

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON MARCH 8, 2007**

**FINAL**

The meeting was called to order at 7:05 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, D. Zeilenga (as of 7:20 P.M.), and L. Hartwig

Committee members absent: L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

Commissioner Chaplin moved to approve the Minutes of the February 8, 2007, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Military Leave Policy that was discussed at the February 2007 Administration Committee meeting, General Manager Martin advised that a comprehensive update of the Commission's Personnel Manual by outside counsel was already underway, that that counsel preferred a more generalized approach given that there are at least seven Illinois statutes and one federal statute that variously regulate military leaves, and that it would be better to consider the specifics of a military leave policy in concert with consideration of the updated Personnel Manual. In response to questioning from the Commissioners, the General Manager confirmed that the initial draft of the updated Personnel Manual should be ready for the Committee's review within three months, that the Commission currently has no employees that should need a military leave, and that if either of these two facts change, the General Manager would notify the Committee. Based upon the General Manager's assurances, it was the consensus of the Committee that the Commission should consider the specifics of a military leave policy in concert with the Commission's consideration of the updated Personnel Manual.

With respect to the May 1, 2007, performance evaluation of the General Manager, Commissioner Hartwig distributed the evaluation forms that had been used to evaluate the General Manager in the past. General Manager Martin indicated he was comfortable with the evaluation process and forms and that he feels he regularly receives feedback and goals directly from the Board. Commissioner Murphy suggested the addition of a narrative section to the model evaluation forms; a section where each Commissioner could list their own perceptions of the General Manager and his accomplishments, goals, and areas of needed improvement. Commissioner Murphy also suggested, with respect to the summary of Commissioner ratings and comments, the ratings and comments should not be anonymous. After some discussion, it was the consensus of the Committee that (1) the General Manager should submit to the Board (prior to the April meeting) his own list of accomplishments and goals and (2) the model evaluation form should be revised as recommended by the Committee and be ready for distribution to the full Board at the April meeting.

## Minutes 03/08/07 Administration Committee Meeting

Commissioner Zeilenga arrived at 7:20 P.M.

In response to Commissioner Chaplin's questions, General Manager Martin advised that the Commission's existing Human Resources Consultant had just finished an audit of the Commission's employment practices and procedures and would be turning to the development of job descriptions for every position at the Commission, as directed by the Committee at the February Committee meeting. Commissioners Chaplin and Hartwig reminded the General Manager that after the job descriptions had been developed, a different consultant might be considered to perform a compensation study for the Commission.

Commissioner Chaplin moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.