



AGENDA MEMORANDUM

DATE: January 20, 2025

TO: Forest Preserve District Finance & Administration Committee

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

SUBJECT: Review and Discuss Potential Modifications to the Organization Ordinance

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 and the District's legal counsel review and prepare necessary changes to the District's Organization Ordinance for the Commission's approval. The Ordinance was last approved by the Commission on March 11, 2025. The following new changes are proposed:

1. *Chapter 1, Section C, "Definitions"*. Updated the language that ensures compliance with the Open Meetings Act (OMA) to be more concise.
2. *Chapter 3, Section B, "Duties of Officers; Committee Appointments by President"*. Removed the President's unilateral ability to appoint legal counsel to improve transparency and align with the District's procurement practices.
3. *Chapter 3, Section D, "Travel Expense Reimbursements"*. Updated the terminology to ensure consistency in policy administration for all travelers of the District.
4. *Chapter 4, Section B, "Administrative Staff"*. Revised the chain of command to include the Chief Financial and Administrative Officer (CFAO) position.
5. *Chapter 6, Section D, "Regular, Adjourned or Special Meetings"*. Clarified the posting requirements and order of business for public meetings.
6. *Chapter 13, Multiple Sections*. Revised the amendment review process for the Organization Ordinance to include the Finance and Administration Committee, and updated the approval dates associated with various other ordinances referenced within the document.

FINANCIAL IMPACT:

There is no financial impact to the District in adopting the proposed revisions.

RECOMMENDATION:

Staff recommends the Committee approve the revisions to the Organization Ordinance as presented.

ATTACHMENTS:

Draft Organization Ordinance