



# HEALTH DISTRICT BOARD MEETING PACKET

June 8, 2026

**NOTICE:** In accordance with the Illinois Open Meetings Act, notice is hereby given that the Board will hold a public meeting at the date, time, and location below. The purpose of this meeting is to conduct the regular business of the Board and to consider items listed on the posted agenda. This notice and agenda are posted in accordance with statutory requirements.

**Public Comments / Open Forum:**

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

|  |  |          |  |
|--|--|----------|--|
|  <b>BERWYN TOWNSHIP<br/>PUBLIC HEALTH DISTRICT<br/>HEALTH BOARD</b> | <input checked="" type="checkbox"/> REGULAR MEETING<br><input type="checkbox"/> SPECIAL MEETING<br><input type="checkbox"/> COMMITTEE OF THE<br>WHOLE/WORKSHOP | DATE     | Monday, June 8, 2026                                       |
|  |  | TIME     | <b>4:00 PM</b>   |
|  |  | LOCATION | 6600 W. 26 <sup>th</sup> St., 1 <sup>st</sup> FL Conf. Rm. |

**AGENDA**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Budget Workshop Meeting on May 18, 2026
  - B. Regular Meeting on May 18, 2026
5. STAFF REPORT UPDATES
  - A. Clinic Activity – May 2026
  - B. Sanitation Activity – May 2026
  - C. Vital Statistics Activity – May 2026
6. APPROVAL OF BILLS PAYABLE & PAYROLL – May 2026
7. STATEMENT OF RECEIPTS & DISBURSEMENTS
8. CORRESPONDENCE
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Review & approve Memorandum of Understanding with the City of Oak Park and the Berwyn Health District regarding Health Inspections Partnership-Avila
  - B. Consideration & Discussion for a Safety Town Playground in the 2027-2028 Budget-Garcia
  - C. Review & approve Funding for Berwyn Development Corporation: Berwyn Oktoberfest-Garcia
  - D. Review & approve City of Berwyn and Berwyn Township Emergency Operations Plan (EOP)-Garcia
11. ADJOURNMENT



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

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

## SUMMARY

The Board will review and approve the minutes from the previous Board meeting(s) to ensure an accurate and official record of the meeting's proceedings and actions.

## ATTACHMENTS

- Budget Workshop on **May 18, 2026**
- Regular Meeting on **May 18, 2026**



**BERWYN PUBLIC HEALTH DISTRICT  
BUDGET WORKSHOP MEETING – MAY 18, 2026**

**Call to Order:** Board President Avila called the meeting to order at 11:30 a.m. Board President Avila, Board Secretary Garcia and Board Treasurer Pereda were present. Also in attendance were Health District Attorney Zdarsky, and Health District Accountant Eagan

**Open Forum:** Avila opened the floor for Public Comment. No one asked to be recognized. Open Forum was closed.

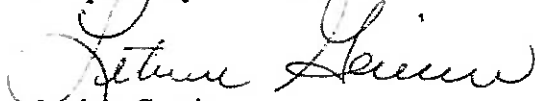
**Review of FY 25-26 Budget vs Expenditures/Discussion of FY 26-27:** Eagan was recognized and issued copies of the Tentative Budget and Appropriation Ordinance with line items that were discussed in previous budget meetings. The budget may be altered up until the Public Hearing in June. Discussion ensued around potential changes in the tentative budget, altering budget lines as they were not fully used the previous budget year.

Clerk Garcia began a discussion on the worksheet made available requesting budget accommodations for staff Township work, YMCA subsidized swim lessons, quarterly group classes, as well as the requests made from correspondence and other departments (Fire Dept. Stop the Bleed Kits, Library on feminine products, and nursing pod). Discussion ensued. Avila confirmed the Feminine Products, and the Stop the Bleed Kits are being budgeted for. Swim lessons are budgeted under Healthy Families. The Board agreed the Clerk's budget will increase to \$500.00, to accommodate for staff Township work.

**Adjournment:** With no further items for discussion, Avila made the motion, seconded by Garcia, to adjourn the Budget Workshop Meeting. The motion passed by a unanimous voice vote.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

  
Leticia Garcia  
Board Secretary



**BERWYN PUBLIC HEALTH DISTRICT**  
**Regular Meeting – May 18, 2026**

**Call to Order:** Board President Avila called the meeting to Order at 12:00 p.m. Board President Avila, Board Secretary Garcia and Board Treasurer Pereda were present. Health District Attorney Zdarsky, and Health District Accountant Eagan also attended.

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

**Open Forum:** Garcia opened the floor for Public Comment. Garcia informed the Board of the Annual Town Conference for Township Officials of Cook County on June 18, 2026, beginning at 2:30 p.m. The last day to register is May 20, 2026. Seeing as no one further addressed any comments, Garcia closed the section of Open Forum.

**Approval of Minutes:**

- A. Regular Meeting on March 9, 2026:** Avila made the motion, seconded by Pereda, to approve the regular meeting minutes on March 9, 2026. The motion passed by a unanimous voice vote.
- B. Regular Meeting on April 20, 2026:** Avila made the motion, seconded by Garcia, to approve the regular meeting minutes on April 20, 2026. The motion passed by a unanimous voice vote.
- C. Budget Workshop Meeting on April 20, 2026:** Avila made the motion, seconded by Pereda, to approve the budget workshop meeting minutes on April 20, 2026. The motion passed by a unanimous voice vote.

**Staff Report Updates – April 2026:**

- A. Clinic Activity:** Avila made the motion, seconded by Garcia, to approve the April 2026 Clinic Activity report, as submitted. The motion passed by a unanimous voice vote.
- B. Sanitation Activity:** Avila made the motion, seconded by Pereda, to approve the April 2026 Sanitation Activity report, as submitted. The motion passed by a unanimous voice vote.
- C. Vital Statistics Activity:** Avila made the motion, seconded by Garcia, to approve the April 2026 Vital Statistics Activity report, as submitted. The motion passed by a unanimous roll call vote.

**Approval of Bills Payable & Payroll – April 2026:** Avila made the motion, seconded by Pereda, to approve the disbursements for payables and payroll as submitted for \$115,454.37. The motion passed by a unanimous roll call vote.

**Statement of Receipts and Disbursements:** Eagan was recognized and commented on district expenses and reserves. Eagan stated this is the first month of the new fiscal year, property taxes collected

approximately \$316,000.00 thus far. Avila made the motion, seconded by Pereda, to file the statement of receipts and disbursements as informational. The motion passed by a unanimous voice vote.

**Correspondence:** Nothing submitted.

**Old Business:**

- A. [Deferred April 20, 2026] Consideration of establish deadline for agenda items submissions: 10:00 AM on the Thursday prior to a Monday board meeting:** Avila made the motion, seconded by Pereda, to approve the establishment of a deadline for agenda items submissions to the Supervisor by 10:00 AM on the Thursday prior to a Monday board meeting. The motion passed by a unanimous voice vote.
  
- B. [Deferred April 20, 2026] Review and Approve funding for the provision of feminine hygiene products for restroom facilities at the Berwyn Public Library, in an amount not to exceed \$2,500.00:** Garcia made the motion, seconded by Pereda, to approve funding for the provision of feminine hygiene products for restroom facilities at the Berwyn Public Library, in an amount not to exceed \$2,500.00. The motion passed by a unanimous roll call vote.
  
- C. [Deferred April 20, 2026] Consideration to participate in the Berwyn Public Library 2026 Summer Reading Challenge:** Discussion ensued regarding participation & schedule availability in the Summer Reading Challenge. Garcia made the motion, seconded by Pereda, to consider the participation in the Berwyn Public Library 2026 Summer Reading Challenge as informational. The motion passed by a unanimous voice vote.

**New Business:**

- A. Approve Tentative 2026-2027 Annual Budget and Appropriation Ordinance:** Avila made the motion, seconded by Pereda, to approve the Tentative 2026-2027 Annual Budget and Appropriation Ordinance for the purpose of posting, refer the Tentative 2026-2027 Annual Budget and Appropriation Ordinance to the Public Hearing that will be held at 3:45 PM on June 29, 2026, and authorize publication of the Public Hearing and post the Tentative Budget at the appropriate locations. The motion passed by a unanimous roll call vote.
  
- B. Review and Approve Funding for Breast Cancer Walk:** Pereda was recognized and acknowledged the Pink Divas and Gents Breast Cancer Walk. The request is for \$1,200.00 from the Berwyn Public Health District for event sponsorship. Pereda made the motion, seconded by Garcia, to approve funding for the Breast Cancer Walk. The motion passed by a unanimous roll call vote.
  
- C. Election of Officers:** Avila made the motion, seconded by Pereda, to keep the Officers in the same positions as the previous fiscal year. The motion passed by a unanimous voice vote.
  
- D. Discussion and Possible Action to call Special Board Meeting Scheduled June 29, 2026, 4:00 PM:** Avila made the motion, seconded by Pereda, to schedule the Special Board Meeting for June 29, 2026, at 4:00 PM. The motion passed by a unanimous voice vote

**AA. Discussion and Possible Action Regarding Amendments to Handbook Policy:** Avila provided the written amendments to the Handbook Policy to the Board for review. Avila made the motion, seconded by Pereda, to accept the communication as informational, approve the Resolution Amending the Berwyn Township / Berwyn Public Health District Employee Handbook, and authorize the appropriate management personnel to incorporate the changes into the Employee Handbook and written policies of the Health District. The motion passed by a unanimous voice vote.

**Adjournment:** Avila made the motion, seconded by Pereda, to adjourn the meeting at 12:30 p.m. The motion passed by a unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Leticia Garcia".

Leticia Garcia,  
Board Secretary



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

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

## SUMMARY

The Board will review the Clinic's monthly activity report. The report provides an overview of services provided, including mental health services, immunizations, and other public health activities conducted by the Clinic during the reporting period. The report is presented for informational purposes.

## ATTACHMENTS

- Nursing Report for **May 2026**

# **NURSING MONTHLY REPORT**

**May 1- May 31<sup>st</sup>, 2026**

1. Monthly report organized, prepared, and distributed at the monthly Berwyn Public Health meeting.
2. Residents of Berwyn continue to call needing to make appointments for immunizations and TB Tests.
3. The Health District continued to offer saliva PCR Tests.
4. Refrigerator and Freezer temperatures are recorded twice a day per VFC guidelines and logged into I-CARE daily. The Clinic continues to download temperature data from the temperature data logger in the vaccine room for record-keeping per VFC guidelines.
5. The clinic continues to conduct regular counts of vaccine inventory to ensure vaccine accuracy and sufficient supply to meet demand.
6. The clinic continues working on being able to provide safe sex materials at the clinic.
7. The clinic continues offering our loaner medical equipment, such as wheelchairs, walkers, and canes, to Berwyn residents. Residents can continue to obtain medical equipment for themselves and their loved ones through our program.
8. Staff met with Loyola Pediatrics to go over the upcoming wellness clinic that will start in August.
9. Advocate Bus provided three dates in June and July for school and sports physicals.
10. Dumpster days were on May 2<sup>nd</sup> and May 16<sup>th</sup>.
11. The first Girls Self-Esteem Group will be held every Thursday in May at 4:00 pm. We also have additional workshops on various topics scheduled for the coming months.
12. The clinic is continuously seeking grants to fund the Mental Health Initiative.

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

The BPHD currently maintains two active intern therapists from Dominican University who are presently providing services to residents. Due to the program's expansion, we have added two part-time therapists to meet the program's needs. We will be adding an additional therapist.

Volunteer physicians in the Mental Health Initiative Program continue to see individuals requiring antidepressant or other mental health-related medications. The clinic continues to receive inquiries about mental health services and has addressed all of them.

## Clinic Service/Deposit Tracking

### May 1<sup>st</sup>-31<sup>st</sup> Tracking

|                  |       |      |
|------------------|-------|------|
| Scheduled        | 38    |      |
| Seen             | 38    |      |
| Cancellations    | 0     |      |
| Rescheduled      | 0     |      |
| No Call/No Shows | 0     |      |
| New Patients     | 7     |      |
| VFC              | 3     |      |
| Medicaid         | 3     |      |
| Uninsured        | 0     |      |
| Underinsured     | 0     |      |
| TB Test          | 6     |      |
| TB Results       | Neg:6 | Pos: |
| Flu Shots Totals | Reg:1 | HD:  |

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

|                  |       |      |
|------------------|-------|------|
| Scheduled        | 75    |      |
| Seen             | 70    |      |
| Cancellations    | 4     |      |
| Rescheduled      | 0     |      |
| No Call/No Shows | 1     |      |
| New Patients     | 15    |      |
| VFC              | 11    |      |
| Medicaid         | 8     |      |
| Uninsured        | 3     |      |
| Underinsured     | 0     |      |
| TB Test          | 7     |      |
| TB Results       | Neg:7 | Pos: |
| Flu Shots Totals | Reg:1 | HD:  |

### May 1-31 Clinic Deposit

|               |          |
|---------------|----------|
| Total Deposit | \$200.00 |
|---------------|----------|

### Yearly Total Deposit

|               |          |
|---------------|----------|
| Total Deposit | \$340.00 |
|---------------|----------|



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

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

## SUMMARY

The Board will receive the Sanitation Department's monthly activity report. The report provides an overview of inspections, food complaints, training, special events, and environmental health and safety activities conducted by the Department for the reporting period. The report is presented for informational purposes.

## ATTACHMENTS

- Sanitation Report for **May 2026**

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

**MONTHLY RECAP**

**New Businesses**

1. Ogden Fuel and Food
2. Vinny's
3. Buffalo Wild Wings
4. Carne Seca Estilo Perras Miches

**Food Complaints**

1. Monse's Tapas Bar
2. KFC

**Trainings:**

No training to report.

**Special Events:**

No Special Events to report.

| <b>May 2026</b>                   |           |                 |    |         |       |                 |    |    |     |    |    |    |      |    |
|-----------------------------------|-----------|-----------------|----|---------|-------|-----------------|----|----|-----|----|----|----|------|----|
| Company                           | #         | Street          | Gl | Date    | Insp. | Notes           | MB | CI | VHB | HB | MR | LR | Seas | IE |
| Ogden Fuel and Food               | 7144      | Ogden Ave       |    | 5/1/26  | JV    | Follow up       | 1  |    |     |    |    | *  |      |    |
| Vinny's                           | 7005      | Roosevelt Rd    |    | 5/7/26  | JV    |                 | 1  |    |     |    |    |    |      |    |
| Buffalo Wild Wings                | 7130      | W. Cermak Rd    |    | 5/20/26 | JV    |                 | 1  |    |     | *  |    |    |      |    |
| Carne Seca Estilo Perras Miches   | 6705      | W. 26th St      |    | 5/26/26 | JV    |                 | 1  |    |     | *  |    |    |      |    |
| Monse's Tapas Bar                 | 6607      | Roosevelt Rd    |    | 5/27/26 | JV    |                 | 1  |    |     | *  |    |    |      |    |
| KFC                               | 6200      | Cermak Rd       |    | 5/13/26 | JV    |                 | 1  |    |     | *  |    |    |      |    |
| Dream Catchers Academy            | 6401      | 16th Street     | 1  | 5/28/26 | JV    | Est. perm. clsd |    |    | 1   |    |    |    |      |    |
| Childrens Center of Cicero-Berwyn | 7022      | Riverside Drive | 1  | 5/19/26 | JV    |                 |    |    | 1   |    |    |    |      |    |
| Lucky Dog                         | 7151      | 16th Street     | 1  | 5/28/26 | JV    | Est. temp. clsd |    |    |     | 1  |    |    |      |    |
| Chiquilin                         | 6735      | 26th Street     | 1  | 5/28/26 | JV    | Est. perm. clsd |    |    |     | 1  |    |    |      |    |
| Nexus at Berwyn                   | 3601      | Harlem Ave      | 1  | 5/29/26 | JV    | one time insp.  |    |    |     | 1  |    |    |      |    |
| Slice Factory                     | 6900      | Ogden Ave       | 1  | 5/26/26 | JV    |                 |    |    |     | 1  |    |    |      |    |
| Mr. Submarine                     | 7103      | Ogden Ave       | 1  | 5/8/26  | JV    |                 |    |    |     | 1  |    |    |      |    |
| D'Cache Latin Cafe                | 3244-3246 | Oak Park Ave    | 1  | 5/12/26 | JV    |                 |    |    |     | 1  |    |    |      |    |
| Beyond Catering- Buona Beef       | 6833      | Roosevelt Rd    | 1  | 5/19/26 | JV    |                 |    |    |     | 1  |    |    |      |    |
| LaVergnes Tavern                  | 6546      | Windsor Ave     | 1  | 5/13/26 | JV    |                 |    |    |     | 1  |    |    |      |    |
| Dunkin Donut/ Baskin Robbins      | 6601      | Cermak Rd       | 1  | 5/28/26 | JV    |                 |    |    |     |    | 1  |    |      |    |



## **BERWYN SHOPS**

No updates to report.

## **ENVIRONMENTAL HEALTH & SAFETY: RESIDENTIAL**

- Hoarding/Uninhabitable  
    Living Conditions: 2
- Water: 0
- Heat: 0
- Well-Being Checks: 0
- Other - Rodents/Bedbugs: 2
- Other - AC: 0
- Other - Code Violation: 1

## **RODENT ABATEMENT:**

No updated news.

## **GOALS**

### **Completed:**

1. A completion rate of 140% of the Food Establishment Inspections for May.
  - 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 June.
2. Ensure all establishments have a recent inspection done with the following criteria:
  - a. Very High Risk: Within the last 3 months
  - b. High Risk: Within the last 3 months
  - c. Medium Risk: Within the last 4 months
  - d. Low Risk: Within the last 6 months
  - e. Schools: A minimum of one time for the school year 2024-2025

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

3. By the end of the 2024-2025 Fiscal Year, to have inspected 650 establishments, including any Temporary Food Events.
4. Perfect The BEE Award, formally known as the Sheri Smith Award, to have all details ready to present to the Board.
5. Start drafting SOPs stated in the April 2023 Board Meeting.
6. BHD can obtain 25% of the prospective food vendors for 2025 Berwyn Shops.
7. Create clear guidelines and expectations for the Cottage Food Berwyn Pop-Up Vendors.

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

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8. Create a list of suggestions for BDC: what worked well, what did not, and changes for the following year regarding Berwyn Pop-Ups for Cottage Food Vendors.
9. Have a greater understanding of Cottage Food and the process in Cook County.

Prepared by:  
***Sheri A. Leto***



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

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

## SUMMARY

The Board will receive the monthly Vital Records report, which provides a summary of births and death certificates issued, fees collected, and amount owed to the State for the reporting period. The report is presented for informational purposes.

## ATTACHMENTS

- Vital Records Report for May 2026

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*Berwyn Township Public Health District · Vital Records Report*

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June 2026

Report of monies collected by the Berwyn Public Health District Vital Statistics Department for the month of **May 2026** for certified copies of Birth and Death records as follows  
(78 LESS requests than April-2026):

|   |            |
|---|------------|
| Total Amount Collected                                  | \$2,893.00 |
| Fee to the State of Illinois:                           | -\$388.00  |
| (Death Surcharge Fee 97– D.C. Requested):               |            |
| (Total Credit Charges: = Amount: \$1,753.00)            |            |
| Total Credit Card Fees: \$95.00                         |            |
| Total Credit Card Charges Deposited to Bank: \$1,658.00 |            |
| Health District Portion of Fees:                        | \$2,410.00 |

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**These figures represent fiscal year 2026/2027**

|   |             |
|---|-------------|
| Total Fees Collected (to date):             | \$6,278.69  |
| Total Credit Card Fees Collected (to date): | -\$189.69   |
| Total paid to State of Illinois (to date):  | -\$1,072.00 |
| Total Berwyn Health District (to date):     | \$5,017.00  |

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

|   |             |
|---|-------------|
| Total Fees Collected (to date):             | \$40,643.71 |
| Total Credit Card Fees Collected (to date): | -\$283.71   |
| Total paid to State of Illinois (to date):  | -\$5,096.00 |
| Total Berwyn Health District (to date):     | \$35,264.80 |

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

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

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

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

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

|   |             |
|---|-------------|
| Total Berwyn Health District (to date): | \$35,068.70 |
|---|-------------|

**These figures represent fiscal year 2021/2022**

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

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Respectfully,

*Vanessa Rosales*

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

Check is for the month of May, 2020.  
Multiply number of copies issued by \$4.00, total amount due \$ 388.00. If none issued put 0 in amount due.

Remit a check made payable to the Illinois Department of Public Health for the amount stated above along with a copy of this completed VR360 form to:

IDPH Vital Records  
Attn: DCSF/COLDF  
925 E. Ridgely Ave.  
Springfield, IL 62702

Signature of County Clerk \_\_\_\_\_ Date \_\_\_\_\_

OR

Signature of Local Registrar [Signature] Date 6/10/2020

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

MEETING DATE: JUNE 8, 2026

|                     |  |                        |   |
|---------------------|--|------------------------|---|
| <b>AGENDA ITEM</b>  | <b>6</b>   | <b>ACTION PROPOSED</b> | <input type="checkbox"/> INFORMATIONAL ONLY |
| <b>TITLE</b>        | Bills Payable and Payroll                                  |                        | <input type="checkbox"/> DISCUSS            |
| <b>SUBMITTED BY</b> | Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd. |                        | <input checked="" type="checkbox"/> REVIEW  |
|                     |  |                        | <input checked="" type="checkbox"/> APPROVE |

## SUMMARY

The Board will review and consider approval of the monthly Bills Payable and Payroll report. The report details all invoices, disbursements, and payroll expenditures for the period, ensuring transparency and proper authorization of the Health District's financial obligations. Physical invoices and receipts are available for review and audit. Approval of this report authorizes payment of the listed bills and payroll.

## ATTACHMENTS

- Public Health District Payables and Payroll

**Berwyn Public Health District**  
**Disbursements for Approval**  
**June 8, 2026**

| Item                               | Ref # | Date     | Payee                           | Description   | Account | Amount             |
|------------------------------------|-------|----------|---------------------------------|---|---------|--------------------|
| <b>INTERIM DISBURSEMENTS</b>       |       |          |                                 |   |         |                    |
| 1                                  | ACH   | 05/01/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | \$ 4.00            |
| 2                                  | ACH   | 05/01/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 6.95               |
| 3                                  | ACH   | 05/01/26 | Canva                           | mental health marketing                               | 5346.00 | 239.80             |
| 4                                  | ACH   | 05/01/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 1.00               |
| 5                                  | ACH   | 05/01/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 5.95               |
| 6                                  | ACH   | 05/01/26 | Wells Fargo                     | copier lease  | 5005.00 | 244.56             |
| 7                                  | ACH   | 05/04/26 | Google                          | mental health marketing                               | 5346.00 | 14.00              |
| 8                                  | ACH   | 05/04/26 | OTIS Elevator Company           | elevator maintenance/inspection                       | 5505.00 | 1,155.00           |
| 9                                  | ACH   | 05/07/26 | U.S. Postal Service (meter)     | vitals postage  | 5620.00 | 9.57               |
| 10                                 | ACH   | 05/08/26 | Worldpay                        | credit card processing fees                           | 5413.00 | 266.40             |
| 11                                 | ACH   | 05/08/26 | Ring Central                    | debit charge DigitalLine Unlimited                    | 5720.00 | 397.33             |
| 12                                 | ACH   | 05/08/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 4.00               |
| 13                                 | ACH   | 05/08/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 7.94               |
| 14                                 | ACH   | 05/13/26 | Indeed                          | Mental Health job post                                | 5345.00 | 120.00             |
| 15                                 | ACH   | 05/13/26 | Indeed                          | Mental Health job post                                | 5345.00 | 120.00             |
| 16                                 | ACH   | 05/13/26 | Indeed                          | Mental Health job post                                | 5345.00 | 300.67             |
| 17                                 | ACH   | 05/13/26 | Cintas                          | cleaning services/supplies                            | 5605.00 | 928.10             |
| 18                                 | ACH   | 05/15/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 7.55               |
| 19                                 | ACH   | 05/15/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 7.94               |
| 20                                 | ACH   | 05/15/26 | Adobe                           | health/mental health program                          | 5615.00 | 77.51              |
| 21                                 | ACH   | 05/18/26 | eClinicalWorks                  | EMR monthly charge for service                        | 5315.00 | 1,209.18           |
| 22                                 | ACH   | 05/18/26 | Comcast                         | monthly internet                                      | 5720.00 | 202.05             |
| 23                                 | ACH   | 05/18/26 | Mailchimp                       | text & email blast platform                           | 5615.00 | 14.00              |
| 24                                 | ACH   | 05/19/26 | Shred-it USA LLC                | sharp/needle collection                               | 5420.00 | 13.40              |
| 25                                 | ACH   | 05/21/26 | Amazon                          | mental health therapy supplies/clinic office supplies | 5615.00 | 199.52             |
| 26                                 | ACH   | 05/22/26 | La Lupita Mexican               | mental health annual meeting lunch                    | 5615.00 | 133.91             |
| 27                                 | ACH   | 05/22/26 | Stars and Stripes               | mental health yard signs                              | 5346.00 | 741.60             |
| 28                                 | ACH   | 05/26/26 | Indeed                          | mental health job post                                | 5345.00 | 501.44             |
| 29                                 | ACH   | 05/26/26 | Pitney Bowes Postedge           | postage   | 5620.00 | 100.00             |
| 30                                 | ACH   | 05/27/26 | USPS                            | Postage   | 5620.00 | 9.57               |
| 31                                 | ACH   | 05/27/26 | Mailchimp                       | text & email blast platform                           | 5615.00 | 135.00             |
| 32                                 | ACH   | 05/27/26 | Ziprecruiter                    | mental health job post                                | 5345.00 | 659.00             |
| 33                                 | ACH   | 05/27/26 | Shred-it USA LLC                | sharp/needle collection                               | 5420.00 | 885.19             |
| 34                                 | ACH   | 05/27/26 | Nicor Gas                       | 2026-05 Monthly gas                                   | 5710.00 | 392.15             |
| 35                                 | ACH   | 05/29/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 5.93               |
| 36                                 | ACH   | 05/29/26 | Dochib.com                      | Mental health program documentation                   | 5325.06 | 80.00              |
| 37                                 | ACH   | 05/29/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 7.95               |
| 38                                 | ACH   | 05/29/26 | Uber                            | uber ride for mental health patient                   | 5345.00 | 10.19              |
| <b>Total Interim Disbursements</b> |       |          |                                 |   |         | <b>\$ 9,218.35</b> |
| <b>INTERCOMPANY</b>                |       |          |                                 |   |         |                    |
| 1                                  | ACH   | 05/29/26 | Pens.com                        | Assessor's office marketing supplies                  | 1400.00 | \$ 358.31          |
| <b>Total Intercompany</b>          |       |          |                                 |   |         | <b>\$ 358.31</b>   |
| <b>DISBURSEMENTS TO VENDORS</b>    |       |          |                                 |   |         |                    |
| 1                                  | 30487 | 06/08/26 | AFS Counseling                  | Consulting on mental health program                   | 5346.00 | \$ 7,600.00        |
| 2                                  | 30492 | 06/08/26 | AM Counseling & Consulting      | Consulting for mental health program                  | 5346.00 | 130.00             |
| 3                                  | 30489 | 06/08/26 | Ann Hostetter LCSW              | Consulting for mental health program                  | 5346.00 | 7,600.00           |
| 4                                  | 30496 | 06/08/26 | City of Berwyn - Water          | monthly water   | 5710-00 | 62.01              |
| 5                                  | 30497 | 06/08/26 | Dearborn Life Insurance Company | 2026-06 insurance premiums                            | 5880.00 | 59.20              |
| 6                                  | 30488 | 06/08/26 | First Gen Counseling            | Consulting for mental health program                  | 5346.00 | 900.00             |
| 7                                  | 30499 | 06/08/26 | Grant Management USA            | Tuition zoom class                                    | 5405.00 | 625.00             |
| 8                                  | 30498 | 06/08/26 | Grant Writing USA               | Tuition-Grant Writing class                           | 5405.00 | 525.00             |
| 9                                  | 30491 | 06/08/26 | Health Lab                      | labs  | 5315.00 | 134.50             |
| 10                                 | 30495 | 06/08/26 | Humility Therapy, PLLC          | Therapy services for mental health program            | 5346.00 | 780.00             |
| 11                                 | 30494 | 06/08/26 | International Service Products  | Vital Records, birth certificate paper                | 5625.00 | 791.98             |
| 12                                 | 30486 | 06/08/26 | Johnny's Landscaping Services   | grass cutting, weed control. Split with Town          | 5505.00 | 540.00             |
| 13                                 | TBD   | 06/08/26 | Johnson Controls                | service call  | 5505.00 | 2,368.40           |
| 14                                 | 30484 | 06/08/26 | Lawrence Zdarsky                | 2026-06 Legal Services                                | 5143.00 | 1,594.00           |
| 15                                 | TBD   | 06/08/26 | Pink Divas & Gents              | Annual Breast Cancer 5k Walk/Run 6.27.26              | 5325.00 | 1,200.00           |
| 16                                 | 30493 | 06/08/26 | Robert Baumer                   | snow/shovel/salt services, split 50/50 health & town  | 5530.00 | 387.50             |
| 17a                                | TBD   | 06/08/26 | Selden Fox, Ltd.                | 2026-06 Accounting + add'l 2026-05 price increase     | 5105.00 | 2,785.00           |
| 17b                                | TBD   | 06/08/26 | Selden Fox, Ltd.                | 2026-06 Software + add'l 2026-05 price increase       | 5106.00 | 355.00             |
| 18                                 | 30485 | 06/08/26 | TechPro, Inc.                   | phone hosting   | 5720.00 | 324.00             |

**Berwyn Public Health District**  
**Disbursements for Approval**  
**June 8, 2026**

| <u>Item</u>  | <u>Ref #</u> | <u>Date</u> | <u>Payee</u>             | <u>Description</u>                | <u>Account</u> | <u>Amount</u>        |
|--|--------------|-------------|--------------------------|-----------------------------------|----------------|----------------------|
| 19   | 30490        | 06/08/26    | Vision Service Plan      | 2026-06 insurance premiums        | 5880.00        | 150.18               |
| <b>Total Disbursements to Vendors</b>                            |              |             |                          |                                   |                | <b>\$ 28,911.77</b>  |
| <b>PAYROLL CHECKS &amp; WITHHOLDINGS SUMMARY</b>                 |              |             |                          |                                   |                |                      |
| 1  | EFT          | 05/15/26    | Gross Payroll            | Gross payroll - 4/26/26 - 5/10/26 | various        | \$ 22,163.11         |
| 2  | EFT          | 05/15/26    | Payroll withholdings     | Payroll taxes - 4/26/26 - 5/10/26 | various        | 1,840.91             |
| 3  | EFT          | 05/15/26    | Independent Contractor   | 4/11/26-4/25/26                   | 5510.00        | 81.32                |
| 4  | EFT          | 05/15/26    | Employer IMRF Obligation | IMRF match - 4/26/26 - 5/10/26    | 5835.00        | 64.00                |
| 5  | Board checks | 05/18/26    | Board checks             | Gross board payroll - May         | various        | 11,512.03            |
| 6  | EFT          | 05/29/26    | Gross Payroll            | Gross payroll 5/11/26 - 5/25/26   | various        | 24,859.09            |
| 7  | EFT          | 05/29/26    | Payroll withholdings     | Payroll taxes - 5/11/26 - 5/25/26 | various        | 2,954.36             |
| 8  | EFT          | 05/29/26    | Independent Contractor   | 5/11/26-5/25/26                   | 5510.00        | 76.00                |
| 9  | EFT          | 05/29/26    | Employer IMRF Obligation | IMRF match -5/11/26 - 5/25/26     | 5835.00        | 107.32               |
| <b>Total Payroll &amp; Withholding Disbursements</b>             |              |             |                          |                                   |                | <b>\$ 63,658.14</b>  |
| <b>Total Disbursements for Approval</b>                          |              |             |                          |                                   |                | <b>\$ 102,146.57</b> |
| <b>Reconciled Cash Balance at 5/31/26-Byline Bank checking</b>   |              |             |                          |                                   |                | <b>\$ 1,059.13</b>   |
| <b>Reconciled Cash Balance at 5/31/26-Republic Bank checking</b> |              |             |                          |                                   |                | <b>326,078.25</b>    |
| <b>Reconciled Cash Balance at 5/31/26-Republic Bank sweep</b>    |              |             |                          |                                   |                | <b>63,954.44</b>     |
| <b>Total</b>   |              |             |                          |                                   |                | <b>\$ 391,091.82</b> |

CERTIFICATE

June 8, 2026  
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that we have this 8th day of June 2026 examined and approved the foregoing claims or charges against Berwyn Public Health District Fund and that we hereby approve said claims or charges and direct the Chairman to pay the same aforesaid vouchers and payroll consisting of 2 pages.

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Chairman

CERTIFICATE

I, the undersigned, Secretary of Berwyn Public Health District, Cook County, Illinois, certify and state as follows:

that the Board of the Berwyn Public Health District examined, reviewed, approved and directed the payment of the foregoing accounts on this 8th day of June 2026 and that the foregoing amounts are due to the organizations or persons stated above.

\_\_\_\_\_ Secretary

Countersigned

\_\_\_\_\_ Chairman



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

|                     |  |                        |  |
|---------------------|--|------------------------|--|
| <b>AGENDA ITEM</b>  | <b>7</b>   | <b>ACTION PROPOSED</b> | <input checked="" type="checkbox"/> INFORMATIONAL ONLY |
| <b>TITLE</b>        | Statement of Receipts & Disbursements                      |                        | <input type="checkbox"/> DISCUSS                       |
| <b>SUBMITTED BY</b> | Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd. |                        | <input type="checkbox"/> REVIEW                        |
|                     |  |                        | <input type="checkbox"/> APPROVE                       |

## SUMMARY

The Board will review the monthly *Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis*. The report summarizes revenues received, expenditures paid, and changes in net assets for the fiscal year to date, providing an overview of the Health District’s financial activity. The report is presented for informational purposes.

## ATTACHMENTS

- Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period **May 1, 2026 through May 31, 2026**

# 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, 2026 through May 31, 2026 of **Berwyn Public Health District**. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on this financial statement.

This financial statement is prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the entity's, revenues, expenditures, and changes in net assets. Accordingly, this financial statement is not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statement. This information is the representation of management of **Berwyn Public Health District**. The information was subject to our compilation engagement, however, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Berwyn Public Health District.

*Selden Fox, Ltd.*

June 3, 2026

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

|   | Apr - May<br>2026 | Tentative Budget  | Remaining<br>Budget | % of Budget   |
|---|-------------------|-------------------|---------------------|---------------|
| <b>Income</b>                                 |                   |                   |                     |               |
| 4000.00 Real Estate Taxes                     |                   | -                 | -                   |               |
| 4100.00 Property Tax                          | \$ 315,565.44     | \$ 790,000.00     | \$ (474,434.56)     | 39.94%        |
| 4200.00 Replacement Tax                       | 2,286.95          | 30,000.00         | (27,713.05)         | 7.62%         |
| 4300.00 Grant Income                          | -                 | 24,000.00         | (24,000.00)         | 0.00%         |
| 4400.01 Fees, Rents and Others                |                   |                   | -                   |               |
| 4400.00 Rental income                         | -                 | 76,440.00         | (76,440.00)         | 0.00%         |
| 4410.00 Vital Record Income                   | 6,127.19          | 32,500.00         | (26,372.81)         | 18.85%        |
| 4450.00 Clinic Fees & Income                  | 150.00            | 1,000.00          | (850.00)            | 15.00%        |
| <b>Total 4400.01 Fees, Rents and Others</b>   | <b>6,277.19</b>   | <b>109,940.00</b> | <b>(103,662.81)</b> | <b>5.71%</b>  |
| 4440.00 Miscellaneous Income                  | 100.80            | 3,500.00          | (3,399.20)          | 2.88%         |
| 4600.00 Investment Income                     | 679.71            | 10,000.00         | (9,320.29)          | 6.80%         |
| <b>Total Income</b>                           | <b>324,910.09</b> | <b>967,440.00</b> | <b>(642,529.91)</b> | <b>33.58%</b> |
| <b>Gross Profit</b>                           | <b>324,910.09</b> | <b>967,440.00</b> | <b>(642,529.91)</b> | <b>33.58%</b> |
| <b>Expenses</b>                               |                   |                   |                     |               |
| 5000.00 Capital Outlay                        |                   |                   | -                   |               |
| 5005.00 Medical & Office Equipment            | 5,555.87          | 150,000.00        | (144,444.13)        | 3.70%         |
| 5006.00 Roof and Building Improvements        | 15,028.08         | 50,000.00         | (34,971.92)         | 30.06%        |
| 5007.00 Park Improvements and Equipment       | -                 | 10,000.00         | (10,000.00)         | 0.00%         |
| 5010.00 Parking Lot Improvements              | -                 | 7,500.00          | (7,500.00)          | 0.00%         |
| <b>Total 5000.00 Capital Outlay</b>           | <b>20,583.95</b>  | <b>217,500.00</b> | <b>(196,916.05)</b> | <b>9.46%</b>  |
| 5100.00 Contractual Services                  |                   |                   | -                   |               |
| 5105.00 Accounting/Bookkeeping                | 4,425.00          | 27,600.00         | (23,175.00)         | 16.03%        |
| 5106.00 Payroll Processing Fees               | 275.00            | 3,600.00          | (3,325.00)          | 7.64%         |
| 5115.00 Annual Audit                          | -                 | 9,500.00          | (9,500.00)          | 0.00%         |
| 5120.00 Association Dues                      | -                 | 2,250.00          | (2,250.00)          | 0.00%         |
| 5135.00 Gen Liab, Work Comp, Prop Ins         | -                 | 22,500.00         | (22,500.00)         | 0.00%         |
| 5140.00 Legal Expense                         | -                 | 7,500.00          | (7,500.00)          | 0.00%         |
| 5143.00 Health District Attorney              | 3,188.00          | 21,950.00         | (18,762.00)         | 14.52%        |
| 5144.00 IT Services                           | 9,378.00          | 10,000.00         | (622.00)            | 93.78%        |
| 5150.00 Website Services                      | 2,400.00          | 5,000.00          | (2,600.00)          | 48.00%        |
| 5160.00 Rodent Abatement Agreement            | -                 | 40,000.00         | (40,000.00)         | 0.00%         |
| 5170.00 Grant Consultants                     | -                 | 46,000.00         | (46,000.00)         | 0.00%         |
| 5185.00 Contractual Services - Vision/Hearing | 972.00            | 6,000.00          | (5,028.00)          | 16.20%        |
| 5190.00 Contractual Services - Dental         | -                 | 15,000.00         | (15,000.00)         | 0.00%         |
| 5195.00 Contractual Services - Pediatri       | -                 | 20,000.00         | (20,000.00)         | 0.00%         |
| <b>Total 5100.00 Contractual Services</b>     | <b>20,638.00</b>  | <b>236,900.00</b> | <b>(216,262.00)</b> | <b>8.71%</b>  |

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

|  | Apr - May<br>2026 | Tentative Budget  | Remaining<br>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                              | 2,649.72          | 10,000.00         | (7,350.28)          | 26.50%        |
| 5320.00 Spec. Program - Flu                  | 207.11            | 19,000.00         | (18,792.89)         | 1.09%         |
| 5325.00 Spec. Programs - Other               | 51.12             | 40,000.00         | (39,948.88)         | 0.13%         |
| 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                        | -                 | 12,000.00         | (12,000.00)         | 0.00%         |
| 5325.06 Marketing and Promotion              | 160.00            | 5,000.00          | (4,840.00)          | 3.20%         |
| 5326.00 Spec. Programs - Intergov            | -                 | 20,000.00         | (20,000.00)         | 0.00%         |
| 5328.00 Special Programs-Emergency Prep      | -                 | 5,000.00          | (5,000.00)          | 0.00%         |
| 5332.00 Special Prg. - Eyes for Educati      | -                 | 8,500.00          | (8,500.00)          | 0.00%         |
| 5334.00 Special Prg.-Health Grants           | -                 | 50,000.00         | (50,000.00)         | 0.00%         |
| 5336.00 Health Families                      | -                 | 100,000.00        | (100,000.00)        | 0.00%         |
| 5337.00 Infrastructure Initiatives           | -                 | 371,000.00        | (371,000.00)        | 0.00%         |
| 5340.00 Participatory Budget                 | -                 | -                 | -                   |               |
| 5345.00 Mental Health Voucher Program        | 2,221.21          | 50,000.00         | (47,778.79)         | 4.44%         |
| 5346 New Programs and Initiatives            | 41,548.38         | 200,000.00        | (158,451.62)        | 20.77%        |
| <b>Total 5300.00 Health Programs</b>         | <b>46,837.54</b>  | <b>904,000.00</b> | <b>(857,162.46)</b> | <b>5.18%</b>  |
| <b>5400.00 Other Expenditures</b>            |                   |                   | -                   |               |
| 5405.00 Conference/Education Expenses        | 322.09            | 6,500.00          | (6,177.91)          | 4.96%         |
| 5410.00 Contingencies                        | -                 | 5,000.00          | (5,000.00)          | 0.00%         |
| 5413.00 Transaction Processing Fees          | 900.39            | 6,500.00          | (5,599.61)          | 13.85%        |
| 5420.00 Medical Waste Disposal               | 3,463.52          | 13,000.00         | (9,536.48)          | 26.64%        |
| 5425.00 Official's Bonds                     | 3,500.00          | 4,000.00          | (500.00)            | 87.50%        |
| 5430.00 Death Surcharge Fee                  | 548.00            | 7,500.00          | (6,952.00)          | 7.31%         |
| <b>Total 5400.00 Other Expenditures</b>      | <b>8,734.00</b>   | <b>42,500.00</b>  | <b>(33,766.00)</b>  | <b>20.55%</b> |
| <b>5500.00 Repairs and Maintenance</b>       |                   |                   | -                   |               |
| 5505.00 Building Maintenance                 | 7,684.47          | 25,000.00         | (17,315.53)         | 30.74%        |
| 5510.00 Janitorial Service                   | 380.57            | 5,000.00          | (4,619.43)          | 7.61%         |
| 5515.00 Equipment Maintenance Agreement      | 210.79            | 7,500.00          | (7,289.21)          | 2.81%         |
| 5530.00 Snow Removal                         | -                 | 3,500.00          | (3,500.00)          | 0.00%         |
| <b>Total 5500.00 Repairs and Maintenance</b> | <b>8,275.83</b>   | <b>41,000.00</b>  | <b>(32,724.17)</b>  | <b>20.18%</b> |
| <b>5600.00 Supplies and Materials</b>        |                   |                   | -                   |               |
| 5605.00 Janitorial Supplies                  | 1,820.42          | 12,500.00         | (10,679.58)         | 14.56%        |
| 5610.00 Medical Supplies                     | 255.60            | 7,500.00          | (7,244.40)          | 3.41%         |

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

|   | Apr - May<br>2026      | Tentative Budget         | Remaining<br>Budget    | % of Budget   |
|---|------------------------|--------------------------|------------------------|---------------|
| 5615.00 Office Supplies and Expense         | 1,315.80               | 17,500.00                | (16,184.20)            | 7.52%         |
| 5620.00 Postage and Meter Rental            | 301.04                 | 4,000.00                 | (3,698.96)             | 7.53%         |
| 5625.00 Printing and Publication            | -                      | 7,500.00                 | (7,500.00)             | 0.00%         |
| <b>Total 5600.00 Supplies and Materials</b> | <b>3,692.86</b>        | <b>49,000.00</b>         | <b>(45,307.14)</b>     | <b>7.54%</b>  |
| 5700.00 Utilities                           |                        |                          | -                      |               |
| 5710.00 Heat, Light and Water               | 1,125.26               | 4,000.00                 | (2,874.74)             | 28.13%        |
| 5720.00 Telephone                           | 1,618.77               | 10,000.00                | (8,381.23)             | 16.19%        |
| <b>Total 5700.00 Utilities</b>              | <b>2,744.03</b>        | <b>14,000.00</b>         | <b>(11,255.97)</b>     | <b>19.60%</b> |
| 5800.00 Payroll Expenses                    |                        |                          | -                      |               |
| 5815.00 Chairman                            | 7,516.66               | 46,000.00                | (38,483.34)            | 16.34%        |
| 5816.00 Secretary                           | 5,924.30               | 37,500.00                | (31,575.70)            | 15.80%        |
| 5817.00 Treasurer                           | 5,924.30               | 37,500.00                | (31,575.70)            | 15.80%        |
| 5820.00 Clerks                              | 23,809.39              | 165,000.00               | (141,190.61)           | 14.43%        |
| 5829.0 Interns                              | 4,808.00               | 45,000.00                | (40,192.00)            | 10.68%        |
| 5830.00 Health Director                     | 3,495.20               | 25,000.00                | (21,504.80)            | 13.98%        |
| 5831.00 Taxes - Employer FICA               | 6,963.77               | 42,500.00                | (35,536.23)            | 16.39%        |
| 5832.00 Taxes - Employer Medicare           | 1,628.65               | 10,000.00                | (8,371.35)             | 16.29%        |
| 5833.00 Taxes - SUTA                        | 1,079.60               | 6,000.00                 | (4,920.40)             | 17.99%        |
| 5835.00 Retirement Contribution             | 328.62                 | 15,000.00                | (14,671.38)            | 2.19%         |
| 5840.00 Inspectors                          | 10,162.65              | 112,000.00               | (101,837.35)           | 9.07%         |
| 5841.00 Environmental Health Practitioner   | 11,685.28              | 70,000.00                | (58,314.72)            | 16.69%        |
| 5845.00 Janitor                             | 4,519.19               | 30,000.00                | (25,480.81)            | 15.06%        |
| 5860.00 Public Health Nurses                | 36,966.15              | 225,000.00               | (188,033.85)           | 16.43%        |
| 5880.00 Grp Health, Vision, Dental Ins      | 13,682.73              | 65,000.00                | (51,317.27)            | 21.05%        |
| <b>Total 5800.00 Payroll Expenses</b>       | <b>138,494.49</b>      | <b>931,500.00</b>        | <b>(793,005.51)</b>    | <b>14.87%</b> |
| <b>Total Expenses</b>                       | <b>250,000.70</b>      | <b>2,436,400.00</b>      | <b>(2,186,399.30)</b>  | <b>10.26%</b> |
| <b>Net Operating Income</b>                 | <b>74,909.39</b>       | <b>(1,468,960.00)</b>    | <b>1,543,869.39</b>    | <b>-5.10%</b> |
| <b>Net Income</b>                           | <b>\$ 74,909.39</b>    | <b>\$ (1,468,960.00)</b> | <b>\$ 1,543,869.39</b> | <b>-5.10%</b> |
| <br>  |                        |                          |                        |               |
| <b>Beginning net assets</b>                 | <b>\$ 1,095,450.49</b> |                          |                        |               |
| <br>  |                        |                          |                        |               |
| <b>Ending net assets</b>                    | <b>\$ 1,170,359.88</b> |                          |                        |               |



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

|                     |  |                        |  |
|---------------------|--|------------------------|--|
| <b>AGENDA ITEM</b>  | <b>10-A</b>  | <b>ACTION PROPOSED</b> |  |
| <b>TITLE</b>        | Review & approve Memorandum of Understanding with the City of Oak Park and the Berwyn Health District regarding Health Inspections Partnership |                        | <input type="checkbox"/> INFORMATIONAL ONLY<br><input type="checkbox"/> DISCUSS<br><input checked="" type="checkbox"/> REVIEW<br><input checked="" type="checkbox"/> APPROVE |
| <b>SUBMITTED BY</b> | David J. Avila, Health Board President   |                        |  |

## SUMMARY

## ATTACHMENTS

- Provided at meeting



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

|                     |   |                        |   |
|---------------------|---|------------------------|---|
| <b>AGENDA ITEM</b>  | <b>10-B</b>   | <b>ACTION PROPOSED</b> | <input type="checkbox"/> INFORMATIONAL ONLY |
| <b>TITLE</b>        | Consideration & Discussion for a Safety Town Playground in the 2027-2028 Budget |                        | <input checked="" type="checkbox"/> DISCUSS |
| <b>SUBMITTED BY</b> | Leticia Garcia, Health Board Secretary  |                        | <input checked="" type="checkbox"/> REVIEW  |
|                     |   |                        | <input type="checkbox"/> APPROVE            |

## SUMMARY

## ATTACHMENTS

- Safety Town Playground- Health Board Secretary Garcia Letter



# 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*

May 28, 2026

**RE: 2027-2028 Budget  
Safety Town Playground**

Dear Health Board Members:

As part of our ongoing commitment to community safety and youth education, I'd like to create a Children's Safety Park through a partnership with the City of Berwyn, the Berwyn Police Department, the Berwyn Fire Department and the Berwyn Park District. I'd like to begin discussions, partnerships, and location logistics this year (2026), and introduce it in our annual budget in 2027.

A Children's Safety Park, similar to Safety Town programs implemented in communities throughout Illinois, would provide children with hands-on safety education in an interactive environment. Programs often include pedestrian and traffic safety, fire prevention, bicycle safety, stranger awareness, and emergency preparedness, while also strengthening relationships between youth, first responders, and the community.

The Health District would explore the opportunity to partner with the City of Berwyn, the Berwyn Police Department, the Berwyn Fire Department and Berwyn Park District to develop a Children's Safety Park and educational programming that promotes child safety, community engagement, and real-world learning experiences for Berwyn youth.

Best,

**Leticia Garcia**  
Board Secretary



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

|              |   |                 |   |
|--------------|---|-----------------|---|
| AGENDA ITEM  | <b>10-C</b>   | ACTION PROPOSED | <input type="checkbox"/> INFORMATIONAL ONLY |
| TITLE        | Review & approve Funding for Berwyn Development Corporation: Berwyn Oktoberfest |                 | <input type="checkbox"/> DISCUSS            |
| SUBMITTED BY | Leticia Garcia, Health Board Secretary  |                 | <input checked="" type="checkbox"/> REVIEW  |
|              |   |                 | <input checked="" type="checkbox"/> APPROVE |

## SUMMARY

### FUNDING REQUEST FOR EVENT

Event Name: Berwyn Development Corporation: Berwyn Oktoberfest

Requesters of Funds: Leticia Garcia

Amount Requested: \$10,000.00 (both Township/Health District)

### Budget Breakdown:

- \$5,000.00 from Township for event sponsorship
- \$5,000.00 from BPHD for event sponsorship

### Justification for Funding:

- Company's logo is integrated into event banners, main stage lineup, promotional flyers, and digital marketing assets
- Physical booth space with company logo, designated area to interact directly with attendees, and distribute promotional materials
- Company is promoted via the BDC's official social media channels, the City event calendars, and dedicated email campaigns

### Event Information:

- When: Friday, September 18, 2026, from 6:00 PM to 11:00 PM, and September 19, 2026, from 12:00 PM to 11:00 PM
- Where: Depot District at Windsor and Grove Avenues

## ATTACHMENTS

- Funding for Berwyn Development Corporation: Berwyn Oktoberfest- Township Clerk Garcia Letter



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT



Jacqueline Pereda  
*Town Assessor | Health Board Treasurer*

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

Leticia Garcia  
*Town Clerk | Health Board Secretary*

June 3, 2026

## RE: FUNDING REQUEST FOR EVENT

**Event Name:** Berwyn Development Corporation: Berwyn Oktoberfest

**Requesters of Funds:** Leticia Garcia

**Amount Requested:** \$10,000.00

### Budget Breakdown:

- \$5,000.00 from Township for event sponsorship
- \$5,000.00 from BPHD for event sponsorship

### Justification for Funding:

- Company's logo is integrated into event banners, main stage lineup, promotional flyers, and digital marketing assets
- Physical booth space with company logo, designated area to interact directly with attendees, and distribute promotional materials
- Company is promoted via the BDC's official social media channels, the City event calendars, and dedicated email campaigns

### Event Information:

- **When:** Friday, September 18, 2026, from 6:00 PM to 11:00 PM, and September 19, 2026, from 12:00 PM to 11:00 PM
- **Where:** Depot District at Windsor and Grove Avenues

### Impact Assessment:

- Supports community engagement by creating safe, welcoming spaces for physical activity, social interaction, and positive entertainment
- Provides a platform to inform residents about Health District services, programs, and resources
- Strengthens connections with the community through direct interaction and event promotion

Leticia Garcia  
Board Secretary



# AGENDA ITEM SUMMARY

MEETING DATE: JUNE 8, 2026

|                     |  |                        |   |
|---------------------|--|------------------------|---|
| <b>AGENDA ITEM</b>  | <b>10-D</b>  | <b>ACTION PROPOSED</b> | <input type="checkbox"/> INFORMATIONAL ONLY |
| <b>TITLE</b>        | Review & approve City of Berwyn and Berwyn Township<br>Emergency Operations Plan (EOP) |                        | <input type="checkbox"/> DISCUSS            |
| <b>SUBMITTED BY</b> | Leticia Garcia, Health Board Secretary   |                        | <input checked="" type="checkbox"/> REVIEW  |
|                     |  |                        | <input checked="" type="checkbox"/> APPROVE |

## SUMMARY

## ATTACHMENTS

- Emergency Operations Plan (EOP)-Township Clerk Garcia Letter & Berwyn Fire Department Correspondence



# 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 Margaritas | Zulema Ortiz*

June 1, 2026

**RE: City/Township Emergency Operations Plan (EOP)**

Dear Health Board Members:

Attached is a communication from Scott Waszak, Division Chief of Safety and Emergency Management for the Berwyn Fire Department, regarding the approval of the Township Emergency Operations Plan (EOP).

Once approved by the Health District, the plan will be sent to the Cook County Emergency Management Agency and the Illinois Emergency Management Agency for acceptance.

Best,

Leticia Garcia  
Board Secretary



# BERWYN FIRE DEPARTMENT

6700 W. 26th Street Berwyn, IL 60402-0701  
708-484-1644



Mayor Robert J. Lovero

James Michalek  
Fire Chief

Brian Madden  
Deputy Chief of Operations

Robert Pilch  
Deputy Chief of Administration

The City of Berwyn participates in emergency preparedness as required by Chapter 240 of the Code of Ordinances. As part of this preparedness, the City maintains the Emergency Operations Plan (EOP) to act as a guide to managing large scale emergency events.

The **Basic Plan** describes the structure and processes comprising of the City approach to domestic incident management designed to integrate the efforts and resources of Local, County, State and Federal governments. In addition, the plan also addresses private-sector, and nongovernmental organizations. The Basic Plan includes planning assumptions, roles, and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

The purpose of this emergency response plan is to save lives, minimize injuries, protect personal property, preserve functioning municipal government, and maintain and support economic activities. This plan takes an "all hazards" approach to emergencies and focuses on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological, or civil. Specific actions are described in the Concept of Operations and are outlined in functional annexes and hazard specific annexes developed for each operational department of City government.

It is imperative that the plan is reassessed periodically and adapted to current needs and threats. Per the plan itself, this reassessment occurs biennially. The Township and the Health District both play vital roles in managing a large-scale emergency, and as such, are named in the City's EOP as a partner. As such, I am asking that the Health District Board and the Township Board vote to maintain the statutory line of succession, as well as, adopt the EOP as presented.

Once passed, the Plan will be sent to the Cook County Emergency Management Agency and the Illinois Emergency Management Agency for recognition and acceptance. This fulfills the City's obligation under state statute and allows for disaster declarations and assistance from these agencies before, during, and after an emergency. These steps will streamline the process of getting help when the City needs it most.

**Recommended Action:** Adopt the updated Emergency Operation Plan as presented.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott Waszak".

Scott Waszak  
Division Chief of Safety and Emergency Management

**FOREWORD SECTION**

**BERWYN TOWNSHIP / HEALTH DISTRICT  
COOK COUNTY, ILLINOIS**

**RESOLUTION  
NUMBER**

**A RESOLUTION AUTHORIZING THE LINES OF  
SUCCESSION FOR HEALTH DISTRICT SUPERVISOR**

**WHEREAS**, in the event that the Health District Supervisor is unavailable, the powers of the office shall be exercised, and duties shall be discharged by his/her designated emergency interim successor in the order specified.

**WHEREAS** the emergency interim successor shall exercise the powers and discharge the duties of the office until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the office, or his deputy, or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5 ILCS 275/1 *et. seq.*, and the Berwyn Health District Board of Trustees,

**NOW, THEREFORE, BE IT RESOLVED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF BERWYN HEALTH DISTRICT, COOK COUNTY, ILLINOIS, THE LINE OF SUCCESSION FOR THE EXECUTIVE BRANCH OF GOVERNMENT IS AS FOLLOWS:**

ADOPTED BY THE BERWYN HEALTH DISTRICT BOARD OF TRUSTEES of Berwyn Health District, Cook County, Illinois on June 8, 2026 by the following roll call vote:

|         | <u>YES.</u> | <u>NO</u> | <u>ABSENT</u> |
|---------|-------------|-----------|---------------|
| _____   |             |           |               |
| Trustee | _____       | _____     | _____         |
| Trustee | _____       | _____     | _____         |
| Trustee | _____       | _____     | _____         |
| TOTAL   |             |           |               |

Township Supervisor Attest:

City/Township Clerk

**FOREWORD SECTION**

**Berwyn Township / Health District**

If any section, provision, or clause of this plan shall be invalid, the invalidity shall not affect any other section, provision or clause of this plan.

All regulations and/or parts of regulations, or ordinances directly conflicting with this EOP shall be repealed.

This Emergency Operation Plan (EOP) shall be in full force and effect from the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_  
Township Supervisor, Berwyn Township / Health District

Township Attorney:  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Berwyn Township Clerk

**Berwyn Township SEAL**