24,000.00	(6,524.00)	72.82%
5831.00 Taxes - Employer FICA	31,460.34	45,000.00	(13,539.66)	69.91%
5832.00 Taxes - Employer Medicare	7,357.66	10,000.00	(2,642.34)	73.58%
5833.00 Taxes - SUTA	3,440.73	4,000.00	(559.27)	86.02%
5835.00 Retirement Contribution	1,856.23	15,000.00	(13,143.77)	12.37%
5840.00 Inspectors	52,877.37	110,250.00	(57,372.63)	47.96%
5841.00 Environmental Health Practioner	57,238.65	65,000.00	(7,761.35)	88.06%
5845.00 Janitor	14,099.50	30,000.00	(15,900.50)	47.00%
5860.00 Public Health Nurses	161,167.79	147,000.00	14,167.79	109.64%
5880.00 Grp Health, Vision, Dental Ins	35,691.30	65,000.00	(29,308.70)	54.91%
<b>Total 5800.00 Payroll Expenses</b>	<b>580,063.30</b>	<b>841,400.00</b>	<b>(261,336.70)</b>	<b>68.94%</b>
<b>Total Expenses</b>	<b>2,003,008.84</b>	<b>3,119,635.00</b>	<b>(1,116,626.16)</b>	<b>64.21%</b>
<b>Net Operating Income</b>	<b>(992,429.68)</b>	<b>(2,071,195.00)</b>	<b>1,078,765.32</b>	<b>47.92%</b>
<b>Net Income</b>	<b>\$ (992,429.68)</b>	<b>\$ (2,071,195.00)</b>	<b>\$ 1,078,765.32</b>	<b>47.92%</b>
<b>Beginning net assets</b>	<b>\$ 2,566,214.98</b>			
<b>Ending net assets</b>	<b>\$ 1,573,785.30</b>			



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>10-A</b>	ACTION PROPOSED	<input checked="" type="checkbox"/> INFORMATIONAL ONLY
TITLE	Audit Agreement from Evans, Marshall & Pease PC		<input type="checkbox"/> DISCUSS
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager		<input type="checkbox"/> REVIEW
			<input type="checkbox"/> APPROVE

## SUMMARY

The Board previously approved a multi-year audit engagement agreement to provide audit services to the Berwyn Public Health District for the fiscal years ended March 31, 2025, 2026, and 2027. A copy of the agreement is attached for the Board's reference.

## ATTACHMENTS

- Audit Engagement Letter



SINCE 1917

## EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

1875 Hicks Road  
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700  
Facsimile (847) 221-5701

January 2, 2025

Berwyn Public Health District  
6600 W. 26<sup>th</sup> Street  
Berwyn, Illinois 60402

To the Board of Trustees and Management of the Berwyn Public Health District:

We are pleased to confirm our understanding of the services we are to provide the Berwyn Public Health District for the year ended March 31, 2025, 2026 and 2027.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Berwyn Public Health District as of and for the years ended March 31, 2025, 2026 and 2027. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Berwyn Public Health District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Berwyn Public Health District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) IMRF supplementary pension information
- 3) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.
- Lack of expertise necessary to prepare the financial statements.

As of this date, planning has not concluded and modifications may be made to these risks.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Berwyn Public Health District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Other Services**

We will also prepare the financial statements of the Berwyn Public Health District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

## **Engagement Administration, Fees, and Other**

The audit documentation for this engagement is the property of Evans, Marshall and Pease, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Evans, Marshall and Pease, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Regulators. The regulators may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Jeffery M. Rollefson, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,000, \$9,500 and \$10,000, per the years ended above. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion and delivery of reports, however we reserve the right to invoice half of the total fees at the end of fieldwork should circumstances warrant. The above fee is based on

anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**Reporting**

We will issue a written report upon completion of our audit of the Berwyn Public Health District's financial statements. Our report will be addressed to the Board of Trustees of the Berwyn Public Health District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Berwyn Public Health District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign it and return it to us.

Very truly yours,

*Evans, Marshall and Pease, PC*

Evans, Marshall and Pease, PC  
Certified Public Accountants

**RESPONSE:**

This letter correctly sets forth the understanding of the Berwyn Public Health District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>10-B</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	CPR Training		<input checked="" type="checkbox"/> DISCUSS
SUBMITTED BY	Leticia Garcia, Health Board Secretary		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Letter from Clerk Garcia regarding CPR Training



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*A Tradition of Service*



**Jacqueline Pereda**

*Township Assessor | Health Board Treasurer*

**David J. Avila**

*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulenna Ortiz*

January 30<sup>th</sup>, 2026

**Re: CPR Training**

Dear Health Board Members,

As part of our ongoing commitment to community safety and preparedness, I am interested in hosting a CPR training event for the community.

This type of training would provide residents with essential, life-saving skills and further support community safety and preparedness. CPR education empowers individuals to respond effectively during medical emergencies, particularly in the critical moments before professional medical personnel arrive.

I have attached a draft flyer for your review. I would welcome the opportunity to discuss logistics such as scheduling, class size, costs, and any additional requirements or recommendations you may have.

Best,

Leticia Garcia  
Board Secretary



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

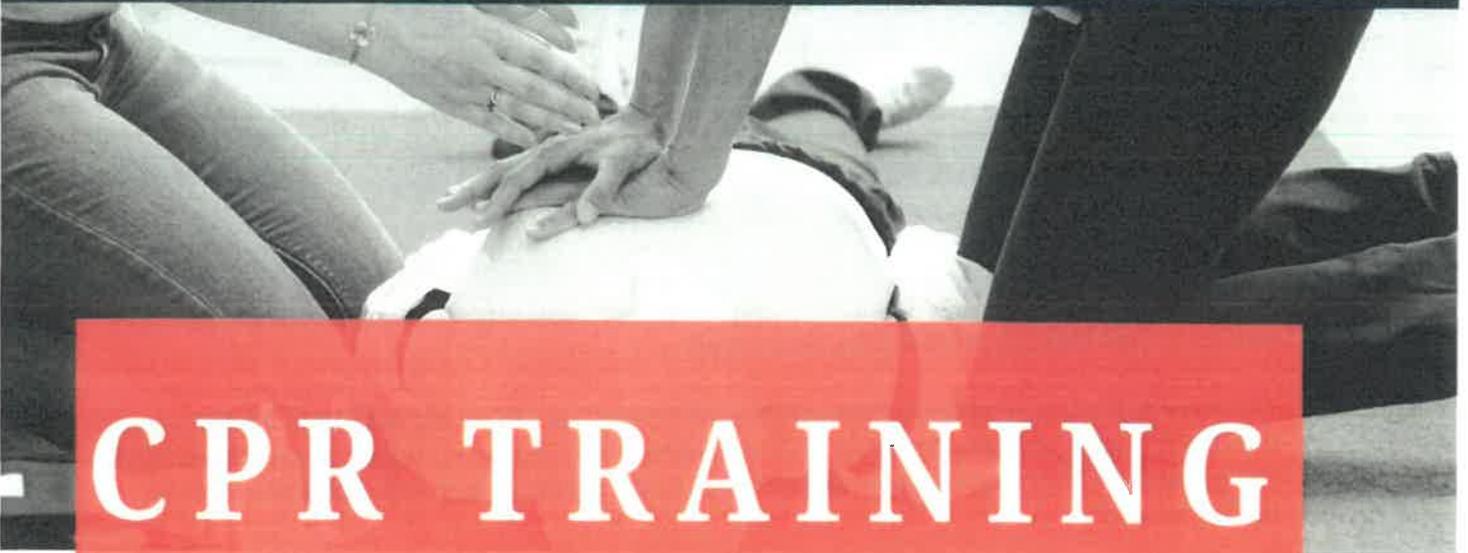


*Township Assessor | Health Board Treasurer*  
Jacqueline Pereda

*Township Supervisor | Health Board President*  
David J. Avila

*Township Clerk | Health Board Secretary*  
Leticia Garcia

*Township Trustees | Edward Espinoza, Jesse Miranda, Nicholas Margarites, Zulema Ortiz*



# CPR TRAINING

Training includes:

- Learn about Emergency Situation
- Basic Life Supports
- Get Started with CPR
- Real-life Demonstration

**DAY, MONTH, 2026**

**LOCATION HERE**

**TIME HERE**



**REGISTER BY CALLING CLERK LETTY  
GARCIA AT 708-749-6451**



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>10-C</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	IDPH Drug Overdose Prevention Program		<input checked="" type="checkbox"/> DISCUSS
SUBMITTED BY	Leticia Garcia, Health Board Secretary		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Letter from Clerk Garcia regarding the prevention program



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*A Tradition of Service*



**Jacqueline Pereda**

*Township Assessor | Health Board Treasurer*

**David J. Avila**

*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulenna Ortiz*

January 30<sup>th</sup>, 2026

**Re: Naloxone  
IDPH Drug Overdose Prevention Program**

Dear Health Board Members:

New Narcan laws took effect in January 2026, requiring some facilities to have Narcan readily available. Some regulations also mandate that first responders maintain access to Narcan as part of their emergency response protocols.

While Berwyn is not currently experiencing a significant number of overdose incidents, maintaining a limited supply of Narcan within our Health Department would strengthen our community's preparedness for unforeseen emergencies.

Through outreach and coordination, I was able to successfully obtain multiple cases of Narcan at no cost. I've provided a couple cases for the Public Library, and one case is for the Health Department to ensure coverage across key community locations.

Looking ahead, and based on demand and feedback, we can explore whether registering with the Drug Overdose Prevention Program (DOPP) would be beneficial for the Health Department, or if having a couple on hand would be sufficient. Enrollment would allow the Public Health District to receive Naloxone at no cost for future distribution, helping ensure sustainable access moving forward

Best,

**Leticia Garcia**  
Board Secretary



# AGENDA ITEM SUMMARY

MEETING DATE: FEBRUARY 9, 2026

AGENDA ITEM	<b>10-D</b>	ACTION PROPOSED	<input type="checkbox"/> INFORMATIONAL ONLY
TITLE	Stop the Bleed Training Event		<input checked="" type="checkbox"/> DISCUSS
SUBMITTED BY	Leticia Garcia, Health Board Secretary		<input checked="" type="checkbox"/> REVIEW
			<input checked="" type="checkbox"/> APPROVE

## SUMMARY

## ATTACHMENTS

- Letter from Clerk Garcia regarding training event



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*A Tradition of Service*



**Jacqueline Pereda**

*Township Assessor | Health Board Treasure*

**David J. Avila**

*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulenu Ortiz*

January 30<sup>th</sup>, 2026

## **Re: Stop the Bleed Training Event**

Dear Heath Board Members:

I would like to host a **Stop the Bleed** training event in Berwyn this April.

Stop the Bleed offers training that empowers anyone to respond effectively to life threatening bleeding emergencies by using basic bleeding control techniques until paramedics arrive. As residents have expressed growing concern about serious injuries occurring in public settings, this training supports community safety and offers practical life saving skills.

We are still awaiting confirmation of the total cost for a group of approximately 30 participants and will provide an update once pricing details are received.

Best,

A handwritten signature in blue ink that reads "Leticia Garcia".

Leticia Garcia  
Board Secretary



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT



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Jacqueline Pereda

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## STOP THE BLEED TRAINING

Training Includes:

- Recognize life-threatening bleeding
- Hands-on practice with certified instructors
- Techniques to control bleeding
- Confidence building to act in critical situations

DAY, APRIL 2026  
TIME

LOCATION HERE



SAVE A LIFE

REGISTER BY CALLING CLERK LETTY  
GARCIA AT 708-749-6451