

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, MAY 21, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

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

Committee members in attendance: J. Broda, L. Crawford, and D. Novotny

Committee members absent: J. Fennell and J. Zay

Also in attendance: J. Spatz (arrived at 6:45 P.M.), F. Frelka and J. Rodriguez

Commissioner Broda moved to approve the Minutes of the April 16, 2015, Administration Committee meeting. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Request for Board Action for an agreement with Reach HR Consulting, General Manager Spatz noted that this agreement would allow the Commission to continue to use the consulting services of Reach HR beyond the General Manager's spending authority of \$20,000. He reminded the committee members that when staff was searching for a Human Resources consultant, a majority of the consultants were nonresponsive. Currently, Reach HR is working with the Commission to update its Employee Manual. This task should be completed by the end of June. The Commission would like to use Reach HR to assist with the new project to complete a job title specific comparison and establish salary ranges.

Commissioner Crawford inquired as to why the agreement is for two years. General Manager Spatz responded although he does not anticipate these tasks taking two years to complete, the possibility does exist, and that the agreement could be terminated at any time. Commissioner Crawford asked about the possibility of other tasks that staff might like the consultant to complete. General Manager Spatz replied that there might be some additional tasks needed, such as staff training.

After some discussion on the salary ranges, Commissioner Broda asked staff to take into consideration that the Commission is a unique type of organization when comparing similar salaries especially against the private sector, to which Commissioner Crawford agreed. He suggested considering American Water Works as a similar private agency for salary comparisons.

General Manager Spatz added that staff would work collaboratively with the consultant during this salary comparison, because they have a vested interest in the outcome of this task being correct.

After more discussion, General Manager Spatz suggested updating the Administration Committee two to three times over the next year as to the progress and status regarding the task. They will be kept abreast of the project and if something needs to be altered, it can be accomplished sooner rather than at the end of the project, to which the committee members agreed.

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Before the meeting adjourned, Commissioner Novotny confirmed with General Manager Spatz that the rate for the agreement with Reach HR Consulting would be \$100 per hour with no additional fees.

Commissioner Broda moved to adjourn the meeting at 6:58 P.M. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.