



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE**  
**THURSDAY, JULY 21, 2011**  
**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 June 23, 2011
- III. Paperless Board Packets
- IV. By-Law Changes
- V. Other
- VI. Adjournment

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**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DUPAGE WATER COMMISSION  
HELD ON JUNE 23, 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: T. Cullerton, J. B. Webb, and L. Crawford

Committee members absent: W. Murphy and J. Zay (*ex officio*)

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

Commissioner Webb moved to approve the Minutes of the May 19, 2011, Administration Committee meeting as presented. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Ordinance No. O-12-11, Staff Attorney Crowley explained that the Commission was required to adopt an identity protection policy pursuant to the Illinois Identity Protection Act. Staff Attorney Crowley further noted that the policy attached to Ordinance No. O-12-11 complied in all respects with the requirements of the Act in addition to incorporating procedures previously implemented by the Commission to protect social security numbers from unauthorized disclosure.

In discussing procedures previously implemented to protect social security numbers from unauthorized disclosure, the Administration Committee discussed the requirements of Section VI, Paragraph 5, and, specifically, whether an employee whose social security number had been disclosed without authorization or whose social security number had been requested by an unauthorized third party would be notified of the unauthorized disclosure or inquiry. It was the consensus of the Administration Committee that the draft policy did not need to be amended to specifically require such notice but that, in practice, notice should be provided to the affected employee.

Commissioner Crawford asked where social security numbers were stored. Staff Attorney Crowley advised that social security numbers were stored either in a locked file cabinet within a locked file room or in a locked file cabinet within the Financial Administrator's attended or locked office. Commissioner Webb asked which employees had access to social security numbers. Staff Attorney Crowley responded that, generally, only Managers and Supervisors; the Executive Assistant; the IT Coordinator; the Accountant; and the Receptionist had access to social security numbers and that those employees sign separate confidentiality agreements. Commissioner Crawford asked what happened to the social security numbers that were included in the bank paperwork that the Commissioners had recently signed. Staff Attorney Crowley advised that if copies had been retained, then the copies would have been filed within the file folder maintained for each Commissioner which, in turn, would have been filed in the locked file cabinet within the Financial Administrator's office.

## Minutes 06/23/11 Administration Committee Meeting

Commissioner Crawford asked whether the adoption of the Identity-Protection Policy could have been handled via electronic voting. Staff Attorney Crowley explained that, generally, electronic voting is only allowed under the Illinois Open Meetings Act if (1) it occurs at a duly noticed meeting at which a majority of the members are physically present, (2) the members voting but not physically present at the meeting were prevented from physically attending the meeting because of illness, employment, or a family or other emergency, and (3) the public was able to contemporaneously observe the voting.

With respect to the possibility of going paperless for future Board meetings, GIS Coordinator Frelka summarized the advantages and disadvantages of the various electronic board meeting service providers that had been demonstrated for Committee members. Commissioner Crawford suggested that even though software demonstrations would continue for purposes of exploring various options, the Administration Committee should tread lightly and slowly to ensure financial support, and the Administration Committee agreed with Commissioner Crawford's suggestion.

Commissioner Crawford asked Commissioner Cullerton to explain, and Commissioner Cullerton explained, how Villa Park had transitioned from paper Board packets to flash drives. Commissioner Crawford also noted that Commissioner Loftus was going to try to view an electronic copy of the Commission Board packet at the main meeting via a device that he had brought from home. At which point, General Manager Spatz informed the Administration Committee that the Commission had purchased a mobile hotspot for a nominal monthly fee that would enable internet access for up to eight persons from the meeting room.

Commissioner Webb moved to adjourn the meeting at 7:30 P.M. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



# DuPage Water Commission

## MEMORANDUM

TO: John F. Spatz, General Manager

FROM: Frank J. Frelka, GIS Coordinator 

DATE: July 13, 2011

SUBJECT: Paperless Agenda Project

### **Background**

In March the Administration Committee discussed going paperless with Board meeting packets and reducing the expense of sending them to Commissioners by FedEx. Other topics discussed included PDF file bookmarks, wireless devices such as the Apple iPad to view Board materials and examples of how other organizations manage their meeting documents electronically.

The initial focus of this project was on eliminating paper Board packets. Commissioners expressed a preference to see a more comprehensive effort involving meeting management software that would allow the Commission to: eliminate paper agendas and monthly FedEx fees; reduce staff time in agenda preparation; and improve accountability and transparency by making Board agendas, minutes and other materials searchable and more accessible.

Commission staff conducted research on "paperless" solutions at several governmental organizations and one private company. There were also meeting management software demonstrations from four vendors to determine the best solution for the Commission. Of the four products evaluated one was eliminated due to cost and the other because it was limited in its capabilities. The two remaining products under consideration are MinuteTraq and BoardDocs.

### **Meeting Management Software**

Meeting management software is designed to automate the public meeting process. It handles agenda preparation through Board approval and decision workflow to minutes compiling and public information dissemination on the web and, optionally, via video streaming and electronic voting. It also includes follow up utilities to ensure decisions are tracked and followed up on.

The products under consideration are web-hosted. There's no software to buy and all that's needed for Commissioners to access agendas is an Internet connection. They also have different security levels for the public, staff and board members. Generally, agenda preparation by staff involves selection of a template and dragging and dropping of agenda items and attachments. During meetings Board members can follow the agenda on line or in a PDF format or they can be printed. All products viewed handle a primary board and multiple committee agendas.

### Cost Analysis

Per an analysis conducted in April (see attached memo dated 4/12/2011), the Commission spends approximately \$400 per month or \$4,800 per year mainly for FedEx delivery and a lesser amount for paper and copying. Staff time for collating, copying and scanning is estimated at 12 hours per month at a cost of \$260 or \$3,120 per year (Table 1). Under a best case scenario FedEx and paper costs could be reduced to zero and staff time reduced by an unknown percent with meeting management software. We have already achieved savings of nearly \$400 per month by moving Board meetings to the third Thursday and eliminating the supplemental packages.

Item	Monthly	Annual
FedEx & paper	\$400	\$4,800
Staff time	\$260	\$3,120
Total	\$660	\$7,920

Table 1. Board Packet Costs.

The cost of the meeting management software we evaluated ranges from a little over \$700 to nearly \$1,100 per month or \$8,700 to \$13,000 per year (Table 2).

Company	Cost		
	Setup	Monthly	Annual
IQM2 MinuteTraq	\$ 0	\$850	\$10,200
BoardDocs	\$1,000	\$1,000	\$12,000
Diligent Boardbooks	\$2,600	\$1,083	\$13,000
eBoard Solutions	\$0	\$728	\$8,740

Table 2. Meeting management software costs.

There will be modest cost savings from going paperless with Board agendas depending how we proceed. The tangible out-of-pocket amount saved will be approximately \$4,800 per year for FedEx and paper with one meeting per month. This could be outweighed by meeting management software costs of \$10,200 per year assuming we select the least expensive product under consideration. The net increase in cost by going paperless and implementing meeting management software would be \$5,400 per year. Wireless installation will add a one-time amount of \$3,000 and device costs could make this several thousand dollars higher if the Commission decides to provide devices for commissioners and staff. Another consideration is that meeting management software is not included in the FY 2012 budget although funds can be reallocated if necessary.

### Current Practices & Paperless Initiatives

I contacted a number of organizations that have gone or are considering going paperless to determine their experience and savings. Table 3 shows the organizations contacted.

Woodridge School District	City of Naperville
Village of Glenview	Village of Glen Ellyn
Peoria County	Village of Villa Park
DuPage County	Village of Northbrook
School District 181	City of Elmhurst
EPI Management, LLC	

Table 3. Organizations contacted.

Those contacted reported savings mainly with courier (including mileage) and delivery costs, followed by staff time reductions in collating and copying and lesser amounts for paper and copying. From those surveyed there was less emphasis on cost savings and more on the benefits of using meeting management software to more efficiently assemble and distribute agendas to staff, the public and board members. Making the process “green” by eliminating paper and physical delivery was also touted as a significant though unquantified benefit. Table 4 summarizes paperless efforts at the organizations contacted.

Org.	System	Status	Comments
Woodridge School District	PDF with iPads	Paperless, no MM software	One year payback of cost of iPads
Village of Glenview	Granicus, PDF with video	Paperless, no MM software yet	iPads and laptops provided by Village
Peoria County	Laserfiche eAgenda PDF	Mixed, MM software	Everybody uses it
DuPage County	MediaTraq	Mixed, no MM software	MinuteTraq in next year’s budget
School District 181	BoardDocs LT	Paperless, no MM software	Staff loves it
City of Naperville	Granicus eAgenda w/ video	Mixed, MM software	
Village of Glen Ellyn	None	Paper, no MM software	Done the old fashioned way
Village of Villa Park	Sire Agenda Plus	Mixed, MM software	
Village of Northbrook	MinuteTraq, MediaTraq	Mixed, MM software	Managing the agenda month-to-month is easy
City of Elmhurst	PDF	Reams of paper	Looking into it
EPI Management, LLC	PDF with iPads	Paperless, iPad software	iPads agendas downloaded and handed out at meetings

Table 4. Organization summary.

There is a mix of experience among the organizations surveyed regarding paperless agendas. Although nearly everyone surveyed uses downloadable PDFs in some fashion the most common practice appears to be to the continued use of paper at meetings. No doubt this is what most

staffs and board members are comfortable with even though electronic documents and laptops are readily available. For the most part past practice continues with agendas printed by the organization and delivered to board members. In some cases board members print what they need at work or home with or without in-kind reimbursement. Organizations that have gone paperless report initial resistance by Board members that goes away once they get used to it.

Three of the organizations that appear to be the most nearly paperless don't use meeting management software. Instead they view PDFs at meetings with free Adobe Acrobat or nominal cost iPad software with laptops or iPads. At Glenview this even applies to the Plan Commission whose members download, view and mark up large drawing files on iPads instead of receiving cumbersome rolled up drawing sets delivered to their homes. Members either use their own computers or one is provided by the Village along with reams of paper as required. EPI Property Management loads agendas on iPads that are handed out to board members before meetings and collected afterwards.

Other organizations have a more complex arrangement with video linked to PDF agendas for later viewing and there's no connection to how they view agendas in meetings. At Northbrook and DuPage County a clerk is tasked with using the meeting management software to create links to the video portion of each agenda item.