BERWYN PUBLIC HEALTH DISTRICT

Minutes of the Regular Meeting Held April 8, 2020

1. President Pechous called the meeting to order at 4:30 p.m. On the call of the roll, Pres. Pechous, Treas. Avila, and Secretary Paul answered present. Attorney Zdarsky was present. Accountant Egan participated remotely. (Secretary’s Note: The delay in the start of the meeting was due to attempts to comply with Gov. J.B. Pritzker’s Executive Order No. 5, sec. 6 allowing board members to participate remotely. Sec. Paul established a Zoom meeting. The members encountered technical issues. Pres. Pechous delayed the start of the meeting to allow time for Treasurer Avila to attend the meeting in person.)

2. The attendees recited the Pledge of Allegiance.

3. Open Forum: No one had any comments. Open Forum was closed

4. Approval of Minutes:

4-A, 4-B, 4-C: Pres. Pechous made the motion, seconded by Treas. Avila to approve as submitted the Minutes of the Budget Committee of March 9, 2020, Minutes of the Public Hearing held March 9, 2020, and Minutes of the Regular Meeting of March 9, 2020. The motion carried by a unanimous voice vote.

4-D: A question arose concerning the accuracy of the Minutes of the Special Meeting held on March 16, 2020. Discussion ensued. Thereafter, Pres. Pechous made the motion, seconded by Sec. Paul, to approve the Minutes as submitted. The motion carried by a unanimous voice vote.

5. Medical, Nursing and Sanitation Reports – Mar. 2020:
5-A: Sec. Paul raised questions about items listed in the report. Discussion ensued. Thereafter, Sec. Paul made the motion, seconded by Treas. Avila, to accept the report as submitted with staff to check the accuracy of the total number of inspections completed by the Sanitation Department for the fiscal year. The motion carried by a unanimous voice vote.
5-B: Pres. Pechous gave an oral report and advised that she postponed the Well Woman event due to the Covid-19 pandemic and the Governor’s Ex. Order to shelter in place.

6. Bills Payable and Payroll – April 2020: Sec. Paul asked what listed expenditures could be classified as Covid-19 supply purchases. Discussion ensued identifying those items on the Disbursement report. Sec. Paul asked Mr. Eagan whether the board needed a separate budget line to identify Covid-19 expenses for budget purposes. Mr. Eagan provided guidance. Pres. Pechous requested authorization to issue payment for the Sound InSight Inc. invoice #18-022 not listed with the disbursements. Discussion ensued. Thereafter, Sec. Paul made the motion, seconded by Pres. Pechous, to approve disbursements listed through April 8, 2020 of $125,970.73 as submitted and authorize payment of Invoice #18-022 to Sound InSight Inc. for $903.00. The motion carried by a unanimous roll call vote.

7. Statement of Receipts and Disbursements – March 2020: Pres. Pechous recognized Mr. Eagan. He commented on his report. The report was marked informational by Order of the Chair.
8. **Vital Statistics Report for April 2020:** Pres. Pechous made the motion, seconded by Sec. Paul, to approve the report as submitted and place the receipts in the proper funds. The motion carried by a unanimous call of the roll.

9. **Old Business:**

9-A: **Recei up for Filing of Amended Budget and Appropriation Ordinance:** Pres. Pechous thanked Sec. Paul for personally delivering and filing the Ordinance with the County Clerk on March 13th; the day the County Building was shutting down due to the Covid-19 emergency. The copy of the filed Ordinance was marked informational by Order of the Chair.

9-B: **Budget & Appropriation Ordinance FY Ending 2021:** Pres. Pechous presented a draft Ordinance. She asked the board to approve the Ordinance as a tentative draft due to time restraints. The tentative Budget and Appropriation Ordinance must be made available but may be changed prior to a final vote. Sec. Paul made the motion, seconded by Pres. Pechous, to approve the tentative Budget and Appropriation Ordinance for FY ending 2021 as presented and post for 30 days. The motion carried by a unanimous roll call vote.

9-C: **Pediatric & Dental Clinic Agreements:**

1. **Pediatric – Terminate Agreement with Children’s Clinic:** (Clerk’s Note: There were no documents submitted for review.) Pres. Pechous stated that the agreement with Children’s Clinic is not working. She stated that she would like to hire a pediatrician to work in-house to replace the clinic. The contract has ended or will end soon. Pres. Pechous stated that she has someone in mind for the position. Sec. Paul stated that that Pres. Pechous placed this on the agenda for past meetings and that she and Treas. Avila had asked that the board seek proposals from other doctors with a preference given to a Spanish-speaking applicant. Discussion ensued. Sec. Paul asked Treas. Avila if he would volunteer to draft a RFP for the position. He agreed. The board agreed to a timeline for completing and sending out the RFP with a June date. Sec. Paul then made the motion, seconded by Pechous to defer the item to the May meeting. The motion carried by a unanimous voice vote.

2. **Dental Agreement – Renew:** (Clerk’s Note: There were no documents submitted for review.) Pres. Pechous stated that the dental agreement with Children’s Clinic seemed to be working. The monthly fee is $1,500. Paul made the motion, seconded by Pechous, to renew the contract for FY ending 2021 and refer the matter to legal for drafting. The motion carried by a unanimous voice vote.

9-D: **Generator Update:** Pres. Pechous gave only an oral report on the status of the installment of the generator. The alert system has connection issues. The vendor is working on the problem. Nicor is requiring the board to install a different meter. A definitive date for completion of the work was unknown. The oral report was marked informational by Order of the Chair.

10: **Correspondence:** None submitted.
11: New Business:

11-A: Ethics Statements: Pres. Pechous reminded the board to file their Ethic Statements. She provided a copy showing that Gov. Pritzker has suspended filing the statements until he lifts his Emergency Order. The item was marked informational by Order of the Chair.

11-B: Treasurer’s Financial Statement: Pres. Pechous made the motion, seconded by Treas. Avila, to approve the financial statement as presented and direct the Secretary to publish a Notice of Availability. The motion carried by a unanimous roll call vote.

11-C: Accounting Agreement with Seldon Fox, Ltd: Pres. Pechous made the motion, seconded by Treas. Avila, to renew the contract for accounting services with Seldon Fox, Ltd for the fiscal year ending 2021 for an amount not exceeding $1,850 per month and authorize the Corporate Authorities to affix the necessary signatures. The motion carried by a unanimous roll call vote.

11-D: Covid-19 Response / Update:

1. Reaffirm Action – Emergency Declaration: Pres. Pechous made the motion, seconded by Sec. Paul, to reaffirm the Emergency Declaration signed on March 16, 2020 as effective as of March 24, 2020 that was the date the City of Berwyn signed its Emergency Declaration. The motion carried by a unanimous voice vote.

2. Reaffirm Action – Emergency Spending Authorization: Sec. Paul raised the issue that there had been no prior written Emergency Spending Authorization Resolution and that a draft of an Emergency Spending Authorization Resolution document was not provided to the board. Mr. Zdarsky left the room and returned with copies of a proposed Emergency Spending Authorization. Mr. Zdarsky commented on the provisions of the document. Discussion followed to suggest amendments to the Resolution. Sec. Paul then made the motion, seconded by Treas. Avila, to pass the Resolution entitled: Berwyn Public Health District Township of Berwyn Resolution Covid-19 Emergency Spending Authorization with the following being amended: striking “Reaffirming” from the title, entering the date March 24, 2020 in paragraph three, striking in its entirety paragraph four, in paragraph 5, section “A,” striking “ratify and confirm” and replacing with the word “resolve” and striking “that was unanimously approved by the Board at the Special Meeting of March 16, 2020” and then direct the Corporate Authorities to affix the necessary signature and send it on its way to passage. The motion carried by a unanimous roll call vote.


4. Current Status of Operation / Supplies On Hand, Anticipated Operations from now to April 30, 2020, Resumption of Operations after Gov. Order Lifted: Sec. Paul had asked that this item be added to the agenda for discussion purposes. A
brief discussion ensued. Sec. Paul made the motion, seconded by Treas. Avila, to defer this item to the May meeting. The motion carried by a unanimous voice vote.

5. Health District Operations Going Forward for Next 6 – 12 Months: Sec. Paul had asked that this item be placed on the agenda for the meeting. She made the motion, seconded by Treas. Avila, to defer this item to the May meeting. The motion carried by a unanimous voice vote.

6. HD Emergency Preparedness and What / Who / How the Next Person in Line Can Assume Duties should the Need Arise: Sec. Paul asked that this item be on the agenda for discussion. She raised the question of the succession of authority to oversee operations should the President be stricken with Covid and be unable to perform duties. She stated that according to a prior discussion, the members had agreed, at the President’s suggestion, that John Novacek should assume control due to his FEMA / NIMS training. Pres. Pechous asked the Board whether any of them had recently discussed this with Mr. Novacek. Mr. Zdarsky commented that the lines of succession were through the Township authority. The Township Code directed that should the Supervisor be unable to perform duties, then the Township Board would elect a “Deputy Supervisor” to assume the role as Supervisor until the Supervisor could return. Sec. Paul stated that a policy clearly outlining the succession of authority is needed. Sec. Paul made the motion, seconded by Treas. Avila, to defer this item to the May meeting.

11 – E: That the Berwyn Public Health District Donate $5,000 Each to the 2 Berwyn Food Pantries (St. Leonard’s and Ebenezer Church) Toward Food and Essential Supplies: Treas. Avila was recognized. He presented an oral outline of his plan to donate funds to two local food pantries. Sec. Paul asked if he would consider changing the plan to a monthly monetary donation plan so the Board would be able to consider continued need. Discussion continued regarding other food pantries that serve Berwyn residents. Pres. Pechous read a list of pantry locations that the HD refers people to when they call. There were approximately six in operation. Sec. Paul stated that the Greater Chicago Food Depository listed St. Leonard, Ebenezer and PAV YMCA. Discussion continued as to how to restrict the donation to food pantry operations. The board discussed purchasing and donating local grocery store gift certificates or local restaurant gift certificates to residents in need. Treas. Avila volunteered to contact the four Berwyn Food pantries to determine how they would like to receive their donation. Thereafter, Treas. Avila made the motion, seconded by Sec. Paul, to authorize the payment of $2,000 to both St. Leonard and Ebenezer churches and to pay $1,000 each to Greater Chicago Food Depository and PAV YMCA for April. The motion carried by an unanimous call of the roll.

11-F: Health District Inspectors / Aids and Grocery Store Visits to Offer Guidance and Safe Practices During Covid Emergency: Treas. Avila was recognized. He referenced the recent grocery store guidelines issued by the Health District and City of Berwyn for safe operation. He suggested that requiring customers entering stores to be required to wear facemasks could implement greater safeguards. Discussion ensued. Treas. Avila made a motion, seconded by Sec. Paul, to make this suggestion to the City of Berwyn Covid-19 Emergency Team. Avila and Paul – AYE, Pechous – Abstained stating the Covid-19 team should provide any suggestions or directions.
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11-G: To Purchase 5,000 KN95 or N95 Masks from Wholesaler Penny Cho for donation to the Berwyn Fire Department, MacNeal Hospital, and to Keep in Reserve: Treas. Avila was recognized. He provided information regarding the vendor. Discussion ensued. He then explained that the N95 masks were no longer available but the wholesaler could furnish “surgical” masks that the public could wear. The Board agreed that this purchase could be beneficial. Thereafter, Treas. Avila made the motion, seconded by Sec. Paul, to authorize the purchase of 15 boxes (50 per box) at a cost of $35.00 per box for an amount not to exceed $525.00 from ALO LLC. The motion carried by a unanimous roll call vote.

11-H: To Ensure the Welfare and to Safeguard the Employees that the HD Nurse Take the Temperatures of all Employees, Elected Officials, and Visitors Entering the Building. Anyone Having a Fever Will Be Asked to Leave and Seek Medical Help: Treas. Avila was recognized. He asked that the nurse implement the routine as requested. Pres. Pechous advised that the nurse was already taking staff’s temperatures. Sec. Paul asked if there were any written office/building protocols. Pres. Pechous said no. Treas. Avila withdrew his item.

11-I: Urge the General Assistance Director/Township Supervisor to Propose a Small Business Emergency Loan Program: Treas. Avila was recognized. He gave a brief oral outline of his plan. Discussion ensued. Mr. Zdarsky advised that state law prohibited using G.A. funds for this purpose. Treas. Avila withdrew his item.

12. Adjournment: Pres. Pechous made the motion, seconded by Sec. Paul, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Margaret Pahl, Secretary