



HEALTH DISTRICT BOARD MEETING PACKET

October 16, 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	<input checked="" type="checkbox"/> REGULAR MEETING	DATE	Thursday, October 16, 2025
	<input type="checkbox"/> SPECIAL MEETING	TIME	4:00 PM
	<input type="checkbox"/> COW <input type="checkbox"/> PUBLIC HEARING	LOCATION	6600 W. 26 th St., 1 st FL Conf. Rm.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on September 8, 2025
 - B. Special Meeting on September 25, 2025
5. STAFF REPORT UPDATES – September 2025
 - A. Clinic Activity
 - B. Sanitation Activity
 - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – September 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. Review & Approve Tuition Reimbursement Program– Avila
10. NEW BUSINESS
 - A. Review & Approve Annual Tax Levy – Eagan
 - B. Review & Approve Renewal of MGA Risk Insurance for 2026
 - C. Review & Approve 2026 Schedule of Regular Meetings & Closure Dates – Garcia
 - D. Review & Approve Purchase of Credit/Debit Card Machine: \$1,000 – Avila
 - E. Review & Approve Part-Time Mental Health Clinician 40K-50K Salary – Avila
 - F. Review & Approve Immigration “ICE-Free Zone” Resolution – Avila
11. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	October 16, 2025
SUBMITTED BY	Leticia Garcia, Health Board Secretary

SUMMARY

ATTACHMENTS

- 4-A. Regular Meeting on September 8, 2025
- 4-B. Special Meeting on September 24, 2025

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



4A

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT
Regular Meeting – September 8, 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 Deputy Clerk 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 August 11, 2025:** Discussion regarding setting a Special Meeting took place due to an amendment needed. Avila made the motion, seconded by Pereda, to Approve the Regular Meeting Minutes for August 11, 2025, as submitted and set a special meeting before Sept. 30th. The motion passed by a unanimous voice vote in favor.

Staff Report Updates – August 2025

A. Clinic Activity: Avila made the motion, seconded by Garcia, to approve the August 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 August 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 August 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 Pereda, to approve the disbursements for payables and payroll as submitted for \$171,969.89. The motion passed by a unanimous roll call vote in favor.

Statement of Receipts and Disbursements: Mr. Egan was recognized and commented on district incoming grant funds, property taxes, and upcoming transfer of funds. Avila made the motion, seconded by Garcia, to accept and file this communication as informational.

Correspondence: Clerk Garcia submitted correspondence from Cathy Fallon, Executive Director of Berwyn Park District, following up regarding funding for a bus from the Berwyn Health District. Supervisor Avila confirmed he will email Director Fallon. Avila made the motion, seconded Garcia, to accept and file this communication, as informational. The motion passed by a unanimous voice vote in favor.

Old Business: Nothing submitted.

New Business:

- A. Annual Treasure's Report:** Mr. Eagan commented on the item. Avila made the motion, seconded by Garcia to approve the Annual Treasure's Report, as submitted. The motion passed by unanimous voice vote in favor.

Adjournment: Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:14 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

Leticia Garcia
Leticia Garcia,
Health District Secretary



4-B

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT
Special Meeting – September 24, 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.

Attendees rose to recite the Pledge of Allegiance.

Open Forum: Avila opened the floor for Public Comment. No comments. Clerk Garcia closed the portion of open forum.

Approval: Supervisor Avila made the motion, seconded by Pereda, to approve the Final audit of the Financial Report for the Fiscal year 2024-2025 and authorize the appropriate parties to file with the state. The motion carried by a unanimous voice vote.

Adjournment: Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:12 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

Leticia Garcia
Leticia Garcia,
Health District Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

TITLE	Clinic Activity
MEETING DATE	October 16, 2025
SUBMITTED BY	Bradford S. Wainer, D.O., Clinic Medical Director

SUMMARY

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

ATTACHMENTS

- Nursing Monthly Report – September 2025

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

CLINIC MONTHLY REPORT

September 1st- September 30th, 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 weekly 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.
9. The Mental Health Voucher Program continues to offer free mental health services for Berwyn Residents.
10. Interns from Dominican University have begun and have started to offer mental health services to Berwyn residents; furthermore, they have begun to do outreach in the community.
11. Health Lab officially installed a computer and printer in the clinic's lab. This will help ensure less coordination during Wellness Wednesday events.

12. Clinic staff and interns help coordinate, manage, and organize the community resources fair, which was held on September 6th, 2025. A total of 16 vendors participated in the event.
13. Clinic staff coordinated and scheduled generators annual inspections for early next month along with elevator inspections.
14. Clinic staff along with the communications team are actively coordinating immigration round table.
15. TechPro (IT Company) continues to actively monitor, update, secure, assess, and provide recommendations to ensure network security and maintain HIPPA compliance.
16. Betsy and Mabel continue to track, submit and monitor all of the health district employee timesheets.

MENTAL HEALTH PROGRAM REPORT

1. The Mental Health Initiative Program is up and running. Our interns have begun to see patients here at the township.
2. Clinic staff and interns have begun outreach campaigns. Actively setting up meetings with local school counselors, social workers, teachers, and local law enforcement. In addition, they have participated in local events to help inform the community of resources available at the township.
3. On September 17th, 2025, Berwyn Public Health District LCSW interns visited Lincoln Middle School and offered resources to students and staff to help support students/parents/staff who may need to talk to someone about recent events.
4. Clinic received furniture for the therapy room on September 19th, 2025.
5. Clinic staff, consultant, along with Dr. Bradford Wainer continue searching for a full-time mental health clinical director. Job posting can be found online in various platforms including townships websites.

Clinic Service/Deposit Tracking

September 1st-30th Tracking

Scheduled	64	
Seen	56	
Cancellations	4	
Rescheduled	0	
No Call/No Shows	4	
New Patients	7	
VFC	12	
Medicaid	7	
Uninsured	4	
Underinsured	0	
TB Test	13	
TB Results	Neg:12	Pos:
Flu Shots Totals	Reg:22	HD:6

Yearly Tracking (April 2025-March 2026)

Scheduled	220	
Seen	177	
Cancellations	33	
Rescheduled	2	
No Call/No Shows	8	
New Patients	71	
VFC	77	
Medicaid	52	
Uninsured	25	
Underinsured	0	
TB Test	61	
TB Results	Neg:59	Pos:1
Flu Shots Totals	Reg:22	HD:6

September 1st-30th Deposit

Total Deposit	\$405.00
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Yearly Total Deposit

Total Deposit	\$2095.00
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Update from Dr. Bradford Wainer

As the board knows the mental health program is rolling out nicely. At this time, we have three physicians who are signed up to be volunteer Physicians. There are two pediatricians; Dr. Lori Weiss and Dr. Jerold Stirling. I will cover the adult patients and I'm still in search of one more adult doctor. We are required to have two of each specialty for reasons of coverage for vacation and generally time away. Once we start prescribing medications, there will need to be formal back up.

There are several issues that we are going to have to work on in the near future in regard to the mental health program.

We will need to have access to some sort of translator. Translations can be done in many different ways and at this time, Betsy and Mabel are beginning to investigate the options and the costs.

Once the physician starts to prescribe medications, there will need to be some way for patients to communicate with those doctors.

We will need to figure out some sort of phone number or system to notify the Physicians when there are problems or if other issues arise. During the day the Health Department staff can take phone calls, but there does need to be some ability for urgent calls at night on weekends and when the health department is closed.

As you will remember, we have a grant from the mental health board for the equivalent of \$8000 per year per physician to provide for malpractice, continuing education, licensure, etc. As of this moment, none of the physicians have been reimbursed however, there will be some reimbursement request within the next month for Dr. Lori Weiss. Those bills will be provided to Betsy to forward for reimbursement and payment.

E-clinical works EMR will charge us a full-time charge for me as a medical director, but we negotiated quarter time coverage and cost for the volunteer Physicians. Initially, they wanted to charge us full-time for the volunteer Physicians, but they were willing to reduce their fees dramatically. We also negotiated that the clinical director will only be charged as a halftime. Initially, they were going to charge us a full-time rate. These specific charges will be.....

- MEDICAL DIRECTOR \$700
- 1/4 TIME VOLUNTEER PHYSICIAN \$175/ month/ physician
- 1/2 TIME MENTAL HEALTH CLINICAL DIRECTOR \$350/ month

E clinical works EMR is going to charge us \$50 per month for each social work intern. The initial proposal was \$250 per month per intern and we were able to negotiate that down to the \$50 per month. With the board's permission, I will sign the contract.

Total per month charges for EMR access is \$1500/ month for all providers

We have had a long-term relationship with the Family Medicine program at Macneal/Loyola Hospital. They continue to provide consults and lectures at the YMCA. Unfortunately, in September, there was a scheduling problem and the consult program had to be canceled. However, I do not anticipate this happening again.

We have made a new connection with the internal medicine program at Macneal /Loyola Hospital. Initially they will be providing lectures through the auspices of the Health Department at the YMCA. Over the next year or two there's hope that they will be integrated in to do consults at the Health Department similar to the Family Medicine residency.

Another initiative which I've been working on for several years is a relationship and connection to the Pediatric department at Loyola University Medical School. Until recently, the Health Department had a relationship with the Loyola immunization bus to provide school physicals in July and August. That program has been discontinued and is no longer available. I have met with the director of Pediatric community medicine who is very supportive of developing a program integrated with the Health Department. The general description of this program is that pediatric residents will come to the health department once a month on a regular scheduled rotation to do well child and school physicals free of charge for residents of Berwyn. Immunizations would be provided and administered by Betsy or Mabel. At the present time this program is working its way through the bureaucracy at Loyola. They will require a memorandum of understanding which, of course I will submit to the board for review. We have written a set of expectations and a curriculum for the Residents in conjunction with Betsy and Mabel. The exact details are still in flux. Once we are completely agreed, I will send those details to the board for comment and ultimate approval. Of course, I will submit the memorandum of understanding to be reviewed by our lawyer.

It has always been my goal to involve the Health Department with the various other organizations within the Berwyn community. These relationships further that goal.

Respectfully submitted,
Dr. Brad Wainer Medical Director



AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

TITLE	Sanitation Activity
MEETING DATE	October 16, 2025
SUBMITTED BY	Sheri Leto, Inspector

SUMMARY

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

ATTACHMENTS

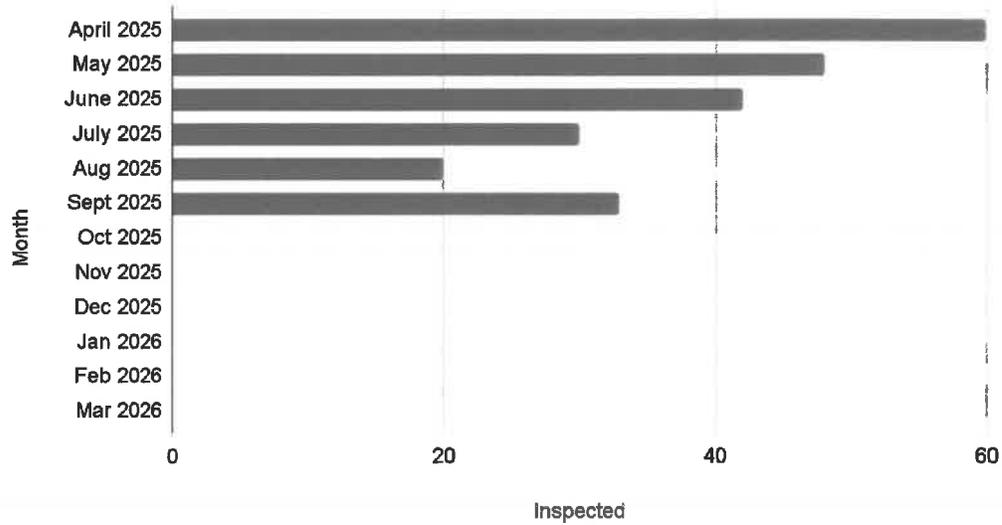
- Sanitation Report – September 2025

ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
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Graph 1: ROUTINE INSPECTIONS - April 2025 - March 2026

Establishments Inspected per Month



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: 0
- Other - AC: 0

RODENT ABATEMENT:

No updated news.

GOALS

Completed:

1. A completion rate of 106.7% of the Food Establishment Inspections for September.
 - 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 October.
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	October 16, 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 – September 2025

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

Berwyn Township Public Health District · Vital Records Report

October 2025

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

Total Amount Collected	\$3,727.00
Fee to the State of Illinois: (Death Surcharge Fee 121- D.C. Requested): (Total Credit Charges: 100 = Amount: \$2,204.00)	-\$484.00
Health District Portion of Fees:	\$3,243.00

These figures represent fiscal year 2025/2026

Total Fees Collected (to date):	\$20,322.00
Total paid to State of Illinois (to date):	-2,272.00
Total Berwyn Health District (to date):	\$18,050.00

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
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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

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

Check is for the month of September, 2025.

Multiply number of copies issued by \$4.00, total amount due \$ 484.00. 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 of County Clerk _____ Date _____

OR
Signature of Local Registrar [Signature] Date 9/30/25

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	October 16, 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
October 16, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	Debit	07/08/25	Shred-it USA LLC	Needle collection	5420.00	\$ 571.69
2	Debit	07/08/25	Shred-it USA LLC	Needle collection	5420.00	850.51
3	Debit	07/08/25	Shred-it USA LLC	Needle collection	5420.00	850.51
4	Debit	07/09/25	SBC Waste Solutions	waste service for dumpster days event, split H/T	5325.00	14,614.23
5	Debit	07/31/25	eClinicalWorks	EMR monthly charge for service	5315.00	805.05
6	Debit	07/31/25	Cintas	Cleaning services/supplies	5605.00	506.00
7	Debit	08/18/25	Shred-it USA LLC	Needle collection	5420.00	792.57
8	Debit	08/26/25	OTIS Elevator Company	annual elevator maintance/inspection	5505.00	2,429.16
9	Debit	09/02/25	Google	google suite for mental health program	5346.00	14.00
10	Debit	09/03/25	Stars & Stripes	mental health yard signs	5346.00	309.00
11	Debit	09/03/25	Cintas	Janitor supplies	5605.00	617.44
12	Debit	09/04/25	Amazon Capital Services	white printing paper - split H/T	5615.00	52.18
13	Debit	09/04/25	Amazon Capital Services	white & color printing paper - split H/T	5615.00	35.66
14	Debit	09/08/25	Ring Central	DigitalLine Unlimited	5720.00	397.28
15	Debit	09/08/25	Adobe	software	5150.00	79.71
16	Debit	09/09/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
17	Debit	09/09/25	Zip Recruiter	mental health job posting	5325.06	459.00
18	30263	09/09/25	Felipe Fuentes Lopez	performance amount for 9/6/25 event	5325.00	800.00
19	Debit	09/10/25	Amazon Capital Services	office supplies	5615.00	141.91
20	Debit	09/10/25	Amazon Capital Services	office supplies	5615.00	48.97
21	Debit	09/11/25	Amazon Capital Services	microphone for yoga in the park event - split H/T	5325.00	20.00
22	Debit	09/12/25	Township Officials of Illinois	conference fees -split H/T	5405.00	841.75
23	Debit	09/15/25	Adobe	software	5150.00	66.44
24	Debit	09/15/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
25	Debit	09/15/25	Stars & Stripes	community resource fair yard signs - split H/T	5346.00	154.50
26	Debit	09/15/25	Indeed	mental health job posting	5325.06	120.00
27	Debit	09/16/25	Health Lab	labs - autopsy	5315.00	707.00
28	Debit	09/17/25	Etsy	mental health therapy room montessori wall	5346.00	394.64
29a	Debit	09/17/25	Amazon Capital Services	books for mental health program interns	5346.00	298.00
29b				clinic business card holders	5615.00	56.14
30	Debit	09/17/25	Amazon Capital Services	books for mental health interns, therapy room rug	5346.00	265.20
31	Debit	09/18/25	Shred-it USA LLC	Monthly medical waste disposal	5615.00	855.24
32	Debit	09/22/25	Illinois Environmental Health Association	conference fee for Jesus Villalba	5405.00	175.00
33	Debit	09/23/25	Canva	business cards	5615.00	146.00
34	Debit	09/23/25	Wells Fargo Vendor Financial Services	copier lease	5005.00	238.47
35	Debit	09/24/25	Dollar Tree	mental health event tent supplies (fall campaign)	5346.00	178.31
36	Debit	09/25/25	ImageTec	supplies for clinic computer	5615.00	49.51
37	Debit	09/29/25	Amazon Capital Services	screen projector for events - split H/T	5325.00	79.00
38	Debit	09/29/25	Amazon Capital Services	tablecloth for events - split H/T	5325.00	43.68
39	Debit	09/29/25	Sam's Club	candy/water-Halloween, Round Table- split H/T	5325.00	64.20
Total Interim Disbursements						\$ 29,144.75

INTERCOMPANY

1	Debit	07/09/25	SBC Waste Solutions	waste service for dumpster days event, split H/T	1400.00	\$ 14,614.23
2	Debit	09/04/25	Amazon Capital Services	white printing paper - split H/T	1400.00	52.18
3	Debit	09/04/25	Amazon Capital Services	white & color printing paper - split H/T	1400.00	35.66
4	Debit	09/11/25	Amazon Capital Services	microphone for yoga in the park event - split H/T	1400.00	19.99
5	Debit	09/12/25	Township Officials of Illinois	conference fees -split H/T	1400.00	841.75
6	Debit	09/15/25	Stars & Stripes	community resource fair yard signs - split H/T	1400.00	154.50
7	Debit	09/17/25	Amazon Capital Services	Assessor items: rolling cart, laptop charger	1400.00	63.99
8	Debit	09/17/25	Amazon Capital Services	Town ites: headphones, fabric wall clips	1400.00	60.95
9	Debit	09/17/25	Amazon Capital Services	Town item: non-glare sheet protector	1400.00	13.98
10	Debit	09/22/25	Amazon Capital Services	Town items: zip ties, cord organizer, cable ties	1400.00	35.92
11	Debit	09/22/25	Amazon Capital Services	GA: emergency id bracelet	1410.00	12.48
12	Debit	09/23/25	Amazon Capital Services	Items for Town: cable management clips	1400.00	51.00
13	Debit	09/23/25	Amazon Capital Services	Items for GA: magnetic dry erase board	1410.00	8.99
14	Debit	09/24/25	Amazon Capital Services	Items for Town: computer tower, cable, ethernet	1400.00	62.03
15	Debit	09/24/25	Amazon Capital Services	Items for Town: magazine holder, makeup organizer	1400.00	60.46
16	Debit	09/24/25	Amazon Capital Services	Items for Town: magnetic label holder, label tape	1400.00	45.86
17	Debit	09/24/25	Amazon Capital Services	Items for Town: baseboard air deflector	1400.00	39.01
18	Debit	09/25/25	Amazon Capital Services	Items for GA: monthly magnets	1410.00	8.04
19	Debit	09/29/25	Amazon Capital Services	screen projector for events - split H/T	1400.00	78.99
20	Debit	09/29/25	Amazon Capital Services	tablecloth for events - split H/T	1400.00	43.68
21	Debit	09/29/25	Sam's Club	candy/water-Halloween, Round Table- split H/T	1400.00	64.20

**Berwyn Public Health District
Disbursements for Approval
October 16, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
Total Intercompany						\$ 16,367.89
DISBURSEMENTS TO VENDORS						
1	30279	10/16/25	Able Printing Service, Inc.	Environmental Health: Inspection Reports	5336.00	\$ 1,440.98
2	30289	10/16/25	AFS Counseling	Consulting on mental health program	5325.00	8,597.50
3	30290	10/16/25	Ann Hostetter LCSW	Consulting for mental health program	5325.00	7,980.00
4	30285	10/16/25	AR Electric	sunday market equipment rental and support	5325.05	300.00
5	30283	10/16/25	BCBS - Profile 43806	2025-10 insurance premiums	5880.00	3,188.60
6	30284	10/16/25	Berwyn Township	Reimbursement for Comcast	2400.00	188.10
7	30280	10/16/25	City of Berwyn - Water	monthly water	5710.00	57.44
8	30292	10/16/25	CLIA Laboratory Program	ID# 14D0993141 - Cert. Period 11/6/25-11/5/27	5315.00	248.00
9	30293	10/16/25	Dearborn Life Insurance Company	2025-10 insurance premiums	5880.00	45.54
10	30277	10/16/25	Destiny Garibay	9.6.25 event support	5325.00	34.00
11	30287	10/16/25	Evans, Marshall & Pease, P.C.	FYE 2025 audit	5115.00	9,000.00
12	30270	10/16/25	Health Lab	Labs	5315.00	152.00
13	30278	10/16/25	Humility Therapy, PLLC	labs - autopay	5315.00	910.00
14	30294	10/16/25	Illinois Dept. of Public Health	2025-09 death and birth certificates	5430.00	484.00
15	30276	10/16/25	Jeremy Castro	9.6.25 event support	5325.00	102.50
16	30271	10/16/25	Jesus Villalba	Reimbursements-lunch, car rental, gas for rental	5405.00	115.33
17	30266	10/16/25	Johnny's Landscaping Services	2025-09 grass cut, split H&T	5505.00	190.00
18	30264	10/16/25	Johnson Controls Fire Protection LP	service call	5505.00	2,145.33
19	30288	10/16/25	Konica Minolta Business Solutions	Usages charges for 2 months	5515.00	912.42
20	30282	10/16/25	Lawrence Zdarsky	2025-10 Legal Services	5143.00	1,594.00
21	30274	10/16/25	Matthew Medina	H/T meetings 7/31, 8/11, 9/8	5820.00	126.00
22	30291	10/16/25	MGA Insurers, Inc.	12/01/25 - 12/01/26 Package Policy (WC)	5135.00	20,112.00
23	30273	10/16/25	Nicor Gas	Monthly gas	5710.00	62.27
24	30265	10/16/25	Sanofi Pasteur Inc	Flu vaccines	5320.00	9,388.96
25a	30272	10/16/25	Selden Fox, Ltd.	2025-10 Accounting Services	5105.00	2,075.00
25b				2025-10 Software	5106.00	275.00
26	30275	10/16/25	Shred Spot	Secure Paper Shredding Event	5615.00	450.00
27	30281	10/16/25	SJK-PH, Inc. d/b/a Get Power Now!	Annual Maintenance Agreement	5515.00	1,606.00
28	30267	10/16/25	Sound InSight Inc	Children's Center - Riverside	5332.00	603.00
29	30269	10/16/25	Vince Murphy & Associates, P.C.	Consulting on mental health program	5346.00	650.00
30	30268	10/16/25	Vision Service Plan	2025-10 insurance premiums	5880.00	150.18
Total Disbursements to Vendors						\$ 73,184.15
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	09/08/25	Board checks	Gross board payroll - September	various	\$ 11,348.43
2	EFT	09/15/25	Gross Payroll	Gross payroll 9/1/25 - 9/15/25	various	10,240.86
3	EFT	09/15/25	Payroll withholdings	Payroll taxes - 9/1/25 - 9/15/25	various	1,651.59
4	EFT	09/15/25	Independent Contractor	9/1/25-9/15/25	5510.00	190.00
5	EFT	09/15/25	Employer IMRF Obligation	IMRF match - 9/1/25 - 9/15/25	5835.00	93.25
6	EFT	09/30/25	Gross Payroll	Gross payroll - 9/16/25 - 9/30/25	various	27,518.77
7	EFT	09/30/25	Payroll withholdings	Payroll taxes - 9/16/25 -9/30/25	various	2,331.24
8	EFT	09/30/25	Independent Contractor	9/16/25-9/30/25	5510.00	209.00
9	EFT	09/30/25	Employer IMRF Obligation	IMRF match - 9/16/25 - 9/30/25	5835.00	80.84
Total Payroll & Withholding Disbursements						\$ 53,663.98
Total Disbursements for Approval						\$ 172,360.77
Reconciled Cash Balance at 9/30/25-Byline Bank checking						\$ 22,522.95
Reconciled Cash Balance at 9/30/25-Republic Bank checking						185,312.21
						(25.00)
Total						\$ 207,810.16

CERTIFICATE

October 16, 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 16th day of October 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 16th day of October 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	October 16, 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 September 30, 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 September 30, 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.

October 10, 2025

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

	Apr-Sept 2025	Tentative Budget	Remaining Budget	% of Budget
Income				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 38,504.56	\$ 760,000.00	\$ (721,495.44)	5.07%
4200.00 Replacement Tax	9,784.13	35,000.00	(25,215.87)	27.95%
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	39,070.00	76,440.00	(37,370.00)	51.11%
4410.00 Vital Record Income	33,321.87	32,500.00	821.87	102.53%
4450.00 Clinic Fees & Income	-	1,000.00	(1,000.00)	0.00%
Total 4400.01 Fees, Rents and Others	72,391.87	109,940.00	(37,548.13)	65.85%
4440.00 Miscellaneous Income	100.00	3,500.00	(3,400.00)	2.86%
4600.00 Investment Income	24,225.96	15,000.00	9,225.96	161.51%
Total Income	638,052.87	1,048,440.00	(410,387.13)	60.86%
Gross Profit	638,052.87	1,048,440.00	(410,387.13)	60.86%
Expenses				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	208,009.37	150,000.00	58,009.37	138.67%
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	263,066.37	218,000.00	45,066.37	120.67%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	13,911.15	24,885.00	(10,973.85)	55.90%
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	9,564.00	19,950.00	(10,386.00)	47.94%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	866.01	5,000.00	(4,133.99)	17.32%
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 - Pediatry	-	20,000.00	(20,000.00)	0.00%
Total 5100.00 Contractual Services	76,192.16	231,235.00	(155,042.84)	32.95%

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

	Apr-Sept 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	3,113.08	10,000.00	(6,886.92)	31.13%
5320.00 Spec. Program - Flu	6,512.78	19,000.00	(12,487.22)	34.28%
5325.00 Spec. Programs - Other	35,750.71	40,000.00	(4,249.29)	89.38%
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	1,773.14	12,000.00	(10,226.86)	14.78%
5325.06 Marketing and Promotion	5,275.20	5,000.00	275.20	105.50%
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 Health Families	-	100,000.00	(100,000.00)	0.00%
5337.00 Infrastructure Initiatives	314,685.38	1,000,000.00	(685,314.62)	31.47%
5340.00 Participatory Budget	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	90,610.78	300,000.00	(209,389.22)	30.20%
Total 5300.00 Health Programs	470,118.55	1,695,000.00	(1,224,881.45)	27.74%
5400.00 Other Expenditures			-	
5405.00 Conference/Education Expenses	1,598.25	10,000.00	(8,401.75)	15.98%
5410.00 Contingencies		5,000.00	(5,000.00)	0.00%
5413.00 Transaction Processing Fees	1,685.95	6,500.00	(4,814.05)	25.94%
5420.00 Medical Waste Disposal	5,621.54	12,500.00	(6,878.46)	44.97%
5425.00 Official's Bonds	3,500.00	4,000.00	(500.00)	87.50%
5430.00 Death Surcharge Fee	2,028.00	7,500.00	(5,472.00)	27.04%
Total 5400.00 Other Expenditures	14,433.74	45,500.00	(31,066.26)	31.72%
5500.00 Repairs and Maintenance			-	
5505.00 Building Maintenance	18,844.86	25,000.00	(6,155.14)	75.38%
5510.00 Janitorial Service	2,394.00	3,000.00	(606.00)	79.80%
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	23,486.36	36,500.00	(13,013.64)	64.35%
5600.00 Supplies and Materials			-	
5605.00 Janitorial Supplies	4,758.60	5,000.00	(241.40)	95.17%
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-September 2025

	Apr-Sept 2025	Tentative Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	7,456.03	15,000.00	(7,543.97)	49.71%
5620.00 Postage and Meter Rental	3,225.34	3,000.00	225.34	107.51%
5625.00 Printing and Publication	551.48	10,000.00	(9,448.52)	5.51%
Total 5600.00 Supplies and Materials	18,260.68	38,000.00	(19,739.32)	48.05%
5700.00 Utilities			-	
5710.00 Heat, Light and Water	1,215.85	4,000.00	(2,784.15)	30.40%
5720.00 Telephone	3,558.77	10,000.00	(6,441.23)	35.59%
Total 5700.00 Utilities	4,774.62	14,000.00	(9,225.38)	34.10%
5800.00 Payroll Expenses			-	
5815.00 Chairman	22,458.33	46,000.00	(23,541.67)	48.82%
5816.00 Secretary	18,609.88	36,200.00	(17,590.12)	51.41%
5817.00 Treasurer	17,456.25	36,200.00	(18,743.75)	48.22%
5820.00 Clerks	48,809.29	162,750.00	(113,940.71)	29.99%
5829.0 Interns	6,133.50	45,000.00	(38,866.50)	13.63%
5830.00 Health Director	10,485.60	24,000.00	(13,514.40)	43.69%
5831.00 Taxes - Employer FICA	18,678.00	45,000.00	(26,322.00)	41.51%
5832.00 Taxes - Employer Medicare	4,368.23	10,000.00	(5,631.77)	43.68%
5833.00 Taxes - SUTA	1,944.20	4,000.00	(2,055.80)	48.61%
5835.00 Retirement Contribution	1,151.59	15,000.00	(13,848.41)	7.68%
5840.00 Inspectors	32,176.17	110,250.00	(78,073.83)	29.18%
5841.00 Environmental Health Practitioner	32,994.73	65,000.00	(32,005.27)	50.76%
5845.00 Janitor	8,867.20	30,000.00	(21,132.80)	29.56%
5860.00 Public Health Nurses	95,861.44	147,000.00	(51,138.56)	65.21%
5880.00 Grp Health, Vision, Dental Ins	21,255.85	65,000.00	(43,744.15)	32.70%
Total 5800.00 Payroll Expenses	341,250.26	841,400.00	(500,149.74)	40.56%
Total Expenses	1,211,582.74	3,119,635.00	(1,908,052.26)	38.84%
Net Operating Income	(573,529.87)	(2,071,195.00)	1,497,665.13	27.69%
Net Income	\$ (573,529.87)	\$ (2,071,195.00)	\$ 1,497,665.13	27.69%
Beginning net assets	\$ 2,560,575.19			
Ending net assets	\$ 1,987,045.32			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Tuition Reimbursement Program
MEETING DATE	October 16, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

ATTACHMENTS

- Tuition Reimbursement Program Overview

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

"A Tradition of Service"



Employee Tuition Reimbursement PROGRAM OVERVIEW

Purpose:

To support the professional growth and career advancement of Berwyn Public Health District and Township employees through reimbursement of approved educational expenses.

Annual Reimbursement Limit:

Up to **\$3,000** per eligible employee per calendar year.
(Non-taxable up to \$5,250 per IRS regulations)

Eligibility Requirements

To qualify, employees must meet the following criteria:

1. **Employment Status:** Full-time (30+ hours per week)
2. **Tenure:** Employed for at least **6 months**
3. **Performance:** In **good standing** (no active disciplinary action)
4. **Course Criteria:**
 - o Must be from an **accredited institution**
5. **Note:** Employees must remain employed with the Berwyn Public Health District and Township for two (2) years after receiving tuition reimbursement. If they voluntarily resign or are terminated for cause before the two years, they will be required to reimburse the full amount.

Covered Expenses

Eligible for Reimbursement:

- Tuition
- Required registration fees
- Required textbooks and course materials
- Licensure or Certification Fees
- Registration & Administrative Fees

Not Covered:

- Travel, parking, mileage, lodging, or meals
- Late registration fees or course withdrawal penalties
- Gym, fitness center, or activity fees
- Courses not from accredited institutions
- Fees associated with prior coursework (e.g., old balances or student loans)

Program Process

Step 1: Pre-Approval

- Complete and submit the **Tuition Reimbursement Application Form** to the Supervisor at least **30 days before the course begins**.
- Include:
 - Course description
 - Tuition estimate
 - Explanation of job relevance

Step 2: Course Completion

- Employee completes the course
- Must earn a **minimum grade of "C"** or "Pass" in pass/fail courses

Step 3: Reimbursement Request

Submit within **30 days of course completion**:

- Final grade transcript or certificate
- Proof of payment
- Completed Reimbursement Request Form

Step 4: Reimbursement Issued

- Supervisor verifies documentation
- Payment processed via payroll within **1-2 pay periods**

Additional Program Notes

- Employees must remain employed for **6 months after reimbursement** or repay the amount
- Annual limits are **prorated** for those hired mid-year
- **Unused funds do not roll over** to the next year

Required Submission Checklist

- Tuition Reimbursement Application Form
- Course description and proof of enrollment
- Final transcript or completion certificate
- Proof of payment (invoice or receipt)
- Tuition Reimbursement Request Form (attached)



TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

"A Tradition of Service"



Employee Tuition Reimbursement REQUEST FORM

Employee Information

- **Employee Name:** _____
- **Department:** _____
- **Job Title:** _____
- **Supervisor:** _____
- **Email:** _____
- **Phone:** _____

Course Information

- **Institution Name:** _____
- **Is the Institution Accredited?** Yes No

Course Title(s):

1. _____
 2. _____
- **Course Start Date:** _____
 - **Course End Date:** _____
 - **Part of a Degree/Certificate Program?** Yes No
 - **Program Name (if applicable):** _____

Expense Information

Description	Amount (\$)
Tuition	_____
Registration Fees	_____
Books & Materials	_____
Other (specify):	_____
Total Requested	\$ _____

Grade / Proof of Completion

Please attach the following:

- Official transcript or grade report
- Proof of payment (receipt)
- Final Grade(s) Received: _____
- Documentation Attached: Yes No

Employee Certification

I certify that the information provided above is accurate and that I have complied with the Berwyn Public Health District and Township Tuition Reimbursement Policy. I understand that reimbursement is contingent upon meeting grade requirements and continued employment for a specified period post-reimbursement.

Employee Signature: _____ Date: _____

Supervisor Review

- Approved Denied
- Comments: _____

Supervisor Name: _____

Signature: _____ Date: _____

- Documentation Verified
- Approved Denied
- Reimbursement Amount Approved: \$ _____
- Authorized by: _____
- Date Processed: _____



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Annual Tax Levy
MEETING DATE	October 16, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

ATTACHMENTS

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	2026 Renewal of MGA Risk Insurance
MEETING DATE	October 16, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Requesting Board approval for the 2026 renewal of coverage as follows:

- \$15,160 for Risk Insurance (50% of packaged policy)
- \$4,952 for Workers' Compensation Insurance
- **Total cost: \$20,112**

ATTACHMENTS

- A. MGA Insurer's renewal letter
- B. Cost synopsis
- C. Renewal proposal
- D. Renewal Invoice

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



A

MGA Insurers, Inc.
207 S. Villa Avenue
Villa Park, IL 60181

October 1, 2025

Mr. David Avila
Township Supervisor
Township of Berwyn
6600 W. 26th St
Berwyn, IL 60402

Dear Mr. Avila,

We have finalized the Township insurance coverages for this year. The ICRMT continues to be the best coverage and cost option for the Township and Public Health District.

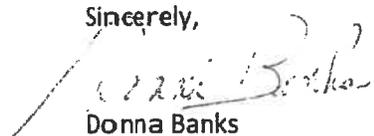
Enclosed is the synopsis of the current and renewal program with a breakdown of all costs. As you know, we are unable to obtain Cyber Coverage at this time. Per the Township's instructions on January 13, 2013, we have used the following expenditure percentages to determine the cost to each fund for the package policy.

Public Health Fund	50%
Mental Health Fund	25%
Town Fund	12.5%
General Assistance Fund	12.5%

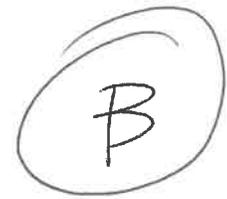
Please sign and return pages #20 and 22 as acceptance of the renewal. Our invoices for the premiums due are also enclosed. Please make checks payable to MGA Insurers, Inc.

If you have any questions, please feel free to contact us. Thank you for this opportunity to be of service to you.

Sincerely,


Donna Banks

Encl



**PUBLIC HEALTH DISTRICT
TOWNSHIP OF BERWYN
12/01/2025**

	CURRENT	RENEWAL
PACKAGE POLICY	\$ 29,815.	\$ 30,320.
BUILDING	\$2,902,294.	\$2,960,340.
CONTENTS	\$ 350,000.	\$ 357,000.
PROPERTY IN OPEN	\$ 123,000.	\$ 125,480.
MISC MOBILE PROPERTY	\$ 10,000.	\$ 10,000.
LIABILITY	\$1,000,000/ \$3,000,000.	\$1,000,000/ \$3,000,000.
PUBLIC OFFICIAL LIABILITY	\$1,000,000.	\$1,000,000.
EXCESS LIABILITY	\$2,000,000.	\$2,000,000.
CYBER LIABILITY	NIL	NIL
WORKERS COMPENSATION	COMBINED	COMBINED
PUBLIC HEALTH DISTRICT	\$ 4,631.	\$ 4,952.
TOWNSHIP	\$ 2,493.	\$ 2,666.
TOTAL	\$ 7,517.	\$ 7,618.

CURRENT COST BREAKDOWN FOR PACKAGE IS BASED ON EXPENDITURES

✂ PUBLIC HEALTH DISTRICT	50%	\$ 15,160. ✂
MENTAL HEALTH BOARD	25%	\$ 7,580.
TOWN FUND	12.5%	\$ 3,790.
GENERAL ASSISTANCE	12.5%	\$ 3,790.

****Property Coverage has increased \$67,506.**

****These are the percentages we used last year.**

①

ILLINOIS COUNTIES RISK MANAGEMENT TRUST

INSURANCE PROGRAM RENEWAL



Berwyn Township and Public Health District of the Town of Berwyn

PRESENTED BY:

MGA Insurers, Inc

POLICY YEAR:

DEC 01, 2025 - DEC 01, 2026

Quote Number:

R4-1000277-2526-01

ADMINISTERED BY:





ABOUT ICRMT

Providing insurance and risk management services to Illinois Public Entities since 1983.

Illinois Counties Risk Management Trust (ICRMT) is one of the leading insurance programs in Illinois, providing property, and workers' compensation coverages for Illinois public entities since 1983. Owned by its members and administered by IPMG, ICRMT provides an integrated approach to risk management, claims administration, and underwriting tailored to fit the needs of your entity. ICRMT provides broad coverage and the most comprehensive service package specifically designed to protect the entity's exposures and budgetary constraints.



Size: 600+ Members



Retention Rate: 97%



Total Premium: \$155+ Million



PROGRAM MANAGEMENT

PROVIDED BY INSURANCE PROGRAM MANAGERS GROUP

ACCOUNT EXECUTIVES

JEFF WEBER
President
jeff.weber@ipmg.com
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KYLE SHELL
Account Executive
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UNDERWRITING

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DANIEL KOLE
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PROGRAM ADMINISTRATION

PAIGE KEEGAN
ICRMT Program Administrator Coordinator
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630.203.5305

VALERIE MCGRATH
ICRMT Administrative Assistant
valerie.mcgrath@ipmg.com
630.203.5180



RISK MANAGEMENT & LOSS CONTROL SERVICES

ICRMT Risk Management Services consultants deliver a catalog of resources with material expertise in public entity risk management. The staff has field-based experts in clinical medicine, physical therapy, and advanced degree safety experts. ICRMT's risk consultants have a background working in local law enforcement, fire, and emergency medical services.

The RMS consultants work with each entity to facilitate risk mitigation efforts through policy, training and engineering controls. These controls are delivered onsite and through online training options. ICRMT RMS consultants provide policy and training solutions for all lines of coverage with focus on industry and client loss trends and emerging risks.

SERVICES INCLUDED:

- Use of Force Training
- Jail Policies and Procedures Audits
- Policy and Procedure Implementation
- Auto/Driving Exposure Evaluation
- Employment Practices Strategies, Education, and Training
- Safety Committee Development
- Hiring and Management Strategies
- Law Enforcement Seminars
- Fire Fighter/EMS Training
- Regulatory Compliances
- Essential Functions Testing Policy
- Background Check Policy
- Supervisors/Leadership Development
- Loss Analysis and Trending
- Slip and Fall Prevention Program
- Supervisory/Personnel Safety Training
- Accident Investigation Training
- Hazard Communication Training
- Blood Borne Pathogens Training

Broker Fee
Total Cost

\$ 1,500
\$37,938



RISK MANAGEMENT & LOSS CONTROL CONSULTANTS

BRIAN DEVLIN

Senior Vice President
brian.devlin@ipmg.com
630.485.5922

MARK BELL

Public Entity Team Director
mark.bell@ipmg.com
630.200.8711

JEFF BACIDORE

Senior Risk Management Consultant
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DAN LUTTRELL

Senior Risk Management
Consultant
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JASON REID

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- Law Enforcement Practice
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630.203.5164

KEVIN MADEIRA

Risk Management Support Specialist
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630.485.1065

BRANDON BEYER

Risk Management Support Specialist
brandon.beyer@ipmg.com
630.485.5954



CLAIMS MANAGEMENT SERVICES

IPMG Claims Management Services offers a full-service claims team specializing in the public entity sector. IPMG CMS services claims for property, casualty and workers compensation claims.

IPMG CMS has a staff of 39 including 21 seasoned claims professionals with an average claims experience of over ten years. IPMG CMS's leadership team boasts well over 20 years of experience. IPMG CMS's staff specializes in program business, including unique self-insured retention structures.

SERVICES INCLUDED:

- Dedicated service adjuster approach, which promotes service continuity and trust
- On-line claim reporting and investigation tool through In-Sight with loss experience access
- On-line claim review and claim report generation
- 24-hour contact on every new claim submission
- Clients are updated on all critical events and participate in all major claims decisions
- Quarterly claim file reviews
- Data analytics to quickly identify potential high cost claims
- Tailor made service plans
- Nurse Case Management

CONTACT:

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630.485.5895

JULIE WRIGHT
Claims Vice President
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630.203.5228

TIM OLSON
Claims Liaison
tim.olson@ipmg.com
630.485.5924



ICRMT FEATURES AND BENEFITS

Program Highlights

- Property and Casualty Policy is Non-Auditable
- Terrorism Coverage Included
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program Non-Assessable
- Specialized Law Enforcement Risk Management Services
- Open Door Legal Consultation
- Tailored Risk Management Services
- Professional Property Appraisals
- Online Claims Reporting
- Crisis Management Assistance
- Enhanced Case Management
- PEDAs Coverage Available
- Unemployment Insurance Program

Who is an Insured

- An individual while appointed as a director or executive officer
- A volunteer, unpaid worker, leased or temporary worker
- A board member, commissioner, trustee, or council person
- An employee or staff member
- An elected or appointed official or a member of your governing body, board, commission, council or agency of yours
- A partnership or Joint Venture, including a mutual assistance pact, joint powers agreement or similar agreement
- Your Medical Directors in conjunction with the medical facilities covered under this Policy, but only with respect to their administrative duties on your behalf.

Visit our page for more information:

www.ICRMT.com

This is a summary of coverages provided. Please refer to the full policy for complete coverage, exclusions, and terms & conditions.



COVERAGE SUMMARY: GENERAL LIABILITY

GENERAL LIABILITY

LIMITS

Each Occurrence	\$1,000,000
General Annual Aggregate	\$3,000,000
Products/Completed Operations Annual Aggregate	\$1,000,000
Advertising and Personal Injury	\$1,000,000
Premises Medical Payments	
Each Person	\$5,000
Each Occurrence	\$50,000

Deductible: \$0 each occurrence

Sexual Abuse Liability – Claims Made

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

Retroactive Date: **12/01/2020**

Innocent Party Defense Coverage Included

Deductible: \$2,500

COVERAGES INCLUDE

- Non-Monetary Legal Defense

Each Occurrence	\$100,000
Annual Aggregate	\$100,000
- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides - \$50,000 Coverage Limits
- Premises Liability



COVERAGE SUMMARY: VIOLENT EVENT RESPONSE COVERAGE

COVERAGE

	LIMITS
- Violent Event Response Coverage	\$500,000/\$500,000
- Crisis Investigation	Included
- Personal Crisis Management Event Response Team	Included
- Crisis Communication Support, Media Management, Public Relations	Included
- Temporary Security Measures	Included
- The following Sublimited Coverages:	
o Medical Expenses	\$25,000 Per Person
o Counseling Service Expenses	\$10,000 Per Person
o Funeral Service Expenses	\$15,000 Per Person
o Per Event Crisis Team Services	\$100,000
o Memorialization Expenses	\$250,000

Deductible: \$0 each occurrence

This is addition to the standard liability coverages offered under this policy.



COVERAGE SUMMARY: AUTO LIABILITY - HIRED/NON-OWNED

AUTO LIABILITY - HIRED/NON-OWNED

LIMITS

Each Occurrence	\$1,000,000
Auto Medical Payments	
Each Person	\$5,000
Each Occurrence	\$25,000

Deductible: \$0 each occurrence

COVERAGES INCLUDE

- Garagekeepers Legal Liability - per Occurrence \$100,000
- Pollution Caused by Upset/Overturn Included
- Commandeered Autos Included



COVERAGE SUMMARY: PUBLIC OFFICIALS LIABILITY

PUBLIC OFFICIALS LIABILITY - CLAIMS MADE

	LIMITS
Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

Retroactive Date: 09/01/1992

Deductible: \$5,000 each occurrence

EMPLOYMENT PRACTICES LIABILITY - CLAIMS MADE

Each Occurrence	Included
Annual Aggregate	Included

Retroactive Date: 09/01/1992

Deductible: \$5,000 each occurrence

EMPLOYEE BENEFITS LIABILITY

Each Occurrence	Included
Annual Aggregate	Included

Retroactive Date: 12/01/2013

Deductible: \$5,000 each occurrence

COVERAGES INCLUDE

- Employee Wage Reimbursement
- Non-Monetary Legal Defense

Each Occurrence	\$100,000
Annual Aggregate	\$100,000
- Sexual Harassment
- Discrimination
- Wrongful Termination
- FOIA/Open Meetings Act



COVERAGE SUMMARY: EXCESS LIABILITY

Coverage	Underlying Limits	Excess Limit
General Liability	\$1,000,000/\$3,000,000	\$2,000,000
Public Officials (Claims Made)	\$1,000,000/\$1,000,000	\$2,000,000

COVERAGES EXCLUDED

- Sanitary Sewer Backup
- Sexual Abuse
- Uninsured/Underinsured Motorist Coverage
- Workers Compensation and Employers Liability
- Unmanned Aircraft
- Cyber Liability
- Claims arising out of the actual or alleged transmission of a communicable disease or virus
- PFA's (Polyfluoroalkyl Substances)



COVERAGE SUMMARY: PROPERTY

LIMIT OF INSURANCE: Blanket Limit of Insurance applies to scheduled and appraised Buildings and Business Personal Property that are valued on a Replacement Cost basis. Any property that has not yet been appraised is subject to the 125% Margin Clause. If the Margin Clause applies, in no event shall liability in any one occurrence for any Building, Structure or Business Personal Property at any one location exceed 125% of the individually stated value for such property as shown in the latest Statement of Values or other documentation on file with the Trust.

COVERED PROPERTY

	LIMITS
Total Loss Limit per Occurrence	\$3,442,820
Building Value	\$3,085,820
Business Personal Property Including Stationary EDP	\$357,000
Solar Panels	\$0
Personal Property of Others	\$100,000
Newly Constructed or Acquired Property	\$1,000,000
Footbridges	\$100,000
Covered Property in Transit	\$1,000,000
Course of Construction	\$1,000,000

Deductible: \$1,000 All Covered Perils except Windstorm or Hail, Flood, & Earth Movement

Wind Deductible: \$1,000

***Or as indicated on the Schedule**

ADDITIONAL PROPERTY COVERAGES

Earth Movement, Volcanic Eruption, Landslide and Subsidence	\$3,442,819
Program Aggregate	\$250,000,000

Deductible: \$50,000 or 2% of the damaged location; whichever is greater

Flood	\$3,442,819
Program Aggregate (Excluding Flood Zone A and V)	\$250,000,000

Deductible: \$50,000 per occurrence

COVERED COSTS & EXPENSES

Debris Removal (whichever is greater)	25% or \$500,000
Pollutant Cleanup and Removal (Aggregate in any one Policy Year)	\$100,000
Fire Department Service Charge	\$25,000
Fire Protection Equipment Discharge	\$25,000
Ordinance or Law Coverage	\$10,000,000
Preservation of Property	\$100,000
Protection of Property	\$250,000
Roofs 20 years old are valued at ACV	
Business Income/Extra Expense	\$1,000,000
Business Income/Extra Expense Increased Limits	\$600,000



COVERAGE SUMMARY: PROPERTY (cont.)

SUPPLEMENT COVERAGE	LIMITS	
Communication Towers	\$100,000	
Trees, Shrubs, and Plants; subject to a Maximum Per Item of:		
Per Item	\$25,000	
Per Occurrence	\$100,000	
Golf Course Greens, Tees and Fairways		
Per Item	\$25,000	
Per Occurrence	\$100,000	
Interruption of Computer Operations		
Per occurrence	\$50,000	
Annual Aggregate	\$100,000	
Personal Effects Owned By Employees	\$100,000	
Retaining Walls and Other Outdoor Walls	\$10,000	
Underground Sprinkler Systems	\$100,000	
Unnamed Locations - Unintentional Errors and Omissions	\$1,000,000	
Utility Services - Direct Damage	\$1,000,000	
Utility Services - Time Element	\$1,000,000	
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage		
Direct Damage	\$50,000	
Business Income and Extra Expense	\$50,000	
Extra Expense Number of Days	30 days	
Backup of Sewer, Drains or Sump Pump Failures	\$250,000	
Ancillary Buildings	\$25,000	
Outdoor Property - including but not limited to:	\$250,000	
Fences	Goal Posts	Traffic Lights/Control Boxes
Light Fixtures/Poles	Playground Equipment	Bleachers
Road Signs	Scoreboards	Ticket Booths
Non-Utility Poles	Benches	Dugouts
Fountains	Statues	Bike Racks
Monuments	Fire Hydrants	

All Supplemental Property Coverages are subject to a \$10,000 minimum deductible



COVERAGE SUMMARY: MOBILE EQUIPMENT & MISC. ARTICLES

SCHEDULED LIMITS

	LIMITS
Mobile Equipment greater than or equal to \$10,000 per item	\$10,000

Deductible: \$1,000

*Or as indicated on the Schedule

COVERED COSTS & EXPENSES

Newly Acquired Property Per Item	\$250,000
Rental Expense Reimbursement	\$10,000
Pollutant Cleanup and Removal	\$100,000
Fire Department Equipment	\$50,000
Unscheduled Fine Arts	\$1,000,000
Unscheduled Watercraft	\$100,000
Unscheduled Musical Instruments, Band Uniforms, and Athletic Equipment	\$500,000
Contractors Equipment - Non-Owned Per Item	\$100,000
Per Occurrence	\$250,000
Accounts Receivable	\$1,000,000
Valuable Papers and Records	\$1,000,000



COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

COVERAGE

LIMIT

Total Building and Contents Value

\$3,442,820

**Deductible: \$1,000 All Covered Perils except Windstorm or Hail, Flood,
& Earth Movement**

BI/EE & Utility Interruption Deductible: 24 Hours

COVERAGE EXTENSION

Combined Business Income	Included
Combined Extra Expense	Included
Spoilage Damage	Included
Utility Interruption - Time Element	\$10,000,000
Electronic Data or Media	\$10,000,000
Expediting Expenses	Included
Ordinance or Law	\$10,000,000
Hazardous Substance, Contamination, Pollutants	\$10,000,000
Newly Acquired Property	\$1,000,000
Debris Removal	25% or \$500,000
Water Damage	\$500,000
Emergency Power Generating Equipment 1,000 kw or less	Included

Non Emergency Power Generating Equipment is Excluded.



COVERAGE SUMMARY: CRIME

COVERAGE	LIMIT
Blanket Employee Dishonesty	\$1,000,000
Loss Inside the Premises - Money & Securities	\$1,000,000
Loss Outside the Premises	\$1,000,000
Money Orders and Counterfeit Currency	\$1,000,000
Depositors Forgery or Alterations	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Social Engineering/False Pretenses	\$50,000

Deductible: \$1,000

The ICRMT Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.



COVERAGE SUMMARY: WORKERS' COMPENSATION

COVERAGE

	LIMIT
Workers' Compensation	Statutory
Employer's Liability Limit	
Each Accident	\$2,500,000
Each Employee for Disease	\$2,500,000

Deductible: \$0

ICRMT FEATURES AND BENEFITS

- Volunteers Covered
- Payrolls are subject to an annual audit
- Enhanced Case Management
- Tailored Risk Management Services
- Online Claims Reporting
- Crisis Management Assistance
- Terrorism Coverage Included
- ICRMT Trust Agreement contains a resolution making the program non-assessable



COVERAGE SUMMARY: WC PREMIUM CALCULATION

CODE	CLASSIFICATION	ANNUAL ESTIMATED PAYROLL	RATE	MANUAL PREMIUM
8742	Outside Travel	\$42,060	0.18	\$76
8810	Clerical	\$416,511	0.46	\$1,916
8832	Physician/Coroner/Health Department & Clerical	\$231,504	0.69	\$1,597
9015	Building Operations/Custodial/Maintenance NOC	\$20,052	10.90	\$2,186
9410	Municipal NOC	\$102,768	2.70	\$2,775
	TOTALS	\$812,895		\$8,549

Gross Annual Premium		\$8,549
Increased Limit Multiplier	1.02	\$8,720
Minimum Premium	\$1,000	\$8,720
Experience Modifier	0.91	\$7,936
Schedule Modifier		\$7,936
Expense Modifier		\$7,936
Subtotal		\$7,936
Premium Discount	4.00%	\$7,618
Total Annual Premium		\$7,618



PREMIUM SUMMARY

Presented By:

Illinois Counties Risk Management Trust

Named Insured: Berwyn Township and Public Health District of the Town of Berwyn

Quote Number: R4-1000277-2526-01

Policy Year: DEC 01, 2025 - DEC 01, 2026

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Not Covered
Auto	Not Covered
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Not Covered
Excess Liability	Included
Package Premium	\$28,820
Workers' Compensation	\$7,618
Total Annual Premium	\$36,438
Broker Fee	\$ 1,500
Total Cost	\$37,938

Signature of Official _____ Date _____



REQUIREMENTS TO BIND

The following must be received prior to binding:

- Signed Acceptance Statement
- Requested Payment Plan (if annual policy)
- Insured's Contact Information (space below)

PRIMARY CONTACT

DAVID J AVILA

Township Supervisor & Board of Health President

Name

Title

708-788-6600

davidavila@berwyntownship.org

Phone

Email

Role: (check the role that applies) Accounting/Invoices Claims Loss Control

ADDITIONAL CONTACTS

Jessica Aquino -Rodriguez

Operations Manager

Name

Title

708-788-6601

manager@berwyntownship.org

Phone

Email

Role: (enter one person per role) Accounting/Invoices Claims Loss Control



ACCEPTANCE STATEMENT

Named Insured: Berwyn Township and Public Health District of the Town of Berwyn
Quote Number: R4-1000277-2526-01
Policy Year: DEC 01, 2025 - DEC 01, 2026

Total Annual Premium	\$36,438
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Terms and Conditions

- The Named Insured can only cancel the Policy at program anniversary and only if 90-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.

REQUESTED PAYMENT PLAN:

Annual 50/50 25/6

FEIN: 36-4064044

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Illinois Counties Risk Management Trust are accepted effective 12/01/2025.

Signature of Official

Date



PROPERTY SCHEDULE Berwyn Township and Public Health District of the Town of Berwyn

LOC #	DESCRIPTION	ADDRESS	OCCUPANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
01-01	Public Health Building	6600 West 26th Street Berwyn, IL 60402	Other Public Building	Replacement Cost / Margin Clause	\$2,960,340	\$357,000	\$1,000
							Wind: \$1,000
01-02	PIO - Bicycle Rack, Bollards, Flag Pole, Generator, Light Pole, Bench, Signage, Picnic Table, Trash Bin	6600 West 26th Street Berwyn, IL 60402	Property in the Open	Replacement Cost / Margin Clause	\$125,480	\$0	\$1,000
							Wind: \$1,000
TOTAL BUILDING VALUE						\$3,085,820	
TOTAL BPP VALUE						\$357,000	
TOTAL SOLAR PANELS						\$0	
TOTAL INSURED VALUE						\$3,442,820	



**INLAND MARINE SCHEDULE Township and Public Health District of the Town
of Berwyn**

Mobile Equipment greater than or equal to \$10,000 per item						
IM #	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
1		Misc Mobile Property in the Open			\$1,000	\$10,000
TOTAL INSURED VALUE					\$10,000	



Health D



MGA Insurers, Inc.
Montgomery Insurers, Inc.
59 E Park Blvd
Villa Park, IL 60181
Phone: 708-223-1120 Fax: 708-223-1130

INVOICE NO. 15905		Page 1
ACCOUNT NO. BERWY01	OP DB	DATE 10/01/2025
Property		
POLICY # R4-1000277-2526-01		LOAN #
COMPANY Illinois Counties Risk Mgmt		
PRODUCER Joseph J. Montgomery		
EFFECTIVE 12/01/2025	EXPIRATION 12/01/2026	BALANCE DUE ON 12/01/2025

+ Township of Berwyn +
Public Health District
6600 W. 26th Street
Berwyn, IL 60402

+ +

itm #	Eff Date	Trn Type	Policy #	Description	Amount
210399	12/01/25	MEM CPKG	R4-1000277-2526-01	① PUBLIC HEALTH DISTRICT	\$15,160.00
210400	12/01/25	MEM WORK	R4-1000277-2526-01	② WORKERS COMPENSATION	\$4,952.00
Invoice Balance:					\$20,112.00

Please be advised that your cost of insurance includes a Policy Service Fee which is regulated by State of Illinois Statute 215 ILCS 5/500-80. Your invoice, policy and correspondence will detail all costs of services related to this policy. Related services may include but are not limited to consulting, risk management, claim services, State Taxes and placement fees.

Property, General Liability, E&O, Non-Owned Auto and Umbrella 50% of \$30,320. annual cost

Workers Compensation 65% of \$7,615 annual cost

Thank you for this opportunity to be of service to you

*** PLEASE RETURN ONE COPY WITH YOUR REMITTANCE ***



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

TITLE	2026 Schedule of Regular Meetings & Closure Dates
MEETING DATE	October 16, 2025
SUBMITTED BY	Leticia Garcia, Township Clerk

SUMMARY

Please refer to the attached **2026 Schedule of Regular Meetings and Closure Dates** for Berwyn Township and Public Health District.

Regular meetings for both bodies are scheduled on the second Monday of each month at the Health District Building with the following exceptions:

- The October meeting has been moved to Thursday, October 15, 2026, due to Columbus Day.
- The November meeting has been moved to Thursday, November 12, 2026, due to the 2026 TOI Annual Conference.
- *No other holidays or conferences interfere with the proposed regular meeting schedule.*

Please review the attached 2026 Schedule of Regular Meetings and Closure Dates for accuracy and completeness. If there are no further changes, kindly provide your **approval** so the schedule may be finalized and posted in accordance with public notice requirements.

ATTACHMENTS

- Schedule of Regular Meetings of the Berwyn Public Health District and Berwyn Township for Calendar Year 2026

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

Schedule of Regular Meetings of the Berwyn Public Health District and Berwyn Township for Calendar Year 2026



Notice is Hereby Given that the Berwyn Public Health District Board will meet at **4:00 p.m.** on the **second Monday** of the month (**except for October 12, 2026, which falls on Columbus Day and November 9, 2026, due to Township of Illinois Conference*) in the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 12, 2026	Monday, July 13, 2026
Monday, February 9, 2026	Monday, August 10, 2026
Monday, March 9, 2026	Monday, September 14, 2026
Monday, April 13, 2026	*Thursday, October 15, 2026
Monday, May 11, 2026	*Thursday, November 12, 2026
Monday, June 8, 2026	Monday, December 14, 2026



Notice is Hereby Given that the Berwyn Township Trustees will meet at **6:00 p.m.** on the **second Monday** of each month (**except for October 12, 2026, which falls on Columbus Day and November 9, 2026, due to Township of Illinois Conference*) at the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 12, 2026	Monday, July 13, 2026S
Monday, February 9, 2026	Monday, August 10, 2026
Monday, March 9, 2026	Monday, September 14, 2026
Monday, April 13, 2026	*Thursday, October 15, 2026
Monday, May 11, 2026	*Thursday, November 12, 2026
Monday, June 8, 2026	Monday, December 14, 2026

OFFICE CLOSURES: Notice is Hereby Given that the Berwyn Township offices and the Berwyn Health District offices will be closed in observance of the following holidays:

Monday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King's Birthday
Monday, February 16, 2026	President's Day
Friday, April 3, 2026	Good Friday
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
Saturday, July 4, 2026	Independence Day (observed Friday, July 3, 2026)
Monday, September 7, 2026	Labor Day
Monday, October 12, 2026	Columbus Day
Wednesday, November 11, 2026	Veterans Day
Thursday, November 26, 2026	Thanksgiving
Friday, November 27, 2026	Day after Thanksgiving
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas Holiday
Thursday, December 31, 2026	New Year's Eve

Approved by the Berwyn Township Trustees on _____

Approved by the Berwyn Public Health District Board on _____

Leticia Garcia, Township Clerk & Health Board Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

TITLE	Approve Purchase of Credit/Debit Card Machine
MEETING DATE	October 16, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

ATTACHMENTS

- Square Terminal printout

ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

In stock · Free standard shipping available



Square Terminal

\$299.00 or \$27.00/mo with financing¹

The all-in-one credit card terminal for orders, payments, and receipts. Model: 1st Generation, v2

Do you need Hub for Square Terminal to connect to the internet via Ethernet and add USB accessories?

No, I don't need Hub for Square Terminal.

Yes, add Hub for Square Terminal +\$49.00

Do you need more receipt paper rolls?

No, I'll use the included roll.

Yes, add 57 mm Thermal Receipt Printer Paper (20 rolls) +\$29.00

— 1 +

Add to cart • \$299.00



 In-store pickup available
Today at select Best Buy locations

 Order today, delivers to you
1-2 business days — \$15.00
3-4 business days — Free

⚠ WARNING: The paper included in this product can expose you to chemicals including Bisphenol S (BPS), which is known to the State of



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-E**

TITLE	Part-Time Mental Health Clinician 40K-50K Salary
MEETING DATE	October 16, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

ATTACHMENTS

- Job Description for Part-Time Mental Health Clinician – Part Time

ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
---	----------------------------------	--	--



Berwyn Public Health District

Mental Health Clinician-Part-Time

We are seeking Part-Time LCSW with an active Illinois license to join our growing team.

Highlights of position:

- Part-Time Position (15-25 hours per week)
- Case load (3 to 8 Clients)
- Oversee (2) interns
- Salary: \$40,000-\$55,000 a year or hourly: \$40-\$50

Duties/Responsibilities:

- Provide supervision, training, support, and leadership to the Berwyn Health District Mental Health Initiative Program.
- Manage the clinical internship program through Dominican University.
 - Provide individual/group supervision to **interns (2)**
 - Ensure the clinical internship program follows university expectations, as state and federal laws
- **Maintain a clinical caseload of 2-5 clients per week.**
- **Candidates will dedicate 60% of their time to managing the clinical internship program, 30% to clinical caseload and 10% community networking**
- Regularly review and recommend updates to existing policies and procedures.
- Implement, and support the streamlining of processes to benefit Berwyn Health District and its clients.
- Implement protocols to ensure successful communication between interns, field instructors at the universities, and the Berwyn Health District.
- Consistently engage and build relationships with community leaders, businesses, schools, and chambers of commerce to raise awareness of the Berwyn Health District Mental Health Wellness Program and generate referrals. Identify and propose initiatives that address the evolving needs of the community.
- Improve upon clinical and administrative metrics.
- Perform on-site clinical counseling services to clients of Berwyn Health District in accordance with company policies.
- Understand and follow all policies and procedures of The Berwyn Health District as a Clinical Director and Clinician.
- Regular and reliable attendance and timely arrival at work are required.
- Conduct and regulate job duties in a professional manner so as to maintain and increase the goodwill and reputation of Berwyn Health District.
- Be respectful of and cooperative and collaborative with co-workers.

- Manage, be accountable for, and improve the practice's client experience and ensure client satisfaction.
- Clinical Director and Site Supervisor on improving the overall client and employee experience.
- Ability to identify areas where we need organizational improvement and in the client experience, and initiate the improvement measures.
- Stay highly organized.
- High attention to detail and ability to prioritize various projects independently.
- Passion for working with others (being collaborative) and helping our team members grow and learn.
- Understand the roles and tasks for all positions in the company and provide support to positions as needed.
- Ability to handle and provide straightforward feedback to the leadership team members.
- Be a self-starter and problem solver, and think ahead to ensure any challenges don't greatly impact progress or outcomes for clients.
- Ability to set goals and develop achievable timelines to hit them.
- Other duties as may be assigned.

Qualifications and Skills:

- Master's Degree or Doctoral Degree in social work.
- Active, unrestricted license (LCSW) in the State of Illinois (must be fully licensed).
- Prior experience in a private practice setting, both as a clinician and in a supervisory or management role.
- Must be punctual in reporting to work.
- Be organized and detail-oriented.
- Be able to work independently on tasks assigned.
- Have strong written and verbal communication skills and strong interpersonal skills.
- Bilingual (English/Spanish) required.

Report to: Betsy Canedo, Lead Nurse/Clinic Manager, and Dr. Brad Wainer, Medical Director

Benefits:

- Professional development and continuing education opportunities reimbursement.
- Supportive work environment dedicated to community wellness.

Salary Range:

- \$50,000 to \$60,000 based on experience



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-F**

TITLE	Immigration "ICE-Free Zone" Resolution
MEETING DATE	October 16, 2025
SUBMITTED BY	David J. Avila, Health Board President

SUMMARY

ATTACHMENTS

- RESOLUTION: PROHIBITING THE USE OF BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT PROPERTY FOR CIVIL IMMIGRATION ENFORCEMENT STAGING AREAS, PROCESSING LOCATIONS, OR OPERATION BASES

ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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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 | Zulema Ortiz

No: _____

RESOLUTION

PROHIBITING THE USE OF BERWYN TOWNSHIP AND/OR BERWYN PUBLIC HEALTH DISTRICT PROPERTY FOR CIVIL IMMIGRATION ENFORCEMENT STAGING AREAS, PROCESSING LOCATIONS, OR OPERATIONS BASES

WHEREAS, the Berwyn Township AND the Berwyn Public Health District are committed to protecting the rights, privacy, and dignity of all residents, regardless of immigration status, race, religion, or national origin; and

WHEREAS, the Berwyn Township / Berwyn Public Health District has jurisdiction over various facilities, including a building, parking lot, and Lesak Park, which serve the public and support essential health, recreation, and administrative services; and

WHEREAS, the use of Township / Public Health District property for civil immigration enforcement actions, including staging areas, processing centers, or operational bases, does not align with the Township & Health District's mission and values;

NOW THEREFORE, **David J. Avila**, Berwyn Township Supervisor & Berwyn Public Health District President, does hereby recommend that the Berwyn Town Board of Trustees, AND the Berwyn Public Health District Board, adopt this Resolution, and put it on its way to passage, and to spread the RESOLUTION upon the rolls of the Township of Berwyn. BE IT HEREBY RESOLVED as follows:

Section 1. Prohibition on Use of Berwyn Township / Berwyn Public Health District Building, Parking Lot, and Lesak Park:

No property owned or operated by the Berwyn Township / Berwyn Public Health District shall be used as a staging area, processing location, or operations base for civil immigration enforcement.

For the purpose of this Resolution, "staging area" refers to an area that is used to assemble, mobilize, and deploy vehicles, equipment, or materials, and related personnel, for the purpose of carrying out civil immigration enforcement operations.



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Section 2. Implementation and Enforcement:

All Berwyn Township / Berwyn Public Health District employees shall identify and communicate the boundaries of Township/Health District owned properties to ensure that it is clearly understood that the properties are that of the Township / Health District, and that they can be appropriately secured in accordance with this RESOLUTION. Staff shall ensure that all such properties have clear signage stating:

*This property is owned and controlled by the Berwyn Township OR Berwyn Public Health District.
It may NOT be used for civil immigration enforcement as a:
Staging Area, Processing Location, or Operations Base*

In the event that it becomes necessary and appropriate to physically limit access to Township/Health District properties for immigration enforcement activities as contemplated by this Resolution, Township/Health District officials and staff are hereby authorized to use physical barriers, barricades, or other means to close or limit such access, consistent with this Resolution.

The Berwyn Township / Berwyn Public Health District and all relevant departments therein shall take reasonable and appropriate steps to limit access to restricted or sensitive areas under Township / Health District control; including but not limited to the Public Health District Clinic, the Assessor's Office, and the General Assistance Department, and all Berwyn Township / Berwyn Public Health District employee/Officer offices. All restricted or sensitive areas will have clear signage stating:

Restricted Area
Authorized Personnel Only Beyond This Point

Section 3. Private Property Signage:

A. Restricted Access Signage:

Berwyn Township / Berwyn Public Health District shall design and produce standardized signage that private landowners, business owners, and leaseholders may voluntarily display to designate non-public areas of their property, where they wish to restrict activities related to civil immigration enforcement. This signage is intended to help property owners clarify boundaries



TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

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between public and private spaces, and to assert their rights under applicable law. Signage shall clearly state:

Restricted Area

Authorized Personnel Only Beyond This Point

B. Safety and Conduct Signage

Berwyn Township / Berwyn Public Health District shall also design and produce signage that may be used to promote public safety. This signage shall prohibit the use of certain face coverings and weapons to maintain a safe environment. Signage shall clearly state:

Face coverings & Weapons Prohibited

For the safety of all residents and visitors, full face coverings and weapons are Not Allowed inside this building: Ski Masks, Bandanas, Full Balaclavas, Guns, Bladed Weapons, and Explosives.

Medical masks and religious headwear are allowed

Berwyn Township / Berwyn Public Health District shall provide these resources free of charge to any Berwyn residents who wish to display these signs to protect their homes, businesses, and other privately controlled areas.

Section 4. Scope:

Nothing in this Resolution shall be construed as restricting or interfering with the execution of lawful judicial warrants or the enforcement of criminal laws by those with lawful authority; nor as limiting the rights of any person or entity under state or federal law. Further, nothing within this Resolution grants authority to the Township / Health District to obstruct or interfere with any lawful law enforcement actions, or with any protected rights under the law.

Berwyn Township / Berwyn Public Health District does not possess the legal authority to limit access to private property OR to public property over which it has no ownership interest or control. All signage produced for, and made available to, property owners, business owners, and leaseholders is for informational purposes only and does not grant any legal authority or enforcement powers.

Section 5. Effective Date:



TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

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This RESOLUTION shall become effective upon its ADOPTION and Execution by the appropriate corporate authorities.

DAVID J. AVILA
Township Supervisor

ATTEST:

DAVID J. AVILA
President – Berwyn Public Health District

ATTEST:

Leticia Garcia - Town Clerk

Leticia Garcia - Secretary

Board Vote: Dated _____
_____ Ayes _____ Nays

Board Vote: Dated _____
_____ Ayes _____ Nays