



DSATS Bylaws Subcommittee

Wednesday, 13 March 2019

2:00 P.M.

DeKalb County Highway Department

1826 Barber Greene Rd.

DeKalb, IL 60115

Conference Room # 815-756-6026

Agenda

- 1. Introductions**
- 2. Administrative Agenda**
 - a. Approval of Agenda (Action)**
 - b. Approval of Minutes (Action)**
 - c. Public Comment**
- 3. Governance Agenda**
 - a. Appointment of Officers**
 - b. DSATS Bylaws and IGA Discussion**
- 4. Closing Agenda**
 - a. Additional Business**
 - b. Adjourn**

If you have any questions regarding this notice, please contact:

Brian Dickson

DSATS Coordinator

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*Assistive and Language services will be provided upon request.
Recording devices may be used during meeting for minute taking purposes*



BYLAWS SUBCOMMITTEE MEETING
13 MARCH 2019 – 2:00 P.M.
MEETING #BLS0319

1. Introductions
2. Administrative Agenda
 - a. Approval of Agenda (Action): Approval of March 13, 2019, Bylaws Subcommittee Agenda.
 - b. Approval of Minutes (Action): Approval of the November 14, 2018, Bylaws Subcommittee meeting minutes.
 - c. Public Comments
3. Governance Agenda
 - a. Appointment of Officers: DSATS Bylaws Article II.J states the chair of any Policy Committee (PC) created ad-hoc subcommittee shall be appointed by the Chair of the PC. While the Bylaws require only the PC and Technical Advisory Committee (TAC) to hold annual election of officers, it has been standard practice to review the officers of ad-hoc subcommittees on an annual basis also. The current Bylaws Subcommittee Chair is Brian Gregory, and the current Vice-Chair is Anne Marie Gaura, who is no longer employed by the City of DeKalb. PC Chair Hanson has recommended Brian Gregory continue as the Chair and Jennifer Groce serve as Vice-Chair should they accept their appointments.
 - b. DSATS Bylaws and IGA Discussion: The DSATS Bylaws and IGA updates were approved at the DSATS November 14, 2018 Policy Committee meeting. These updates were made to reflect the transfer of DSATS from the City of DeKalb to DeKalb County as the lead agent. It was agreed by members that the Bylaws Subcommittee should reconvene to further review the Bylaws and IGA for more comprehensive updates. At this meeting members should discuss revisions previously presented, the goals for the revision of the IGA and Bylaws, and a timeline for completion.

4. Closing Agenda

- a. Additional Business: Any additional business members may have for the group.
- b. Adjourn



BYLAWS SUBCOMMITTEE MEETING

MEETING MINUTES 14 NOVEMBER 2018 – 2:00 P.M. MEETING #BSC1118

ATTENDANCE

- City of DeKalb (3 votes): *Tim Holdeman*,
- City of Sycamore (2 votes): **Brian Gregory** (Chair)
- DeKalb County (1 vote): **Gary Hanson**
- NIU (1 vote): *Jennifer Groce*
- DSATS Staff: Brian Dickson
- Transit Staff: Marcus Cox, Sabrina Kuykendall Kvasnicka
- Others Present:

(BOLD indicates main voting member. Italics indicates proxy-voting member.)

CALL TO ORDER

Chair Gregory called the meeting to order and established a quorum at 2:03 p.m.

BUSINESS

1. Introductions
2. Approval of Meeting Agenda

Motion #BSC1118-01 A motion to approve the November 14, 2018 Bylaws Subcommittee meeting agenda was made by Mr. Hanson. Second by Mr. Holdeman and approved by voice vote.

3. Approval of Previous Meeting Minutes

Motion #BSC1118-02 A motion to approve the July 30, 2018 Bylaws Subcommittee meeting minutes was made by Mr. Holdeman. Second by Ms. Groce and approved by voice vote.

4. Public Comment

There were no comments.

5. Approval of Revised DSATS IGA and Policy Bylaws

Chair Gregory discussed the progress which has happened over the last year. There has been discussion on the lead agent for DSATS to be transferred from the City of DeKalb to DeKalb

County. There is still progress to be made on the legal side. Language has been agreed upon. The next step would be to solidify the concept in an Intergovernmental Agreement (IGA). Some of the changes would be to replace "City Manager" with "County Administrator" and "City of DeKalb" with "DeKalb County".

Ms. Groce wanted to clarify that the committee is agreeing to this change but there will be further discussion before possible other changes. The committee agreed.

The committee discussed the Town of Cortland and if there would be a need for their signature on the IGA. Mr. Gregory has spoken with a Town of Cortland representative and they have agreed to sign the IGA. The Town of Cortland's request to be removed from DSATS as a voting member would be discussed in a future meeting.

The language in the document pertaining to a letter of understanding is to be removed. Mr. Hanson and Mr. Holdeman will be working with one another directly.

Motion #BSC1118-03 A motion was made by Ms. Groce to approve the amended Bylaws and IGA, changing the lead agent from the City of DeKalb to DeKalb County and the commitment from the committee to meet in January. Seconded by Chair Gregory and approval by voice vote.

6. Additional Business

The committee discussed where the process for the January meeting will begin. Mr. Holdeman discussed two options, to review a previous draft or to invite the City of DeKalb attorney to describe the rational behind the changes to the present draft. Members discussed these options.

Chair Gregory stated the committee members will bring conceptual ideas to the next meeting.

7. Adjourn

Motion #BSC1118-04 A motion to adjourn at 2:39 p.m. was made by Mr. Hansen. Second by Ms. Groce and approved by voice vote.

Respectfully Submitted by: Sabrina Kuykendall Kvasnicka, Brian Dickson

Note: These minutes are not official until approved by the Bylaws Subcommittee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.