



AGENDA MEMORANDUM

DATE: February 25, 2025

TO: Forest Preserve District Finance & Administration Committee

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

SUBJECT: Resolution Authorizing a One Year Retroactive Payment for Reimbursement of Unpaid Per Diem to Commissioners for Attendance at Full Commission Meetings

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to review and discuss a resolution allow for a reimbursement to commissioners for unpaid per diem amounts for Full Commission meeting attendance during the period of November 1, 2023 through October 31, 2024.

BACKGROUND:

On an annual basis, staff reviews and prepares necessary changes to the District's Organization Ordinance for the Commission's approval. During one such review in the fall of 2024, the Commission identified that the District's practice of not paying per diem stipend amounts for attendance at regularly scheduled Full Commission meetings was in conflict with the language of the Ordinance.

This prompted revisions to the policy document to clarify. Additionally, it resulted in the District's immediate per diem compensation for attendance at Full Commission meetings beginning in November, 2024. In February, 2025, the Finance and Administration Committee discussed the District's responsibility to provide 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. The Committee reached consensus to recommend a one-year lookback period for reimbursement, and to prepare a waiver and release of claims for Commissioner's consideration. The attached ordinance authorizes this payment. Included is a Waiver of Payment for Per Diem by Commissioner for commissioners who may elect not to receive reimbursement and a Release by Commissioner Receiving Payment for commissioners who elect to receive reimbursement.

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. A one-year reimbursement to commissioners for unpaid per diem amounts at the rate of \$30 per Full Commission meeting attendance during the period of November 1, 2023 through October 31, 2024 would have an associated cost of up to \$360.00 per commissioner, with a total cost not to exceed \$7,920.

RECOMMENDATION:

Staff recommends the Committee approve the resolution and authorize the distribution of optional forms to approve a waiver of payment or a distribution of reimbursement to commissioners acting during the identified lookback period of November 1, 2023 through October 31, 2024.

ATTACHMENTS:

Waiver of Payment for Per Diem by Commissioners
Release by Commissioner Receiving Payment
Per Diem Attendance Log