

**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.

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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.