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BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT  
Regular Meeting – April 14, 2025

**Call to Order:** President Avila called the meeting to Order at 4:05 p.m. Secretary Paul and Treasurer Pereda were present. Attorney Zdarsky, Accountant Egan, 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. Treasurer Pareda stated that a communication about BPHD purchasing a bike repair station was not included on the agenda. She advised that BPHD is planning a May biking event. Township agenda 10-B explains the hoped-for BPHD purchase installation in Lesak Park. Discussion ensued. Secretary Paul suggested that the \$5,328 cost was below that requiring bids and board approval.

**Approval of Minutes**

**A. Budget Committee Minutes of March 10, 2025:** Avila made the motion, seconded by Pareda, to approve the March 10, 2025 Budget Workshop Minutes as submitted. The motion passed by a unanimous voice vote in favor.

**B. Regular Meeting of March 10, 2025:** Avila made the motion, seconded by Pareda, to approve the Minutes of the March 10, 2025 Regular Meeting 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 Pareda, to approve the March 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 Pareda, to approve the March 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 Pareda, to approve the March 2025 Vital Statistics Activity report as submitted and place \$2,851.90 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 Pareda, to authorize the disbursements for payables and payroll as submitted for \$437,128.32. 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 Paul, to accept the report as informational. The motion passed by a unanimous voice vote.

**Correspondence:** Nothing received

**Old Business**

**A. Berwyn Wellness Program Update and Volunteer Physician Agreement:** Clinic Nurse Betsy Canedo was recognized. She spoke on the progress of the **Berwyn Wellness Program**. Attorney Zdarsky advised that he had reviewed the Letter of Agreement document and found it satisfactory. Discussion ensued. Avila made the motion, seconded by Pareda, to authorize Medical Director Wainer to move forward with the recruitment of physicians based upon the agreement. The motion passed by a unanimous voice vote.

**B. Mental Health Provider Job Description:** Ms. Canedo presented a job description for a fulltime Licensed Clinical Social Worker or Psychologist. This is a new position and would be a part of the **Mental Health Initiative program**. This program is separate and distinct from Dr. Wainer's **Berwyn Wellness program**. Discussion ensued. Thereafter, Avila made the motion, seconded by Pareda, to defer the agenda item generally. The motion passed by a unanimous voice vote.

**C. Mental Health Initiative Clinical Director Job Description:** Ms. Canedo explained the parameters of this new position and its necessity. Discussion ensued. Avila made a motion, seconded by Pareda, to approve the job description as corrected and authorize the posting of the position. The motion passed by a unanimous voice vote.

**D. Dominican University School of Social Work Practicum Education Program Agreement:** Mr. Zdarsky stated that he had reviewed the agreement. Discussion ensued. The social workers will be a part of the Mental Health Initiative program. Avila made a motion, seconded by Pareda to enter into the agreement with Dominican University. The motion passed by a unanimous voice vote.

**E. Participatory Budget Program:** Avila made a motion, seconded by Pareda, to approve the process for a **Participatory Budget** program as presented and authorize \$17,000 from the appropriate 2025-2026 budget to help fund the program with similar amounts from Berwyn Township and Township Relief Fund. The motion passed with a unanimous roll call vote.

**New Business**

**A: Mental Health Initiative:**

**Ai: Mental Health Initiative 2-year Growth Plan:** Avila made a motion, seconded by Pareda, to accept the timeline and chart as informational. The motion passed by a unanimous voice vote.

**Aii: Mental Health Survey (a/k/a Community Mental Health Assessment):** Paul questioned the need for the Si! proposal to conduct a survey since the board had approved another company in 2024. Discussion ensued. Paul pointed out that the proposal stated that the "Mental Health Board of Berwyn had decided there is a need to conduct a Community Mental Health Assessment...." She pointed out that the proposal listed non-profits grantees currently participating in the 708 Board program. Mr. Zdarsky asked if Avila had received any references or the names of company owners. Avila stated no. Thereafter, Avila made a motion, seconded by Pareda, to defer the item to the May meeting. The motion passed by a unanimous voice vote.

**B: Building Upgrades:**

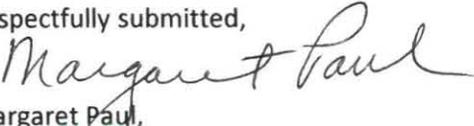
**Bi: Review and Approve Vendor for Cabinets and Countertops:** Paul expressed concern that only two companies responded to the Request for Proposal ("RFP") authorized in March. One company failed to include installation services in the proposal leaving only one responsive company. Avila made the motion, seconded by Pareda, to accept the proposal of Autumn Hill Design, LLC for \$81,000.00. The motion passed by a unanimous roll call vote.

**Bii: Review and Approve Vendor for Flooring:** Avila made the motion, seconded by Pareda, to hire Viking Flooring Solutions to replace flooring in the Clinic area for a total amount of \$21, 048.36. The motion passed by a unanimous roll call vote.

**C. Change of Date for May Regular Meeting:** Avila asked to reschedule May's Regular Meeting from May 12, 2025 to May 5, 2025. Discussion ensued. Avila then made a motion, seconded by Pareda, to move the meeting to Friday, May 9, 2025 at Noon (12:00 p.m.). The motion passed by a unanimous voice vote.

Adjournment: Avila made the motion, seconded by Pareda, to adjourn the meeting at 4:54 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,



Margaret Paul,  
Health District Secretary