

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON JANUARY 14, 2010**

The meeting was called to order at 7:03 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, T. Elliott, and J. Zay

Committee members absent: W. Murphy and L. Rathje (*ex officio*)

Also in attendance: M. Crowley

Commissioner Elliott moved to appoint Commissioner Zay as Chairman Pro Tem of the January 14, 2010, meeting of the Administration Committee. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Elliott moved to approve the Minutes of the December 10, 2009, Administration Committee meeting. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the proposed amendments to the Commission's Personnel Manual concerning health insurance contributions, Commissioner Elliott moved to recommend to the Commission approval of Resolution No. R-3-10: A Resolution Amending the Personnel Manual. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the discussion of the Commission's Ethics Officer, Commissioner Zay advised that he agreed with the concept of having an independent Ethics Officer just as DuPage County had an independent Ethics Officer. Commissioner Chaplin added that the Staff Attorney might be more comfortable with an independent Ethics Officer in the event questions of ethics were to arise relating to the Commission's current Ethics Officer, the General Manager. Staff Attorney Crowley advised that she had no preference either way but would consult the Board directly in the event questions of ethics were to arise relating to the Commission's current Ethics Officer. It was the consensus of the Committee members to defer the discussion to the February Committee meeting, at which point the Committee members noted they might further defer the discussion until after the forensic audit report had been received.

Before the meeting was adjourned, Commissioner Zay questioned the appropriateness of various items listed on the Finance Committee Agenda, noting that it appeared that items were being assigned to the Finance Committee because its membership was comprised of more municipal appointees. Specifically, Commissioner Zay questioned

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why the Finance Committee was taking the lead on the hiring of the new Financial Administrator and why Ordinance No. O-3-10, the By-Law amendment, was not scheduled for Administration Committee review. Staff Attorney Crowley noted that items were assigned to the various standing Committees based upon the topic rather than the membership of a particular Committee; that at the December 17, 2009, meeting of the Board, Commissioner Saverino and Commissioner Zeilenga each separately requested that the Finance Committee proceed with the process of hiring a new Financial Administrator, which requests were not objected to by any other member; that the selection process for the new Financial Administrator also seemed appropriate for the Finance Committee to oversee because Commissioner Zeilenga was a member of that Committee and also had been designated to act as the Board's liaison with respect to the various pending financial matters; and finally, that the By-Law amendment related to disbursement of Commission funds and, as such, seemed more appropriate for the Finance Committee to review.

After Commissioner Zay questioned why both Committees had not been scheduled to consider these items, and Staff Attorney Crowley responded that staff had recently been chastised for having two committees consider the same item when both the Finance and Administration Committees considered whether the Commission should join the National Institute of Government Purchasing, Commissioner Elliott moved to adjourn the meeting at 7:12 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.