

**LTACC**  
**Board of Directors Meeting Minutes**  
**January 24<sup>th</sup>, 2023**

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On January 24<sup>th</sup>, 2023, 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)  
Village Manager Jack Knight (La Grange)  
City Administrator Gail Paul (Countryside)  
Chief Joe Ford (Countryside/Ops Board Chair)  
Director of Finance David Schutter (Countryside/LTACC Treasurer)  
Executive Director Jim Moldenhauer (LTACC)

Absent was: None

Guests: None

The meeting was called to order at 9:09 a.m. by Manager Cedillo as a quorum was present.

**Review and approval of meeting minutes**

Administrator Paul made a motion to approve the minutes of the December 27<sup>th</sup>, 2022, meeting. Seconded by Manager Baer. There was one typographical error to correct. The motion was then passed by a unanimous voice vote.

**Financials**

**Review and Approve Financial Statements**

Financial statements for November 2022 were distributed and reviewed. Director Moldenhauer advised they were reviewing the account for part time salaries and making sure it was properly documented. Administrator Paul made a motion to accept & approve the financial statements from November 2022. Seconded by Manager Knight. The motion was then 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, 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, Console Replacement process, CESSA Region 8 updates, and professional goals. There was no further discussion.

**Old Business**

**Console Replacement Process**

Director Moldenhauer advised that the RFP was distributed, and he received three intents to submit a proposal by the end of this week. Manager Cedillo inquired if the bids were sealed to which Director Moldenhauer advised the posted deadline was on 01/27/23 for submitting proposals. Manager Knight inquired if any companies had advised

on any supply chain issues to which Director Moldenhauer advised that previous discussions with companies had not alluded to any supply issues, indicating that lead time varied but was approximately 12 weeks upon order.

### **New Business**

#### **Executive Director Request for Training – APCO Certified Public Executive (CPE)**

Director Moldenhauer presented a request to apply for the APCO Certified Public Executive (CPE) training beginning July 5<sup>th</sup>, 2023 – February 2<sup>nd</sup>, 2024. This would include a 10-day capstone course at APCO headquarters in Daytona Beach, Florida. Director Moldenhauer advised of the requirements, expected costs, and time commitment to the program. He also advised of a plan during his absence for day-to-day operations of LTACC. Manager Cedillo inquired as to the time commitment needed and ensuring there was adequate time to complete the coursework. Director Moldenhauer advised he would be able to manage. There was support from the Board to complete the application and scholarship for the CPE certification.

#### **Village Panic Alarms / Intercom Review**

Director Moldenhauer advised that there were some issues with a test of the Western Springs intercom system and compatibility with LTACC. He inquired as to the status of the setups for member agencies and discussion ensued. An internal review of current systems, as well as an evaluation of a potentially combined system for Village administration to activate an alarm at LTACC was discussed. Director Moldenhauer would follow up with TYCO/Johnson Controls and Chicago Communications for further information.

#### **LTACC Treasurer**

Manager Baer advised that former Western Spring Finance Director Grace Turi would be returning to the Village of Western Springs to assist in specialized projects for the Village. There was discussion regarding the appointment Grace Turi as the LTACC treasurer. Currently, Director of Finance David Schutter is completing the term vacated by La Grange Park. With the Village of Western Springs being next in rotation, there was discussion and review of the IGA for appointment of an LTACC treasurer. Director Moldenhauer would include David Schutter and both John Mastandona and Grace Turi in communications regarding the budget process.

#### **Adjournment and Closed Session**

Manager Baer made a motion to enter closed session and not to return to open session for the purposes of discussion and taking no action on the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. (5 ILCS 120/2(c)(1)). Administrator Paul seconded the motion. The motion was passed with a unanimous voice vote and closed session was entered into at 9:53 am.

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*Respectfully Submitted for approval by Jim Moldenhauer*

*Approved by Board of Directors 02/28/2023*