

**Minutes of a Meeting
of the**

ADMINISTRATION COMMITTEE

DuPage Water Commission
600 E. Butterfield Road, Elmhurst, Illinois

May 18, 2023

- I. Commissioner Broda called the meeting to order at 6:20 PM.

Commissioners in attendance: J. Broda, K. Rush, D. Van Vooren, J. Zay (6:24)

Commissioners absent: J. Healy

Also in attendance: P. May, D. Mundall

- II. Commissioner Rush moved to approve the Minutes of the April 18, 2023, Administration Committee Meeting, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried.

- III. Commissioner Broda made a motion to approve the R-21-23, A Resolution adopting Personnel Policies for Compensatory Time, Parental Leave, and Tuition Reimbursement. A brief discussion ensued with Commissioners Rush and Van Vooren raising questions about exempt employees accumulating compensatory time. General Manager May informed the Committee that these policies have been reviewed by SIKICH, HR Consultant to the Commission, their legal team as well as the legal team for the Commission. Commissioner Rush noted a concern regarding interpretation of the Fair Labor Standards Act, Commissioner Van Vooren concurred. General Manager May suggested noted that it would be appropriate and equally as effective to consider the document to be an administrative procedural document, rather than a formal policy. Commissioners agreed and suggested this particular policy be removed from the resolution before adoption.

Commissioner Rush made a motion to amend Resolution R-21-23, omitting the Compensatory Time Personnel Policy, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried.

- IV. Commissioner Van Vooren made a motion to approve Resolution No. R-22-23, a Resolution Authorizing a short-term extension of the IUOE 399 Collective Bargaining Agreement.

Commissioner Van Vooren inquired about the number of employees in the Union, as well as the structure of the contract. General Manager May explained the specifics to the Committee. Seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

V. Old Business

No Old Business was offered.

VI. New Business

No New Business was offered.

VII. Other

VIII. Adjournment

Commissioner Rush moved to adjourn the meeting at 6:33 PM, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned until June 15, 2023.