

**MINUTES OF A MEETING OF THE
RESCHEDULED ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, AUGUST 20, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 5:30 P.M.

Committee members in attendance: L. Crawford, J. Fennell, D. Novotny, and J. Zay (arrived 5:35 P.M.)

Committee members absent: J. Broda

Also in attendance: J. Spatz, F. Frelka, and J. Rodriguez

Commissioner Fennell moved to approve the Minutes of the June 18, 2015 Administration Committee meeting. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Regarding the Request for Board Action to authorize the execution of a consulting agreement with Rory Group, LLC, General Manager Spatz explained that this a renewal of the contract that was presented to the board last year at this time.

Commissioner Fennell asked General Manager Spatz to prepare a summarization memo of what Rory Group, LLC has completed for the Commission since some municipal customers have been inquiring. General Manager Spatz replied that it will not be a problem and went on to describe some of the actions that Rory Group, LLC have completed in the past for the Commission.

Commissioner Novotny inquired as to the number of hours that the consultant utilized on Commission business per year. Discussion pursued regarding the amount of work the consultant performs.

Commissioner Crawford inquired as to how much longer the Commission would likely be using Rory Group, LLC. General Manager Spatz replied that once these last items are finalized, he does not foresee utilizing their services much beyond this contract.

Chairman Zay stated that he would like to use Rory Group, LLC. to review other Lake Michigan water users' contracts to make sure the Commission has obtained the best deal since that is stated in the Commission's contract.

It was the consensus of the Committee members present to recommend to the full board to authorize the execution of a Consulting Agreement with Rory Group, LLC.

Regarding the Commission's Employee Handbook, General Manager Spatz stated that he expects the collaborative review of the Commission's Employee Handbook with Reach HR and staff to be completed before September's board meeting. He added that he would like a

legal firm to review the handbook to make sure that the handbook is in compliance with any current legal changes. He also noted that he will have senior staff review the handbook to see if they have any comments and then, possibly, next month the handbooks will be distributed to all employees.

He then noted that Commission employees had completed a salary survey and they contacted similar organizations with similar job descriptions and that HR Reach will now conduct their independent review. In October an update on this project's progress will be brought to the Administration Committee. The plan is to complete the salary comparison by the end of January 2016 and present it to the board before budget discussions begin.

Regarding the consulting agreement with Rory Group, LLC., Commissioner Novotny confirmed with General Manager Spatz that the contract is indeed for an amount of \$18,000.00 for a one year period with the option to cancel the contract at any time.

With no further items to discuss, Commissioner Novotny moved to adjourn the meeting at 5:45 P.M. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.