

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, JANUARY 15, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 6:40 P.M.

Committee members in attendance: L. Crawford, J. Broda, J. Fennell, D. Novotny and J. Zay (*ex officio*)

Committee members absent: None

Also in attendance: J. Spatz, T. McGhee and J. Rodriguez

Commissioner Broda moved to approve the Minutes of the December 18, 2014, Administration Committee meeting. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Spatz reviewed Resolution R-1-15, noting that the items listed under Exhibit A of the resolution would be donated to Assistive Technology Exchange Network for refurbishing and then given to the United Cerebral Palsy of Greater Chicago, which works with children with disabilities.

After some discussion, it was the consensus of the Committee members present to recommend to the full board Resolution R-1-15.

General Manager Spatz mentioned that staff is interviewing Human Resources Firms for assistance in updating the Employee Handbook as well as a source for Human Resources related questions.

Commissioner Broda suggested that, for the sake of comparison, staff make inquiries to other governmental agencies and ask to view their personnel policies. Commissioner Crawford also suggested asking DuPage County to view their policies. General Manager Spatz responded that the firm would review DuPage County's policies as well as other entities like the Commission. He added that other entities' policies might not be up to date so it would be good to go through a Human Resources Firm that has the knowledge and resources to make sure the Commission's policies are current.

After Chairman Zay expressed the benefits of hiring the services of a Human Resource firm noting that the former staff attorney handled those responsibilities, Commissioner Crawford stated that she would put together a recommended list of firms for staff to contact.

Commissioner Broda moved to adjourn the meeting at 6:48 P.M. Seconded by Commissioner Crawford and unanimously approved by a Voice Vote.

All voted aye. Motion carried.