



# 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:** Review and Discuss Potential Modifications to the Organization Ordinance: Chapter III- Officers of the District: Section B – Duties of Officers and Section C – Compensation of the 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 for the Commission's approval. Two revisions described below were prepared for the Committee in January, 2025 and were returned to staff for further revision. Each modified clause has been revised for further consideration. In addition, limited changes have been made to update job titles, dates of record and make other points of clarification throughout the document.

The first revision to Chapter III, Section B – Duties of Officers, was made at the direction of the President. At the request of the Committee, the language has been revised for clarity and ease of understanding. The changes are intended to expedite the appointment of committee members when vacancies occur and to establish a Vice Chairperson position for District committees. This allows for continuity of duties and responsibilities in the absence of the Chairperson. The Chairperson and committee appointments of the President, as modified, 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 additional discussion and approval post-election. Similarly, modifications were made at the direction of the Committee. The ordinance was amended to add clarifying language on the compensation of Commissioners' attendance at Full Commission and Committee meetings for which they are listed on the roll call. The revision also confirms the District's practice of compensating Commissioners who attend meetings remotely, except in situations in which meetings are canceled due to a lack of quorum. Under these circumstances, only those commissioners who are both assigned to the Committee and who appear in person are eligible for per diem.

**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. This account will be adjusted in the FY 2025-2026 annual budget to account for the payment of per diem stipends at Full Commission meetings. No other revisions to the Ordinance have associated financial implications.

**RECOMMENDATION:**

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

**ATTACHMENTS:** *Draft Organization Ordinance*