

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON NOVEMBER 17, 2011**

The meeting was called to order at 7:05 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton, W. Murphy, J. B. Webb, and L. Crawford

Committee members absent: J. Zay (*ex officio*)

Also in attendance: J. Spatz (arrived at 7:20 P.M.), M. Crowley (arrived at 7:07 P.M.), and F. Frelka

Commissioner Murphy moved to approve the Minutes of the October 20, 2011, Administration Committee meeting as presented. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the possibility of going paperless for future Board meetings, Commissioner Crawford asked whether the Commission had purchased an iPad so that individual Commissioners could take turns familiarizing themselves with the device and then decide whether that was how they would like to proceed. GIS Coordinator Frelka advised that he believed the purchase was in process.

After Staff Attorney Crowley arrived at 7:07 P.M., Commissioner Crawford asked whether additional Commissioners had opted out of receiving paper Board packets since the October meeting. Staff Attorney Crowley advised that no new requests had been received. Staff Attorney Crowley also confirmed with Commissioner Crawford that she did not receive a November Board packet by FedEx.

Commissioner Crawford then noted that the Commission had created e-mail accounts for each Commissioner that could be accessed from any place with internet access, noting that Commissioner Loftus was utilizing his wireless device while sitting in the audience in the kitchen. Commissioner Crawford also confirmed with the Administration Committee members that they had received instructions on how to access their accounts. Finally, with respect to the e-mail accounts, Commissioner Crawford commented on the emails she had received from Holland & Knight and, specifically, an invitation to a St. Jude's fundraiser/women's initiative networking event and an alert regarding electrical aggregation rules. After some discussion, it was decided that each Commissioner would decide for himself or herself whether to opt out of receiving such e-mails in the future.

Staff Attorney Crowley then noted that the comprehensive review of the Commission's By-Laws for recommended changes was ongoing with the General Manager and distributed copies of the current draft of the recruitment profile/job description for the Financial Administrator position as had been requested by the General Manager.

Minutes 11/17/11 Administration Committee Meeting

Following Commissioner Murphy's comment that the document was more in the nature of a recruitment profile than a job description because it did not match the protocol previously established for all Commission job descriptions, Staff Attorney Crowley highlighted the more significant changes from the recruitment profile/job description utilized in prior recruitments and, specifically, the elimination of a degree in public administration as an acceptable college level degree; the increased emphasis on the desirability of a graduate degree; the preference—but not a requirement—for municipal finance management experience; and the addition of specific references to banking, public bidding, inventory control, safety/loss control, and benefits in the desired knowledge base of a successful candidate.

Commissioner Loftus commented that the estimated salary range of \pm \$120,000, plus benefits, seemed high, which led to a discussion of whether it would be more cost effective to outsource the Financial Administrator position. Once the Staff Attorney reminded the Administration Committee that the Commission had solicited proposals for, and currently outsourced, the Financial Administrator position for a one-year period, General Manager Spatz arrived at 7:20 P.M., noting that based upon the proposals received for the current outsourcing, hiring a full time employee would be much more cost effective.

Before the meeting was adjourned, General Manager Spatz reported that staff was also working on SharePoint access for Board packet meeting materials and other reference documents which would expand wireless opportunities for the Commissioners.

Commissioner Murphy moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.