



# AGENDA MEMORANDUM

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**DATE:** February 25, 2025

**TO:** Forest Preserve District Finance & Administration Committee

**FROM:** Jennifer Clough, Director of Human Resources  
Benjamin Haberthur, Executive Director

**SUBJECT:** Presentation and Approval of the Forest Preserve District's Organization Ordinance: Chapter III- Officers of the District: Section B – Duties of Officers and Section C – Compensation of President and Commissioners

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to review and discuss proposed revisions to the District's Organization Ordinance.

**BACKGROUND:**

On an annual basis, staff reviews and prepares necessary changes to the District's Organization Ordinance prior to bringing it through the Committee process for presentation and approval. Two revisions requiring the consideration of the Commission have been made. In addition, limited modifications to the document update job position titles and dates of record.

The first revision to Chapter III, Section B – Duties of Officers, was made at the direction of the President of the Forest Preserve District. The changes are intended to expedite the appointment of committee members when vacancies occur and to establish a Vice Chairperson position for committees for continuity of duties and responsibilities in the absence of the Chairperson. The Chairperson and committee appointments of the President are temporary in nature and require ratification by the Full Commission at its next scheduled meeting.

The second revision to Chapter III, Section C – Compensation of President and Commissioners was discussed and directed by the Commission in Fall, 2024 but was held for approval post-election. The ordinance was amended to add clarifying language to its policy related to the compensation of Commissioners' attendance at Full Commission and Committee meetings. The revision also confirmed the District's current practice of compensating Commissioners who attend meetings remotely, and those who appear in person for meetings that are canceled due to a lack of quorum.

In addition to the above-mentioned revisions to the Ordinance, the Commission will need to consider the issue of the District's longstanding practice of not providing per diem stipend payments for attendance at regularly scheduled Full Commission meetings that immediately precede regularly scheduled Full County Board meetings. The Commission previously determined this practice was in conflict with the language of the Organization Ordinance. This concern prompted the revision to the language of Chapter III, Section C referenced above. Furthermore, it resulted in the District's immediate payment for attendance at Full Commission meetings beginning in November, 2024. The correction having been made, the Commission will still need to determine what responsibility, if any, it has to provide for the retroactive payment for attendance at Full Commission meetings prior to this time period. Per corporate counsel, in this case, the Board retains its full discretion to consider and establish District policies, including to set the compensation of its members.

**FINANCIAL IMPACT:**

The FY 2024-2025 annual budget includes funds totaling \$9,100.00 in account 01.12.12.4050 for per diem stipend

expenses. No financial resources have been dedicated to the retroactive payment of per diem stipends; this would be an unbudgeted expense. No other revisions to the Ordinance have associated financial implications.

**RECOMMENDATION:**

Staff recommends the Committee approve the revisions to the Organization Ordinance as presented. Staff further recommends that the Committee review its obligation to provide retroactive per diem payments to Commissioners for attendance at Full Commission meetings prior to November, 2024 and direct staff accordingly.

**ATTACHMENTS:**

*Draft Organization Ordinance*