

**LTACC**  
**Board of Directors Meeting Minutes**  
**July 26th, 2022**

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On July 26th, 2022, the members of the Board of Directors for LTACC met at the La Grange Park Village Hall, 447 N Catherine Avenue, La Grange Park, IL 60526

A Roll Call was conducted:

In attendance were: Village Manager Ellen Baer (Western Springs)  
Village Manager Julia Cedillo (La Grange Park/BOD Chair)  
City Administrator Gail Paul (Countryside)  
Village Manager Andrianna Peterson (La Grange)  
Director of Finance David Schutter (Countryside/LTACC Treasurer)  
Chief Joe Ford (Countryside/Ops Board Chair) - *Arrived at 9:15 a.m.*  
Executive Director Jim Moldenhauer (LTACC)

Absent were: None

Guests: None

The meeting was called to order at 9:07 a.m. by Manager Cedillo as a quorum was present.

**Public Comment**

None

**Review and approval of meeting minutes**

Manager Baer made a motion to approve the minutes of the June 21<sup>st</sup>, 2022 meeting. Seconded by Manager Peterson. Administrator Paul did request that the meeting packet be sent out the Friday before the next scheduled meeting and Director Moldenhauer advised that he would distribute the packet earlier. The motion was then passed by a unanimous voice vote.

**Financials**

Financial statements for May 2022 were distributed and reviewed. Administrator Paul inquired as to the credits for IMRF and Health/Life Insurance accounts. Treasurer Schutter advised that this could be due to payroll adjustments/credits from previous months. Director Moldenhauer advised he would reach out to Lauterbach & Amen for clarification and report to the Board. Administrator Paul made a motion to accept & approve the financial statements from May 2022. Seconded by Manager Peterson. The motion was passed by a unanimous voice vote.

**Monthly Directors Report**

Executive Director Moldenhauer reviewed the monthly Director's report. Updates were given on staffing and recruitment, the backup center, reports on EMD calls, continuing education, and incident clarification forms. Monthly statistics were also provided for calls for service, administrative, and 911 phone calls including a breakdown of calls generated from within LTACC versus officer initiated. Director Moldenhauer also provided updates on the NG911 grant funding, AT&T ESInet project, and professional goals.

The Board did remark that the staffing issues LTACC has faced have been addressed and have moved in a positive direction. Manager Cedillo inquired if there was anything being done for telecommunicator appreciation and

Manager Baer also included wellness topics for telecommunicators. Director Moldenhauer highlighted some internal appreciation/recognition programs as well as discussed 10-41 Incorporated staff for telecommunicators to utilize. Administrator Paul remarked that the City of Countryside has implemented a physical wellness program and would share the language with LTACC. Discussion also ensued about the use of physical fitness equipment for telecommunicators from the Village of La Grange. Manager Peterson did not see issue and believed that IRMA was already approached regarding the use by non-employee members. Director Moldenhauer advised he would check with IRMA and see what steps/documents needed to be obtained. Manager Baer also offered inclusion for telecommunicators during Village of Western Springs wellness events, seminars, webinars for information. Director Moldenhauer was appreciative of the support from all member agencies.

### **Telecommunicator Staffing**

Director Moldenhauer presented an update on the recruitment process and status in the monthly directors' report. One candidate had started training this month and another would be starting in early August. The successful completion of training for those two candidates would bring LTACC up to full staff.

### **New Business**

#### **Whistleblower Policy Review**

Director Moldenhauer presented a new Whistleblower Policy based on the need through the Public Officer Prohibited Activities Act. The policy is like that of the Village of Western Springs. There was discussion and Administrator Paul made a motion to approve the new policy, seconded by Manager Peterson. The motion passed with a unanimous voice vote and will be distributed to all staff and board members.

#### **Telecommunicator Sick Time Donation**

Director Moldenhauer advised that the telecommunicators had approached him regarding the possibility of donating sick time to other employees who are on extended medical leaves of absence. Director Moldenhauer was requesting input from the Board on the merits of the idea and to draft a policy regarding the voluntary donation. Managers Baer and Peterson expressed concerns regarding the donation of sick time to certain employees and not to others which would create possible conflict in the agency. There was also discussion about donating time and then an employee needing it back for their own illness. Based on the current situation and reason for this request, it was decided that short term disability would be a better option to explore as well as input from IRMA regarding voluntary donation policies.

#### **Executive Director Evaluation**

Director Moldenhauer advised the Board that he has served as full Director for the last seven months and advised that his six-month evaluation should be discussed. Manager Cedillo advised and discussed with the Board the process for self-review, accomplishments, and documentation for the review. Manager Cedillo also advised that the process should be thorough but expedited as to provide adequate feedback to Director Moldenhauer. Director Moldenhauer would provide a list of accomplishments over the last six months and both Chairs of the Boards would work together to compile an evaluation.

#### **Adjournment**

Manager Peterson made a motion to adjourn the meeting. Seconded by Administrator Paul. The motion was passed by a unanimous voice vote and the meeting was adjourned at 10:01 a.m.

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*Respectfully Submitted for approval by Jim Moldenhauer*

*Approved by the Board of Directors 08/23/2022*