

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

**Wednesday, January 24, 2018**

DuPage Airport Authority  
Daniel L. Goodwin Flight Center Building  
2700 International Drive  
West Chicago, Illinois 60185

The Regular Meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, January 24, 2018. Committee Chair LaMantia called the meeting to order at 2:45 p.m. and a quorum was present for the meeting.

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

**Absent:** None

**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, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans & Garner, LLC.; Michael Vonic, CH2M; Craig Loudon, Crawford, Murphy and Tilly.

**Members of the Press:** None

**NEW BUSINESS**

**Proposed Ordinance 2018-319; Amending the DuPage Airport Authority Employee Handbook.**

*Ordinance amends the Authority's Employee Handbook to comply with latest amendments to the Illinois State Officials and Employees Ethics Act by modifying policies regarding sexual harassment.*

Executive Director Bird advised the State of Illinois recently passed legislation amending the Ethics Act to require all government entities to adopt an Ordinance to establish a policy prohibiting sexual harassment. He referred to Attorney Luetkehans memorandum outlining the amendments necessary for the Employee Handbook. Attorney Luetkehans explained the Airport Authority Employee Handbook currently states that sexual harassment is prohibited and the enhanced language details how to report an allegation of sexual harassment; the prohibition of retaliation for reporting sexual harassment allegations; and the defined consequences of a violation of the prohibition of sexual harassment and for knowingly making a false report of sexual harassment. Discussion followed.

Executive Director Bird stated that once this amendment to the Employee Handbook is adopted by the Board this information will be distribution to all and training provided.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2018-319; Amending the DuPage Airport Authority Employee Handbook. 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 Ledonne to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote. The meeting adjourned at 2:52 p.m.

**Board approved at the March 14, 2018 Meeting**  
**Gina LaMantia, Chair**  
**Internal Policy and Compliance Committee**