



DuPage Water Commission

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AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, OCTOBER 9, 2008
7:00 P.M.**

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

COMMITTEE MEMBERS

W. Murphy, Chair
E. Chaplin
T. Elliott
J. Zay

- I. Roll Call
- II. Approval of Minutes of August 14, 2008
- III. Safety Training Status
- IV. Personnel Matter – Document Management Specialist
- V. Personnel Matter – Methodology for Preparing Salary Increase Budget
- VI. Personnel Matter – General Manager Review Process
- VII. Other
- VIII. Adjournment

Board/Agendas/Administration/ADM0810.DOC

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MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON AUGUST 14, 2008

DRAFT

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: E. Chaplin, W. Murphy, and L. Hartwig

Committee members absent: D. Zeilenga and L. Rathje (*ex officio*)

Also in attendance: T. Elliott, J. Zay, R. Martin, and M. Crowley

Commissioner Murphy moved to approve the Minutes of the June 12, 2008, Administration Committee meeting. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to joining the National Institute of Governmental Purchasing (NIGP) and engaging them to perform a procurement management audit, Commissioner Murphy suggested that the matter be deferred. Commissioner Murphy explained that he had received feedback from several government officials that the NIGP recommended purchasing procedures were unduly burdensome, especially for a small organization such as the Commission. Commissioner Murphy also noted that it seemed premature to be making changes to existing Commission policy and procedures before all of the new Commissioners and Committee Members had had an opportunity to assess the sufficiency of those policies and procedures.

Commissioner Chaplin suggested that perhaps representatives from NIGP should be invited to attend a Commission meeting to present NIGP's view of the advantages of membership and of engaging NIGP to perform a procurement management audit.

Commissioner Zay noted his agreement with the sentiments expressed by Commissioner Murphy, and expressed his belief that the Commission does a good job with its purchasing and did not need to spend \$10,000 on a procurement management audit. Commissioner Zay also suggested that the Committee could revisit the matter in five or six months if need be.

After Commissioners Hartwig and Elliott concurred with Commissioners Murphy and Zay, Commissioner Hartwig advised the Committee that he would report to the full Board that it was the consensus of the Administration Committee to defer, for five or six months, the question of whether to join the National Institute of Governmental Purchasing and engage them to perform a procurement management audit.

There being no further discussion, Commissioner Murphy moved to adjourn the meeting at 7:15 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



DuPage Water Commission MEMORANDUM

TO: Robert Martin

FROM: Chris Bostick *WB*

DATE: October 3, 2008

SUBJECT: Safety Training Status – FY-08/09

The following constitutes the status of safety training for the first half of the current fiscal year. Page number 3 includes a table indicating amount budgeted, amount committed or spent to date, and budgeted amount remaining. Upon review, please advise if you have any questions.

On-Line Safety Training (positions affected – 37) – The program continues to be set up. The courses have been designated, and the positions taking selected courses and scheduling have been determined. Program rollout is tentatively scheduled for October 13th.

Hazard Communication (HAZCOM) (positions affected – 37) – Training will be scheduled upon completion of setting up the MSDS Management System. This is anticipated in December 2008.

Electrical Training at Joliet Junior College (positions affected fully – 18, partially – 9) – The 100 hour program commenced on June 3rd and wrapped up on August 28th. Make-up classes, for those who were on-shift or on vacation or who are new hires, are scheduled between September 26th and December 31st.

1st Aid/CPR/AED/Bloodborne Pathogen (positions affected – 37) – All employees completed mandatory training by August 12th under contract with RWW Resources and the CPR Training Center of Chicago.

Principles of Occupational Safety and Health (POSH) (positions affected – 4) – This professional development training has been completed for two (2) new employee safety committee members on September 11th. The remaining two (2) registrations are for new committee appointees and will be in training in March 2009.

30-Hour OSHA Training for General Industry (1910) and the Construction Industry (1926) (positions affected – 4) – One employee safety committee member completed the 1926 course in May 2008. A safety committee member

left the employment of the Commission and there was a delay in filling the post. The replacement member will be completing the 1926 course October 11th. Both new safety committee members are attending 1910 training November 3rd through November 7th. The remaining two (2) registrations are for new committee appointees and will be in training in February/March 2009.

Safety Management Techniques (positions affected – 2) – General Manager Martin and Financial Administrator Richter are registered to attend this professional development training November 10th through 13th.

Safety Training Methods (positions affected – 6) – Three (3) Supervisors, the Safety Coordinator and the Chairman of the employee safety committee are registered for this professional development training October 20th through the 24th. The remaining one (1) registration is for the new committee chairman in March 2009.

Fall Protection Competent Person (positions affected – 28) – The training is tentatively scheduled for November 17th and 21st at the Construction Safety Council. Dates need to be firmed up with DWC staff.

Forklift Training (positions affected – 28) – This training has yet to be scheduled but is anticipated to be complete by October 30, 2008.

Excavation and Trenching Competent Person (positions affected – 17) – Three (3) new hires were trained on September 18th. The remaining employees will be trained in early spring 2009.

Flagger Certification (positions affected – 17) – Three (3) new hires were trained on August 20th. The remaining employees will be trained in early spring 2009.

Fire Extinguishers (positions affected – 37) – Training is tentatively scheduled for early spring 2009.

Cranes, Hoists and Materials Handling (positions affected – 28) – This training has yet to be scheduled, but is anticipated in spring 2009.

Training Name	Budgeted Amount	Amount Committed or Spent To Date	Budget Remaining
On-Line Safety Training	\$13,925	\$13,925	\$0 (0%)
HAZCOM	\$1,000	\$0	\$1,000 (100%)
Electrical Training at JJC	\$50,000	\$42,968	\$7,032 (14%)
1st Aid/CPR/AED/Bloodborne Pathogen	\$5,250	\$2,880	\$2,370 (45%)
POSH	\$4,800	\$2,400	\$2,400 (50%)
30-Hour OSHA Training	\$4,350	\$2,900	\$1,450 (33%)
Safety Management Techniques	\$2,400	\$2,400	\$0 (0%)
Safety Training Methods	\$7,200	\$5,975	\$1,225 (17%)
Fall Protection Competent Person	\$7,300	\$8,325	-\$1,025 (-14%)
Excavation and Trenching Competent Person	\$3,825	\$405	\$3,420(89%)
Cranes, Hoists and Materials Handling / Competent Person	\$2,800	\$0	\$2,800 (100%)
Forklift Training	\$2,200	\$0	\$2,200 (100%)
Flagger Certification	\$1,500	\$300	\$1,200 (80%)
Fire Extinguishers	\$500	\$0	\$500 (100%)
YEAR TO DATE	\$107,050	\$82,478	\$24,572 (23%)



DuPage Water Commission MEMORANDUM

TO: Administration Committee

FROM: William F. Murphy
Administration Committee Chair

COPIES: Chairman Rathje

DATE: October 1, 2008

SUBJECT: General Manager Review Process

In regard to the current review of the General Manager's Performance Evaluation, Chairman Rathje and I felt it would be best to establish a schedule and process for the General Manager's future performance evaluations. The following is the schedule for all DuPage Water Commission employees:

March	Employees prepare self evaluations and submit them to their supervisors. Supervisors prepare evaluations and submit them to the General Manager.
April	General Manager reviews the evaluations and meets with supervisors. Supervisors meet with employees to discuss evaluations and pay increases, if any, to be effective May 1 st .

Based on the staff's performance evaluation schedule, I am recommending the following schedule for the General Manager:

March	General Manger distributes in the March board packet evaluation forms and memorandum regarding accomplishments for current fiscal year. Evaluation forms return directly to Chairman. Chairman develops summary sheet of evaluations.
April	Board discusses evaluation at the April Commission meeting Salary changes, if any, effective May 1 st .

I would like to discuss this at our October 9, 2008 Administration Committee meeting.