

**DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY AND COMPLIANCE COMMITTEE**

Wednesday, January 8, 2014

DuPage Airport Authority
Flight Center Building
2700 International Drive
West Chicago, Illinois 60185

The Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the DuPage Airport Authority Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, January 8, 2014. Chairwoman Gillett called the meeting to order at 4:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Gillett, LaMantia

Absent: None

DAA Staff Present: Executive Director David Bird; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Attorney; Larry Eppley, SheppardMullin; Kevin Cloutier, SheppardMullin. Alisa Arnoff, Scalabrino & Arnoff, LLP, attended by conference call.

Members of the Press: None

NEW BUSINESS

Interview Candidates to Represent the DuPage Airport Authority as Legal Counsel for Human Resources Matters.

Chairwoman Gillett advised the Internal Policy and Compliance Committee is in search of legal counsel to represent the DuPage Airport Authority in human resources matters. She explained that previous counsel from the firm of Veddar Price had retired. There were two firms represented at the committee meeting to be interviewed; Alisa Arnoff of Scalabrino & Arnoff, LLP and Kevin Cloutier of SheppardMullin.

Alisa Arnoff was the first interview to be conducted and she was present for the interview via conference call.

Chairwoman Gillett introduced the committee members, staff and legal counsel present for this interview and asked that Ms. Arnoff begin by describing her experience in the area of Human Resources. Ms. Arnoff proceeded provide background information and her employment history. Discussion occurred and Ms. Arnoff agreed to provide a summary of her rates and a flat fee package for the committee's reference.

Chairwoman Gillett invited the next firm to introduce themselves; Kevin Cloutier of the firm SheppardMullin. Mr. Cloutier proceeded to summarize his experience in human resources legal services. He provided background information and his employment

history. Discussion occurred and Mr. Cloutier advised he would provide his hourly rates and flat fee package rates for the committee's reference.

Chairwoman Gillett advised that the committee would make a final decision after the proposed rates are received from each of the firms and a recommendation would be made to the Board at the meeting on January 15.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner LaMantia to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Gillett and was passed unanimously by voice vote. The meeting adjourned at 4:55 p.m.

Approved at the March 19, 2014 Board Meeting

Gina LaMantia, Chair
Internal Policy and Compliance Committee