

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, NOVEMBER 19, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 6:17 P.M.

Committee members in attendance: J. Broda, L. Crawford, J. Fennell, D. Novotny and J. Zay

Committee members absent: none

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

Commissioner Broda moved to approve the Minutes of the October 15, 2015, Administration Committee meeting. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

In regards to the Commission's Employee Handbook, General Manager Spatz stated that the draft handbook was restructured to include updated policies, new policies on areas where the old handbook was silent, and it encompasses union as well as non-union employees. He added that Gorski & Good, LLC completed the legal review prior to the Committee Members receiving the draft of the handbook.

After some discussion, Commissioner Novotny handed over his comments to General Manager Spatz, which he will incorporate into the handbook. General Manager Spatz stated that the supervisors will review a draft of the handbook, contact both unions to let them know the handbook is being updated, and finally disperse the handbook to the employees.

General Manager Spatz confirmed that the handbook would most likely be reviewed in two years after new union contracts are signed.

With no further discussion, Commissioner Fennell moved to adjourn the meeting at 6:24 P.M. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.