

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, JUNE 15, 2017
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner Broda called the meeting to order at 6:16 P.M.

Committee members in attendance: J. Broda, D. Novotny, R. Obarski and J. Zay (arrived at 6:20 P.M.)

Committee members absent: J. Healy

Also in attendance: F. Frelka, C. Peterson, J. Rodriguez, J. Spatz, and M. Weed

Commissioner Obarski moved to approve the Minutes of the April 20, 2017, Administration Committee meeting. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With regards to R-17-17, General Manager Spatz informed the Committee Members that the items in this Resolution would be auctioned; and, if no bids were received, Staff would bring these items to the Board for approval to be donated to charitable organization(s). Commissioner Novotny moved to recommend approval Resolution R-17-17: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. Seconded by Commissioner Obarski and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Spatz stated that Staff is in the process of working with HR Reach on a Drug and Alcohol Policy. Recently, the Employee Handbook was updated; however, the section regarding Drug and Alcohol does not detail employees' responsibilities regarding the actions they take during off-hours. This policy will reflect those responsibilities. He stated that the policy will be brought to the Board at the next meeting for the Commissioner's review.

Chairman Zay arrived at 6:20 P.M.

General Manager Spatz informed the Committee Members that Staff has reached out to Illinois Municipal Retirement Fund (IMRF) regarding how other organizations, similar to the Commission, handle Service Day Credits. Staff proposed that any additional time that employees accumulate beyond the 120 eight-hour days of paid sick leave may be used towards service credit days. The service credit days would only be for IMRF pension at retirement.

Commissioner Obarski confirmed with General Manager Spatz that the Commission does not pay accumulated sick leave at retirement or termination; only accumulated vacation time is paid at retirement.

After further discussion, it was the consensus of the Committee Members for Staff to write a draft policy for the Board to review and it would be eventually added to the Employee Handbook.

With no further discussion, Commissioner Novotny adjourned the meeting at 6:27 P.M. Seconded by Commissioner Obarski and unanimously approved by a Voice Vote.

All voted aye. Motion carried.