

LTACC
Board of Directors Meeting Minutes
April 25th, 2023

On April 25th, 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)
City Administrator Gail Paul (Countryside/BOD Vice-Chair)
Chief Joe Ford (Countryside/OPS Chair)
Director of Finance David Schutter (Countryside/LTACC Treasurer)
Executive Director Jim Moldenhauer (LTACC)

Absent was: Village Manager Jack Knight (La Grange)

Guests: Director of Finance John Mastandona (Western Springs)

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

Review and approval of meeting minutes

Manager Baer made a motion to approve the minutes of the February 28th, 2023 – Closed Session meeting and March 28th, 2023 Regular Session meeting. Seconded by Administrator Paul. There was one correction made on the date of the March 28th minutes. There was no further discussion, and the motion was passed by a unanimous voice vote.

Financials

Review and Approve Financial Statements

Financial statements for March 2023 were distributed and reviewed. There was minimal discussion but both Treasurer Schutter and Director Moldenhauer advised that revenues would be greater than expected as well as expenses under budget. Administrator Paul made a motion to accept & approve the financial statements from March 2023. Seconded by Manager Baer. 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, Console Replacement process, CESSA Region 8 updates, IT projects, and State/Federal 911 updates. There was minimal discussion regarding the State of Illinois ETSA rewrite and no major issues were reported, however, Director Moldenhauer advised he would update the Board as months progressed.

Old Business

Village Panic Alarms / Intercom Review

Director Moldenhauer advised that there were no further updates regarding this project and further investigation was needed into systems and where alarms sound. Updates to follow in the coming months.

LTACC Budget Presentation

Director Moldenhauer presented a final draft of the Fiscal Year 2023-24 LTACC Budget for review. Highlights of the proposed budget included differed expenditures for console replacement and server migrations. There was also funding proposed for chair replacement, telecommunicator wellness, portable radios, batteries, and consoles, as well as policy tracking software. Salary costs were also calculated based on anniversary raises per the collective bargaining agreement and increases for professional services and service agreements. Overall, the budget presents a decrease in member assessments for the year, with capital funding deferred from FY 22-23. Director Moldenhauer and Treasurer Schutter advised that an ongoing fund balance policy and cash management policy should be explored.

Manager Baer made a motion to approve the LTACC Fiscal Year 2023-24 Budget, seconded by Manager Paul. There was no further discussion and the motion passed by an unanimous voice vote.

New Business

Transition & Appointment of New Board of Director Officers

Manager Baer made a motion to Appoint City of Countryside Administrator Gail Paul as Chairperson; Western Springs Manager Ellen Baer as Vice-Chairperson; Village of Western Springs Finance Director John Mastandona as Treasurer – Effective May 1, 2023. Seconded by Administrator Paul. There was no further discussion and the motion passed by a unanimous voice vote.

Administrator Paul made a motion to approve Resolution 23-R-01: Appointment of Treasurer John Mastandona as an IMRF Authorized Agent - Effective May 1, 2023. Seconded by Manager Baer. There was no further discussion and the motion passed by a unanimous voice vote.

Manager Baer made a motion to approve Resolution 23-R-02: Appointment of Treasurer John Mastandona as an authorized alternate for the Intergovernmental Risk Management Agency - Effective May 1, 2023. Seconded by Administrator Paul. There was no further discussion and the motion passed by a unanimous voice vote.

Financial Agreement Proposals

Director Moldenhauer brought forward a proposal from Lauterbach & Amen for Accounting Services from 2023-2026 as the current agreement was coming out of date. Manager Baer made a motion to approve the agreement as presented, seconded by Administrator Paul. There was no further discussion and the motion passed by a unanimous voice vote.

Director Moldenhauer brought forward a proposal from Sikich for Auditing Services from 2024-2026 as the current agreement was coming out of date. Administrator Paul inquired as to the length that Sikich has been auditing statements for LTACC and suggested that after this agreement, an RFP be issued for auditing services. Administrator Paul made a motion to approve the agreement as presented, seconded by Manager Baer. There was no further discussion and the motion passed by a unanimous voice vote.

LTACC Annual Report Review – Draft Copy

Director Moldenhauer presented a draft copy of the 2022 Annual Report for LTACC. It contained introductory information, annual call for service numbers, breakdowns of ICF forms, EMD calls, and new equipment as well as staff acknowledgements. There was minimal discussion regarding what to add for next year, different metrics including time of day calls are received and the proposed remodel. Administrator Paul made a motion to accept the Annual Report, seconded by Manager Baer. There was no further discussion and the motion passed by a unanimous voice vote.

Presentation to Board of Director Chair Cedillo

As this was her last meeting as Chair of the Board of Directors, Director Moldenhauer presented Manager Cedillo with a small token of appreciation and thanked her for her help over the last two years, acknowledging her time and service to LTACC and the Board.

Manager Cedillo also advised the next scheduled meeting would be May 24th at 10:00 a.m. in the City Council Chambers of the City of Countryside, 803 Joliet Road.

Adjournment

Manager Baer made a motion to adjourn, seconded by Administrator Paul. The motion was passed with a unanimous voice vote and the meeting was adjourned at 10:03 am.

*Respectfully Submitted for approval by Jim Moldenhauer
Approved by Board of Directors 05/24/2023*