

RFCCA Board of Managers

Regular Meeting

Tuesday, July 18, 2023

The meeting of the River Forest Civic Center Authority (RFCCA) was called to order on July 18, 2023 by Manager Herrman at 6:36 PM following the Township Board of Trustees meeting. This meeting was conducted in person and electronically by Zoom.

Roll called:

- Present: Managers Carla Sloan, Helene Connolly, Deana Herrman, and Karen Taubman.
 - Manager Keith Strom participated via Zoom with a work-related reason.
- RFCCA Facilities Administrator Dick Chappell and Secretary John Becvar were also present.

Public Participation:

- Public was not in attendance.

Approval of Minutes

- A motion was made by Manager Herrman and seconded by Manager Taubman to approve the minutes of the June 20, 2023 meeting.
 - Roll was called. Ayes: Managers Sloan, Connolly, Herrman, Strom and Taubman.
Nays: None. The motion passed unanimously.

Approval of Bills:

- A motion was made by Manager Connolly and seconded by Manager Sloan to approve RFCCA Operating Fund bills as of June 30, 2023 in the amount of \$1904.59.
 - Roll was called. Ayes: Managers Sloan, Connolly, Herrman, Strom and Taubman.
Nays: None. The motion passed unanimously.
- A motion was made by Manager Connolly and seconded by Manager Sloan to approve RFCCA Capital Fund bills to Premi-Star North (HVAC contractor) as of June 30, 2023 in the amount of \$12,257.00.
 - Roll was called. Ayes: Managers Sloan, Connolly, Herrman, Strom and Taubman.
Nays: None. The motion passed unanimously.

RFCCA Facilities Administrator's Report - Dick Chappell

- Administrator Chappell reported working with Tom Fiedler (WestTown) to repair the HVAC equipment. Their representative will join the August Board of Managers meeting which will be before the River Forest Township Board of Trustees meeting (instead of immediately following).
- Administrator Chappell is exploring how the fire code relates to the vents between classrooms.
- In anticipation of the building security consultant report, Chappell is exploring what grants may be available.
- There are some roofing areas that need repairs following the heavy rains in River Forest.
- Some of the power outages have damaged gym equipment and the compressor. The idea is to rebuild versus replace the equipment.

RFCC Executive Director's Report - Dick Chappell

- Executive Director Chappell reported they installed a new AirSpring phone system (via BTS Solutions) with AT&T and Comcast internet backup, with a cutover earlier in July. He redesigned the phone tree and message menu.
 - Manager Connolly asked if there should be a message to hang up in case of medical emergency and call '911'. Chappell indicated this is not required.
 - Manager Sloan reported the Township Assessor hotline phone in the RFCC lobby is not working. Chappell indicated a tech is coming this week and can investigate if the phone was programmed into the new network.
 - Manager Sloan asked about the three (3) Plain Old Telephone Service (POTS) lines that are very expensive, the cost of which is shared between the RFCC and the Township. Chappell is working so the POTS lines would not be needed in the future.
- Executive Director Chappell indicated they are getting a new server. They have been exploring moving completely to the cloud and staying on premise. Given server life is 5-6 years, they are leaning for an on-premise solution (with a cloud backup) and plan to migrate in August 2023.
 - Supervisor Sloan said the cloud access is important for remote access and the VPN solution historically does not work for the Township.
 - Chappell noted the Assessor is not using the server but the Township is.
- Building renovations have started. Chappell met with the contractor subs on Friday to make sure the five (5) rooms are done by August 14 when the school year starts.
 - Infant and Toddler care will eventually go to Room 100.
 - Opportunity Knocks is going from the first floor to the second floor.
 - The hallways will be near the end of the renovations. This requires more coordination.
 - Chappell is hoping to get professional and accurate scale / placement drawings that can be posted and distributed.

Unfinished Business:

- None.

New Business:

- None.

Announcement of the next regular meeting:

The next meeting will take place Monday, August 14, 2023 at 6:00 PM, before the regular monthly meeting of the River Forest Township Board of Trustees.

Adjournment

A motion was made at 7:11 PM by Manager Herrman and seconded by Manager Connolly to adjourn the meeting.

Respectfully submitted,
John Becvar, Secretary