



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, JANUARY 19, 2012
7:00 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

COMMITTEE MEMBERS

L. Crawford
T. Cullerton
W. Murphy
J. B. Webb

- I. Roll Call
- II. Approval of Minutes of December 15, 2011
- III. Resolution No. R-2-12: A Resolution Amending and Restating the DuPage Water Commission Flexible Benefits Plan and Approving and Authorizing the Execution of a New Administrative Services Agreement in Connection Therewith
- IV. Other
- V. Adjournment

Board\Agendas\Administration\2012\ADM1201.docx

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON DECEMBER 15, 2011**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: W. Murphy, J. B. Webb, J. Zay (*ex officio*; arrived at 7:10 P.M.), and L. Crawford

Committee members absent: T. Cullerton

Also in attendance: J. Spatz, M. Crowley, T. McGhee, and F. Frelka

Commissioner Murphy moved to approve the Minutes of the November 17, 2011, Administration Committee meeting as presented. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the possibility of going paperless for future Board meetings, General Manager Spatz demonstrated the use of the iPad the Commission recently purchased as well as the library of documents that had been pre-loaded onto it. During the demonstration, General Manager Spatz noted that the Commission had purchased 3G service for the iPad utilizing the State of Illinois' joint purchasing contract with Verizon. General Manager Spatz also noted that staff was evaluating whether to add Dropbox, an application that would provide more robust editing and note taking capabilities than that provided by iPad's native programming.

Commissioner Crawford commented that if the Commission decides to move forward with the project and purchase iPad's for all Commissioners, then Commissioner Crawford's AT&T contact should be consulted to ensure the Commission obtains the most favorable discount available. Commissioner Crawford then asked whether additional Commissioners had opted out of receiving paper Board packets since the October meeting. Staff Attorney Crowley advised that no new requests had been received.

With regard to the comprehensive review of the Commission's By-Laws for recommended changes, General Manager Spatz advised that he would present his recommended changes to the Administration Committee starting in February 2012 as he would be absent from the January 2012 Board meetings to attend an AWWA-affiliated water research foundation conference.

With respect to Resolution No. R-49-11: A Resolution Approving Employee Insurance Benefits for Calendar Year 2012, General Manager Spatz explained the solicitation process staff had followed in selecting the different employee insurance benefit options being recommended which would result in cost savings for the Commission. General Manager Spatz added that the Commission's current carrier, Blue Cross Blue Shield,

Minutes 12/15/11 Administration Committee Meeting

Shield, offered the lowest cost for all coverages being recommended: an HMO Plan, a PPO (Non-Grandfathered) Plan, and a HSA-Qualified High Deductible Health Plan.

In response to Commissioner Murphy's question, General Manager Spatz advised that the benefit of the Non-Grandfathered PPO Plan being recommended was that wellness expenses would be covered at 100% with no co-pay required. General Manager Spatz also advised that the HSA-Qualified High Deductible Health Plan was being recommended because the Commission would save money even after making the recommended contributions to the Health Savings Accounts of participating employees, and employees would become active participants in managing their own health care costs. General Manager Spatz did caution, however, that to offer coverage under a particular plan, at least one employee would need to elect to participate in that plan.

After Staff Attorney Crowley distributed a revised version of Resolution No. R-49-11 in which the reference to "Health Service Account" was changed in three locations to refer to "Health Savings Account," Commissioner Murphy moved to recommend to the full Board approval of Resolution No. R-49-11: A Resolution Approving Employee Insurance Benefits for Calendar Year 2012 (as revised). Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Chairman Crawford then inquired as to the status of the recruitment for the Financial Administrator. General Manager Spatz advised that staff had been directed by the Finance Committee to move forward with the recruitment process and to place notices advertising the position at various sites suggested by the Treasurer with a 30-60 day run time. General Manager Spatz also advised that he hoped for a March hiring date so that there could be a seamless transition in the finance department.

Commissioner Murphy moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.