HEALTH DISTRICT BOARD MEETING PACKET

September 8, 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.

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT HEALTH BOARD MEETING AGENDA	☒ REGULAR MEETING ☐ SPECIAL MEETING ☐ COW ☐ PUBLIC HEARING	DATE	Monday, September 8, 2025
		TIME	4:00 PM
		LOCATION	6600 W. 26th St., 1st FL Conf. Rm.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
   A. Regular Meeting on August 11, 2025
5. STAFF REPORT UPDATES – August 2025
   A. Clinic Activity
   B. Sanitation Activity
   C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – August 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
   A. Letter from Cathy Fallon, Executive Director, Berwyn Park District
9. OLD BUSINESS
10. NEW BUSINESS
    A. Review & Approve Annual Treasurer's Report – Avila
11. ADJOURNMENT

AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	September 8, 2025
SUBMITTED BY	Leticia Garcia, Health Board Secretary

SUMMARY
ATTACHMENTS
4-A. Regular Meeting on August 11, 2025

ACTION PROPOSED			
☐ INFORMATIONAL ONLY	☐ DISCUSS	☒ REVIEW	☒ APPROVAL

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT
Regular Meeting – August 11, 2025

Call to Order: President Avila called the meeting to Order at 4:00 p.m. President Avila, Township Clerk Garcia and Treasurer Pereda were present. Board Accountant Eagan, Board Attorney Zdarsky and Clerk Administrative Assistant Medina also attended. Attendees rose to recite the Pledge of Allegiance.

Open Forum: Avila opened the floor for Public Comment. No comments.

Approval of Minutes:

A. **Regular Meeting of July 31, 2025:** Avila made the motion, seconded by Garcia, to amend the Minutes of the July 31st, 2025, Regular Meeting on their face. **Scrivers Error: Pereda made the motions under Staff line item B. & C.* The motion passed by a unanimous voice vote in favor. Avila made the motion, seconded by Garcia, to approve the Minutes of July 31st, 2025. The motion passed by a unanimous voice vote in favor.

Staff Report Updates – July 2025

A. Clinic Activity: Avila made the motion, seconded by Pereda, to accept the July 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 Garcia, to accept the July 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 accept the July 2025 Vital Statistics Activity report as submitted. The motion passed by a unanimous roll call vote in favor.

Approval of Bills Payable & Payroll: Avila made the motion, seconded by Garcia, to authorize the disbursements for payables and payroll as submitted for $96,317.19. The motion passed by a unanimous roll call vote in favor.

Statement of Receipts and Disbursements: Mr. Egan was recognized and commented on district expenses and reserves. Avila made the motion, seconded by Pereda, to accept the item as informational.

Correspondence: Nothing submitted.

Old Business: (Deferred 07/2025) Review and Approve Annual Financial Deport Draft for the Fiscal year ended March 31, 2025 – Eagan: Avila made the motion, seconded by Garcia to defer the item. The motion passed by unanimous voice vote in favor.

New Business:

A. **Berwyn Public Art Initiatives Lantern Event – Garcia:** Avila made the motion, seconded by Garcia to approve the item as informational. The motion passed by unanimous voice vote in favor.

B. **Review and Approve Employee Tuition Reimbursement Program – Avila:** Avila commented on the need for the Health District to become more competitive to prospective employees, compared to the private sector in the current job market. Discussion ensued. Avila made the motion, seconded by Garcia, to approve Tuition Reimbursement and the refer to legal for policy. The motion passed by a unanimous roll call vote.

Adjournment: Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:17 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

Leticia Garcia,
Health District Secretary

AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	September 8, 2025
SUBMITTED BY	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 – August 2025

ACTION PROPOSED			
☒ INFORMATIONAL ONLY	☐ DISCUSS	☐ REVIEW	☐ APPROVAL

NURSING MONTHLY REPORT

August 1st – 31st 2025

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 continue to be able to obtain medical equipment for themselves and their loved ones with our program.
8. Clinic staff have continued working with Morton West High School staff. Clinic staff will be blocking hours in the schedule on the days that students are registering to help support eligible Morton West High School students with vaccines. In addition, one of the clinic staff members will be present during registration to help verify vaccine information in an effort to help parents ensure their students are in compliance for registration.
9. The Mental Health Voucher Program continues to offer free mental health vouchers for Berwyn Residents.
10. Dominican University Social Work Interns began August 25th, 2025.
11. Yoga classes came to an end August 16th, 2025.
12. Clinic staff participated in the Back-to-School Picnic at Proska Park on August 2, 2025.

13. Clinic staff participated in Mariachi 5k Run on August 16th, 2025.
14. Wellness Wednesday will begin on August 27th, 2025. Clinic will be offering full cholesterol panel, thyroid panel, CBC, along with medical recommendations.
15. Clinic staff met with Loyola Pediatric Department and discussed possible collaboration in the future.
16. Clinic offered two Emergency Dumpster Days on August 20th & 21st for residents to discard items that might have been damaged by the storm.
17. Betsy and Mabel interview another candidate for the mental health clinical director position.

Clinic Service/Deposit Tracking

August Tracking

Scheduled	49	
Seen	40	
Cancellations	9	
Rescheduled	0	
No Call/No Shows	0	
New Patients	14	
VFC	27	
Medicaid	21	
Uninsured	6	
Underinsured	0	
TB Test	11	
TB Results	Neg: 11	Pos:0
Flu Shots Totals	Reg:0	HD:0

Yearly Tracking (April 2025-March 2026)

Scheduled	156	
Seen	121	
Cancellations	29	
Rescheduled	2	
No Call/No Shows	4	
New Patients	64	
VFC	66	
Medicaid	45	
Uninsured	21	
Underinsured	0	
TB Test	48	
TB Results	Neg:47	Pos:1
Flu Shots Totals	Reg:0	HD:0

July 27-31 Clinic Deposit

Total Deposit	$300.00

Yearly Total Deposit

Total Deposit	$1690.00

AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	September 8, 2025
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY
Attached please find the monthly activity report for the Environmental Health & Safety Department.
ATTACHMENTS
• Sanitation Report – August 2025

ACTION PROPOSED			
☒ INFORMATIONAL ONLY	☐ DISCUSS	☐ REVIEW	☐ APPROVAL

Berwyn Public Health District
Sanitation Report | August 1, 2025 through August 31, 2025

MONTHLY RECAP

New Businesses

1. West Wind Dental
2. Windsor Market
3. Habibi Smokes, Inc.

Food Complaints

1. Connie's Family Restaurant
2. Tastee Corner Cafe
3. Harlem Mobil
4. Dunkin Donuts
5. Panera Bread

Trainings:

No training to report.

Special Events:

No Special Events to report.

August 2025

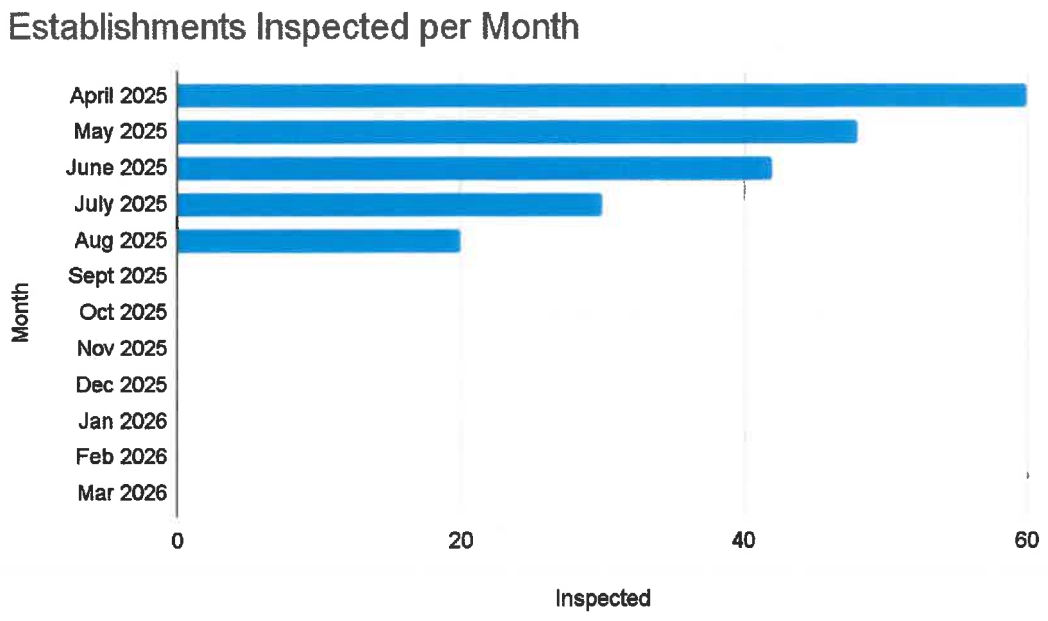
Company	#	Street	Gls.	DOI	Insp.	Notes	NB	CI	VHR	HR	MR	LR	CF	TF
West Wind Dental	3218	Kenilworth Ave		8/11/25	JV	New Business - one time inspection	1					*		
Windsor Market	6932	Windsor Ave		8/8/25	JV	New name new owner	1					*		
Habibi Smokes Inc.	3437	Harlem Ave		8/13/25	JV	New Business	1					*		
Connies Family Restuarant	3271	Harlem Ave		8/1/25	JV	Sanitation Complaint		1		*				
Tastee Corner Cafe	3207	Oak Park Ave		8/1/25	JV	Sanitation Complaint		1		*				
Harlem Mobil	2945	Harlem Ave		8/14/25	JV	Fire Inspection		1				*		
Dunkin Donuts	2945	Harlem Ave		8/14/25	JV	Fire Inspection		1			*			
Panera Bread	7050	Cermak Rd		8/18/25	JV	Sanitation Complaint		1			*			
Jump For Joy	7115	Roosevelt Rd	1	8/4/25	JV				1					
Popeyes	6935	Cermak Rd	1	8/4/25	JV					1				
Buona Beef Restaurant	6745	Roosevelt Rd	1	8/26/25	JV					1				
Paleteria Y Neveria La Flor de Michoacana	6316	26th St	1	8/20/25	JV						1			
Ponce's Bakery	6320	26th St	1	8/21/25	JV						1			
La Michoacana Los Primos	6224	Cermak Rd	1	8/22/25	JV						1			

Berwyn Public Health District
Sanitation Report | August 1, 2025 through August 31, 2025

Berwyn Tobacco & Vape	2825	Harlem Ave	1	8/12/25	JV							1		
2025 Karmes Latin Food & Music Festival	3322	Clarence Ave	1	8/24/25	JV									1
Movie at the Park- Super Simple Sweets Lemonade	3001	Wisconsin Ave	1	8/8/25	JV									1
Concordia Luther Church -Concordia Picnic	3144	Home Ave	1	8/10/25	JV									1
Corrida del mariachi- Super Simple Sweets Lemonade	1619	Wesley Ave	1	8/16/25	JV									1
Corrida del mariachi- El Moral	1619	Wesley Ave	1	8/16/25	JV									1
Corrida del mariachi- Ninety Sixers Motorcycle Club	1619	Wesley Ave	1	8/16/25	JV									1
Corrida del mariachi- Media Noche Cafe	1619	Wesley Ave	1	8/16/25	JV									1

MONTHLY TOTALS	***Goals***	***Actual***	***YEARLY TOTALS***	
New Businesses	0	3	*New Business*	*25*
Complaint Inspections	0	5	*Complaint Insp.*	*12*
Very High	0	1	*Routine Insp.*	*135*
High	3	2		
Medium	3	3		
Low	1	1		
Cottage Food	0	0	*Cottage Food*	*0*
Temporary Food	1	5	*Temporary Food*	*28*
Total	8	20	*Total YTD*	*200*

Graph 1: ROUTINE INSPECTIONS - April 2025 - March 2026



BERWYN SHOPS

No news.

ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL

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

RODENT ABATEMENT:

No updated news.

GOALS

Completed:

1. A completion rate of 250% of the Food Establishment Inspections for August.
    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 September.
2. Ensure all establishments have a recent inspection done with the following criteria:
    a. Very High Risk: Within the last 3 months
    b. High Risk: Within the last 3 months
    c. Medium Risk: Within the last 4 months
    d. Low Risk: Within the last 6 months
    e. Schools: A minimum of one time for the school year 2024-2025

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

Prepared by:
Sheri A. Leto

AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

TITLE	Vital Records Activity
MEETING DATE	September 8, 2025
SUBMITTED BY	Vanessa Rosales, Interim Deputy Registrar

SUMMARY
Report of monies collected by the Vital Statistics Department for certified copies of Birth and Death records.
ATTACHMENTS
• Vital Records Report – August 2025

ACTION PROPOSED			
☒ INFORMATIONAL ONLY	☐ DISCUSS	☐ REVIEW	☐ APPROVAL

September 2025

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **August 2025** for certified copies of Birth and Death records as follows (**52 LESS** requests than July-2025):

Total Amount Collected	$3,277.00
Fee to the State of Illinois:	-$376.00
(Death Surcharge Fee 94– D.C. Requested):	
(Total Credit Charges: 78 = Amount: $1,709.00)	
Health District Portion of Fees:	$2,901.00

These figures represent fiscal year 2025/2026	
Total Fees Collected (to date):	$16,595.00
Total paid to State of Illinois (to date):	-1,788.00
Total Berwyn Health District (to date):	$14,807.00

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
These figures represent fiscal year 2021/2022	
Total Berwyn Health District (to date):	$37,523.00

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

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

Check is for the month of August, 2025.

Multiply number of copies issued by $4.00, total amount due $ 376.00. 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

_____ **OR** _____ 7/31/25

Signature of County Clerk Date 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 - Attn: Death Surcharge in Subject line

AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Bills Payable and Payroll
MEETING DATE	September 8, 2025
SUBMITTED BY	Brian Eagan, CPA | Senior Vice President, Selden Fox, Ltd.

SUMMARY
Berwyn Public Health District Disbursements for Approval is attached for review and approval. Physical invoices and receipts are available for your review and audit.
ATTACHMENTS
• Public Health District Payables

ACTION PROPOSED			
☐ INFORMATIONAL ONLY	☐ DISCUSS	☒ REVIEW	☒ APPROVAL

Berwyn Public Health District
Disbursements for Approval
September 8, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	08/01/25	Society for Human Resources	renewal-subscription for Jessica, H/T	5120.00	$ 149.50
2	Debit	08/01/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
3	Debit	08/04/25	Google	google suite for mental health program	5346.00	14.00
4	Debit	08/05/25	AllPaid	food safety seminar - Jesus Villalba	5405.00	41.50
5	Debit	08/06/25	Amazon Capital Services	office supplies	5615.00	23.14
6	Debit	08/06/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
7	Debit	08/07/25	Amazon Capital Services	office supplies	5615.00	28.40
8	Debit	08/07/25	Amazon Capital Services	office supplies	5615.00	27.96
9	Debit	08/08/25	Amazon Capital Services	office décor-privacy window film	5615.00	89.99
10	Debit	08/08/25	Ring Central	DigitalLine Unlimited	5720.00	397.28
11	Debit	08/08/25	Adobe	software	5150.00	79.71
12	Debit	08/08/25	U.S. Postal Service (meter)	postage for vital records	5620.00	27.20
13	Debit	08/08/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
14	Debit	08/11/25	Zip Recruiter	job posting for mental health program	5325.06	459.00
15	Debit	08/11/25	Amazon Capital Services	office supplies	5615.00	148.47
16	Debit	08/11/25	Amazon Capital Services	office décor-privacy window film	5615.00	105.27
17	Debit	08/12/25	PrintIT4less.com	receipt books for Vital Records department	5625.00	182.31
18	Debit	08/12/25	Indeed	job posting for mental health program	5325.06	120.00
19	Debit	08/14/25	Amazon Capital Services	office décor & office supplies	5615.00	186.53
20	Debit	08/14/25	Amazon Capital Services	office décor-wall cork board tiles	5615.00	152.72
21	Debit	08/15/25	Adobe	software	5150.00	66.44
22	Debit	08/18/25	Amazon Capital Services	office supplies, split H/T	5615.00	34.12
23	Debit	08/19/25	Amazon Capital Services	office supplies, split H/T	5615.00	93.26
24	Debit	08/19/25	Amazon Capital Services	office supplies-utility cart, H/T	5615.00	44.50
25	Debit	08/19/25	Amazon Capital Services	office décor-wall cork board tiles	5615.00	52.42
26	Debit	08/19/25	Amazon Capital Services	office décor-wall cork board tiles	5615.00	26.21
27	Debit	08/19/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
28	Debit	08/20/25	Amazon Capital Services	office décor-wall cork board tiles	5615.00	229.19
29	Debit	08/20/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
30	Debit	08/21/25	Amazon Capital Services	janitorial supplies, brooms, split H/T	5605.00	30.00
31	Debit	08/21/25	Digital Compliance	training for mental health interns	5346.00	349.93
32	Debit	08/21/25	Digital Compliance	training for mental health interns	5346.00	209.93
33	Debit	08/21/25	Digital Compliance	training for mental health interns	5346.00	209.93
34	Debit	08/21/25	Amazon Capital Services	office décor-wall cork board tiles	5615.00	269.65
35	Debit	08/25/25	Amazon Capital Services	janitorial supplies, brooms, split H/T	5605.00	93.12
36	Debit	08/25/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
37	Debit	08/27/25	Tony's Fresh Market	cookies for PB community meeting, split H/T	5615.00	6.64
38	Debit	08/29/25	Stars & Stripes	yard sign for community resource fair, split H/T	5346.00	154.50
39	30234	08/28/25	Oscar Torres Rangel	asphalt overlay & repair (paid in full)	5007.00	28,900.00
40	30235	09/06/25	Jaime Claudio	9/6/25 Hispanic Heritage Festival and Health Fair	5346.00	1,500.00
41	30236	09/06/25	Javier Serna	9/6/25 Hispanic Heritage Festival and Health Fair	5346.00	1,600.00
42	30237	09/06/25	RadioRitmoMix LLC	9/6/25 Hispanic Heritage Festival and Health Fair	5346.00	450.00
43	30238	09/06/25	606 Entertainment Group LLC	9/6/25 Hispanic Heritage Festival and Health Fair	5346.00	4,550.00
44	30239	09/06/25	Mateo Garcia Verdo	9/6/25 Hispanic Heritage Festival and Health Fair	5346.00	500.00
				Total Interim Disbursements		$ 41,653.22
INTERCOMPANY - DISBURSEMENTS FOR RELATED ENTITIES THAT WILL BE REIMBURSED						
1	Debit	08/01/25	Society for Human Resources	renewal-subscription for Jessica, H/T	1400.00	$ 149.50
2	Debit	08/12/25	Amazon Capital Services	Due from GA-GA emergency bracelets	1410.00	12.48
3	Debit	08/18/25	Amazon Capital Services	office supplies, split H/T	1400.00	34.11
4	Debit	08/19/25	Amazon Capital Services	office supplies, split H/T	1400.00	93.25
5	Debit	08/19/25	Amazon Capital Services	office supplies-utility cart, H/T	1400.00	44.49
6	Debit	08/21/25	Amazon Capital Services	Due from GA-GA emergency bracelets	1410.00	12.48
7	Debit	08/21/25	Amazon Capital Services	janitorial supplies, brooms, split H/T	1400.00	29.99
8	Debit	08/25/25	Amazon Capital Services	janitorial supplies, brooms, split H/T	1400.00	93.12
9	Debit	08/27/25	Tony's Fresh Market	cookies for PB community meeting, split H/T	1400.00	6.63
10	Debit	08/29/25	Amazon Capital Services	Due from GA-GA emergency bracelets	1410.00	12.48
11	Debit	08/29/25	Stars & Stripes	yard sign for community resource fair, split H/T	1400.00	154.50
				Total Intercompany		$ 643.03
DISBURSEMENTS TO VENDORS						
1	30256	09/08/25	4Imprint	Printing services for promo items	5325.06	$ 1,469.15
2	30247	09/08/25	AFS Counseling	Consulting on mental health program	5325.00	3,515.00
3	30248	09/08/25	Ann Hostetter LCSW	Consulting for mental health program	5325.00	3,990.00

Berwyn Public Health District
Disbursements for Approval
September 8, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
4	30244	09/08/25	AR Electric	Sept 6th fair festival (equipment rental)	5346.00	775.00
5	30241	09/08/25	BCBS - Profile 43806	2025-09 insurance premiums	5880.00	2,457.86
6	30243	09/08/25	Berwyn School of Music	Sunday Market 9/6/25	5325.05	250.00
7	30255	09/08/25	City of Berwyn	2023-2024 & 2024-2025 FY Rodent Abatement	5160.00	46,000.00
8	30257	09/08/25	City of Berwyn - Water	monthly water	5710-00	44.78
9	30258	09/08/25	Dearborn Life Insurance Company	2025-09 insurance premiums	5880.00	89.84
10	30246	09/08/25	Elizabeth Simbi	Yoga in the Park (531 - 8/23)	5325.00	1,925.00
11	30259	09/08/25	GoldyLocks	Locksmith services, 50% deposit	5505.00	4,237.28
12	30252	09/08/25	Health Lab	Labs	5315.00	161.00
13	30262	09/08/25	Illinois Dept. of Public Health	2025-09 death and birth certificates	5430.00	376.00
14	30249	09/08/25	Jacqueline Abelar	reimbursement - snacks for PB meeting (Tony's)	5615.00	14.30
15	30261	09/08/25	Jessica Carlos	Therapy services for mental health program	5346.00	520.00
16	30245	09/08/25	Johnny's Landscaping Services	2025-08 grass cut, split H&T	5505.00	190.00
17	30242	09/08/25	Lawrence Zdarsky	2025-09 Legal Services & retro pay	5143.00	1,789.00
18	30254	09/08/25	Nicor Gas	Monthly gas	5710.00	60.85
19a	30253	09/08/25	Selden Fox, Ltd.	2025-09 Accounting Services	5105.00	2,075.00
19b				2025-09 Software	5106.00	275.00
20	30250	09/08/25	Vince Murphy & Associates, P.C.	Consulting on mental health program	5346.00	910.00
21	30251	09/08/25	Vision Service Plan	2025-09 insurance premiums	5880.00	161.79
22	30260	09/08/25	Wells Fargo Vendor Financial Services	copier lease	5005.00	238.47
				Total Disbursements to Vendors		$ 71,525.32

PAYROLL CHECKS & WITHHOLDINGS SUMMARY

1	Board checks	08/11/25	Board checks	Gross board payroll - August	various	$ 11,348.43
2	EFT	08/15/25	Gross Payroll	Gross payroll 8/1/25 - 8/15/25	various	18,048.21
3	EFT	08/15/25	Payroll withholdings	Payroll taxes - 8/1/25 - 8/15/25	various	2,390.41
4	EFT	08/15/25	Independent Contractor	8/1/25-8/15/25	5510.00	190.00
5	EFT	08/15/25	Employer IMRF Obligation	IMRF match - 8/1/25 - 8/15/25	5835.00	97.29
6	EFT	08/29/25	Gross Payroll	Gross payroll - 8/16/25 - 8/31/25	various	23,767.04
7	EFT	08/29/25	Payroll withholdings	Payroll taxes - 8/16/25 -8/31/25	various	1,926.57
8	EFT	08/29/25	Independent Contractor	8/1/25-8/15/25	5510.00	285.00
9	EFT	08/29/25	Employer IMRF Obligation	IMRF match - 8/16/25 - 8/31/25	5835.00	95.37
				Total Payroll & Withholding Disbursements		$ 58,148.32

Total Disbursements for Approval	$ 171,969.89
Reconciled Cash Balance at 8/31/25-Byline Bank checking	$ 27,223.02
Reconciled Cash Balance at 8/31/25-Republic Bank checking	104,752.17
Reconciled Cash Balance at 8/31/25-Republic Bank sweep	(25.00)
Total	$ 131,950.19

CERTIFICATE

September 8, 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 8th day of September 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 8th day of September 2025 and that the foregoing amounts are due to the organizations or persons stated above.

_____ Secretary

Countersigned

_____ Chairman

AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	September 8, 2025
SUBMITTED BY	Brian Eagan, CPA | Senior Vice President, Selden Fox, Ltd.

SUMMARY
Statement of revenues, expenditures, and changes in net assets – modified cash basis for the Health District Fund is attached for your review.
ATTACHMENTS
• Statement of Revenues, Expenditures and Changes in Net Assets – Modified Cash Basis for the period **April 1, 2024 through August 31, 2025**.

ACTION PROPOSED			
☒ INFORMATIONAL ONLY	☐ DISCUSS	☐ REVIEW	☐ APPROVAL

Selden Fox
Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

ACCOUNTANT'S COMPILATION REPORT

Board of Health
Berwyn Public Health District
Berwyn, Illinois

Management is responsible for the accompanying statement of revenues, expenditures, and changes in net assets – modified cash basis for the period April 1, 2025 through August 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.

September 3, 2025

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

	Apr-Aug 2025	Tentative Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes				
4100.00 Property Tax	$ 36,618.22	$ 760,000.00	$ (723,381.78)	4.82%
4200.00 Replacement Tax	9,784.13	35,000.00	(25,215.87)	27.95%
4300.00 Grant Income	-	125,000.00	(125,000.00)	0.00%
4400.01 Fees, Rents and Others				
4400.00 Rental income	31,970.00	76,440.00	(44,470.00)	41.82%
4410.00 Vital Record Income	29,211.87	32,500.00	(3,288.13)	89.88%
4450.00 Clinic Fees & Income	-	1,000.00	(1,000.00)	0.00%
Total 4400.01 Fees, Rents and Others	**61,181.87**	**109,940.00**	**(48,758.13)**	**55.65%**
4440.00 Miscellaneous Income	100.00	3,500.00	(3,400.00)	2.86%
4600.00 Investment Income	17,227.25	15,000.00	2,227.25	114.85%
Total Income	**124,911.47**	**1,048,440.00**	**(923,528.53)**	**11.91%**
Gross Profit	**124,911.47**	**1,048,440.00**	**(923,528.53)**	**11.91%**
Expenses				
5000.00 Capital Outlay				
5005.00 Medical & Office Equipment	207,532.43	150,000.00	57,532.43	138.35%
5006.00 Roof and Building Improvements	25,497.00	50,000.00	(24,503.00)	50.99%
5007.00 Park Improvements and Equipment	29,560.00	8,000.00	21,560.00	369.50%
5010.00 Parking Lot Improvements	-	10,000.00	(10,000.00)	0.00%
Total 5000.00 Capital Outlay	**262,589.43**	**218,000.00**	**44,589.43**	**120.45%**
5100.00 Contractual Services				
5105.00 Accounting/Bookkeeping	11,561.15	24,885.00	(13,323.85)	46.46%
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	204.50	2,000.00	(1,795.50)	10.23%
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	7,775.00	19,950.00	(12,175.00)	38.97%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	719.86	5,000.00	(4,280.14)	14.40%
5160.00 Rodent Abatement Agreement	-	40,000.00	(40,000.00)	0.00%
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 - Pediatri	-	20,000.00	(20,000.00)	0.00%
Total 5100.00 Contractual Services	**25,907.01**	**231,235.00**	**(205,327.99)**	**11.20%**

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

	Apr-Aug 2025	Tentative Budget	Remaining Budget	% of Budget
5300.00 Health Programs				
5310.00 Lead Awareness Program	-	2,500.00	(2,500.00)	0.00%
5315.00 Clinics	2,245.08	10,000.00	(7,754.92)	22.45%
5320.00 Spec. Program - Flu	6,512.78	19,000.00	(12,487.22)	34.28%
5325.00 Spec. Programs - Other	47,289.27	40,000.00	7,289.27	118.22%
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	1,523.14	12,000.00	(10,476.86)	12.69%
5325.06 Marketing and Promotion	3,227.05	5,000.00	(1,772.95)	64.54%
5326.00 Spec. Programs - Intergov	10,110.07	35,000.00	(24,889.93)	28.89%
5328.00 Special Programs-Emergency Prep	-	5,000.00	(5,000.00)	0.00%
5332.00 Special Prg. - Eyes for Educati	2,250.00	8,500.00	(6,250.00)	26.47%
5334.00 Special Prg.-Health Grants	-	80,000.00	(80,000.00)	0.00%
5336.00 Heatlh 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	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	70,537.13	300,000.00	(229,462.87)	23.51%
Total 5300.00 Health Programs	**458,417.31**	**1,695,000.00**	**(1,236,582.69)**	**27.05%**
5400.00 Other Expenditures				
5405.00 Conference/Education Expenses	581.50	10,000.00	(9,418.50)	5.82%
5410.00 Contingencies		5,000.00	(5,000.00)	0.00%
5413.00 Transaction Processing Fees	1,442.13	6,500.00	(5,057.87)	22.19%
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	1,652.00	7,500.00	(5,848.00)	22.03%
Total 5400.00 Other Expenditures	**8,876.65**	**45,500.00**	**(36,623.35)**	**19.51%**
5500.00 Repairs and Maintenance				
5505.00 Building Maintenance	14,417.58	25,000.00	(10,582.42)	57.67%
5510.00 Janitorial Service	1,995.00	3,000.00	(1,005.00)	66.50%
5515.00 Equipment Maintenance Agreement	1,810.00	5,000.00	(3,190.00)	36.20%
5530.00 Snow Removal	437.50	3,500.00	(3,062.50)	12.50%
Total 5500.00 Repairs and Maintenance	**18,660.08**	**36,500.00**	**(17,839.92)**	**51.12%**
5600.00 Supplies and Materials				
5605.00 Janitorial Supplies	4,141.16	5,000.00	(858.84)	82.82%
5610.00 Medical Supplies	2,269.23	5,000.00	(2,730.77)	45.38%

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

	Apr-Aug 2025	Tentative Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	10,034.62	15,000.00	(4,965.38)	66.90%
5620.00 Postage and Meter Rental	3,208.54	3,000.00	208.54	106.95%
5625.00 Printing and Publication	551.48	10,000.00	(9,448.52)	5.51%
Total 5600.00 Supplies and Materials	**20,205.03**	**38,000.00**	**(17,794.97)**	**53.17%**
5700.00 Utilities				
5710.00 Heat, Light and Water	1,110.22	4,000.00	(2,889.78)	27.76%
5720.00 Telephone	2,973.39	10,000.00	(7,026.61)	29.73%
Total 5700.00 Utilities	**4,083.61**	**14,000.00**	**(9,916.39)**	**29.17%**
5800.00 Payroll Expenses				
5815.00 Chairman	18,700.00	46,000.00	(27,300.00)	40.65%
5816.00 Secretary	15,688.63	36,200.00	(20,511.37)	43.34%
5817.00 Treasurer	14,535.00	36,200.00	(21,665.00)	40.15%
5820.00 Clerks	38,887.09	162,750.00	(123,862.91)	23.89%
5829.0 Interns	6,133.50	45,000.00	(38,866.50)	13.63%
5830.00 Health Director	8,738.00	24,000.00	(15,262.00)	36.41%
5831.00 Taxes - Employer FICA	15,633.29	45,000.00	(29,366.71)	34.74%
5832.00 Taxes - Employer Medicare	3,656.16	10,000.00	(6,343.84)	36.56%
5833.00 Taxes - SUTA	1,718.16	4,000.00	(2,281.84)	42.95%
5835.00 Retirement Contribution	977.50	15,000.00	(14,022.50)	6.52%
5840.00 Inspectors	26,568.21	110,250.00	(83,681.79)	24.10%
5841.00 Environmental Health Practioner	27,240.41	65,000.00	(37,759.59)	41.91%
5845.00 Janitor	7,432.80	30,000.00	(22,567.20)	24.78%
5860.00 Public Health Nurses	80,820.69	147,000.00	(66,179.31)	54.98%
5880.00 Grp Health, Vision, Dental Ins	18,844.58	65,000.00	(46,155.42)	28.99%
Total 5800.00 Payroll Expenses	**285,574.02**	**841,400.00**	**(555,825.98)**	**33.94%**
Total Expenses	**1,084,313.14**	**3,119,635.00**	**(2,035,321.86)**	**34.76%**
Net Operating Income	**(959,401.67)**	**(2,071,195.00)**	**1,111,793.33**	**46.32%**
Net Income	**$ (959,401.67)**	**$ (2,071,195.00)**	**$ 1,111,793.33**	**46.32%**

Beginning net assets	**$ 2,560,575.19**
Ending net assets	**$ 1,601,173.52**

AGENDA ITEM SUMMARY

AGENDA ITEM: **8**

TITLE	Correspondence
MEETING DATE	September 8, 2025
SUBMITTED BY	Leticia Garcia, Health Board Secretary

SUMMARY
ATTACHMENTS
• Letter from Cathy Fallon, Executive Director, Berwyn Park District

ACTION PROPOSED			
☐ INFORMATIONAL ONLY	☒ DISCUSS	☒ REVIEW	☐ APPROVAL

BERWYN
park district

7/30/25

Dear David J. Avila Berwyn Township Supervisor & Health Board President,

CC: Leticia Garcia, Jacqueline Pereda, Edward Espinoza, Jesse Miranda, Nicholas Margarites, Zulema Ortiz

I am Cathy Fallon the Executive Director of the Berwyn Park District. The Berwyn Park District's Mission is to enrich the quality of life for the community by providing superior parks, facilities, and recreational services in a fiscally responsible manner. The Berwyn Park District has been working diligently to meet the goals within the mission. The Berwyn Park District has completed a Master Plan to engage residents to understand what they need from their Park District. The Park District has been applying for grants to improve parks. Additionally, the agency has been working hard to reach all different demographics within the programming scope.

While we have made some great strides, the Berwyn Park District still has a lot to accomplish.

We need your support to acquire a new passenger bus through the State of Illinois contract through BidBuy. The primary function of the bus will be to transport our adult program participants to different registered activities, to different venues in the city and suburbs.

Research has shown that social interaction is vital for seniors' overall well-being, offering numerous benefits for their physical, mental and emotional health. This collaborative effort would help meet these goals for residents in the community.

If you have any questions, I would be happy to provide you with more information about how you can help support our work at the Berwyn Park District.

We greatly appreciate your consideration for a donation to the Berwyn Park District.

Cathy Fallon

Cathy Fallon, Executive Director
Berwyn Park District

AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Annual Treasure's Report
MEETING DATE	September 8, 2025
SUBMITTED BY	David J. Avila, Township Supervisor

SUMMARY

ATTACHMENTS
• Annual Treasure's Report *(Attachment not included at this time. It is germane to this agenda item and will be provided prior to the meeting).*

ACTION PROPOSED			
☐ INFORMATIONAL ONLY	☐ DISCUSS	☒ REVIEW	☒ APPROVAL