Amended KenCom Personnel Committee Meeting Minutes
Held, July 21st, 2016
8:00 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
<td>X</td>
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<tr>
<td>Greg Witek</td>
<td>Little Rock Fox Fire District</td>
<td></td>
<td>X</td>
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<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td>X</td>
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<tr>
<td>James Jensen</td>
<td>Oswego Police Department</td>
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<td>X</td>
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<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
<td>X</td>
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Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistant.

James Jensen called the meeting to order and requested a roll call of the membership. A roll call was taken with all five members present creating the necessary quorum for voting purposes.

Jensen called for a motion to approve the agenda as submitted. Flanders made the motion, seconded by Witek. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: Bergeron stated there were flowers delivered to KenCom from a parent who lost their child last year, thanking the dispatchers for what they do, acknowledging how important their jobs are and expressing her appreciation.

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Witek made the motion, seconded by Flanders, to approve the Consent Agenda as follows: Approval of the May 19th, 2016 Personnel Committee Minutes.

Jensen called for Old Business:
Personal Improvement Plan – Bergeron stated it is in the packet for review and ready to launch. They are currently in their third quarter of Quality Assurance/Quality Improvement program and employees not improving need to be issued a personal improvement plan. Discussion ensued. Flanders made a motion to approve the Personal Improvement Plan with the addition of the Director’s signature to be added and it will be included in the personnel file, seconded by Witek. All members present voting aye. Motion carried.

Other Old Business – None

Nelson called for New Business:
Review of Employee Handbook – Bergeron reviewed the revised Military Leave Section in the Employee Handbook to follow the law. During discussion the board agreed to ask KenCom’s Human Resource Attorney (Margie Swanson) to give management a set of guidelines to follow. Nelson made a motion to move the Military Leave Section in the Employee Handbook to move out of the non union personnel section to the section that applies to all personnel, seconded by Witek. All members present voting aye. Motion carried.

Appointment of Replacement Operations Board Member and Treasurer – Witek stated the Treasurer’s position needs to be filled at the next Executive Board Meeting. Witek will send an email to the Operations Board Chair with the appointments for the replacement of the members on the Operations Board from the Sheriff’s Office and the Sandwich Fire Department.

Other Business from the Floor – None
Jensen stated the next Personnel Committee is Thursday, August 18th, 2016 at 8:00 a.m. Flanders made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 8:35 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary