



DuPage Water Commission

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AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, MAY 19, 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 April 21, 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 APRIL 21, 2011**

The meeting was called to order at 6:10 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: W. Murphy, J. B. Webb, and L. Crawford

Committee members absent: T. Cullerton and J. Zay (*ex officio*)

Also in attendance: M. Crowley and F. Frelka

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

All voted aye. Motion carried.

GIS Coordinator Frelka explained that approval of Resolution No. R-16-11 would authorize the General Manager to dispose of certain Commission property or, if already disposed of, would ratify and confirm their disposal because no longer useful to the Commission. GIS Coordinator Frelka added that the vehicle listed was traded in towards the purchase of replacement vehicles in accordance with a prior Board approval and that staff planned to donate the big printer to the Illinois Section of the AWWA, with the remaining items either donated to the Assistive Technology Exchange Program or discarded due to obsolescence. It was the consensus of the Committee members present to recommend to the full Board approval of Resolution No. R-16-11.

Staff Attorney Crowley explained that approval of Resolution R-22-11 would authorize the release to the public of the minutes of the closed meeting of the February 10, 2011 Special Meeting and the November 23, 2009 Special Meeting while at the same time continuing the confidential treatment of the minutes of all of the other closed meetings of the Board that had not been previously released to the public. It was the consensus of the Committee members present to recommend to the full Board approval of Resolution No. R-22-11.

With respect to creating an I-Pad accessible site for meeting materials, Commissioner Crawford noted that she had contacted the third-party service provider recommended by Commissioner Furstenau. As a result of her discussions with the third-party service provider and her own research into the cost of the devices, Commissioner Crawford reported that cost savings could be realized as summarized in a memorandum that she distributed to the Committee members.

Commissioner Crawford cautioned, however, that the question would be whether the other Commissioners would use the devices. As such, Commissioner Crawford noted that staff had investigated alternatives, including sending the Committee members hyperlinks to the various bookmarked meeting materials in addition to researching the Commission's Wi-Fi capabilities and web site hosting costs as noted in the

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Administration Committee materials. It was the consensus of the Committee members present that staff should contact several other government agencies that have successfully accomplished the paperless route for guidance.

At which point, Commissioner Murphy offered to provide GIS Coordinator Frelka with contact information for the paperless project managers in Woodridge and a Woodridge school district, and Commissioner Crawford suggested GIS Coordinator Frelka contact Carol Stream in addition to the third-party service provider that she had contacted and whose contact information was already included in her memorandum. It was also the consensus of the Committee members present that staff should recommend a course of action for consideration by the Administration Committee after having provided the Administration Committee with a thorough review and analysis of the advantages and disadvantages of various options, including Illinois Open Meetings Act and Freedom of Information Act considerations.

With respect to the comprehensive amendment and restatement of the Commission's By-Laws, it was the consensus of the Committee members present that instead of conducting a section by section review of the current By-Laws at this point in time, General Manager Spatz should review the current By-Laws for recommendation to the Administration Committee of the changes needed to conform to current best practices in addition to the changes identified by the Staff Attorney as being required by law.

Similarly, and related to the discussion at the earlier Committee of the Whole meeting, it was the consensus of the Committee members present that General Manager Spatz should review Article Eight of the Personnel Manual for recommendation to the Administration Committee of any changes needed.

After the Committee members present agreed that the General Manager's review of the By-Laws and Article Eight of the Personnel Manual and, perhaps, the staff's analysis and report on paperless meeting options were multi-month projects not expected to be presented to the Administration Committee in May, Commissioner Webb moved to adjourn the meeting at 7:05 P.M. Seconded by Commissioner Murphy 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: May 10, 2011

SUBJECT: Paperless Meeting Agenda Project

I'd like to bring you up to date on where we are with our research on paperless meeting agendas and meeting management software.

In March the Administration Committee discussed reducing the amount and expense of paper consumed by monthly Board and committee agendas and sending them by Fed Ex. Topics discussed included PDF file bookmarks to make it easier to navigate large documents, wireless devices such as the Apple iPad to eliminate Board packets and postage, and examples of how other organizations manage their meetings electronically. At the April meeting staff was asked to research this issue and report back over the next couple of months with recommendations on how to move in a more paperless direction.

Commissioners gave me several points of contact at different organizations who I contacted to learn more about their paperless solutions. They are:

- Steve Elmoe, a private sector condo board manager
- Jerry Brendel, the Woodridge School Superintendent
- Eric Dubrowski, Peoria County Chief Financial Director

I've also contacted personnel at Naperville, Villa Park and Glenview and intend to do more research before the May meeting with other governmental bodies.

In addition to leads from Commissioners, I followed up on the list of meeting management software companies you provided me and scheduled four software demonstrations over the next 10 days. The vendors are:

eBoard solutions	www.eboardsolutions.com
Diligent Boardbooks	www.boardbooks.com
BoardDocs	www.boarddocs.com
IQM2	www.iqm2.com

According to one vendor website, meeting management software provides "a robust end to end meeting management solution. It is a single application that automates the entire public and formal meeting process; from agenda preparation through approval and decision workflow to minutes compiling and

ultimately public information dissemination via video streaming and electronic voting. It also includes sophisticated follow up action utilities to ensure that those critical decisions and deliverables are tracked and followed up on by the appropriate stakeholders for complete process visibility.”

I'll have more to say about meeting management software after the demonstrations, but so far I'm impressed by what I've seen on vendor websites. There are savings to be achieved by eliminating/reducing paper and postage, but more significant may be efficiency gains in agenda and minutes preparation and improved access to information by Commissioners by setting up automated workflows and an electronic repository of Board information.

My concern at this point is software cost as the target audience for some of it seems to be large corporate clients. One vendor gave a preliminary quote of \$2,000 to \$4,000 per year depending on the number of users, which compares favorably to the estimated \$12,000 per year for labor, material and postage (per Mary Reibel 4/12/11 memo) for our current way of doing business. Other vendors are over \$1,000 per month.

Another cost should we decide to go in this direction would be for wireless devices and wireless set up. Commissioners comfortable using their own laptops may not need a Commission-provided device. Otherwise, for planning purposes we should probably assume a cost of \$525 per device for most of the Commissioners and some staff although lower device cost may be possible. Wireless set up may cost a few hundred dollars.

I'll have more information and should be able to demonstrate one or two software products at the May Administration Committee meeting.