

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

**Wednesday, May 6, 2015**

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, May 6, 2015. Chairwoman LaMantia called the meeting to order at 4:01 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, LaMantia, Ledonne, Posch

**Absent: DAA Staff Present:** Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Attorney; Kevin Cloutier, SheppardMullin; Mike Loftus, DuPage County Resident; John Bullock, DuPage Aerospace.

**Members of the Press:** None

**NEW BUSINESS**

**Proposed Ordinance 2015-284; Enacting Revisions to the DuPage Airport Employee Handbook.**

Executive Director Bird explained that Staff has been working with HR Attorneys with the firm of SheppardMullin and Kevin Cloutier of that firm is present to discuss the proposed revisions. Attorney Cloutier stated that staff and counsel try to stay as consistent as possible with the existing format of the Employee Handbook and making updates in accordance with State of Illinois laws. He continued that there were no ambiguities in the handbook and the handbook is as user friendly as possible.

Executive Director Bird stated that this employee handbook has been in place for 10 years since 2004 when he began assisting the Internal Policy and Compliance Committee with the rewriting process; this was a one-year process to complete. He added there have been changes in laws and some ambiguities identified during the past 10 years and staff has been working with SheppardMullin to removes these ambiguities and add clarity to the Handbook.

Attorney Cloutier explained each of the recommended changes during a review of the redline version of the Handbook as provided to the Committee. Discussion followed and the committee made the following modifications:

- (1) Page 88 - Reference is made to the DAA *Ethics Commission*. Clarification to be made modifying this to say *DuPage County Ethics Commission*. This modification is to be made in various parts of this section and should be changed as appropriate.
- (2) DAA Employee Handbook revised date is shown as 2/25/15 and language is to be added stating this date supersedes previous dates.
- (3) Page 73 – provide the contact information for DAA General Counsel; to be utilized by employee when filing a complaint when appropriate.

- (4) Employees are to be trained on how to utilize the Employee Handbook and all changes in the handbook are to be explained clearly to employees in these sessions.

Discussion continued on how often the Employee Handbook should be revisited and reviewed for changes. Attorney Cloutier recommended that a review should take place no less than every two years. Committee Chairman LaMantia recommended that a comprehensive review of the DAA Employee Handbook take place every five (5) years. Discussion followed briefly.

**Proposed Ordinance 2015-284; Revisions to the Employee Handbook.**

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2015-284; Revisions to the Employee Handbook subject to modifications being made to the handbook as discussed. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (4-0).

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Posch to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote. The meeting adjourned at 3:59 p.m.

**Approved June 24, 2015 Board Meeting**

**Gina LaMantia, Chair  
Internal Policy and Compliance Committee**