

**LTACC**  
**Board of Directors Meeting Minutes**  
**September 12, 2016**

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On September 12, 2016 the members of the Board of Directors for LTACC met at La Grange Park Village Hall.

In attendance were:

Executive Director: Kimberly Knutsen (LTACC)

Executive Secretary: Deanne Curelo (LGP)

Police Chief: Renee Strasser (LG)

Village Managers: Julia Cedillo, Chair (LGP)  
Patrick Higgins (WS)  
Robert Pilipiszyn (LG)

Also in attendance: Assistant Village Managers: Adrianna Peterson (LG)  
Emily Rodman (LGP)  
Ingrid Velkme (WS)

The meeting was called to order at 1:04 p.m.

**Action:**

**Approval of Minutes**

A motion was made by Manager Higgins and seconded by Manager Pilipiszyn to approve the meeting minutes from August 1, 2016. ***Motion passed unanimously.***

**Items for Discussion:**

**Executive Director's Report**

State Police – Executive Director Kim Knutsen provided an update to the board on the progress of LTACC's application with the State. She informed the group that the application for LTACC's certification had been filed and she already had a hearing with an Administrative Law Judge. The next step is to have a hearing in front of the State Administrator. However, there has been a delay with the transcripts, so the Administrative Law Judge is unable to make her ruling. Once the ruling has been made, the State Administrator will make the final decision, which will either be in September or October.

CAD – The CAD project is actively being built, currently the records portion is being assembled. However, the State needs to issue the interface license, before it can go further. As a result of this and other complications beyond our control, CAD's timeline has changed. The new live date has been scheduled for March 2017, instead of October 2016. E.D. Knutsen stated that although the opening date is delayed, it provides some benefits. Originally the project was going to be launched in parts with limited staff available. Now Tyler Technologies will have 8 employees available all week to answer questions and help staff with the launch.

E.D. Knutsen passed out a project management plan from Tyler Technologies regarding the CAD schedule. She briefly highlighted the progress made and discussed what was still to come.

Manager Higgins asked how this new timeline would affect the budget. Director Knutsen explained that even with the delay, LTACC still remains within budget. She stated that she would provide the board with an updated budget sheet within the week, along with a memo to distribute to the village boards. E.D. Knutsen also mentioned that construction would still continue, but if we had to delay portions of it, there would be no penalties.

Construction Project – E.D. Knutsen stated that the La Grange Dispatchers would need to be relocated into the new LTACC space, in order to complete construction for La Grange’s Records Department. One of the benefits of this is that La Grange Dispatchers will be able to work on the new system and identify any issues prior to LTACC’s opening. She also mentioned that weekly meetings were occurring with contractors and so far, everything was on schedule. E.D. Knutsen stated that a request for payment had been submitted by the contractor, which was included in the board’s packet.

***A motion was made by Manager Pilipiszyn and seconded by Manager Higgins to approve payment of \$31,923.00 to Construction Solutions of Illinois (Payment #1) for work completed as per the contract executed 08/19/16. Motion passed unanimously.***

Western Springs Unmanned Backup – E.D. Knutsen informed the board that West Suburban Consolidation recently gained more clients, but has not expanded their space. Should an emergency arise and we needed to send dispatchers to their facility, they do not have the capability to house LTACC for a period of time. Their director mentioned that they were looking at acquiring a new space, but gave no definitive timeline. E.D. Knutsen stated that for the time being, we may want to keep the Western Springs unmanned location. The board agreed to move forward with Western Springs as the backup center for now.

***A motion was made by Manager Pilipiszyn and seconded by Manager Higgins to move into executive session in accordance with Section In accordance with Section 2(c)(1) and Section 2(c)(2) of the Open Meetings Act, motion to recess this meeting to an executive session to consider:***

- ***Appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s) (5 ILCS 120/2(c)(1)).***
- ***Collective negotiating matters between the Village and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)).***

***The motion passed unanimously and members entered into executive session at 1:45 pm and returned at 3 pm to reopen the meeting.***

Benefits Update – E.D. Knutsen mentioned that IRMA’s application had been filed and would be voted on at their October meeting. She stated that LTACC also filed with IMRF and had to complete an audit prior to employees being transitioned over.

### **IT Infrastructure**

E.D. Knutsen informed the board that all the permits had been issued in Western Springs. La Grange Park is still waiting for splicing to occur, but all IT infrastructure should be completed by the end of the year.

### **Membership Follow Up**

E.D. Knutsen stated that she had spoken with the Village Manager from Forest View and he was interested in proceeding forward. He inquired about operational costs, which Finance Director Cipparrone was compiling for them.

### **Additions to Agenda**

Chair Cedillo mentioned that she was going to contact La Grange Park's lobbyist to see if he could help raise the amount of money that communities are slated to receive from 911 surcharges. She stated that \$.87 is not enough to help offset operational costs.

### **Closing**

The board chose October 17, 2016 at 1:00 p.m. as the next meeting date. The meeting will be held at the Village Hall of La Grange Park located at 447 N. Catherine Avenue. The assistant village managers were asked to attend the next meeting.

With no additions to the agenda, the meeting adjourned at 3:10 p.m.

*Respectfully submitted for approval by Executive Secretary Deanne Curelo*

Approved: October 24, 2016