

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON JUNE 21, 2012**

The meeting was called to order at 6:32 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: J. Spatz, C. Johnson, and F. Frelka

Commissioner Murphy moved to approve the Minutes of the April 19, 2012, Administration Committee meeting. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With regard to the Ethics Policy, General Manager Spatz distributed an ordinance amendment prepared by Chad Shaffer, Policy and Program Administrator for the County of DuPage entitled Proposed Ethics Ordinance Amendment (OFI-003C-04). The purpose of the ordinance was for the Board to review the County's proposed ordinance with an option to opt-in to the County's ethic policy. General Manager Spatz stated that overall he favored the ordinance and the idea of having an independent ethics officer, but suggested a few minor changes, such as:

- Personnel and Procurement Rules – to add the words County-appointed agency when referring to “complies with the DuPage County or County-appointed Agency Personnel or Procurement Policies”
- Multiple Jurisdictions - If an agency serves and resides in two different jurisdictions, than that agency would need to follow the rules for those jurisdictions
- Penalties and Fines - Any fines collected would stay within the County-appointed agency

General Manager Spatz noted that Mr. Shaffer was making the final amendments to the ordinance and once DuPage County adopts the ordinance, staff would be sending it to the Commissioners for their review and feedback.

With regards to the Credit Card Policy, Commissioner Crawford questioned why the By-Laws would not be including the cardholder spending limits. General Manager Spatz noted that by having the detailed cardholder total limits stated in the credit card policy it would be much easier to amend the policy, if needed, rather than to amend the By-Laws, to which all Committee members agreed.

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Next General Manager Spatz reported that staff is working with consultants from the Hennessy Group, Inc. to possibly install SharePoint on the IPAD noting that the IPAD would have an area dedicated only to the Board members where they can view Board packet information, By-Laws, various policies, etc. General Manager Spatz further noted that staff is also looking into the access level; Wi-Fi verses a data service plan. Commissioner Murphy noted that the data service plan would probably be more convenient for most.

After Commissioner Crawford requested that staff obtain quotes relating to the cost of the IPADs as well as the monthly service charge, Commissioner Murphy moved to adjourn the meeting at 6:58 P.M. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.