



BERWYN PUBLIC HEALTH DISTRICT
REGULAR MEETING MINUTES of April 9, 2018

1. President Pechous called the meeting to order at 4:10 pm. Pechous, Avila and Paul answered present on the Call of the Roll.
2. The Pledge of Allegiance was recited.
3. **Open Forum** was announced. No one approached and the open forum was declared closed.
4. **Approval of Minutes:** Pechous made a motion, seconded by Avila to approve the Minutes for the March 12th Regular Meeting, Minutes for the March 12th Budget Committee meeting and the Minutes for the March 26th Joint Farmers Market Meeting. The motion passed by a voice vote.
5. **Medical, Nursing & Sanitation Reports:**
 - A) Pechous presented the report from Dr. Wainer. The reports was marked Informational by Order of the Chair.
 - B) Pechous advised the Board that preparations are being made for the Well Woman event scheduled for May 10, 2018. The oral report was marked Informational by Order of the Chair.
6. **Bills Payable and Payroll:** Pechous made a motion, seconded by Paul, to include three invoices received from JP Computer Services, Inc. from 2/28/18, 3/30/18 for various work in the payables and authorized payment. The motion passed by a unanimous Call of the Roll. Avila asked that the cost of a "hot spot" for the building be put into the 2018-2019 budget. Thereafter, Pechous made a motion, seconded by Paul, to approve the remaining payables and payroll in the amount of \$\$77,465.00. The motion passed by a unanimous Call of the Roll. The Certificate Authorizing Payment was signed and made a part of the record.
7. **Statement of Receipts and Disbursements – March, 2018:** The monthly communication from Selden Fox, Ltd was marked as informational by Order of the Chair.
8. **Vital Statistics Report – March, 2018:** Pechous made the motion, seconded by Avila, to accept the report as submitted and place the money in the proper funds. The motion passed unanimously on the call of the roll.
9. **Old Business**
 - A) **Receipt for Filing – Budgetary Transfers:** Paul presented the proof of filing from the Cook County Clerk's office. The matter was marked Informational by Order of the Chair.
 - B) **Budget & Appropriation Ordinance – Tentative Schedule:** Discussion ensued regarding the work remaining on the budget. Pechous made the motion, seconded by Avila, to authorize the posting of a tentative appropriation ordinance. The motion passed by a voice vote. Thereafter, the Board determined that the next Budget Committee meeting shall be held on May 14, 2018 at 3:00 p.m. and that a Public Hearing on the Proposed Budget and Appropriation Ordinance will be held on June 11, 2018 at 3:45 p.m.
 - C) **Farmers Market Update:**
 1. Pechous advised of the progress being made toward the 2018 market season. Some purchases have had to be made prior to finalization of the budget. Pechous made a motion, seconded by Paul, to authorize the payment of necessary market expenses not to exceed \$3,000 prior to the passage of the budget. The motion passed by a unanimous Call of the Roll.
 2. Pechous apprised the board that approximate wages to be paid current staff for the 13 markets scheduled this season will come to \$5,100.00. The report was marked informational by Order of the Chair.

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- D) **Water Fountain Update:** Pechous advised that the two new water fountains from Sullivan's Plumbing and Heating will cost of \$4,000.00 each because we will be installing ADA compliant fountains. Installation should be complete by the end of May, 2018. The matter was marked Informational by Order of the Chair.
- E) **API Report – Determination of Next Steps:** The report from API Architects was reviewed. Thereafter, Paul made the motion, seconded by Pechous, to direct API to move forward with the work described in scenario #3 of their report and go forward with the bid process. The motion was approved with Paul and Pechous voting Aye and Avila voting Present.

10. **Correspondence:**

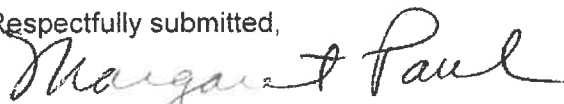
- The members reviewed an email dated April 9, 2018 received from District 100 School Superintendent Mary Havis regarding participation in the proposed Children & Family Wellness Program by district schools. Ms. Havis alerted the Board that a change in circumstances requires the closure of schools on Saturdays. Use of Freedom School for the program would require the Health District to pay their custodian \$200.00 per day to be present during use of the school for the program. Further, participation by the schools would require School Board approval.
- Paul presented an email she received about participating in the PAV YMCA Healthy Kids Day event scheduled for April 21, 2018. Paul volunteered to staff a table at the event for the Health District.

11. **New Business:**

- A) **Treasurer's Financial Statement:** This item is deferred to the May meeting.
- B) **Ethics Statement:** This item was marked informational by Order of the Chair.
- C) **Children and Family Wellness Resolution:** Avila presented his Resolution. The accompanying document entitled The Berwyn Public Health District Children and Family Wellness Program (agenda item 11 – D) was also introduced. Ms. Lisa Arteaga was present and would be working on the program through Dominican University. Discussion ensued. The program in its outline will be bilingual. Ten sessions will be conducted by a graduate student from Dominican University. The program, as it becomes designed, will allow other graduate students studying Nutrition to intern in subsequent programs. Discussion ensued. Avila made the motion, seconded by Paul, that further discussion be deferred to the May meeting. The motion passed by a voice vote.
- D) **Children and Family Wellness Program Request:** This item was brought forward and discussed in 11 – D above and was incorporated in the Motion to Defer.

12. **Adjournment:** Upon motion by Pechous, seconded by Paul, the meeting was adjourned at 5:06 p.m. by unanimous voice vote.

Respectfully submitted,


Margaret Paul, Secretary
Berwyn Township Health District