



HEALTH DISTRICT BOARD  
MEETING PACKET

November 13, 2025

# NOTICE OF PUBLIC MEETING – PLEASE READ

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

 <b>BERWYN TOWNSHIP</b> <b>PUBLIC HEALTH DISTRICT</b> HEALTH BOARD MEETING AGENDA	<input checked="" type="checkbox"/> REGULAR MEETING	DATE	Thursday, November 13, 2025
	<input type="checkbox"/> SPECIAL MEETING	TIME	4:00 PM
	<input type="checkbox"/> COW <input type="checkbox"/> PUBLIC HEARING	LOCATION	6600 W. 26 <sup>th</sup> St., 1 <sup>st</sup> FL Conf. Rm.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Regular Meeting on October 16, 2025
  - B. Special Meeting on October 30, 2025
5. STAFF REPORT UPDATES – October 2025
  - A. Clinic Activity
  - B. Sanitation Activity
  - C. Vital Statistics Activity
6. APPROVAL OF BILLS PAYABLE & PAYROLL – October 2025
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
  - A. Deferred (10/2025) Review & Approve Annual Tax Levy – Eagan
  - B. Deferred (10/2025) Review & Approve 2026 Schedule of Regular Meetings & Closure Dates – Garcia
10. NEW BUSINESS
  - A. Review & Approve Sponsorship for Berwyn Senior Holiday Breakfast – Avila
  - B. Review & Approve Berwyn Holiday Fund Sponsorship – Avila
  - C. Review of Employee Handbook and Personnel Manual – Avila
  - D. Holiday Lights Décor for Township & Health District – Proposal Deadline: November 21, 2025, at 5:00 PM. – Avila
  - E. Know Your Rights/Whistle Kit Workshop (*Informational*) – Garcia
  - F. 2026 Mental Health Awareness Workshop (*Informational*) – Garcia
11. ADJOURNMENT



## AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

<b>TITLE</b>	Approval of Minutes
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Health Board Secretary

### SUMMARY

### ATTACHMENTS

- 4-A. Regular Meeting on October 16, 2025
- 4-B. Special Meeting on October 30, 2025

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT  
Regular Meeting – October 16, 2025

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

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

**Approval of Minutes:**

- A. Regular Meeting of September 8, 2025:** Avila made the motion, seconded by Pereda, to approve the Regular Meeting Minutes for September 8, 2025. The motion passed by a unanimous voice vote in favor.
- B. Special Meeting of September 25, 2025:** Avila made the motion, seconded by Garcia, to approve the Special Meeting Minutes for September 25, 2025. The motion passed unanimously.

Avila made the motion, seconded by Pereda, to move item 10E up after item 3B, Approval of Minutes. The motion passed by unanimous voice vote.

**10E: Review and Approve Part-Time Mental Health Clinician 40k-50k Salary – Avila:**

Discussion ensued regarding the part-time mental health clinician position. Avila made the motion, seconded by Garcia, to amend the item to reflect \$40-\$50 per hour with 15–20-hour weekly workload. Betsy and Mabel (Clinic Nurses) spoke on the Voucher Program, Dominican interns. Discussion ensued. The motion passed by a unanimous roll call vote in favor.

**Staff Report Updates – September 2025**

- A. Clinic Activity:** Avila made the motion, seconded by Pereda, to approve the September 2025 Clinic Activity report, as submitted. Mabel spoke on EMR Training. Discussion ensued. The motion passed by a unanimous voice vote in favor.
- B. Sanitation Activity:** Avila made the motion, seconded by Pereda, to approve the September 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 Garcia, to approve the September 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 \$172,260.77. The motion passed by a unanimous roll call vote in favor.

**Statement of Receipts and Disbursements:** Mr. Eagan was recognized and commented on district expenses and reserves. Discussion ensued. Avila made the motion, seconded by Pereda, to accept and file this communication as informational.

**Correspondence:** Board Secretary Garcia noted email communication received from Cathy Fallon from the Berwyn Park District. Ms. Fallon is following up regarding the bus district donation request. Board President Avila will respond to her directly.

**Old Business:**

- A. Review and Approve Tuition Reimbursement Program – Avila:** Avila made the motion, seconded by Pereda, to approve the Tuition Reimbursement Program, eliminating the nontaxable up to \$5,250 per IRS regulation. The motion passed by a unanimous roll call vote in favor.

**New Business:**

- A. Review and Approve Annual Tax Levy – Eagan:** Eagan handed out information regarding the tax levy for 2026, showing what it would look like if they did a 0%, 2.5%, 3%, and a 5%. Tax levy doesn't have to be approved until December, at the latest. Avila made the motion, seconded by Pereda, to defer this item to the November meeting. The motion passed by a unanimous voice vote in favor.
- B. Review and Approve Renewal of MGA Risk Insurance for 2026:** Avila made the motion, seconded by Pereda, to approve the renewal of MGA risk insurance. The motion passed by a unanimous roll call vote in favor.
- C. Review and Approve 2026 Schedule of Regular Meetings and Closure Dates:** Avila made the motion, seconded by Pereda, to defer approval of the 2026 schedule of regular meetings and closure dates to the November 2026 regular meeting. The motion passed by a unanimous voice vote in favor.
- D. Review and Approve Purchase of Credit/Debit Card Machine: \$1,000 – Avila:** Avila made the motion, seconded by Pereda, to approve the credit/debit card machine up to \$1,000. This helps transactions and payments easier for residents, rather than cash if residents prefer. Discussion ensued. The motion passed by a unanimous roll call vote in favor.
- F. Review and Approve Immigration “ICE-Free Zone” Resolution – Avila:** Avila made the motion, seconded by Pereda, to approve the “ICE-Free Zone” Resolution. Attorney Zdarsky stated how we can control what happens on our property and how we stand in solidarity to be non-complicit with related to ICE operations. Discussion ensued. The motion passed by a unanimous roll call vote in favor.

Avila: Shredding event will take place on Saturday, October 18th, with the Pet Parade moved to the following Sunday, October 26, because of rain.

**Adjournment:** Avila made the motion, seconded by Pereda, to adjourn the meeting at 4:21 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,



Leticia Garcia,  
Health District Secretary



4-B

BERWYN TOWNSHIP PUBLIC HEALTH DISTRICT  
Special Meeting – October 30, 2025

1. **Call to Order:** Board President Avila called the meeting to Order at 11:15 a.m. Board President Avila, Board Secretary Garcia and Board Treasurer Pereda were present. Deputy City Clerk Medina was also present.
2. **Attendees rose to recite the Pledge of Allegiance.**
3. **Open Forum:** Avila opened the floor for Public Comment. No comments. Garcia closed the portion of open forum.
4. **New Business:**
  - A. **Location for pick-up of whistle kits and know your rights and immigration information:** Pereda made the motion, seconded by Garcia, to purchase and disperse whistle kits to the Berwyn community. The printing of information and the whistle kits to not exceed \$500. The motion passed by a unanimous roll call vote.
  - B. **Host Congressman Jesus “Chuy” Garcia Know Your Rights Workshops:** Pereda made the motion, seconded by Avila, to amend item 4-B to include nonprofit organizations in good standing and elected officials that would like to also host workshops. The motion passed by a unanimous voice vote. Pereda made the motion, seconded by Avila, to host Congressman Jesus “Chuy” Garcia’s Know Your Rights workshops in Berwyn Township, and to open it up to nonprofit organizations and/or elected officials in good standing to also host workshops in Berwyn Township. The motion passed by a unanimous voice vote.

**Adjournment:** Pereda made the motion, seconded by Avila, to adjourn the meeting at 11:21 a.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

  
Leticia Garcia,  
Health District Secretary



## AGENDA ITEM SUMMARY

AGENDA ITEM: **5-A**

<b>TITLE</b>	Clinic Activity
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	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 – October 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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## **CLINIC MONTHLY REPORT**

**October 1<sup>st</sup>- October 31<sup>th</sup>, 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. We are stocked for the 2025-2026 season with the Flu and Covid-19 vaccine.
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. The Mental Health Voucher Program continues to offer free mental health services for Berwyn Residents.
9. On October 4th we hosted a flu drive for Berwyn residents.
10. Staff attended the Berwyn Fire Department open house on October 18th. We handed out information about the Berwyn Mental Health Voucher Program.
11. The Berwyn Public Health District hosted a Community Shred Day on October 18th.
12. Clinic staff help coordinate, manage, and organize the Fall Paw-Rade held on October 26th, 2025. A total of 15 vendors participated in the event.

13. Clinic staff along with the communications team held a Immigration Roundtable at the library on October 1st. The roundtable goal was to share concerns, provide resources and find ways to support the community.
14. Betsy and Mabel continue to track, submit and monitor all of the health district employee timesheet.

## **MENTAL HEALTH PROGRAM REPORT**

Interns from Dominican University have begun and have started to offer mental health services to Berwyn residents. Interns have 13 clients that are currently receiving therapy at the Berwyn Public Health District.

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.

The Therapy room is officially finished. It's fully up and running, Interns and therapists are utilizing the space for intake and therapy sessions. 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.

### **Mental Health Initiative Voucher Program**

<b><u>THERAPIST</u></b>	<b><u>NUMBER OF VISITS INVOICED</u></b>
Jessica Carlos and VMA Therapy	10

## Clinic Service/Deposit Tracking

### October 1st-31th Tracking

Scheduled	203	
Seen	186	
Cancellations	11	
Rescheduled		
No Call/No Shows	6	
New Patients	28	
VFC	62	
Medicaid	43	
Uninsured	19	
Underinsured		
TB Test	5	
TB Results	Neg:5	Pos:
Flu Shots Totals	Reg:87	HD:17

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

Scheduled	423	
Seen	363	
Cancellations	44	
Rescheduled	2	
No Call/No Shows	14	
New Patients	9	
VFC	139	
Medicaid	95	
Uninsured	44	
Underinsured	0	
TB Test	66	
TB Results	Neg:64	Pos:
Flu Shots Totals	Reg:104	HD:39

### October 1st-31th Deposit

Total Deposit	\$100.00
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### Yearly Total Deposit

Total Deposit	\$2195.00
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## AGENDA ITEM SUMMARY

AGENDA ITEM: **5-B**

<b>TITLE</b>	Sanitation Activity
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Sheri Leto, Inspector

### SUMMARY

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

### ATTACHMENTS

- Sanitation Report – October 2025

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

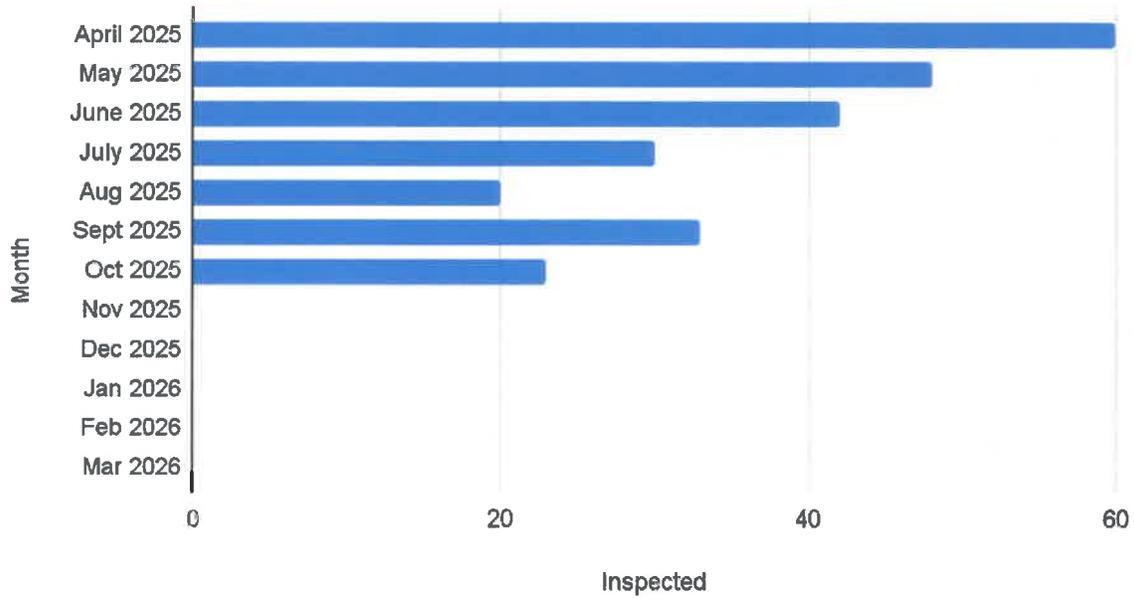


**October 2025**

Company	#	Street	Gls	DOI	Insp.	Notes	NB	CI	VH	HR	M	LR	CF	IF
Pet Paw-rade-Super Simple Sweets Lemonade	6600	W. 26th St	1	10/26/25	VR									1
Pet Paw-rade-Nonnie's Goods	6600	W. 26th St	1	10/26/25	VR									1
<b>MONTHLY TOTALS</b>			<b>Goals</b>	<b>Actual</b>	<b>YEARLY TOTALS</b>									
New Businesses			0	3	New Business								29	
Complaint Inspections			0	1	Complaint Insp.								14	
Very High			5	5	Routine Insp.								152	
High			0	0										
Medium			9	9										
Low			0	0										
Cottage Food			0	0	Cottage Food								0	
Temporary Food			5	5	Temporary Food								61	
<b>Total</b>			<b>19</b>	<b>23</b>	<b>Total YTD</b>								<b>256</b>	

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

**Establishments Inspected per Month**



**BERWYN SHOPS**

*No activity to report*

**ENVIRONMENTAL HEALTH & SAFETY CALLS: RESIDENTIAL**

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

**RODENT ABATEMENT**

*No activity to report*

**GOALS**

**Completed:**

1. A completion rate of 129.05% of the Food Establishment Inspections for October.
  - 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 November.
2. Ensure all establishments have a recent inspection done with the following criteria:
  - a. Very High Risk: Within the last 3 months
  - b. High Risk: Within the last 3 months
  - c. Medium Risk: Within the last 4 months
  - d. Low Risk: Within the last 6 months
  - e. Schools: A minimum of one time for the school year 2024-2025

An update will be provided at the January Board Meeting on the progress ensuring all establishments in Berwyn have a current inspection on file.

3. By the end of the 2024-2025 Fiscal Year, to have inspected 650 establishments, including any Temporary Food Events.
4. Perfect The BEE Award, formally known as the Sheri Smith Award, to have all details ready to present to the Board.
5. Start drafting SOPs stated in the April 2023 Board Meeting.
6. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.
7. Create a list of suggestions for BDC: what worked well, what did not, and changes for the following year regarding Berwyn Pop-Ups for Cottage Food Vendors.
8. Have a greater understanding of Cottage Food and the process in Cook County.

**Submitted by:**

**Sheri A. Leto**



## AGENDA ITEM SUMMARY

AGENDA ITEM: **5-C**

<b>TITLE</b>	Vital Records Activity
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	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 – October 2025

### ACTION PROPOSED

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

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**November 2025**

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

Total Amount Collected	\$4,667.00
Fee to the State of Illinois: (Death Surcharge Fee 172– D.C. Requested): (Total Credit Charges: 106 = Amount: \$2,684.00)	-\$744.00
Health District Portion of Fees:	\$3,923.00

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

Total Fees Collected (to date):	\$24,989.00
Total paid to State of Illinois (to date):	-3,016.00
Total Berwyn Health District (to date):	\$21,973.00

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

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

**These figures represent fiscal year 2023/2024**

Total Fees Collected (to date):	\$34,152.50
Total paid to State of Illinois (to date):	-\$5,808.00
Total Berwyn Health District (to date):	\$28,344.50

**These figures represent fiscal year 2022/2023**

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

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

Vanessa Rosales  
Local Deputy Registrar



State of Illinois  
Illinois Department of Public Health

Division of Vital Records  
(217)785-3164

County of COOK District # 03121 County Clerk \_\_\_\_\_ OR Local Registrar X

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

Check is for the month of October, 2025.

Multiply number of copies issued by \$4.00, total amount due \$ 744.00. 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] Date 10/31/25  
Signature of Local Registrar

OR

Date

Signature of County Clerk

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

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

VR 360 (rev. 05/17) Contact us at [dph.vitals@illinois.gov](mailto:dph.vitals@illinois.gov) - Attn: Death Surcharge in Subject line



## AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

<b>TITLE</b>	Bills Payable and Payroll
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

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

### ATTACHMENTS

- Public Health District Payables

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**Berwyn Public Health District  
Disbursements for Approval  
November 13, 2025**

<b>Item</b>	<b>Ref #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>INTERIM DISBURSEMENTS</b>						
1	Debit	10/01/25	Cintas	cleaning services/ supplies	5605.00	\$ 614.48
2	Debit	10/01/25	Grand Bear Resort	health inspector hotel for event	5405.00	17.99
3	Debit	10/01/25	Mr. Submarine	food for elected official round table - split H/T	5615.00	103.49
4	Debit	10/02/25	Google	google suite for mental health program	5346.00	14.00
5	Debit	10/02/25	Grand Bear Resort	health inspector hotel for event	5405.00	158.78
6	Debit	10/02/25	GoldyLocks	backdoor repair	5505.00	307.80
7	Debit	10/06/25	Facebook	marketing post for mental health	5325.06	1.28
8	Debit	10/07/25	Facebook	marketing post for mental health	5325.06	7.00
9	Debit	10/07/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
10	Debit	10/07/25	Amazon Capital Services	ceiling air diverter - split H/T	5615.00	78.99
11	Debit	10/08/25	Amazon Capital Services	acrylic makeup organizer - split H/T	5615.00	19.99
12	Debit	10/08/25	Ring Central	DigitalLine Unlimited	5720.00	398.27
13	Debit	10/08/25	Adobe	software	5150.00	79.71
14	Debit	10/09/25	Zip Recruiter	mental health job posting	5325.06	459.00
15	Debit	10/08/25	Ring Central	additional text/call charges - split H/T	5720.00	13.47
16	Debit	10/08/25	Stars & Stripes	yard signs for paw parade - split H/T	5346.00	309.00
17	Debit	10/09/25	Amazon Capital Services	supplies for mental health therapy rooms	5346.00	144.84
18	Debit	10/10/25	Uber	uber ride for mental health patient	5346.00	6.99
19	Debit	10/10/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
20	Debit	10/10/25	Amazon Capital Services	supplies for mental health therapy rooms	5346.00	184.25
21	Debit	10/10/25	Uber	uber ride for mental health patient	5346.00	7.54
22	Debit	10/10/25	Uber	uber ride for mental health patient	5346.00	1.00
23	Debit	10/14/25	Cintas	cleaning services/ supplies	5605.00	402.14
24	Debit	10/14/25	Indeed	job posting for mental health	5325.06	120.00
25	Debit	10/15/25	eClinicalWorks	EMR monthly charge for service	5315.00	500.00
26	Debit	10/15/25	Amazon Capital Services	office supplies	5615.00	74.82
27	Debit	10/15/25	Adobe	software	5150.00	66.44
28	Debit	10/15/25	Amazon Capital Services	shipping labels - split H/T	5615.00	44.98
29	Debit	10/15/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
30	Debit	10/16/25	Health Lab	labs - autopay	5315.00	55.75
31	Debit	10/16/25	Uber	uber ride for mental health patient	5346.00	4.92
32	Debit	10/16/25	LinkedIn	job posting for mental health	5325.06	169.99
33	30296	10/17/25	Alma Correa	10.19.25 paw parade event vendor	5325.00	390.00
34	Debit	10/17/25	Amazon Capital Services	supplies for mental health therapy room	5346.00	391.83
35	Debit	10/17/25	Uber	uber ride for mental health patient	5346.00	7.95
36	Debit	10/17/25	Uber	uber ride for mental health patient	5346.00	5.94
37	Debit	10/17/25	Zip Recruiter	mental health job posting	5325.06	518.45
38	Debit	10/20/25	Shred-It	sharp/needle collection	5420.00	855.24
39	Debit	10/20/25	Comcast	monthly internet	5720.00	202.05
40	Debit	10/20/25	Indeed	mental health job posting	5325.06	500.20
41	Debit	10/20/25	Pitney Bowes Postedge	vitals postage	5620.00	100.00
42	Debit	10/20/25	Amazon Capital Services	therapy cards for therapy room	5346.00	16.41
43	Debit	10/24/25	Uber	uber ride for mental health patient	5346.00	4.93
44	Debit	10/24/25	Uber	uber ride for mental health patient	5346.00	3.00
45	Debit	10/24/25	Uber	uber ride for mental health patient	5346.00	9.01
46	Debit	10/24/25	Uber	uber ride for mental health patient	5346.00	3.96
47	Debit	10/27/25	Walmart	cups for paw parade - split H/T	5325.00	20.16
48	Debit	10/27/25	Pitney Bowes Postedge	quarterly lease payment	5620.00	201.06
49	Debit	10/28/25	SmartSign	private property signs for parking lot	5010.00	2,014.46
50	Debit	10/28/25	Amazon Capital Services	lysol wipes and batteries - split H/T	5615.00	17.46
51	Debit	10/28/25	Amazon Capital Services	tissue paper - split H/T	5615.00	36.53
52	Debit	10/29/25	Amazon Capital Services	suggestion box for participatory budget - split H/T	5615.00	31.34
53	Debit	10/29/25	Amazon Capital Services	expandable file folder/pens - split H/T	5615.00	22.20
54	Debit	10/30/25	Amazon Capital Services	computer wires	5615.00	9.99
55	Debit	10/30/25	Indeed	job posting for mental health	5325.06	506.50
56	Debit	10/31/25	U.S. Postal Service (meter)	postage for vital records	5620.00	8.40
57	Debit	10/31/25	Uber	uber ride for mental health patient	5346.00	5.97
58	Debit	10/31/25	Uber	uber ride for mental health patient	5346.00	9.92
59	Debit	10/31/25	Uber	uber ride for mental health patient	5346.00	1.00
60	Debit	10/31/25	Amazon Capital Services	computer wires/books for mental health program	5346.00	82.46
<b>Total Interim Disbursements</b>						<b>\$ 10,368.53</b>

**INTERCOMPANY**

1	Debit	10/01/25	Mr. Submarine	food for elected official round table - split H/T	1400.00	\$ 103.48
2	Debit	10/03/25	Amazon Capital Services	medical id bracelet - GA	1410.00	\$ 18.48

**Berwyn Public Health District  
Disbursements for Approval  
November 13, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
3	Debit	10/07/25	Amazon Capital Services	ceiling air diverter - split H/T	1400.00	78.99
4	Debit	10/08/25	Amazon Capital Services	acrylic makeup organizer - split H/T	1400.00	19.99
5	Debit	10/08/25	Ring Central	additional text/call charges - split H/T	1400.00	13.47
6	Debit	10/14/25	Amazon Capital Services	alphabet file dividers - Town	1400.00	18.99
7	Debit	10/15/25	Amazon Capital Services	shipping labels - split H/T	1400.00	44.98
8	Debit	10/16/25	Amazon Capital Services	tape and dry erase board for assessor's - Town	1400.00	51.97
9	Debit	10/17/25	Stars & Stripes	business cards for assessor's - Town	1400.00	39.65
10	Debit	10/22/25	Amazon Capital Services	halloween decoration - Town	1400.00	21.37
11	Debit	10/27/25	Walmart	cups for paw parade - split H/T	1400.00	20.15
12	Debit	10/28/25	Amazon Capital Services	lysol wipes and batteries - split H/T	1400.00	17.46
13	Debit	10/28/25	Amazon Capital Services	tissue paper - split H/T	1400.00	36.52
14	Debit	10/29/25	Amazon Capital Services	suggestion box for participatory budget - split H/T	1400.00	31.34
15	Debit	10/29/25	Amazon Capital Services	expandable file folder/pens - split H/T	1400.00	22.20

**Total Intercompany** **\$ 539.04**

**DISBURSEMENTS TO VENDORS**

1	30314	11/13/25	AFS Counseling	Consulting on mental health program	5325.00	\$ 6,555.00
2	30312	11/13/25	Andres Canedo	building improvements	5006.00	1,562.00
3	30316	11/13/25	Ann Hostetter LCSW	Consulting for mental health program	5325.00	6,080.00
4	30309	11/13/25	BCBS - Profile 43806	2025-11 insurance premiums	5880.00	3,188.60
5	30306	11/13/25	City of Berwyn - Water	monthly water	5710.00	57.44
6	30319	11/13/25	Dearborn Life Insurance Company	2025-11 insurance premiums	5880.00	45.54
7	30311	11/13/25	Heather Casper	H/T district meeting attendance	5820.00	35.00
8	30305	11/13/25	Humility Therapy, PLLC	labs - autopay	5315.00	520.00
9	30321	11/13/25	Illinois Dept. of Public Health	2025-10 death and birth certificates	5430.00	744.00
10	30304	11/13/25	International Security Products	Vital Records	5625.00	1,399.68
11	30301	11/13/25	Jesus Villalba	reimbursement - IL notary public commission	5615.00	15.00
12	30297	11/13/25	Johnny's Landscaping Services	2025-10 grass cut, split H&T	5505.00	142.50
13	30315	11/13/25	Konica Minolta Business Solutions	Usage charges	5515.00	305.18
14	30310	11/13/25	Lawrence Zdarsky	2025-11 Legal Services	5143.00	1,594.00
15	30308	11/13/25	Lori J Weiss	expenses related to volunteer work	5346.00	2,262.00
16	30300	11/13/25	McKesson Medical	Medical supplies	5610.00	571.50
17	30303	11/13/25	Nicor Gas	Monthly gas	5710.00	61.01
18	30320	11/13/25	NIR Roof Care Inc.	Roof care service visits	5006.00	2,800.00
19	30317	11/13/25	Quill Corporation	Office supplies	5615.00	146.01
20a	30302	11/13/25	Selden Fox, Ltd.	2025-11 Accounting Services	5105.00	2,075.00
20b				2025-11 Software	5106.00	275.00
21	30318	11/13/25	Stericycle	Monthly medical waste disposal	5420.00	850.51
22	30307	11/13/25	T&M Plumbing Inc.	material & labor for sink installations	5005.00	2,800.00
23	30313	11/13/25	Tech Pro, Inc.	phone hosting, setup, repairs	5005.00	4,764.00
24	30298	11/13/25	Vince Murphy & Associates, P.C.	Consulting on mental health program	5346.00	780.00
25	30299	11/13/25	Vision Service Plan	2025-11 insurance premiums	5880.00	150.18

**Total Disbursements to Vendors** **\$ 39,779.15**

**PAYROLL CHECKS & WITHHOLDINGS SUMMARY**

1	Board checks	10/16/25	Board checks	Gross board payroll - October	various	\$ 11,348.43
2	EFT	10/15/25	Gross Payroll	Gross payroll 10/1/25 - 10/15/25	various	18,537.73
3	EFT	10/15/25	Payroll withholdings	Payroll taxes - 10/1/25 - 10/15/25	various	1,512.84
4	EFT	10/15/25	Independent Contractor	10/1/25-10/15/25	5510.00	171.00
5	EFT	10/15/25	Employer IMRF Obligation	IMRF match -10/1/25 - 10/15/25	5835.00	70.13
6	EFT	10/31/25	Gross Payroll	Gross payroll - 10/16/25 - 10/31/25	various	19,773.74
7	EFT	10/31/25	Payroll withholdings	Payroll taxes - 10/16/25 -10/31/25	various	2,480.59
8	EFT	10/31/25	Independent Contractor	10/16/25-10/31/25	5510.00	190.00
9	EFT	10/31/25	Employer IMRF Obligation	IMRF match - 10/16/25 - 10/31/25	5835.00	99.22

**Total Payroll & Withholding Disbursements** **\$ 54,183.68**

**Total Disbursements for Approval** **\$ 104,870.40**

**Reconciled Cash Balance at 10/31/25-Byline Bank checking** **\$ 17,350.72**  
**Reconciled Cash Balance at 10/31/25-Republic Bank checking** **62,270.49**  
**Reconciled Cash Balance at 10/31/25-Republic Bank sweep** **(25.00)**

**Total** **\$ 79,596.21**

**Berwyn Public Health District  
Disbursements for Approval  
November 13, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
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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 13th day of November 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 13th day of November 2025 and that the foregoing amounts are due to the organizations or persons stated above.

\_\_\_\_\_ Secretary

Countersigned

\_\_\_\_\_ Chairman



## AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

<b>TITLE</b>	Statement of Receipts & Disbursements
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

Statement of revenues, expenditures, and changes in net assets – modified cash basis for the Health District Fund is attached for your review.

### ATTACHMENTS

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

### ACTION PROPOSED

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

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | 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 October 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.*

November 7, 2025

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

	Apr-Oct 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4000.00 Real Estate Taxes		-	-	
4100.00 Property Tax	\$ 38,504.56	\$ 760,000.00	\$ (721,495.44)	5.07%
4200.00 Replacement Tax	13,251.33	35,000.00	(21,748.67)	37.86%
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	45,440.00	76,440.00	(31,000.00)	59.45%
4410.00 Vital Record Income	37,125.87	32,500.00	4,625.87	114.23%
4450.00 Clinic Fees & Income	-	1,000.00	(1,000.00)	0.00%
<b>Total 4400.01 Fees, Rents and Others</b>	<b>82,565.87</b>	<b>109,940.00</b>	<b>(27,374.13)</b>	<b>75.10%</b>
4440.00 Miscellaneous Income	100.00	3,500.00	(3,400.00)	2.86%
4600.00 Investment Income	24,230.49	15,000.00	9,230.49	161.54%
<b>Total Income</b>	<b>651,698.60</b>	<b>1,048,440.00</b>	<b>(396,741.40)</b>	<b>62.16%</b>
<b>Gross Profit</b>	<b>651,698.60</b>	<b>1,048,440.00</b>	<b>(396,741.40)</b>	<b>62.16%</b>
<b>Expenses</b>				
5000.00 Capital Outlay			-	
5005.00 Medical & Office Equipment	167,009.67	150,000.00	17,009.67	111.34%
5006.00 Roof and Building Improvements	72,136.79	50,000.00	22,136.79	144.27%
5007.00 Park Improvements and Equipment	29,560.00	8,000.00	21,560.00	369.50%
5010.00 Parking Lot Improvements	2,014.46	10,000.00	(7,985.54)	20.14%
<b>Total 5000.00 Capital Outlay</b>	<b>270,720.92</b>	<b>218,000.00</b>	<b>52,720.92</b>	<b>124.18%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	16,261.15	24,885.00	(8,623.85)	65.35%
5106.00 Payroll Processing Fees	275.00	2,400.00	(2,125.00)	11.46%
5115.00 Annual Audit	9,000.00	8,500.00	500.00	105.88%
5120.00 Association Dues	204.50	2,000.00	(1,795.50)	10.23%
5135.00 Gen Liab, Work Comp, Prop Ins	19,483.50	24,000.00	(4,516.50)	81.18%
5140.00 Legal Expense	-	7,500.00	(7,500.00)	0.00%
5143.00 Health District Attorney	11,158.00	19,950.00	(8,792.00)	55.93%
5144.00 IT Services	-	10,000.00	(10,000.00)	0.00%
5150.00 Website Services	1,012.16	5,000.00	(3,987.84)	20.24%
5160.00 Rodent Abatement Agreement	46,000.00	40,000.00	6,000.00	115.00%
5170.00 Grant Consultants	6,000.00	46,000.00	(40,000.00)	13.04%
5185.00 Contractual Services - Vision/Hearing	-	6,000.00	(6,000.00)	0.00%
5190.00 Contractual Services - Dental	-	15,000.00	(15,000.00)	0.00%
5195.00 Contractual Services - Pediatrics	-	20,000.00	(20,000.00)	0.00%
<b>Total 5100.00 Contractual Services</b>	<b>109,394.31</b>	<b>231,235.00</b>	<b>(121,840.69)</b>	<b>47.31%</b>

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

	Apr-Oct 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5300.00 Health Programs</b>			-	
5310.00 Lead Awareness Program	-	2,500.00	(2,500.00)	0.00%
5315.00 Clinics	4,068.83	10,000.00	(5,931.17)	40.69%
5320.00 Spec. Program - Flu	15,901.74	19,000.00	(3,098.26)	83.69%
5325.00 Spec. Programs - Other	36,195.22	40,000.00	(3,804.78)	90.49%
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	2,073.14	12,000.00	(9,926.86)	17.28%
5325.06 Marketing and Promotion	7,557.62	5,000.00	2,557.62	151.15%
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	2,853.00	8,500.00	(5,647.00)	33.56%
5334.00 Special Prg.-Health Grants	-	80,000.00	(80,000.00)	0.00%
5336.00 Health Families	1,440.98	100,000.00	(98,559.02)	1.44%
5337.00 Infrastructure Initiatives	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	109,788.70	300,000.00	(190,211.30)	36.60%
<b>Total 5300.00 Health Programs</b>	<b>504,712.09</b>	<b>1,695,000.00</b>	<b>(1,190,287.91)</b>	<b>29.78%</b>
<b>5400.00 Other Expenditures</b>			-	
5405.00 Conference/Education Expenses	1,890.35	10,000.00	(8,109.65)	18.90%
5410.00 Contingencies		5,000.00	(5,000.00)	0.00%
5413.00 Transaction Processing Fees	1,945.29	6,500.00	(4,554.71)	29.93%
5420.00 Medical Waste Disposal	6,476.78	12,500.00	(6,023.22)	51.81%
5425.00 Official's Bonds	3,500.00	4,000.00	(500.00)	87.50%
5430.00 Death Surcharge Fee	2,512.00	7,500.00	(4,988.00)	33.49%
<b>Total 5400.00 Other Expenditures</b>	<b>16,324.42</b>	<b>45,500.00</b>	<b>(29,175.58)</b>	<b>35.88%</b>
<b>5500.00 Repairs and Maintenance</b>			-	
5505.00 Building Maintenance	21,487.99	25,000.00	(3,512.01)	85.95%
5510.00 Janitorial Service	2,755.00	3,000.00	(245.00)	91.83%
5515.00 Equipment Maintenance Agreement	4,328.42	5,000.00	(671.58)	86.57%
5530.00 Snow Removal	437.50	3,500.00	(3,062.50)	12.50%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>29,008.91</b>	<b>36,500.00</b>	<b>(7,491.09)</b>	<b>79.48%</b>
<b>5600.00 Supplies and Materials</b>			-	
5605.00 Janitorial Supplies	5,775.22	5,000.00	775.22	115.50%
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-October 2025**

	Apr-Oct 2025	Tentative Budget	Remaining Budget	% of Budget
5615.00 Office Supplies and Expense	8,298.21	15,000.00	(6,701.79)	55.32%
5620.00 Postage and Meter Rental	3,560.00	3,000.00	560.00	118.67%
5625.00 Printing and Publication	551.48	10,000.00	(9,448.52)	5.51%
<b>Total 5600.00 Supplies and Materials</b>	<b>20,454.14</b>	<b>38,000.00</b>	<b>(17,545.86)</b>	<b>53.83%</b>
5700.00 Utilities			-	
5710.00 Heat, Light and Water	1,335.56	4,000.00	(2,664.44)	33.39%
5720.00 Telephone	4,172.56	10,000.00	(5,827.44)	41.73%
<b>Total 5700.00 Utilities</b>	<b>5,508.12</b>	<b>14,000.00</b>	<b>(8,491.88)</b>	<b>39.34%</b>
5800.00 Payroll Expenses			-	
5815.00 Chairman	26,216.66	46,000.00	(19,783.34)	56.99%
5816.00 Secretary	21,531.13	36,200.00	(14,668.87)	59.48%
5817.00 Treasurer	20,377.50	36,200.00	(15,822.50)	56.29%
5820.00 Clerks	58,858.80	162,750.00	(103,891.20)	36.17%
5829.0 Interns	6,133.50	45,000.00	(38,866.50)	13.63%
5830.00 Health Director	12,233.20	24,000.00	(11,766.80)	50.97%
5831.00 Taxes - Employer FICA	21,749.09	45,000.00	(23,250.91)	48.33%
5832.00 Taxes - Employer Medicare	5,086.48	10,000.00	(4,913.52)	50.86%
5833.00 Taxes - SUTA	2,148.29	4,000.00	(1,851.71)	53.71%
5835.00 Retirement Contribution	1,320.94	15,000.00	(13,679.06)	8.81%
5840.00 Inspectors	37,126.77	110,250.00	(73,123.23)	33.68%
5841.00 Environmental Health Practioner	38,925.69	65,000.00	(26,074.31)	59.89%
5845.00 Janitor	10,301.60	30,000.00	(19,698.40)	34.34%
5860.00 Public Health Nurses	111,807.44	147,000.00	(35,192.56)	76.06%
5880.00 Grp Health, Vision, Dental Ins	24,341.95	65,000.00	(40,658.05)	37.45%
<b>Total 5800.00 Payroll Expenses</b>	<b>398,159.04</b>	<b>841,400.00</b>	<b>(443,240.96)</b>	<b>47.32%</b>
<b>Total Expenses</b>	<b>1,354,281.95</b>	<b>3,119,635.00</b>	<b>(1,765,353.05)</b>	<b>43.41%</b>
<b>Net Operating Income</b>	<b>(702,583.35)</b>	<b>(2,071,195.00)</b>	<b>1,368,611.65</b>	<b>33.92%</b>
<b>Net Income</b>	<b>\$ (702,583.35)</b>	<b>\$ (2,071,195.00)</b>	<b>\$ 1,368,611.65</b>	<b>33.92%</b>
<b>Beginning net assets</b>	<b>\$ 2,566,214.98</b>			
<b>Ending net assets</b>	<b>\$ 1,863,631.63</b>			



## AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

<b>TITLE</b>	Annual Tax Levy
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

Item Deferred (10/2025)

### ATTACHMENTS

*None submitted*

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



## AGENDA ITEM SUMMARY

AGENDA ITEM: **9-B**

<b>TITLE</b>	2026 Schedule of Regular Meetings & Closure Dates
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Health Board Secretary

### SUMMARY

#### Item Deferred (10/2025)

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-A**

<b>TITLE</b>	Sponsorship for Berwyn Senior Holiday Breakfast
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

### ATTACHMENTS

- Senior Holiday Breakfast flyer

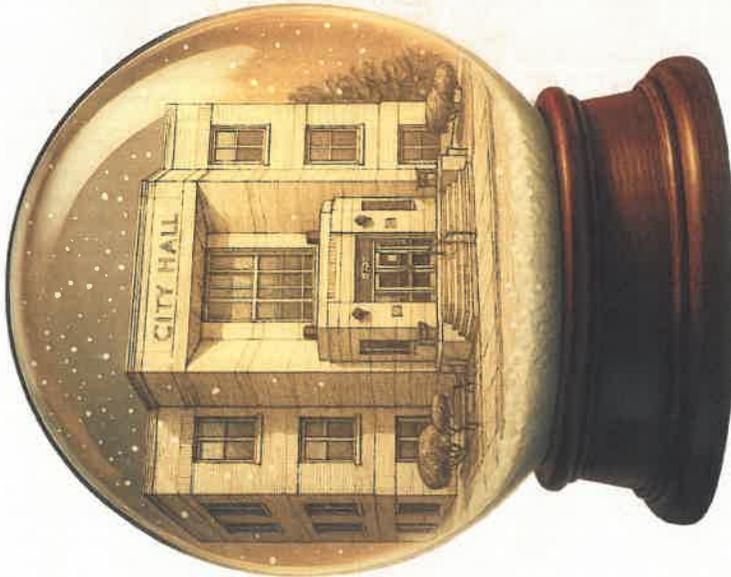
### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



Sponsored by:



**YOU ARE CORDIALLY INVITED**  
TO THE ANNUAL  
**SENIOR HOLIDAY BREAKFAST**

Date Wednesday  
December 3, 2025

Location NEW Senior Center  
3320 Grove Avenue

Time 8:30am, doors open  
*We can't wait to celebrate*  
*the season with you!*



Reservations can be made beginning **November 3, 2025, online** using the QR code **OR** in-person with the **Senior Services Department** during their normal business hours at the **NEW Senior Center, located at 3320 Grove Avenue**. For more info, call **708-484-2510**. Tickets **\$10.00** per person, includes full breakfast, live entertainment, coffee, and raffles.



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

<b>TITLE</b>	Berwyn Holiday Fund Sponsorship
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

Recommend approval of **\$5,000 from the Health District Fund** to support the Berwyn Holiday Fund, continuing the Health District's tradition of providing assistance to local families during the holiday season.

### ATTACHMENTS

- Berwyn Holiday Fund letter and sponsorship form

### 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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The City of Berwyn



Robert J. Lovero  
Mayor

A Century of Progress with Pride

October 15, 2025

Berwyn, I am proud to say, is unquestionably a community that cares. *Our people look out for one another*, something that is especially true when the holidays approach. Over the years, we have learned that when we work together, we accomplish great things. That is why, along with a group of community-minded individuals, I established the Berwyn Holiday Fund in 2008 to help us maintain the true holiday spirit through private donations.

Traditionally, the *Berwyn Holiday Fund* sponsors a community Thanksgiving dinner, on Thanksgiving Day, for those who lack funds to provide such a meal. Last year, we served **550 Berwyn residents** a traditional turkey dinner with all the trimmings. This effort is now in its 17<sup>th</sup> year. Through the generosity of donors like you, we have served **6,722 dinners** to the residents of Berwyn over the course of the past sixteen years. Due to the great success in 2024, we will continue to deliver Thanksgiving dinner to Berwyn residents in need for 2025.

We also sponsor a **Holiday Food Basket** program, now in its 16<sup>th</sup> year. Last year, we assembled and delivered **550** food packages to those in need. Over the previous years, we have delivered **6,160** baskets to disadvantaged families. The volunteers who gathered to help with this act of charity felt humbled by the experience --- and grateful for the chance to help the less fortunate.

These programs require funding to continue their successful course, and any help you can offer is greatly appreciated. I have included a form that lists sponsorship opportunities, as well as chances to volunteer. Thank you in advance for your generosity and support, and may we all experience a blessed holiday season.

Respectfully,

Robert J. Lovero, Mayor

# BERWYN HOLIDAY FUND

*"With the holiday season approaching, I would like to ask you to join me in the spirit of giving for those who are in need. For it is in giving that we receive." Mayor Robert J. Lovero.*

**I would like to support the Berwyn Holiday Programs**



**MAKE A DONATION:**



**\$25\_\_ \$50\_\_ \$100\_\_ \$150\_\_ \$200\_\_**

**BE AN EVENT SPONSOR:**

**\$250\_\_ \$500\_\_ \$1,000\_\_ Other amount: \$ \_\_\_\_\_**

*(Please make all checks payable to: Berwyn Holiday Fund)*

**VOLUNTEER AS A DELIVERY DRIVER:**

Check Box

**Thanksgiving Day Event- Thursday, November 27, 2025**

Liberty Cultural Center (6445 W. 27th Pl) - 9:00 a.m

**Holiday Food Basket- Saturday, December 20, 2025**

Liberty Cultural Center (6445 W. 27th Pl) - 8:00 a.m

**Name:**

**Phone Number:**

**Organization/Business Name:**

**Address:**

**Email:**



**Questions? (708)749-6541**

**Email volunteer form:  
vpacheco@ci.berwyn.il.us**

**Please drop off checks/form:**

**Mayor Robert J. Lovero**

Berwyn Holiday Fund, 6700 W. 26th St.

or  
**adawn@ci.berwyn.il.us**



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

<b>TITLE</b>	Employee Handbook and Personnel Manual
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health Board President

### SUMMARY

### ATTACHMENTS

- Copy of most recent REVISED Employee Handbook

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

**Berwyn Township**  
**Berwyn Public Health District**

**EMPLOYEE HANDBOOK**

Adopted by Town Board Of Trustees (10/9/14) ] 2014  
Adopted by Berwyn Health Board (10/9/14) — 2014  
Reviewed & adopted – 12/10/18 — 2018  
REVIEWED & REVISED – 06/2024

**Your Guide to Working At  
Berwyn Township and/or Berwyn Public Health District**

**Table of Contents**

<b>Governing Principles of Employment</b>	<b>4</b>
Employment at Will	
Equal Employment	
Opportunity Workplace	
Harassment Immigration Law	
Compliance	
<b>What You Need to Know to Get Started</b>	<b>9</b>
Introductory Employment Period	
Office Hours/Building Entry	
Your Schedule	
Reporting Absences	
Professional	
Appearance	
Solicitation	
<b>How You Are Paid</b>	<b>13</b>
Employment Status	
Proof of Authorization to Work	
Reporting	
Time Paydays	
Overtime	
Deferred Compensation	
Direct Deposit	
Wage Garnishments	
<b>How We Recognize Performance</b>	<b>18</b>
Performance/Salary	
Reviews Performance	
Management	
<b>How We Communicate</b>	<b>20</b>
Confidential Information	
Township/Health District E-mail, Internet and Computer Use	
Social Media Policy	
Access to Employee Records	
<b>Safety and Security</b>	<b>23</b>
Protecting Township/ Health District Assets	
Drugs/Alcohol	

<b>Protecting You and Your Family</b>	<b>24</b>
Benefits	
Vacation	
Holidays	
Sick Days	
Personal Days	
Bereavement	
Policy Jury Duty	
Blood and Organ Donor Leave	
Leave of Absence	
Family Medical Leave (FMLA)	
<b>When You Leave the Township/ Health District</b>	<b>30</b>
Types of Separation	
Exit Interview	
Final Pay & Benefit Issues	
Consolidated Omnibus Budget Reconciliation Act (COBRA) Unemployment Compensation	
Retirement Benefits	
<b>Listing of Stand-alone policies/ ordinances adopted</b>	<b>34</b>
<b>Handbook Receipt</b>	<b>36</b>
<b>Handbook Annual Employee Review</b>	<b>37</b>

## **GOVERNING PRINCIPLES OF EMPLOYMENT**

Please keep in mind several important points as you review this handbook:

To effectively fulfill your responsibilities at the Berwyn Township or The Berwyn Public Health District (hereinafter referred to as the "Township" and the "Health District," respectively; and hereafter collectively referred to as the "Boards."), it is important that you have the information you need. Reading and understanding this Handbook is a good place to begin. Keep this Handbook for future reference. [Please note further that any reference to "supervisor" (lower case) shall mean your immediate supervisor. Any reference to "Supervisor" (upper case) shall mean the elected position of Township Supervisor.] [Further, throughout this Handbook, provisions may reference the term "Township / Health District." Be advised that regardless of this reference, the employee is only an employee of the specific entity that is designated as his/her employer. Reference to both entities in this term is solely intended to indicate that the provision applies to employees of both entities.]

This Handbook also applies to employees in the Township Assessor's office. It is the intention of the current Berwyn Township Assessor that these guidelines and provisions for terms and conditions of employment are hereby adopted per 35 ILCS 200/2-65(b). However, with respect to employees of the Township Assessor's office, the provisions in this Handbook shall be changed as follows:

- A. The "Township Assessor" shall be substituted for the "Township Supervisor" in each and every provision in regard to employees employed solely by the Assessor's office.
- B. The Township Assessor's discretion shall be substituted for the Township Supervisor's discretion in each and every reference in this Handbook, and in such circumstances, the actions will be taken by, and as decided by, the Township Assessor.
- C. Nothing in this Employee Handbook shall in any way expand and/or limit the duties, obligations responsibilities or authority of the Berwyn Township Assessor. This includes the authority to appoint, hire, and/or terminate employees; all of which shall be governed by the statutory provisions of 35 ILCS 200/2-65, and/or such other provisions of the Illinois Compiled Statutes that may apply.

This Handbook contains important information and guidelines. Please read it carefully and thoroughly. If you have any questions concerning the information contained in this handbook, it is important that you take responsibility for asking your supervisor.

These personnel policies have been enacted by the Township and Health District Boards to further the following goals:

1. To provide a uniform system of personnel administration throughout the Township and Health

District.

2. To ensure that recruitment, selection, placement, promotion, retention, and separation of Township and Health District employees are based upon employees' qualifications and are in compliance with Federal and State laws.
3. To develop a personnel program that will make a career in Township and Health District services attractive to persons who possess the necessary talents, ability, integrity, and dedication to public service.
4. To assist in the development of sound management practices and procedures, and to make effective and consistent use of human resources throughout the Township and Health District.
5. To promote communication among all supervisors and employees.
6. To ensure, protect and clarify the rights and responsibilities of employees.

This Handbook shall apply to all Township and Health District employees except elected officials and independent contractors. In the event of conflict between these rules with State or Federal law, the law shall prevail. In the case of employees who are subject to a separate contract of employment; if there is a conflict between the terms of the contract and the provisions contained herein, the terms of the contract shall prevail. In all other cases, these practices and procedures shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

This Handbook is not intended to be all encompassing. The Township and Health District specifically reserve the right to repeal, modify or amend these provisions at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the Township and/or Health District Boards to repeal or modify these rules. These provisions are not to be interpreted as promises of specific treatment.

The guidelines, procedures, practices, policies, and/or benefits described herein may be modified, added to, or discontinued at any time by the Township Board and/or the Health District Board. Further, from time to time the Boards may adopt, establish and implement various specific rules and/or "policies" that will affect and/or control either the employment arrangement or the general operations of the Township or the Health District. Those policies and procedures shall be separate from matters outlined in this Handbook; and may also be modified, added to, or discontinued at any time, and from time to time, by the Boards.

**\* Some of the subjects covered in this Handbook, such as the group insurance plans, are detailed in specific benefit plan documents. This Handbook is only a summary of those benefits, and the written benefit plan document is controlling. Please be aware that benefit plans may be modified,**

**added to, or discontinued at any time by the Township Board and/or the Health Board.**

Please be advised that no supervisor or representative of the Township / Health District, other than the Township Supervisor or the Health Board President have the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments. Further, any employment agreement entered into by the Township and/or Health District will not be enforceable unless the agreement is in writing and is signed by the Township Supervisor / Health Board President and the employee.

We want you to understand, however, that neither this Handbook nor any other Township / Health District document confers upon you any contractual right, either express or implied to remain in the Township or Health District's employ, nor does it guarantee any fixed terms and conditions of your employment. Your employment is at-will, which means it is not for any specific time and may be terminated at any time and for any legal reason, with or without advance notice or cause. Equally, you may resign for any reason at any time, with or without advance notice.

### **Employment At Will**

As mentioned earlier, the Township / Health District is an at-will employer. Put simply, this means that you and the Township / Health District are free to terminate this employment relationship at any time and for any reason, with or without advance notice or cause. No one at the Township / Health District can alter this relationship and you should never interpret anyone's remarks as a guarantee of continued employment.

If you decide to leave the Township / Health District, we would, however, ask as a professional courtesy that you provide two weeks' notice, although the Township / Health District reserves the right to accept your notice as an immediate resignation. This gives both of us time to make a smooth transition and continue to provide a high level of customer service.

### **Equal Employment Opportunity Statement**

It is the Township / Health District's policy to make all employment decisions without regard to race, color, religion, ancestry, national origin, citizenship status, age, sex, gender identity, sexual orientation, pregnancy, citizenship, marital status, disability, veteran's status, military status, unfavorable discharge from military service, arrest record, order of protection status, genetic information or other protected group status as defined by applicable federal, state or local laws and regulations. It is the intent of the Township/ Health District to follow both the letter and the spirit of local, state, and federal laws governing equal employment opportunity as those laws exist today and as they may change in the future.

The Township / Health District complies with the Americans with Disabilities Act, as amended, and qualified individuals with disabilities are encouraged to seek positions and promotional opportunities at the Township/Health District. The Township / Health District will provide reasonable accommodation to

disabled applicants or employees who are qualified to perform the essential functions of the job in question, except where doing so would result in undue hardship to the Township / Health District.

The Township / Health District also is committed to providing reasonable accommodations of an employee's sincere religious observances and beliefs that conflict with normal job requirements, except where doing so would result in undue hardship to the Township / Health District.

The Township/Health District is also committed to providing reasonable accommodations for pregnancy, childbirth, and common and medical conditions relating to pregnancy and/or childbirth, except when doing so would result in undue hardship to the Township/Health District.

Persons having complaints or questions relative to this policy should bring them to the attention of the Township Supervisor and/or President Board of Health.

### **Americans With Disabilities Act**

As part of its commitment to equal employment opportunity for all employees, the Township / Health District will make every effort to comply with the Americans with Disabilities Act (ADA), as amended, and the Illinois Human Rights Act (IHRA) and any other state or federal laws that protect disabled employees or applicants from job discrimination. The Township / Health District will make every effort to ensure that employees or applicants who have a temporary or permanent disability are treated without discrimination in accordance with the law.

Any employee with a disabling condition that limits his or her ability to perform the essential functions of a job is encouraged to notify the Township Supervisor and/or President Board of Health of the disabling condition as soon as it's known. Berwyn Township / Public Health District can only act on the basis of information provided by employees. The Township / Health District may ask the employee to submit a statement from a treating physician describing the nature of the disabling condition, the limitations it imposes on the employee's ability to perform essential functions of the job and the length of time the physician believes the disability will last. Please note that if the employee is requesting a long term accommodation of a disability, the Township / Health District may ask the employee to provide periodic updates from the physician certifying that the condition is still in effect.

The Township / Health District will make every effort to reasonably accommodate the employee's disability based on the information provided by the treating physician. Accommodations may vary depending on the disabled employee's job duties and skills, the needs of the business at the time of the request and the nature of the employee's disability. The Berwyn Township / Health District has the right to deny a request for accommodation if it causes a direct threat to workplace safety or poses an undue hardship.

If you have any questions about your rights under this policy, you should bring them to the Township Supervisor or President of the Board of Health who will try to answer them.

### **Genetic Information Nondiscrimination Act**

The Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members, family medical history, and requests for or receipt of genetic services by applicants, employees, or their family members. If you have any questions about your rights under this policy, you should bring them to the Township Supervisor or President of the Board of Health.

### **Immigration Law Compliance**

Federal Law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form on the first day of employment and provide proof of authorization to work in the United States within three business days of the employee's start date.

### **Policy Against Workplace Harassment**

The Township / Health District is committed to maintaining a productive work environment that is free from discriminatory, harassing, or disruptive activity. In keeping with this commitment, we will not tolerate unlawful harassment of Township / Health District employees by anyone, including any supervisor, co-worker, supplier, visitor, vendor, client, or resident of the Township.

### **Policy Against Retaliation**

The Township / Health District will not retaliate or allow retaliation against an individual for reporting in good faith a violation of any policy or for cooperating in an investigation. This, of course, means that employees also must not retaliate against any individual who has made a report of a violation of a Township / Health District policy or who has cooperated in an investigation.

Anyone who believes they have been retaliated against must immediately report this to the Township Supervisor or Health Board President. If the retaliation is directed from the Township Supervisor or Health Board President, the individual should report this to the most senior member of the Township Board or Health District Board, whichever is applicable. The Township / Health District's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the Township / Health District will keep complaints and the terms of their resolution confidential. Retaliation by anyone against anyone else for reporting violations of a Township / Health District policy or cooperating in an investigation is strictly prohibited and will result in discipline, up to and including,

immediate termination of employment.

### **Confidentiality**

As a Township or Health District employee, you deal with a variety of confidential information. All Township / Health District employees are expected to familiarize themselves with policies and procedures related to the confidentiality of certain records, and all protocols for the lawful disclosure of any public record. **No** Township information, including without limitation, documents, files, records, computer files, or similar materials, may be removed from Township / Health District premises without the specific permission of the Township Supervisor or Health Board President:

Under no circumstances will you be given permission to maintain Township / Health District's files and databases on your home computer. Additionally, no Township / Health District records or information otherwise obtained in regard to business may be disclosed to anyone, except where required for a business purpose or by Law. All such requests will be directed to the specific entity's designated Freedom of Information Officer. You will be subject to disciplinary action, up to and including termination of employment, for revealing confidential information or using confidential information for personal gain. This obligation is not limited in time to the duration of your employment, but continues even after your relationship with Township / Health District comes to an end, regardless of the reason for the termination of employment.

In the course of employment with the Township / Health District, employees may also become privy to confidential information belonging to our clients and residents. This confidential information must be treated as if it were owned by the Township / Health District and may not be disseminated to anyone during and after employment.

### **WHAT YOU NEED TO KNOW TO GET STARTED**

#### **Introductory Employment Period**

As a new employee, your first ninety (90) days will serve as an introductory period that is designed to provide you with an opportunity to demonstrate your abilities, interest, and skill in your new job. Your performance will be reviewed during this period. During this introductory period, paid time off will accrue but cannot be used.

Completion of the Introductory Period does not change the at-will status of an employee. At-will employees may be terminated at any time with or without notice or cause.

#### **Building Hours**

Our office building is currently open Monday, Wednesday & Thursday from 9:00a.m. until 5:00p.m.

**Tuesday hours are 9:00 am to 8:00 pm.**

**Friday hours are 9:00 am to 2:00 pm**

**[These hours are subject to change at any time]**

In order to maintain building security, you may be given a key, depending on your position. These keys are for your use and are not to be duplicated. If you are issued a key, you may also be provided with the alarm code. The alarm code shall not be shared with any unauthorized person. You may not use another employee's key to gain access, nor should you loan your key to anyone else for that purpose. Office keys must be returned upon termination of your employment.

**Your Schedule**

The normal office hours of the Township and the Health District are as stated in the previous section. Unless otherwise assigned; your work schedule will typically coincide with the hours that the building is open. Your work week is 38.00 hours long. Your work schedule hours may vary depending upon your job function, the needs of your particular department, or the needs of the community. Your work schedule is subject to change at any time with reasonable notice, and is further subject to the needs of your department.

**Lunch**

Non-exempt employees work 7.5 hours per day with 30 minutes of unpaid time for lunch on Monday, Wednesday, and Thursday.

If an employee works the full day on Tuesday- 9:am to 8:00 pm; then employee is granted 30 minutes of unpaid time for lunch; and 30 minutes of paid time for a dinner break later in the day.

Non-exempt employees work 10 hours on Tuesday.

Friday hours are from 9:00 a.m. until 2:00 p.m., no lunch break shall be provided.

You are expected to be at your desk and ready for work at your scheduled time each day. Any changes in your schedule must have the specific prior approval of the Township Supervisor / Health Board President. Additionally, we ask that you attend to personal business either before or after working hours or during your lunch break.

**Lactation Accommodation**

Each Employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. The Township/Health District will provide appropriate and private location for such activity. Please contact the Township Supervisor/ Health Board President for additional information regarding lactation accommodation.

**Smoke-Free Workplace**

The Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-

free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes.

We maintain a smoke-free workplace. You may not smoke anywhere in the office or in Township/Health Department vehicles. The building management has identified designated smoking areas outside of the building that you may use during your break period. In addition, the Township / Health District does not allow e-cigarettes (vaping) in any Township / Health District building, vehicle or within 15 feet of entrances, exits, windows that open or ventilation intakes.

### **Attendance/Reporting Absences**

The success and smooth operation of our Township / Health District depends to a great extent on everyone being at work on time each day. If you are absent or late in reporting for work, you place an extra burden on other members of the team. Occasionally, all of us have situations come up that cause us to be late or absent. It is critical that you contact the Township Supervisor / Health Board President by telephone (**TEXT MESSAGING IS NOT AN ACCEPTABLE FORM OF COMMUNICATION FOR THIS PURPOSE**) as soon as you know that you will not be able to work your scheduled hours; and in no event later than 7:00A.M. each day of absence; unless such notice is impossible due to emergency circumstances. Any important business that may need to be completed during your absence should be conveyed during your call.

If you fail to call in or report to work for three consecutive days, you will be deemed to have voluntarily resigned from your employment with the Township / Health District.

We each need to realize that good attendance is a condition of employment at the Township / Health District. In addition to working your scheduled days and hours, we also expect that you start and return from lunch as scheduled.

We cannot emphasize strongly enough the valuable role that you play in serving our Township / Health District residents. When you are not available, our service suffers as your co-workers attempt to pick-up your responsibilities, in addition to their own responsibilities. Obviously, excessive absenteeism and tardiness cannot be tolerated and may lead to discipline, up to and including termination.

### **Professional Appearance**

We expect every employee to present a professional image at all times whether in the office or when representing the Township / Health District elsewhere. Your attire should be appropriate to the setting and always reflect our professionalism. Good grooming and personal cleanliness are essential.

### **Solicitation and Distribution**

We limit solicitation and distribution activities in our office locations to non-work time, i.e. lunches and before or after work, and in non-work areas, i.e. breakrooms, washrooms and other areas designated for non-work purposes, because those activities take away from time that we need to spend with our clients. Non-employees are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation, distribution or similar activity on Township / Health District premises.

In accordance with the Hatch Act, it is the Township / Health District's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific Township / Health District or other political candidates.

Employees of the Township / Health District may not engage in political activities at any time on Township / Health District owned property or while on duty, or while they may be identified as an employee of the Township / Health District by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section "while on duty" includes those hours you are scheduled to work and are working for the Township / Health District.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the Township / Health District.

### **Phone Calls/Personal Cell Phones**

A large amount of our business is conducted over the telephone. It is important that calls be answered promptly and that we do not leave callers on hold for an extended period of time.

Township / Health District telephone usage for personal calls are to be kept to a minimum. While we understand that occasionally you may have a need to place a telephone call or receive a personal call

during business hours, these calls should be kept short. We want to ensure that the telephone lines are open to our clients and to other members of our staff who may be trying to relay business information.

**Employees are prohibited from using personal cell phones, tablets, blue tooth, or other associated wireless devices for personal use while on duty, except in emergencies or while taking their lunch break. Cell phones, tablets, blue tooth devices, or other associated wireless devices are to be silenced, and are not to be used during your scheduled work times.**

[NOTE: With the specific authorization of a direct supervisor, personal cell phones may be used by employees for a limited time and specific purposes only.]

### **Use of Cell Phones While Operating Any Motor Vehicle**

When conducting Township or Health District business we urge our employees adhere to all applicable laws while driving. In accordance with State Law, the Township / Health District prohibits the use of any cell phone or similar device while driving. In order to minimize the risk of any distraction or accident, the Township / Health District requires the employee driver to stop the vehicle and park in a safe location to use a cell phone or similar device. Employees are responsible for operating any vehicle in a safe manner while driving on Township / Health District business and are prohibited from engaging in text messaging, surfing the Internet, receiving or responding to email, checking for phone messages or any other unsafe activity while driving. Distracted driving is strictly prohibited. It is not the policy of either the Health District or the Berwyn Township to provide work issued cell phones to our employees.

### **HOW YOU ARE PAID**

At the Township / Health District we want to make sure that every employee is paid correctly, but we have to work together to make that a reality. Employees are responsible for making sure that any changes in name, address, telephone number, withholding, emergency contact, etc. are given to the Township / Health District in writing in a timely manner. Vacation time, compensatory time, and sick

days are to be calculated with the submission of your time sheets.

### **Employment Status**

Your position is classified as either exempt or non-exempt based on your pay and your job responsibilities. Non-exempt employees are subject to the minimum wage, overtime, and time record provisions of the Fair Labor Standards Act (FLSA) as well as state wage and hour law and regulations. All employees are required to report their time in accordance with these regulations. Exempt employees are not eligible for overtime pay. The Township / Health District may change the employment classification of any employee at any time based on the nature of his or her job assignment, responsibilities or compensation.

In addition to being classified as exempt or non-exempt, you may be full-time or part-time. Regular full-time employment means that you consistently work 38 or more hours per week in an established position. Regular part-time employees are those employees who are consistently scheduled to work less than 38 hours.

Temporary employees may work full or part-time hours for summer or short, limited periods. Temporary employees may also be students. Temporary workers employed through an employment agency are not covered by this definition.

### **Proof of Authorization to Work**

United States law requires all new hires to produce original documentation establishing their identity and right to work in the United States, and to complete an INS Form I-9 affirming they have a legal right to work in the United States. Documentation must be produced on the first day of employment. There are no exceptions to this rule.

### **Reporting Time**

All non-exempt Township / Health District employees (those eligible for overtime pay) are required to record their hours on a daily basis. All exempt employees are also required to record their vacation and sick time on a daily basis as well. Under no circumstances should non-exempt personnel perform any work that is not recorded on your time record or that would be considered "off the clock." This includes using a handheld device to respond to emails or calls during non-work hours. At the end of each pay period, you will verify the accuracy of your time record with your signature. Additionally, your supervisor will sign your time record, acknowledging its accuracy and submit your time record to the Township Supervisor or their designee. If you record time for another employee or if you fail to properly record your time, you may be subject to disciplinary action, up to and including termination of your employment.

### **Paydays**

You are paid bi-monthly. Our pay period begins on the first of the month and runs through the fifteenth day of the month. The second pay period begins on the sixteenth day of the month and continues to the last day of the month. If you need additional or specific information regarding the pay period covered, please request this during your orientation.

You are paid by check or may elect direct deposit on a regular basis. If the payday falls on a holiday, you will be paid on the next banking day.

Your check will show your gross and net pay as well as all deductions including taxes. No other deductions are made unless required or allowed by law or contract or with your written authorization. If you feel you have had improper deductions taken from your check, you should immediately report this to the Township Supervisor / Health Board President. He/she will investigate the matter promptly in an attempt to resolve the issue. You may authorize voluntary deductions in writing. Voluntary deductions include contributions to your insurance coverage or retirement benefit plans.

If you have any questions about your pay, please discuss them with the Township Supervisor / Health Board President.

### **Docking Pay**

Exempt employees receive a salary, meaning that the bi-monthly wages stay the same regardless of hours worked or the overall output of the employee or the Township / Health District. In certain circumstances, however, the Township / Health District has the right to "dock" exempt employees in one day increments. These are as follows:

- a. An employee who violates a safety rule of major significance may lose a day or more salary depending on the nature of the infraction;
- b. A disciplinary suspension of one or more full days for violation of Township / Health District written workplace conduct rules will result in a loss of pay for the days of the suspension;
- c. Employees in the first or last week of their employment are only paid for days during that work week in which they actually performed services;
- d. An employee will lose pay for a full day if he or she takes a full day off for personal reasons when that employee has exhausted all of his or her personal or other paid time off;
- e. For days taken for sickness or disability if those days are otherwise compensated under a Township sick leave or disability benefit plan.
- f. Employees taking full days off for approved FMLA leave will not be paid for such time (unless the employee is eligible to use any paid benefit time). This only applies in cases where the employer is subject to the FMLA.
- g. Employees who are absent the entire workweek or perform no work during an entire workweek will not be paid for that workweek.

Employees who disagree with the docking of pay for disciplinary or safety reasons may appeal the decision to the Township Supervisor / Health Board President, whichever is applicable.

## Overtime

Overtime is generally not authorized at the Township / Health District. If it should ever become necessary to authorize overtime, the following procedures shall be applied. Overtime must be preapproved by the Township Supervisor/ President Board of Health. Management reserves the right to adjust an employee, or group of employees, work week when necessary, to compensate for the needs of the department and the community. Prior notice will be given to the employees affected.

The Township / Health District will compensate all non-exempt employees for overtime hours through overtime pay at the rate of 1-1/2  $1\frac{1}{2}$ , times the regular hourly rate for all hours worked in excess of forty hours in a single work week. "Non-exempt" means those employees that have been determined by management to be non-exempt, as defined by the Fair Labor Standards Act.

In lieu of overtime pay as provided for in this document, a non-exempt employee may elect to be compensated in paid time off ("compensatory time"). This employee election to receive compensatory time in lieu of overtime pay shall be made with the agreement and/or understanding of management at or before the time that the work is performed. Compensatory time off shall be accrued at the rate of one and one half (1 and  $\frac{1}{2}$ ) hours off for each hour worked. A non-exempt employee who has accrued compensatory time off and who has requested the use of such time shall be permitted by the Township Supervisor or Health Board President to use such time within a reasonable period after making the request, if the use of the compensatory time does not unduly disrupt the operations of the Township / Health District. If the use of the compensatory time would unduly disrupt the operations of the department to the extent that the employee is not able to use such compensatory time off within a reasonable period, the Township Supervisor or Health Board President may require that the employee be paid for the requested time at the employee's regular hourly rate of pay.

Compensatory time off may be accrued up to a maximum of forty (40) hours. All required pay deductions shall be withheld from any payments made to any employee thereunder. Any non-exempt employee leaving the Township / Health District service shall be compensated for compensatory time accrued and unused at the final regular overtime rate received by the employee or at the rate otherwise required by law.

Notwithstanding the foregoing, employees considered exempt (as determined by management, and as defined under the FLSA) may, with the approval of management, be afforded compensatory time off on such terms and conditions as management deems appropriate. It is expressly understood that compensatory time and/or overtime are not mandatorily applicable to exempt employees under the FLSA, nor is there any requirement for accrual at the rate of 1.5 times the regular hourly rate.

If you have had time off for sick leave, vacation, or any leave of absence, those hours are not considered hours worked for purposes of calculating overtime. Any overtime must have the prior approval of your supervisor. This includes any time spent using a handheld device to respond to

emails or voicemails during non-working hours. You should not check emails or voicemails during non-working hours unless specifically directed by your supervisor. Failure to get prior approval could lead to disciplinary action up to and including termination.

\*For purposes of calculating overtime, the Township / Health District's workweek runs from {SUNDAY} at 12:00 a.m. to the following {SATURDAY} at 11:59 p.m.

### **Deferred Compensation**

The Township / Health District provides an option to any regular employee to invest a portion of his/her present earnings in various deferred compensation plans. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

Enrollment can be arranged through the Administration office and is open to any individual who has achieved regular employee status with the Township / Health District. Contributions to the program are financed solely by the employee, either through direct deposit or payroll deduction. Benefits received through this program are in addition to Social Security or retirement system benefits for which the participating employee could be eligible.

### **Direct Deposit**

The Township / Health District offers and encourages direct deposit of employee payroll checks. Enrollment and/or changes can be made by filling out a Direct Deposit Authorization Form and providing a voided check to the Finance office. The voided check must contain the bank routing and account numbers for processing. Canceling a direct deposit deduction must be done at least seven (7) working days prior to payday. Any compensation requiring a separate check will not be directly deposited.

### **Wage Garnishments**

When the Township / Health District receives a court-order to take deductions from an employee's paycheck, the employee shall be notified. The Township / Health District will comply with Illinois Law and the Federal Consumer Credit Protection Act, which places restrictions on the total amount that can be garnished from an employee's paycheck.

## **HOW WE RECOGNIZE PERFORMANCE**

### **Performance/Salary Reviews**

You will participate in a formal performance review each year. Your performance review will typically be scheduled around your anniversary date of employment each year but may occur at any time that management deems appropriate. At the time of your performance review, we will also take a look at your base salary and determine whether an adjustment should be made based on your accomplishments, abilities, the competitive environment, and the financial status of the Township / Health District. Annual increases are not automatic. If it is determined that an increase in your base salary is appropriate, that increase will go into effect with the pay period following your anniversary date.

Employees who disagree with a performance appraisal may submit a written rebuttal which will become part of the employee's employment file record.

### **Performance Management**

As in every public entity, we need and require satisfactory job performance from each employee as a condition of employment. We want to give our employees the information they need to improve performance. We need to recognize, however, that the Township / Health District reserve the right to take disciplinary action as it deems necessary. The following conduct is a non-exhaustive list of prohibited conduct. Employees who engage in prohibited conduct or violate Township /Health District policies and standards (whether written or unwritten) are subject to discipline, up to and including termination:

- Possessing firearms or other weapons on Township / Health District property; except in accordance with the CONCEALED FIREARMS IN THE WORKPLACE POLICY
- Fighting or assaulting a coworker, customer, supplier, resident, or visitor.
- Engaging in any act, which might endanger the safety of the individual or others.
- Threatening or intimidating coworkers, customers, residents, suppliers or visitors.
- Engaging in any form of sexual or other harassment or discrimination.
- Working while under the influence of alcohol or illegal drugs or narcotics or using, selling,

dispensing or possessing alcohol or illegal drugs or narcotics on Township / Health District premises.

- Disclosing of confidential or sensitive Township / Health District information, without authorization.
- Falsifying or altering any Township / Health District record or report, such as but not limited to: an application for employment, a medical record, an inspection report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records.
- Knowingly making a false charge against other employees, or knowingly supplying false information during an investigation or at any other time.
- Stealing, destroying, defacing, or misusing Township / Health District property or another employee's or customer's property.
  
- Refusing to follow Management's instructions concerning a job-related matter or insubordination.
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
- Soliciting or distributing in violation of Township / Health District policies.
- Deliberately delaying or restricting production, or inciting others to delay or restrict production.
- Leaving the Township / Health District premises during work time without permission of the supervisor.
- Using language or conducting yourself in a way that violates common decency.
- Gambling on (or with) Township / Health District property.
- Sleeping on Township / Health District paid time.
- Accepting gifts, (except those of a nominal value), or any special discounts or loans from any person or firm doing or seeking to do business with the Township / Health District.
- Playing pranks, practical jokes, or engaging in horseplay.
- Unacceptable attendance or repeated tardiness.
- Failure to treat other employees, residents, clients or visitors with courtesy or respect.
- Violation of any other Township / Health District, policy, procedure, standard or guideline (whether written or unwritten)

## **HOW WE COMMUNICATE**

### **Township E-Mail, Internet and Computer Use**

At the Township / Health District, we want a workplace where appropriate technology supports the service we provide to clients. We want the technology to be used in such a way so as to protect the reputation, confidentiality, and proprietary nature of Township / Health District information. Since e-mail, the Internet, and computers have become an integral part of business life, providing a quick, flexible, cost-effective means of communicating and working with our clients and each other, it is important that we define our expectations regarding the use of these tools.

Employees of the Township / Health District may have e-mail and Internet access as well as the use of a personal computer. These tools allow us to effectively communicate with clients as well as each other. These tools as well as our telephone, fax, copier, and mail systems are intended for business use. The personal use of any of these tools should be strictly limited. Additionally, under no circumstances should these communication tools be used in a way that could constitute harassment or discrimination.

**In every situation, the Township / Health District reserves the right to monitor your work, whether that is paperwork, computer files, work product, client files and calls, or any other output of our business. Under no circumstances should you consider anything that you put in writing or send or receive via e-mail or the Internet as private and confidential.** While no employee may intercept e-mail of other employees that is not intended for their reading, there is no private employee mail on Township / Health District-owned computers. Employer will not discipline employees for engaging in protected concerted activity.

The Township / Health District Boards may from time to time establish and implement separate POLICIES for email, internet, computer, laptop, smartphone and/or other electronic/digital information equipment usage. As an employee, you will be required to review these Policies, acknowledge receipt of same, and comply with the policies as a condition of continued employment.

### **Social Media Policy**

At the Township / Health District, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the Township / Health District may establish and implement a policy for appropriate use of social media. In conjunction with this policy,

employees are expected to also abide by the Township / Health District's other technology policies, either set forth in this Handbook or established and implemented as separate Policies. These guidelines and policies apply to all employees who work for the Township / Health District.

For purposes of clarity, this is intended to assist you in conforming your activities in social media to Township / Health District guidelines and its (and, as its employee, your) ethical, legal, and moral obligations; and to inform you about the Township / Health District's, and your, potential liabilities. Nothing is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the Illinois Public Labor Relations Act. Likewise, nothing is intended to or should be construed in a manner that unlawfully restricts an employee's rights under the federal or state Constitutions. The Township / Health District has, and always will, comply with federal and state law.

### **Guidelines & Policies**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog (such as Blogspot or Tumblr), journal or diary, personal web site (such as Facebook), social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Township / Health District. Because your use of social media can lead to personal and professional legal ramifications for you and the Township / Health District, the Township / Health District expects you to follow these guidelines with respect to any other form of electronic communication as well.

The same principles and guidelines found in other Township / Health District policies set forth in this Handbook (as well as in separate technology related policies) apply equally to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any of your conduct that adversely affects your job performance, the performance of fellow employees or elected officials or otherwise adversely affects the protection of confidential information regarding the Township / Health District, our suppliers, vendors, our residents, or our legitimate business interests may result in disciplinary action, up to and including termination of employment.

### **Retaliation is Prohibited**

The Township / Health District prohibits taking negative action against any employee for reporting a possible deviation from this Handbook or a violation of any other Policy, or for cooperating in any investigation regarding same. Any employee who retaliates against another employee for any of the foregoing will be subject to disciplinary action, up to and including termination.

### **Access to Employee Records**

The Township / Health District maintains files on each employee in compliance with the Illinois Personnel Record Review Act. These files contain documentation regarding all aspects of the employee's tenure with the Township / Health District, such as performance appraisals, disciplinary warning notices, and letters of commendation. Internal access to personnel files is limited to those employees with a legitimate business need.

You may review your employee file at any reasonable time up to two times per calendar year. To request your file, we ask that you talk with the Township Supervisor / President of the Board of Health.

If you would like copies of documents from your employee records you may designate the items to be copied. Employees will be charged for such copies in accordance with state law.

To ensure that your file is up-to-date at all times, notify your supervisor of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, your emergency contacts, and so forth. An employee's failure to comply could lead to lost and delayed benefit information.

### **Employment References**

Requests for credit references and employment verifications are handled only by the Township Supervisor / President of the Board of Health. Generally, the Township / Health District will verify the individual's employment dates, position and pay. If you receive a request for a reference regarding a current or former employee or official, you must direct it to the Township Supervisor / President of the Board of Health. Do not provide to outsiders any information regarding the Township / Health District employees, former employees, or elected officials, unless specifically authorized to do so by the Township Supervisor / President of the Board of Health.

## **SAFETY AND SECURITY**

The Township / Health District is committed to providing and maintaining a safe and secure work environment. We must all be alert to possible safety hazards and security issues and work to eliminate them through either our own actions or by working with our supervisor. If you have any concerns, please be sure to let your supervisor know immediately. Your safety and security are important.

### **Protecting Township and/or Health District Assets**

The Township / Health District has a variety of assets including physical property and proprietary information. We are all jointly responsible for the security of these assets. Therefore, we must follow established security procedures and be alert to situations that might result in the loss, misuse, or theft of Township / Health District property.

### **Drug/Alcohol Abuse**

The Township / Health District is committed to providing a safe, productive, and healthy workplace. While we have no intention of intruding into the private lives of our employees, we expect all employees to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The influence of drugs and alcohol on employees during working hours is inconsistent with this objective. Compliance with a drug-free and alcohol-free work place policy is a condition of employment. Violation of any such policies will cause disciplinary action, up to and including termination of employment:

## **PROTECTING YOU AND YOUR FAMILY**

### **Benefits**

Group Health insurance is currently available to all full-time employees and their dependents. If you work 37.5 hours or more per week you may participate in these benefits after 90 days of employment. These benefits include:

Single coverage is provided as a member of Berwyn Township / Public Health District's small group health insurance. An employee may purchase coverage for their dependents. The employee is responsible for the additional cost incurred between single coverage and the cost for their dependents.

In addition to Township / Health District's insurance plans, several other benefits are described in this section:

- Holidays
- Vacation
- Sick Leave
- Leaves of absence
- IMRF Pension Plan
- NCPERS-Voluntary Additional Insurance (payroll withdrawal)
- ING Deferred Compensation

Eligible employees are covered by Workers Compensation Insurance Plan, Unemployment Compensation Insurance Plan, and the Social Security Program.

The information provided in this handbook is only a very brief summary of the benefits available under these plans. The plan document and certificate booklet for the particular benefit is your source for specific information and is controlling in the event that there is a discrepancy between the plan document and the summary descriptions provided in this Handbook...

**As noted throughout this Handbook, this Handbook is not intended to be all encompassing. The Township and Health District specifically reserve the right to repeal, modify or amend the provisions at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the Township and/or Health District Boards to repeal or modify these guidelines. These provisions are not to be interpreted as promises of specific treatment. More specifically, any benefits outlined and**

**described in summary in this Section of the handbook may be modified, added to, or discontinued at any time by the Township Board and/or the Health District Board.**

## **Vacation**

We believe that time off is important in helping to maintain balance in our work lives and in providing the kinds of breaks that increase creativity and productivity. We encourage you to use your earned vacation benefits. Employees accrue vacation under the following schedule:

VACATION TIME DOES NOT CARRY OVER TO THE NEXT YEAR, except in unusual circumstances, and only with prior supervisor approval. ALL vacation time must be requested and approved two weeks PRIOR to the requested time off. Vacation time cannot be used in greater than two-week increments.

**Less than one year of employment-** vacation may only be taken with the approval of the Township Supervisor

President of the Board of Health.

One year but less than two years of employment - one week of paid vacation will be granted annually. Additional vacation may only be taken with the approval of the Township Supervisor / President of the Board of Health. Additional vacation time will be unpaid.

**Two years of employment but less than five years of employment** - two weeks of paid vacation time will be granted annually.

**Five years of employment but less than fifteen years of employment** - three weeks of paid vacation time will be granted annually.

**Fifteen years of employment or more** - four weeks of paid vacation time will be granted annually.

**\*Part Time Employees:** Vacation time will be granted to Part time employees based on the same measure of seniority outlined above. Vacation will be paid based on the average part time work week of that employee; i.e. an employee working a 20 hour work will after one year of service be granted one week of paid vacation equal to 20 hours of pay.

You will begin accruing this vacation on your first day of employment. Unused vacation days from one calendar year may only be carried over in unusual circumstances and then only with the approval of your supervisor.

In order to provide the best possible customer service, it is important that you schedule your time off as far in advance as possible. If individuals wish to take the same period of time off, the employee

with the longer service will normally be given preference. While we will try to honor individual choices, it may be necessary due to the needs of the business to re-arrange vacation schedules or to not allow a specific vacation request.

Vacation time is paid at your regular, straight-time rate of pay. Vacation hours are not included in the calculation of overtime. If you terminate your employment with the Township/ Health District, you will be paid for any accrued, but unused paid time off in accordance with Illinois law.

### **Holidays**

The Township / Health District offices are generally closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

[NOTE: The foregoing holiday schedule is subject to change annually by the action of the Town Board of Trustees and/or the Board of Health.]

If you are a full-time employee and have completed at least 90 days of employment, you are eligible for holiday pay at your regular, straight-time hourly rate. In order to receive pay for the holiday, you must work your scheduled workday before and after the holiday, unless your absence has been specifically approved by your supervisor. Holiday pay is not included as time worked for purposes of calculating overtime. Holiday pay is not given to employees who are on an approved leave of absence.

### **Sick Time**

You are an important part of the Township / Health District. Our client service suffers when you are not at work. We do, however, recognize that we all get sick and may miss work. Each full-time employee is eligible for up to twelve days (90 hours) of paid sick time each calendar year to cover short-term, incidental illnesses, injuries or medical appointments that arise for you or your immediate family. Immediate family is defined as:

- 1) Spouse;
- 2) Sons and daughters;
- 3) Parents, step-parent;
- 4) Brothers and sisters;
- 5) Grandparents and grandchildren;
- 6) Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 listed above.

You earn one day (7.5 hours) of sick time for each month of service completed, again, up to a maximum of twelve days per year. New employees are eligible to take paid sick time after the successful completion of their introductory period of employment, but you begin to accrue sick time with your first day of employment.

**You may only take sick days in full or half-day increments.** Sick days are not included as time worked for the purposes of calculating overtime.

Unused sick days may NOT be carried over from one year to the next. **Sick days are NOT paid at the time of termination of employment.**

You must contact the Township Supervisor / President of the Board of Health verbally via telephone each day that you are absent. Please refer to the section on Reporting Absence for information on properly reporting an absence. In addition, your supervisor may request a doctor's statement at any time during a period of illness. If you are absent for three or more consecutive workdays due to illness, you are required to provide a written doctor's statement in order to return to work.

### **Bereavement Policy**

In the unfortunate event of a death in your immediate family, you will be paid at your regular rate of pay for a maximum of three scheduled workdays. For purposes of this policy, "immediate family" is defined as above, under the topic of "sick time." You may use personal or sick days upon the death of a family member other than immediate family as mentioned earlier.

Eligible employees (as that term is defined in Section 101(2) of the federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq.) are also entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a child; (b) make arrangements necessitated by the death of a child; or (c) grieve the death of a child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

Bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee is required to provide the Township with at least 48 hours' advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable. The Township may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

**An employee who is entitled to take paid or unpaid leave may elect to substitute any period of paid leave for an equivalent period of unpaid bereavement leave.** The Township prohibits retaliation against any employee who exercises his or her rights under this policy, opposes any practice that the employee believes to be in violation of this policy, or supports the exercise of rights of another under this policy.

### **Jury Duty**

We encourage you to perform your civic duty. If you are called for jury service, we will pay you the difference between your pay for jury duty and your regular salary during the days you are called and required to perform jury service. Mileage and any other travel expenses will not be included in the calculation of pay differential.

If you are summoned, you should let your supervisor know immediately and provide a copy of your summons. At the time of service, have your jury duty service verified by the appropriate court authority. Submit this verification, along with your jury duty pay to your supervisor to assure continuation of your salary.

### **Blood and Organ Donation Leave**

An employee may use up to one hour, or more if authorized by his/her supervisor, to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. A participating employee may use this leave only after obtaining written approval from the Township / Health District.

The Township / Health District adheres to all Federal and Illinois laws related to blood and organ donations.

### **Leaves of Absence**

All full-time employees who do not meet the requirements under the Family and Medical Leave Act may be granted an unpaid leave of absence after twelve months of continuous employment. All requests for leave will be reviewed and must be approved by management. If a leave period extends over 30 days the employee may lose the right to reinstatement. The Township / Health District cannot guarantee that the same position (or any position) will be available for the employee upon return from leave. You will be required to use sick/personal days and vacation pay concurrently during your leave. You will not accrue vacation and sick/personal days while on a leave of absence. There is no guarantee of reinstatement to the same job upon return. Your benefits will cease after 30 days. COBRA will be offered if you do not return to work.

### **Family Medical Leave Act**

This Handbook incorporates rights and obligations guaranteed, or otherwise provided for by State & Federal law. These include but are not limited to the Family and Medical Leave Act (FMLA), The Illinois Family Military Leave Act (IFMLA) and the Victims Economic Security and Safety Act (YESSA). Nothing within this Handbook, or any other policies implemented by the Township / Health District will abridge or limit any rights conferred upon eligible employees by these state and federal statutes.

### **School Visitation**

Employees with at least six (6) consecutive months of employment and who, on average, work at least 18.75 hours each week are allowed up to eight (8) hours per school year to attend school conferences or classroom activities for their children if these events cannot be rescheduled during non-work hours. No more than four (4) hours may be taken in any one day.

### **Voting Time**

The Township / Health District encourages all employees to exercise their right to vote in local, state and federal elections and primaries. Voting polls are generally open during hours that allow you time to vote without interfering with your normal work hours. However, if your working hours begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls, you will be granted up to two (2) paid hours off in order to vote (or as otherwise required by applicable state law). You must notify your supervisor of your intention to take time off to vote at least one (1) day prior to the day of the election. Proof of voting will be required if time off is granted.

### **Civil Unions**

Effective June 1, 2011, the Religious Freedom Protection and Civil Union Act (the "Civil Union Law") Provide that both same sex and opposite sex couples who enter into a civil union will have all of the obligations, protections, and rights that are afforded under Illinois law to married heterosexual couples.

As used in the Civil Union Law, a "civil union" means (a) a legal relationship between two persons, of either the same or opposite sex, as to which the county clerk has issued a license and certificate of civil union, or (b) a marriage between persons of the same sex, a civil union, or a substantially similar legal relationship other than common law marriage, legally entered into in another jurisdiction.

An employee who desires the protections of the Civil Union Law must provide to Human Resources a copy of the state or county issued certificate of the civil union. Once such certificate is provided to Human Resources, the Township / Health District will provide health and welfare benefits to employees, their civil union spouses, and their families, that are identical to such benefits offered to married couple and their families, if the applicable insurance contract is written in the State of Illinois. Likewise, ANY married couple, (whether same sex or opposite sex) formally married under Illinois law, who desire health and welfare benefits for their spouse, shall provide Human Resources with a state or county issued certificate of marriage.

Any coverage provided to the civil union spouse and/or dependent(s) will not be taxable for Illinois state income tax purposes, but may be taxable under federal tax laws if the covered individual does not qualify as either a qualifying child or qualifying relative. Accordingly, please obtain from Human Resources and complete an affidavit to indicate the tax status of each such individual. If this information is not provided, the covered civil union spouse and/or dependent(s) will have imputed income for the coverages provided.

A civil union spouse may not be eligible for continuation coverage under the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), but may be eligible for continued medical coverage under Illinois' continuation law, if otherwise eligible. The dependents of a civil union spouse may be eligible for continuation coverage under COBRA and Illinois' continuation law, if otherwise eligible.

### **THE TOWNSHIP/HEALTH DISTRICT**

Occasionally and for a variety of reasons, our employment relationship may terminate. While the Township / Health District is an at-will employer, as a professional courtesy, we request (but do not require) that you provide the customary two weeks' notice to allow us to transfer your responsibilities and projects in a way that allows us to continue to provide a high level of customer service. Additionally, we request (but do not require) that you put your resignation in writing to the Township Supervisor or President of the Board of Health, whichever is applicable.

We want to remind you that when you leave the Township / Health District for any reason you are bound by the terms and conditions of the Confidentiality Policy. You may not disclose or use confidential information for any purpose. Additionally, programs that you created or information that you developed while at the Township / Health District remains the property of the Township / Health District after you leave.

## **Types of Separation**

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of turnover on all concerned parties.

- A. **Service Retirement:** is a voluntary separation after having satisfied the age and length of employment requirements of IMRF.
- B. **Disability Retirement:** is a voluntary separation necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. A request for disability retirement is initiated by receipt of a written request from the employee to his/her supervisor indicating the date of separation. Supporting documentation shall include a ruling by the Industrial Board verifying the disability and approving the retirement, and any other documentation required by the Township or Health District.
- C. **Employee-Initiated Resignation:** is a voluntary separation given by the worker for any reason other than retirement. As a professional courtesy, the Township / Health District requests (but does not require) two weeks' notice before the person's actual last day of work. Supervisors are requested (but not required) to provide four weeks' notice in order to provide sufficient time to make departmental specific plans during the vacancy and provide for a smooth transition in departmental leadership. The Township / Health District reserves the right to waive the requested notice, thus accepting the resignation, effective immediately.
- D. **Discharge:** is an involuntary termination of an employee which is initiated by the Township / Health District.
- E. **Reduction in Force (RIF) or Layoff:** is the discharge of an employee(s) by the Township / Health District for lack of work, lack of funds, other working condition changes or restructuring as determined by the Administration. The Township / Health District will normally consider departmental service requirements, qualifications, skill and ability, past performance, seniority, and any other relevant factors in determining layoffs. The Township / Health District shall provide employees with at least two (2) weeks advance notification prior to layoff.  
  
Employees (who have completed at least 90 days of employment, and) who are laid off pursuant to the above paragraph, shall be placed on a recall list for a maximum period of one year following the date of layoff.
- F. **Recall:** If an employee is qualified for an open position in another Township / Health District Department that is not being affected by the downsizing, the employee may be considered for transfer provided the employee possesses the minimum qualifications for the position and maintained a satisfactory performance history prior to the layoff. In applying this provision, if multiple employees are affected, and where qualifications, experience and performance are equal, longevity shall govern.

Laid off workers must provide the Township / Health District their current contact information and inform the Township Supervisor's or Health Board President's office of any changes. In the event the Township / Health District is unable to contact a laid off employee within seven (7) calendar days, the employee's opportunity for recall shall terminate. Employees will not have an opportunity for recall after continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, their employment will be terminated and any further opportunity for recall shall cease.

### **Exit Interview**

To the extent possible, the Township Supervisor or Health Board President, whichever is applicable, will conduct an exit interview with separated employee on the employee's last day of work. Terminating employees are expected to return uniforms, specific department issuances or other Township / Health District issued property.

### **Final Pay and Benefit Issues**

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in accordance with this Handbook and/or any other Township / Health District policies and applicable employment laws will be paid in the pay period on which the separation date falls. Benefits accrue through the final pay period.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Federal law (COBRA) gives employees and their qualified beneficiaries the opportunity to continue their existing health insurance coverage under the Company's health plan for a period of time after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are termination of employment (whether by layoff, discharge, or even death); a substantial reduction in an employee's hours; an extended non-FMLA leave of absence; or legal separation or divorce of the employee and his/her spouse.

When the Township / Health District becomes aware of a qualifying event, the Township / Health District will notify the employee of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events which are applicable in order to continue coverage. To continue coverage, the employee (or beneficiary) must elect to exercise their COBRA rights in a timely manner, in accordance with the law, and must pay the total premiums required for coverage (including their own share and the Township / Health District's share) and any administrative fee; if applicable.

Upon request, the Township / Health District will also provide a written notice to cover family members which describes their separate rights under COBRA (such as the rights of a divorced spouse to continue coverage by payment of applicable premiums). It is very important to keep the Township / Health District advised of all contact information so that notices may be sent and received in a timely

manner.

### **Unemployment Compensation**

The Township / Health District is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Security Office.

### **Retirement Benefits**

Pension Application: Employees are generally included in the Illinois Municipal Retirement Fund (IMRF). Detailed information concerning pension funds can be obtained from the Township Supervisor / President of the Board of Health, on the IMRF website, or by contacting IMRF directly.

Accumulated Benefit Payments: retiring personnel are eligible for payment of accumulated but unused vacation time. Payment for accumulated leave will be based on the amount of benefits accrued at the time of retirement. To be considered as retiring, the employee must apply for a pension.

Retiring employees may be eligible to continue to participate in the Township / Health District's medical insurance program, although they will be required to pay the full premium cost.

## **ADDITIONAL POLICIES ADOPTED & INCORPORATED INTO THIS EMPLOYEE HANDBOOK**

The following Ordinances or stand-alone policies have been adopted and may be amended from time to time by the respective Boards. As an employee, you will be required to review them, acknowledge receipt of same, and comply with each of them as a condition of continued employment.

### **Listing of Stand-alone policies/ ordinances adopted**

- CONCEALED FIREARMS IN THE WORKPLACE POLICY [Adopted 11/6/2014 as Policy # 14-01]
- DISCIPLINE POLICY. [Adopted 11/6/2014 as Policy # 14-02]
- POLICY AGAINST DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT. [Adopted 11/6/2014 as Policy # 14-03]
- DRUG & ALCOHOL USE / ABUSE POLICY. [Adopted 11/6/2014 - Policy # 14-04]
- CONFLICT OF INTEREST POLICY. [Adopted 11/6/2014 -Policy # 14-05]
- FAMILY AND MEDICAL LEAVE ACT AND MILITARY LEAVE (FMLA) POLICY [Adopted 11/6/2014- Policy # 14-06]
- INTERNET / E-MAIL POLICY [Adopted 11/6/2014 -Policy # 14-07]
- SAFETY POLICY [Adopted 11/6/2014- Policy # 14-08]
- VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY. [Adopted 11/6/2014 -Policy # 14-09]
- **AUTHORIZED DRIVERS AND MOTOR VEHICLE RECORD (MVR) CHECK POLICY [Adopted 3/14/2016 un-numbered]**
- **POLICY AGAINST BULLYING [Adopted 3/14/2016- un-numbered]**
- POLICY AGAINST WORKPLACE VIOLENCE [Adopted 3/14/2016- un-numbered]
- **SCHOOL VISITATION LEAVE POLICY. [Adopted 3/14/2016 un-numbered]**
- **WAGE AND SALARY POLICY [Adopted 3/14/2016 - un-numbered]**
- STAFF LAPTOP COMPUTER POLICY [Adopted 5/12/2014 - un-numbered]
- POLICY REGARDING INTERNAL CONTROLS-[Adopted 3/14/2016 - un-numbered]
- GIFT BAN ORDINANCE [Adopted 05/10/2004]

**BOARD ADOPTION & REVIEW PAGE**

This handbook was originally adopted by the Town Board of Trustees and the Berwyn Board of Health on 10/9/2014.

Additional Stand-alone policies were adopted on 2/8/2016. This handbook has been reviewed and updated to reflect changes in law, compensation/ benefits, hours or clarification of wording. The Stand-alone policies are listed on the following page and are incorporated into and made a part of this handbook.

Adopted by the Berwyn Township Board, Berwyn Township Assessor, and the Berwyn Public Health District Board on this \_\_\_\_ day of \_\_\_\_\_, 2018 by:

\_\_\_\_\_  
Township Supervisor/ President Board of Health

\_\_\_\_\_  
Township Assessor/  
Treasurer Board of Health

\_\_\_\_\_  
Township Clerk/ Secretary Board of Health

Berwyn Township Trustees:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Handbook Receipt**

I have received a copy of the Berwyn Township / Berwyn Public Health District Employee Handbook and have read and understand its contents. I understand that the Township / Health District is an at-will employer and as such, employment with the Township and/or Health District is not for a fixed term or definite period, and may be terminated at the will of either party for any reason or no reason at any time, without notice.

In addition, I understand that this Handbook states Township / Health District guidelines, standards, policies and practices in effect on the date of publication. I understand that nothing contained in this Handbook may be construed as creating a promise of future benefits or a binding contract with the Township / Health District for benefits or for any other purpose. I also understand that this Handbook (as well as other separate policies that may be established and implemented by the Township / Health District) are regularly evaluated and may be amended, modified, or terminated at any time, with or without notice.

Please sign and date this receipt and return it to your supervisor immediately.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name:

\_\_\_\_\_

(Please Print)

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

**CHECK ALL THAT APPLY:**     HEALTH DISTRICT EMPLOYEE     TOWNSHIP EMPLOYEE

ASSESSOR'S OFFICE EMPLOYEE     GENERAL ASSISTANCE OFFICE EMPLOYEE

EMPLOYMENT STATUS:     EXEMPT EMPLOYEE     NON- EXEMPT EMPLOYEE

**Handbook Annual Employee Review**

I have reviewed a copy of the Berwyn Township / Berwyn Public Health District Employee Handbook and have read and understand its contents. I understand that the Township / Health District is an at-will employer and as such employment with the Township and/or Health District is not for a fixed term or definite period, and may be terminated at the will of either party for any reason or no reason at any time, without notice.

Employee Name:

\_\_\_\_\_

(Please Print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

<b>TITLE</b>	Holiday Lights Installation RFP
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	David J. Avila, Health District President

### SUMMARY

### ATTACHMENTS

- Holiday Lights Installation RFP

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



TOWNSHIP OF BERWYN  
PUBLIC HEALTH DISTRICT  
*"A Tradition of Service"*



## Request for Proposals (RFP) Holiday Light Installation

RFP Issue Date: **November 13, 2025**

Proposal Due Date: **November 21, 2025**

Location: **6600 W. 26<sup>th</sup> Street, Berwyn IL 60402 (Building and Lesak park)**

### 1. Purpose

Berwyn Township & Public Health District is seeking proposals from qualified vendors for the installation, maintenance, and removal of holiday lights at our facilities and Lesak Park. The goal is to create a festive, safe, and visually appealing holiday display for the community using existing lights provided by the customer.

### 2. Scope of Work

The selected vendor will be responsible for:

#### 1. Inspection and Testing:

- Inspect all customer-provided lights prior to installation.
- Test lights to ensure they are in proper working condition and safe for use.

#### 2. Installation:

- Install tested lights around the building perimeter and front bushes.
- Install lights around trees at Lesak Park.
- Ensure all lights are securely installed and meet safety standards.

#### 3. Maintenance:

- Inspect and maintain the lights throughout the display period to ensure proper function.
- Replace or repair any lights that fail during the display (using customer-provided replacements if available).

#### 4. Removal:

- Safely remove all lights and associated materials after the holiday season.
- Ensure the site is returned to its original condition.

### 3. Proposal Requirements

Proposals should include the following:

- Company profile and relevant experience in holiday light installation.
- Detailed plan for inspection, testing, installation, maintenance, and removal.
- Safety protocols for handling and installing customer-provided lights.
- Proposed schedule for installation and removal.

- Itemized cost estimate, including labor and any additional fees (excluding lights).
- References from previous clients.

#### 4. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications of the vendor.
- Ability to safely handle and test customer-provided lights.
- Quality and creativity of installation plan.
- Cost effectiveness.
- Ability to meet project timeline.

#### 5. Timeline

- RFP Issued: November 13, 2025
- Proposals Due: November 21, 2025
- Anticipated Vendor Selection: November 21, 2025
- Installation Period: November 22 – November 24, 2025
- Removal Period: January 7, 2026 – January 10, 2026

#### 6. Submission Instructions or Questions regarding this RFP

Please submit proposals electronically to:

**Contact:** Jessica Aquino Rodriguez

**Email:** [manager@berwyntownship.org](mailto:manager@berwyntownship.org)

**Subject Line:** Holiday Light Installation RFP

#### 7. Additional Notes

- All installations must comply with applicable safety codes and standards.
- Vendor is responsible for all equipment, insurance, and personnel.
- Vendor must test all customer-provided lights prior to installation to ensure safety.
- Berwyn Township & Public Health District reserves the right to accept or reject any proposal and is not obligated to award a contract.



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-E**

<b>TITLE</b>	Know Your Rights Workshop
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Health Board Secretary

### SUMMARY

### ATTACHMENTS

- Know Your Right Workshop Flyer

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT



Jacqueline Pereda  
*Public Health Board President*

*A Tradition of Service*  
David J. Avila  
*Mayor - Public Health Board President*

Leticia Garcia  
*Public Health Board Secretary*

November 12, 2025

The Honorable Robert J. Lovero  
Members of the City Council

RE: *Know Your Rights / Whistle Kit Workshop – Informational*

**Township Clerk Garcia**, in partnership with the Berwyn Health District, will be hosting a **Know Your Rights / Whistle Kit Workshop** on **Saturday, November 29, 2025**, from **2:00 p.m. to 4:00 p.m.** at the **Local Flower Stand Café, 6814 Windsor Avenue, Berwyn, IL, 60402.**

This event will provide community members with valuable information and resources to remain informed and prepared considering recent Federal Immigration Enforcement operations in the area. It will also be the first in a series of upcoming community-focused events.

Please register for the event with the **City Clerk's Office** by calling **(708) 749-6451**.

Kind Regards,

A handwritten signature in cursive script that reads "Leticia Garcia".

**Leticia Garcia**  
Township Clerk



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*A Tradition of Service*



**Jacqueline Pereda**

*Township Assessor | Health Board Treasure*

**David J. Avila**

*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

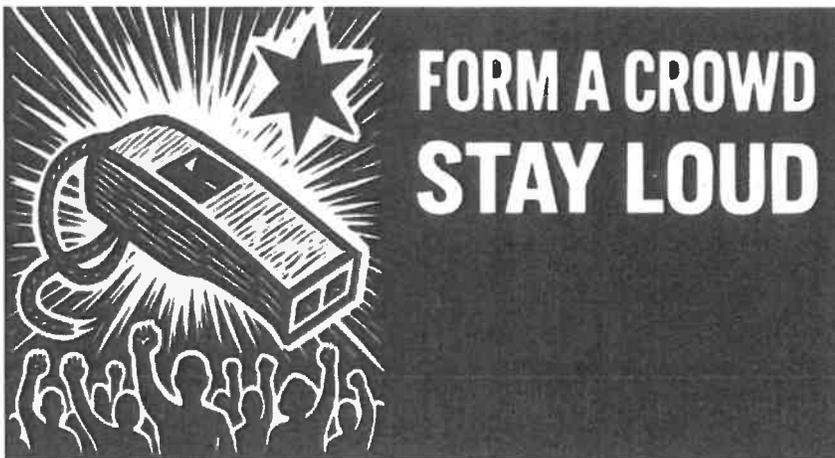
*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulema Ortiz*

**NOVEMBER 29, 2025**

***Know Your Rights/Whistle Kit Workshop***

**Local Flower Stand Cafe, 6814 Windsor Avenue, Berwyn, IL, 60402  
2-4PM**

**Register with the City Clerks Office by calling 708-749-6451**



**MORE DATES TO COME**

6600 W. 26<sup>th</sup> Street  
Berwyn IL. 60402

[www.berwintownship.org](http://www.berwintownship.org)

Main (708)788-6600  
Fax (708)788-0432



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-F**

<b>TITLE</b>	2026 Mental Health Awareness Workshop
<b>MEETING DATE</b>	November 13, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Health Board Secretary

### SUMMARY

### ATTACHMENTS

- 2026 Mental Health Awareness Workshop letter

### ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
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# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT



Jacqueline Pereda  
*Township Health Board President*

*A Tradition of Service*  
David J. Avila  
*Town Supervisor Health Board President*

Leticia Garcia  
*Township Health Board Secretary*

November 12, 2025

The Honorable Robert J. Lovero  
Members of the City Council

RE: *2026 Mental Health Awareness Workshops – Informational*

**Township Clerk Leticia Garcia**, in partnership with the Berwyn Health District, will be hosting a series of **Mental Health Awareness Workshops** throughout **2026**.

These workshops will provide community members with valuable information and resources to support mental wellness, particularly in response to the challenges posed by recent **Federal Immigration Enforcement operations** and ongoing **food access disparities** in the community.

This initiative marks the beginning of a broader effort to promote health, safety, and resilience among Berwyn residents.

**More information regarding specific dates, times, and locations will be made available in the coming weeks.**

Kind Regards,

A handwritten signature in cursive script that reads "Leticia Garcia".

**Leticia Garcia**  
Township Clerk

**THE CITY OF BERWYN**

**LETICIA GARCIA  
CITY CLERK**



**2026**

**MENTAL HEALTH  
AWARENESS  
WORKSHOPS**