

**LTACC**  
**Board of Directors Meeting Minutes**  
**May 24th, 2023**

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On May 24th, 2023, the members of the Board of Directors for LTACC met at the City of Countryside Council Chambers, 803 Joliet Road, Countryside, IL 60525

A Roll Call was conducted:

In attendance were: Village Manager Ellen Baer (Western Springs/BOD Vice-Chair)  
Village Manager Julia Cedillo (La Grange Park)  
Village Manager Jack Knight (La Grange)  
City Administrator Gail Paul (Countryside/BOD Chair)  
Director of Finance John Mastandona (Western Springs/LTACC Treasurer)  
Executive Director Jim Moldenhauer (LTACC)

Absent was: Chief Rob Wardlaw (La Grange/OPS Chair)

Guests: None

The meeting was called to order at 10:02 a.m. by Administrator Paul as a quorum was present.

**Review and approval of meeting minutes**

Manager Cedillo made a motion to approve the minutes of the April 25<sup>th</sup>, 2023, Regular Session meeting. Seconded by Manager Knight. There was one correction made on who called the meeting to order for the April 25<sup>th</sup> 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 April 2023 were distributed and reviewed. Director Moldenhauer advised this was the preliminary numbers for the end of the fiscal year. Manager Cedillo made a motion to accept & approve the financial statements from April 2023. 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, Console Replacement process, CESSA Region 8 updates, IT projects, and State/Federal 911 updates.

Administrator Paul inquired as to the lengthy timeline with the Tyler Server migration. Director Moldenhauer advised this was a long term project due to servers coming out of support.

Manager Cedillo commented that the recruitment numbers for LTACC were high and there was discussion regarding the increased interest in the position. Manager Cedillo also inquired as to the Slack application for DPW/Storm Related calls for service. Director Moldenhauer provided a brief overview of the idea and explained the draft policy in review by DPW directors. Further follow-up was needed and will be placed on the agenda for June with a demonstration of the system by Director Moldenhauer.

## **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. This item would be transferred to the OPS board for follow up due to concerns regarding functionality and operation.

### **Resolution 23-R-01 – Treasurer Mastandona as Authorized IMRF Agent Updates**

Director Moldenhauer updated the Board regarding this previously passed resolution due to the rotation of the LTACC Treasurer position. IMRF advised there should only be one Authorized Agent, in this case Director Moldenhauer based on Resolution 2022-R-01. Treasurer Mastandona would serve as a “web agent” and have access to the LTACC IMRF system but should not be named as Authorized Agent.

Manager Baer made a motion to rescind the previously approved Resolution 23-R-01, seconded by Manager Cedillo. There was no further discussion and the motion passed by a unanimous voice vote.

## **New Business**

### **Western Springs / LTACC Agreement for IT Support – Discussion**

Director Moldenhauer brought forward discussion regarding IT support for LTACC and transitioning away from AIS, Inc towards the Village of Western Springs. Director Moldenhauer provided a brief oversight, explained the benefits, changes, and concerns with moving to Western Springs IT staff for server and local management of workstations/clients at LTACC.

There was some discussion regarding the succession planning and workload requirements by Western Springs IT staff adding LTACC to their responsibilities. Both Director Moldenhauer and Manager Baer addressed those concerns and advised there would be minimal impact to the Western Springs IT department, who already handles most of the global server management for LTACC.

Director Moldenhauer advised he would work on a proposal, scope of work, and agreements between Western Springs IT staff and attorney review for consideration at the next meeting.

### **Tuition Reimbursement Policy – Draft Presentation**

Director Moldenhauer presented a draft policy and procedure for tuition reimbursement. As there was already a policy and language in the Personnel Manual as well as Collective Bargaining Agreement, this was to define qualified courses, requirements, and documentation for telecommunicators. There was discussion regarding speaking with staff prior to each fiscal year for interest in tuition reimbursement, utilizing training funding, increasing the limit on reimbursement amount for each telecommunicator, and comparing tuition rates for local community colleges for a baseline.

Director Moldenhauer advised he would amend the policy for consideration and approval at the next meeting.

## **Adjournment**

Manager Knight made a motion to adjourn, seconded by Manager Cedillo. The motion was passed with a unanimous voice vote and the meeting was adjourned at 10:52 am.

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*Respectfully Submitted for approval by Jim Moldenhauer*

*Approved by Board of Directors 06/21/2023*