

**MINUTES OF THE RESCHEDULED MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON THURSDAY, FEBRUARY 18, 2016  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 5:45 P.M.

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

Committee members absent: none

Also in attendance: J. Spatz and C. Johnson

Commissioner Broda moved to approve the Minutes of the December 17, 2015, Administration Committee meeting. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Crawford noted two items for discussion; one regarding the amended personnel handbook and the other regarding the disposal of various office equipment.

With regards to Resolution No. R-1-16, Committee Chairperson Crawford confirmed that all recommended changes had been incorporated into the final version of the employee personnel manual and that copies would be made available to all Commission employees 10 days prior to the effective date. With no further discussion, Commissioner Broda moved to approve Resolution No. R-1-16: A Resolution Amending and Restating the Personnel Manual. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With regards to Resolution No. R-4-16, the committee members discussed the various items being disposed of. After discussing the depreciation timeline of items, Commissioner Broda moved to approve Resolution No. R-4-16: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**EXECUTIVE SESSION**

Commissioner Broda moved to go into Executive Session to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2). Seconded by Commissioner Fennell and unanimously approved by a Roll Call Vote:

Ayes: J. Broda, L. Crawford, J. Fennell, D. Novotny, and J. Zay

Nays: None

Absent: None

The Board went into Executive Session at 5:50 P.M.

Commissioner Broda moved to come out of Executive Session at 6:06 P.M. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Fennell moved to adjourn the meeting at 6:07 P.M. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.