

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

The meeting was called to order at 9:35 A.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, D. Zeilenga, and L. Hartwig

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

Also in attendance: M. Crowley

Commissioner Zeilenga moved to approve the Minutes of the October 12, 2006, Administration Committee meeting. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee discussed the Military Leave Policy adopted by the County of DuPage. Staff Attorney Crowley explained that there are at least seven Illinois statutes and one federal statute that regulate compensation, benefits, seniority, reinstatement, and termination of military personnel both during and after military leaves. Though the Staff Attorney noted she had not comprehensively analyzed those statutes in relation to the provisions of the DuPage County Policy, she did note the DuPage County Policy was more generous than applicable law in that DuPage County would pay the difference between an affected employee's salary and such employee's military pay during military leaves.

After some discussion, it was the consensus of the Committee that the Commission should adopt a policy similar to the DuPage County Policy except that the pay differential policy should be clarified so that it only applied to military personnel who were involuntarily called up as opposed to enlisting, that any pay differential policy for enlistments would be discretionary with the Board, and that affected personnel would be required to pay the applicable insurance premium for any continuation of coverage under the Commission's insurance during a military leave unless otherwise required by law.

Commissioner Zeilenga moved to direct the Staff Attorney to review and develop a Military Leave Policy in accordance with the Committee's discussions for further review by the Administration Committee. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Before the meeting adjourned, Commissioner Zeilenga raised the issue of the performance evaluation of the General Manager and that the General Manager's salary had not been increased for some time. Commissioner Hartwig noted that the current General Manager had been hired in 2004, and that in 2006 the Board raised the General Manager's salary by 6%, retroactive to May 1, 2005.

Minutes 10/12/06 Administration Committee Meeting

Commissioner Zeilenga suggested that the Board should establish, by the end of 2007 and with the assistance of an independent consultant, minimum and maximum compensation levels for every position at the Commission, and that the salary of the General Manager be raised by 4.5%, retroactive to May 1, 2006, with the May 1, 2007, performance evaluation of the General Manager being handled in the normal course.

After Commissioner Hartwig offered a slightly different suggestion, Commissioner Zeilenga moved to use the Commission's existing Human Resources Consultant to develop job descriptions for every position at the Commission, after which time a different consultant could be considered to perform a compensation study for the Commission. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

Commissioner Zeilenga moved to recommend to the full Board increasing the salary of the General Manager by 4.5%, retroactive to May 1, 2006. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Chaplin moved to adjourn the meeting at 9:58 A.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.