

SWAN BOARD MEETING MINUTES

November 17, 2023, 9:30 a.m.

Palos Heights Public Library

Palos Heights, IL 60563

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Jennifer Cottrill
- c. Sam Johnson
- d. Dorothy Koll
- e. Colleen Waltman
- f. Anna Wassenaar

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Ginny Blake, SWAN Business Manager

Scott Brandwein, SWAN Assistant Director

There was no public comment.

3. Action Item

Acceptance of the November 17, 2023, SWAN Board Meeting Agenda

Blazek moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 17, 2023, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Acceptance of the SWAN Financials, October 2023

Waltman moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1, 2023, THROUGH OCTOBER 31, 2023, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR OCTOBER 2023 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Johnson, Koll, Waltman, Wassenaar

5. Action Item

Acceptance of the October 20, 2023, SWAN Board Meeting Minutes

Wassenaar moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 20, 2023, SWAN BOARD MEETING MINIUTES AS PRESENTED

Motion carried by unanimous voice vote.

6. Reports

a. Board President Report

None

b. Executive Director Report

Skog gave an update on SWAN Activities: Will work with Lee & Associates to locate new office space for the upcoming new year. Prairie State College officially leaving SWAN. A brief discussion on GASB96 ensued. Skog will complete an Executive survey by end of the month to be presented at Quarterly meeting in December. Skog updated the board on the status of the FY23 audit. Skog gave a report on the total hours in the SWAN Employee Sick bank. The October Financials were reviewed and discussed as well.

c. Operations Report

Brandwein gave an overview of Operations as reported in the board packet.

d. Treasurers Report

None

e. Board Calendar

Reviewed

7. Action Item

Acceptance of the Fiscal Year 2023 Audit

This has been tabled until the audit is complete.

8. Action Item

Approve the revised Employee Handbook

Waltman moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE REVISED EMPLOYEE HANDBOOK WITH THE REVISIONS AS DISCUSSED.

Motion carried by unanimous voice vote.

Cottrill adjourned the meeting at 10:28 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary