

MINUTES
BERWYN PUBLIC HEALTH DISTRICT
December 11, 2017

1. President Pechous called the meeting to order at 4:00 pm. Pechous, Avila and Paul answered present on the Call of the Roll.
2. The Pledge of Allegiance was recited.
3. **Open Forum** portion of the meeting was announced. There being no speakers, the open forum was declared closed.
4. **Ratification of Action:** Pechous made the motion, seconded by Paul, to approve the ratification of action taken on November 9, 2017. The motion passed by a voice vote.
5. **Approval of Minutes:** Pechous made the motion, seconded by Paul, to approve the Minutes of the Regular Meeting of November 9, 2017 and Joint Committee Meeting of December 4, 2017. The motion passed by a voice vote.
6. **Tourniquet Training – Paul:** Pechous recognized Berwyn Police Sgt. Ricky Smith who provided information about his experience training the police force, School District 100 members, as well as other first responders in the use of tourniquets. Paul spoke about her communication to have the Health District fund additional training workshops during 2018 and the potential cost. Paul advised that this communication stemmed from Avila's original idea to provide training to Health District staff. Discussion ensued. Thereafter, Paul made a motion, seconded by Avila, to refer the matter to the January Budget Workshop. The motion carried by a voice vote.
7. **Bills Payable & Payroll – November, 2017:** Pechous motioned, second by Paul, to accept and approve the bills and payroll in the amount of \$79,382.88 as presented. The motion passed unanimously on the call of the roll. Thereafter, the members affixed their signatures to the Certificate approving payment.
8. **Statement of Receipts and Disbursements – November 30, 2017:** The communication was marked as informational by Order of the Chair.
9. **Medical, Nursing, and Sanitation Reports – November, 2017:** The communication was marked as informational by Order of the Chair.
10. **Vital Statistics Report – October, 2017:** Pechous made the motion, seconded by Paul, to accept the report as submitted and place the money in the proper funds. The motion passed by voice vote.
11. **Correspondence:** None
12. **Old business:**
 - a. **The 2017 Tax Levy:** An Ordinance titled **An Ordinance Levying Taxes for all Health District Purposes for Berwyn Public Health District, Cook County, Illinois, for the Tax Year 2017, Collectible in 2018** was submitted. Thereafter, Pechous made a motion, seconded by Paul, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto and authorize the Secretary Paul to file same. The motion carried by the following call of the roll: Yeas: Pechous and Paul. Nays: Avila.
 - b. **City of Berwyn All Hazards Emergency Plan:** A resolution titled **A Resolution Authorizing the Lines of Succession for the President of the Berwyn Township Public Health District** was submitted. Pechous recognized Health District Attorney Larry Zdarsky who reviewed same and advised how the resolution was a required part of the All Hazards Emergency Plan. Discussion ensued. Thereafter, Paul made a motion, seconded by Avila, to concur and adopt the resolution as presented. The motion passed by a unanimous call of the roll.
 - c. **Eyes for Education Update – Zdarsky:** Pechous recognized attorney Zdarsky who gave a brief oral report. The item was marked Informational by Order of the Chair.

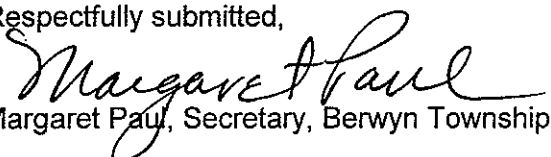
- d. **AFR Filing Update:** Secretary Paul submitted proof of filing the Annual Financial Report (AFR) with the Cook County Clerk. Thereafter, the matter was accepted as informational, by Order of the Chair.
- e. **Children & Family Wellness Program – Avila:** Avila gave a brief oral report. Thereafter, Avila made a motion, seconded by Paul to defer the item to the January meeting. The motion passed by a voice vote.
- f. **Berwyn Public Health District Building Availability Act – Avila:** Avila gave a brief oral report. Thereafter, Avila made a motion, seconded by Paul to defer the item to the January meeting and refer to the Township. The motion passed by a voice vote.
- g. **Dominican University Nutrition Counseling:** The schedule of for nutrition counseling provided by Dominican University was submitted. The item was marked Informational by Order of the Chair.

13. **New Business:**

- a. **Snow Removal: 2017-2018:** Pechous reviewed a one-year contract negotiated with McAdams Landscaping. The expenses will be shared with the Township. The item was marked Informational by Order of the Chair.
- b. **API Architects:** Pechous reviewed a contract negotiated with API Architects to prepare a report on the physical condition of the Health District Building roof. Motion by Pechous, seconded by Avila, to concur and approve as submitted. The motion carried by a unanimous roll call vote.
- c. **Sexual Harassment Policy:** Pechous advised that the Board had already adopted a policy in October, 2014 and therefore was in compliance with the newly enacted Illinois Public Act 100-0554. Motion by Paul, seconded by Pechous, to accept the matter as informational.
- d. **Budget Committee Meetings:** A Budget Committee meeting was called for January 16th, February 12th, and March 12th of 2018 at 3:00 pm. The item was marked Informational by Order of the Chair.
- e. **Senior Breakfast:** Pechous provided an Income and Expenses 2017 report of the recent Senior Breakfast. Thereafter, Paul made a motion, seconded by Pechous, to concur and approve the Health District's portion of expenses and approve the payment for the City of Berwyn. The motion carried by a unanimous roll call vote.
- f. **Health Inspections Action Plan – Avila:** Avila raised awareness of a lack of written procedures for the Treasurer and Secretary to reference when called upon by the Berwyn police or fire departments to make emergency health inspection determinations. Thereafter, Avila made a motion, seconded by Pechous, to refer the matter to Administration and Attorney Zdarsky to develop a Procedure Manual. The motion carried by a voice vote.
- g. **Emergency Hoarder House Inspections Action Plan – Avila:** Avila raised awareness of a lack of written procedures for the Treasurer and Secretary to reference when called upon by the Berwyn police or fire departments to make emergency health inspection determinations with regard to hoarding. Thereafter, Avila made a motion, seconded by Paul, to refer the matter to Administration and Attorney Zdarsky to develop a Procedure Manual. The motion carried by a voice vote.

14. **Adjournment:** Upon motion by Pechous, seconded by Avila, the meeting was adjourned at 5:43 p.m. by unanimous voice vote.

Respectfully submitted,


Margaret Paul, Secretary, Berwyn Township Health District