



DuPage Water Commission

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AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, SEPTEMBER 21, 2017
6:15 P.M.**

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

COMMITTEE MEMBERS

J. Healy- Chair
J. Broda
D. Novotny
R. Obarski
J. Zay

- I. Roll Call
- II. To approve the Minutes of the August 17, 2017 Regular Committee Meeting
- III. Resolution No. R-29-17: A Resolution Amending the Personnel Manual (Service Day Credit)
- IV. Resolution No. R-32-17: A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2017 and ending November 30, 2018
- V. Other
- VI. Adjournment

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All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, AUGUST 17, 2017
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner Healy called the meeting to order at 6:15 P.M.

Committee members in attendance: J. Broda, J. Healy, D. Novotny, R. Obarski and J. Zay (arrived at 6:23 P.M.)

Committee members absent: None

Also in attendance: J. Rodriguez and J. Spatz (arrived at 6:20 P.M.)

Commissioner Obarski moved to approve the Minutes of the June 15, 2017, Administration Committee meeting. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Broda moved to recommend approval Resolution R-18-17: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. Seconded by Commissioner Obarski and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Obarski moved to recommend approval Resolution R-24-17: A Resolution Releasing Certain Executive Session Meeting Minutes at the August 17, 2017, DuPage Water Commission Meeting. Seconded by Commissioner Obarski and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

After some brief discussion, Commissioner Broda moved to recommend approval the Request for Board Action to Authorize the Execution of a Consulting Agreement with Rory Group, LLC., for a one year period, in an amount not to exceed \$18,000.00. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Spatz arrived at 6:20 P.M.

General Manager Spatz reviewed the draft Drug and Alcohol Policy with the Committee Members. Commissioner Obarski stated that it is a good set of procedures and asked if training would be included when the policy is put into effect. He replied that staff will be trained when the policy is enacted.

Chairman Zay arrived at 6:23 P.M.

After some brief discussion, the Committee Members agreed that the policy was well written. General Manager Spatz stated that the next step will be to review the policy with the supervisors.

Minutes 8/17/17 Administration Committee Meeting

As a draft copy of IMRF Creditable Service Day language was distributed to the Committee Members, General Manager Spatz explained that this language is similar to other municipalities that utilize Service Day credits. Commissioner Obarski asked if an employee had to utilize all of their sick time and needed more, could they pull from accumulated Creditable Service Days. General Manager Spatz replied that the employee would not be able to use the Creditable Service Days and they would not accumulate any other Creditable Service Days until they reached the maximum number of 120 sick days.

General Manager Spatz added that a resolution with this language will be brought to the Board at the next meeting.



With no further discussion, Commissioner Obarski adjourned the meeting at 6:28 P.M. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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DATE: September 12, 2017

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	A Resolution Amending the Personnel Manual to add a section on IMRF Creditable Service Days Resolution No. R-29-17	APPROVAL  	
<p>The Commission is requesting to amend the Personnel Manual to include the following language in section 9.7 Paid Sick Leave:</p> <p><u>IMRF Creditable Service Days</u></p> <p>Currently all employees who are covered under the Illinois Municipal Retirement Fund (IMRF) are eligible to accumulate a maximum of six (6) months additional creditable service with IMRF for unused, unpaid sick leave upon retirement. Beginning October 1, 2017, Creditable Service Days shall accrue at the rate of one day for each month of service after the employee has accumulated and maintains 120 sick leave days (960 hours), up to a maximum 120 Creditable Service Days (an additional 6 months of creditable service with IMRF). If an employee who has accrued Creditable Service Days uses sick leave, which drops their sick leave balance below the 960 hours, the employee's Creditable Service Days balance will be held and the employee will not accrue any additional Creditable Service Days until their sick leave balance reaches the maximum of 960 hours again.</p> <p>Creditable Service Days shall only be applied toward additional IMRF creditable service. These days shall not be used towards paid sick leave.</p> <p>At retirement time, any accrued, unused sick days and/or Creditable Service Days may qualify for additional service credit, if you retire from IMRF and are eligible and begin drawing your pension within 60 days of your last day of work. Otherwise they will still be reported to IMRF, but not used in the retirement pension calculation.</p> <p>The Commission's Personnel Manual was last updated March 1, 2016.</p>			
MOTION: To approve Resolution No. R-29-17			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-29-17

A RESOLUTION AMENDING
THE PERSONNEL MANUAL

WHEREAS, the DuPage Water Commission (the "Commission") is a county water commission created and existing under the Water Commission Act of 1985, 70 ILCS 3720/0.01 et seq., and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 et seq.; and

WHEREAS, the Water Commission Act of 1985 provides that the Commission shall determine its own rules of proceeding; and

WHEREAS, in furtherance thereof, the Commission adopted By-Laws of the DuPage Water Commission, which By-Laws were restated by Ordinance No. O-10-12 and amended by Ordinance Nos. O-12-12, O-6-13, O-7-13, O-1-15 (the "By-Laws"); and

WHEREAS, pursuant to the By-Laws, the Board of Commissioners of the DuPage Water Commission has the power to pass and enforce all necessary ordinances, resolutions, rules, regulations, and administrative orders for the conduct of business and management of property of the Commission; and

WHEREAS, in furtherance thereof and pursuant to Resolution No. R-60-07, the Commission adopted regulations affecting Commission employment, working conditions, and employees benefits, which regulations were amended by Resolution Nos. R-3-10 (the "Personnel Manual"); and

WHEREAS, the Personnel Manual was last updated and restated in 2016; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is reasonable, necessary and desirable, and in the best interest of the Commission, to amend the Personnel Manual, effective as of October 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Amendment of Section 9.7 Paid Sick Leave. The Personnel Manual of the DuPage Water Commission shall be and hereby is amended, effective as of October 1, 2017, as set forth in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof. The General Manager shall provide copies of this amendment to the Personnel Manual to all Commission employees at least 10 days in advance of its effective date.

Resolution R-29-17

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2017.

Chairman

ATTEST:

Clerk

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Exhibit A

CHAPTER 9 – TIME OFF AND LEAVES

9.7 Paid Sick Leave

The Commission provides sick leave to all full-time employees when injury or illness prevents them from coming to work. Sick leave may be used to care for the employee, the employee's dependent, or the employee's family member when used for an approved absence that falls under the following guidelines:

- Non-employment related illness or injury (employment related injuries fall under workers' compensation)
- Emergency medical or dental care
- Preventative/well care

Family member is defined as spouse, child, mother, or father. Employees are expected to make all reasonable efforts to schedule such appointments outside of their normal working hours.

Paid sick leave is credited to eligible employees at the rate of one eight-hour shift for each full month of service and will accumulate to a maximum of 120 eight-hour shifts. Paid sick leave cannot be taken in advance of earning the time.

Supervisor Notification. Employees are required to contact their supervisor as soon as they can regarding an illness or injury that will prevent them from working their scheduled hours. Any employee who fails to report to work on three or more consecutive workdays without notifying his or her supervisor or the General Manager will be considered to have voluntarily resigned from employment with the Commission. The termination date will be the last day worked.

Doctor's Statements. Employees may be required to present a doctor's statement or other documentation substantiating the reasons for the absence. All absences of five (5) days or longer require a doctor's notice to return to work.

Unexcused Absences. Even though an employee provides proper notice of his or her absence, the absence still may be considered unexcused. Unexcused absences include:

- Absences due to a non-work related illness or injury for which no medical verification is provided when requested
- Repeated absences attributed to alleged transportation problems
- Absences for a period in which the employee requested but was denied excused absence (with or without pay)

Resolution R-29-17

- Any other absence where the employee fails to provide evidence to establish a legitimate need (in the discretion of the Commission) for the absence or tardiness

Nonexempt employees will not be paid for any period of unexcused absence or tardiness.

Disciplinary Action. Continued irregular attendance or excessive absenteeism or tardiness by any employee constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including termination. Abuse of this policy includes, but is not limited to: (1) the employee's failure to notify his/her supervisor of the his or her intention to take paid sick leave when such notice was practicable; (2) the employee's failure to provide documentation for absence, as required; and (3) a continuing pattern of absences prior to or following regularly scheduled holidays, vacation or scheduled days off work.



Sick Leave at Separation and Retirement. Employees retiring from the Commission with accrued, unused paid sick leave may qualify for additional service credit under the Illinois Municipal Retirement Fund. Unused sick leave is not paid out at separation of employment.

IMRF Creditable Service Days. Currently all employees who are covered under the Illinois Municipal Retirement Fund (IMRF) are eligible to accumulate a maximum of six (6) months additional creditable service with IMRF for unused, unpaid sick leave upon retirement. Beginning October 1, 2017, Creditable Service Days shall accrue at the rate of one day for each month of service after the employee has accumulated and maintains 120 sick leave days (960 hours), up to a maximum 120 Creditable Service Days (an additional 6 months of creditable service with IMRF). If an employee who has accrued Creditable Service Days uses sick leave, which drops their sick leave balance below the 960 hours, the employee's Creditable Service Days balance will be held and the employee will not accrue any additional Creditable Service Days until their sick leave balance reaches the maximum of 960 hours again.

Creditable Service Days shall only be applied toward additional IMRF creditable service. These days shall not be used towards paid sick leave.

At retirement time, any accrued, unused sick days and/or Creditable Service Days may qualify for additional service credit, if you retire from IMRF and are eligible and begin drawing your pension within 60 days of your last day of work. Otherwise they will still be reported to IMRF, but not used in the retirement pension calculation.

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	<p>A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2017 and ending November 30, 2018</p> <p>Resolution No. R-32-17</p>	<p>APPROVAL</p>  	

Account No.: 01-60-612200

The Commission annually determines employee insurance benefits to be provided commencing December 1 of each year.

In consultation with Dato Pistorio Financial Group, Inc., staff is recommending that the Commission continue providing medical coverage through its current carrier, Blue Cross Blue Shield, and continue paying 80 percent of the premiums for eligible employees' coverage and for eligible employees' dependent coverage.

Staff is recommending that employees will be able to choose from the same four ACA Metallic Alternate Health Plans that were offered last year. The Blue Platinum PPO Plan (P500PPO), Blue Platinum HSA Plan (P502PPO), Blue Choice Preferred PPO Plan (G509BCE) and the Blue Precision HMO Plan (P502PSN).

With respect to Vision, Dental and Life Insurance, staff is recommending that coverage continue to be with MetLife.

Staff is also recommending that the Commission contribute the same amounts to Health Savings Accounts as last year. For employees that elect self-only coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan, the Commission shall contribute, via electronic funds transfer, the sum of \$1,800.00. For employees that elect employee and spouse/child (employee + 1) coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan, the Commission shall contribute, via electronic funds transfer, the sum of \$3,600.00. For employees that elect family (employee + 2 or more) coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan, the Commission shall contribute, via electronic funds transfer, the sum of \$5,800.00.

Staff is also recommending to further reduce future healthcare cost that the Commission continue to offer the HealthiestYou program. HealthiestYou is the most innovative telehealth solution on the market and complements our current benefit plans. Employees will have access 24/7 to more than 2300 licensed physicians via the phone. The cost to the Commission would be \$9 per employee per month.

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2017 and ending November 30, 2018 Resolution No. R-32-17	APPROVAL	
<p>A summary of the employee insurance benefits recommended by staff and associated premiums and administrative costs to be paid by the Commission are summarized in Exhibit 1 to Resolution No. R-32-17. A more detailed summary of benefits and comparison to current costs is attached to this Request for Board Action.</p> <p>Resolution No. R-32-17 would suspend the purchasing provisions of the Commission's By-Laws and approve plan year 2018 eligible employee insurance benefits and associated premiums and administrative costs to be paid by the Commission as recommended by staff.</p>			
MOTION: To adopt Resolution No. R-32-17.			

DuPAGE WATER COMMISSION

RESOLUTION NO. R-32-17

A RESOLUTION APPROVING EMPLOYEE
INSURANCE BENEFITS FOR PLAN YEAR BEGINNING DECEMBER 1, 2017 AND
ENDING NOVEMBER 30, 2018

WHEREAS, the Commission annually determines employee insurance benefits to be provided commencing December 1 of each year; and

WHEREAS, in consultation with Dato Pistorio Financial Group, Inc., Commission staff recommends approval of the employee insurance benefits for the year beginning December 1, 2017 and ending November 30, 2018 (Plan Year 2018) summarized in Exhibit 1 attached hereto and by this reference incorporated herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The Plan Year 2018 employee insurance benefits and associated premium costs and administrative fees to be paid by the Commission, all as summarized in Exhibit 1 attached hereto, shall be and they hereby are approved for the Plan Year 2018. The General Manager shall be and hereby is authorized and directed to provide the insurance coverages and pay the associated premium costs and administrative fees to be paid by the Commission as summarized in Exhibit 1 attached hereto without further act of the Board of Commissioners.

SECTION THREE: Notwithstanding any restrictions contained in Resolution No. R-27-90, as modified by Resolution Nos. R-34-90, R-34-96 as amended, R-46-04 as amended, R-5-05 as amended, R-6-08 as amended, R-54-08, and as amended by Resolution No. R-14-00, which prohibit, except in specified circumstances, the wire transfer of Commission funds to financial institutions not listed on the approved Depository List and to accounts not held in the name of the Commission, the Chairman, the Treasurer, the Finance Committee Chairman, the General Manager, or the Financial Administrator shall be and they hereby are authorized to direct the electronic transfer of Commission funds out of any Account held in the name of the Commission for the remittance of the Commission's contributions to the Health Savings Accounts established by the Commission for eligible employees that elect coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan as provided in Exhibit 1 attached hereto. In furtherance thereof, the General Manager shall be and hereby is authorized and directed to execute any agreements required to establish the Health Savings Accounts for eligible employees that elect coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan as provided in Exhibit 1 attached hereto as well as any agreement required to effectuate the electronic transfers hereinabove provided for. Upon execution by the General Manager, the agreements, and all things provided for therein, shall be deemed accepted by the DuPage Water Commission without further act.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption, the Board of Commissioners of the DuPage Water Commission having

Resolution No. R-32-17

determined, by a two-thirds majority vote, to suspend the purchasing provisions of the Commission's By-Laws.

AYES:

NAYS:

ABSENT:

ADOPTED THIS ___ DAY OF _____, 2017.

Chairman

ATTEST:

Clerk

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EXHIBIT 1

THE PLAN YEAR BEGINNING DECEMBER 1, 2017 AND
ENDING NOVEMBER 30, 2018 EMPLOYEE INSURANCE BENEFITS

Plan Year 2018 Health Insurance Plans

The following health insurance plans or significantly similar plans shall be made available to Eligible Commission Employees/Retirees for Plan Year 2018 at the following rates:

Blue Cross Blue Shield Blue Platinum PPO Plan P500PPO with Prescription Drug benefit
\$0/\$10/\$35/\$75/\$150

Employee	\$935.19
Employee & Spouse	\$1,870.39
Employee & Child	\$1,730.11
Family	\$2,665.30

Blue Cross Blue Shield Blue Platinum HSA Plan P502PPO with Prescription Drug benefit
0% after deductible

Employee	\$799.53
Employee & Spouse	\$1,599.05
Employee & Child	\$1,479.12
Family	\$2,278.65

Blue Cross Blue Shield Blue Choice Preferred PPO G509BCE with Prescription Drug
benefit \$0/\$10/\$35/\$75/\$150

Employee	\$603.55
Employee & Spouse	\$1,207.09
Employee & Child	\$1,116.56
Family	\$1,720.11

Blue Cross Blue Shield Blue Precision HMO P502PSN with Prescription Drug benefit
\$0/\$10/\$50/\$100/\$150

Employee	\$609.56
Employee & Spouse	\$1,219.12
Employee & Children	\$1,127.69
Family	\$1,737.25

The Commission's contribution for health insurance for Plan Year 2018 shall be 80% of the premium for eligible employees and their covered dependents for the selected health insurance plan.

Employees shall continue to pay 20% of the selected health insurance plan premium for themselves and their covered dependents.

For each eligible employee selecting the High Deductible Health Plan \$2,600/\$5,200/\$7,800 HSA Plan, the Commission shall establish a Health Savings Account funded in the following amounts:

Employee	\$1,800.00
Employee & Spouse/Child	\$3,600.00
Employee & Children	\$5,800.00
Family	\$5,800.00

The Commission shall not establish, nor contribute to, Health Savings Accounts for retirees selecting the High Deductible Health Plan HSA Plan.

The Commission-established Employee Health Savings Accounts shall be administered by Mellon Bank as the Commission's third party administrator for Plan Year 2018 at a rate not-to-exceed \$4.00/account/month. Due to the uncertainty as to how many employees will elect this option, the Commission's annual not-to-exceed cost is \$3,000.00.

Plan Year 2018 Life Insurance

The life insurance benefit program for Eligible Commission Employees shall be through MetLife for Plan Year 2018 at a rate of \$0.226 x per \$1,000 of coverage per employee per month. The life insurance benefit is in the amount of one and one-half times the eligible employee's annual base pay rounded to the nearest \$1,000. The premium shall be paid in full by the Commission. Please note: Life Insurance rates are estimated at a 10% increase from last year. The actual rates should be lower and will be provided as soon as they become available.

Plan Year 2018 Dental Insurance and Vision Insurance

The dental and vision insurance benefit program or significantly similar programs for Eligible Commission Employees shall be through MetLife for Plan Year 2018 and are as follows:

Please note: Dental and Vision rates are estimated at a 10% increase from last year. The actual rates should be lower and will be provided as soon as they become available.

Coverage	Dental	Vision
Employee	\$55.42	\$12.61
Employee & Spouse	\$115.10	\$25.27
Employee & Children	\$110.48	\$21.40
Family	\$175.65	\$35.28

The Commission's contribution for dental and vision insurance for Plan Year 2018 shall be 80% of the dental and vision insurance plan premiums for eligible employees and their covered dependents.

Employees shall continue to pay 20% of the dental and vision insurance plan premiums for themselves and their covered dependents.

The Commission's contribution for the program called the HealthiestYou for Plan Year 2018 shall be \$9 per employee per month. HealthiestYou is the most innovative telehealth solution on the market and complements our current benefit plans. Employees will have access 24/7 to more than 2300 licensed physicians via the phone.