KenCom Personnel Committee Meeting Minutes  
Held, January 21st, 2016  
8:32 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 (8:50)</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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<tr>
<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td></td>
<td>X</td>
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<tr>
<td>James Jensen</td>
<td>Oswego Police Department</td>
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<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
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<td>X</td>
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Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, KenCom Administrative Assistance.

James Jensen called the meeting to order and requested a roll call of the membership. A roll call was taken with three of the 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 Jennette Welter-Fichtel (KenCom Supervisor) had sent her an email recognizing Dianne Vaillancourt (KenCom employee of 25 years) of the actions she took to go above and beyond to locate a suicidal female to send paramedics. Discussion ensued.

Closed Session Minutes – Witek made a motion to approve the closed session minutes (two sets 9:10 a.m. and 9:20 a.m.) but not release from December 10th, 2015, seconded by Flanders. All members present voting aye. Motion carried.

Consent Agenda – Witek made a motion, seconded by Flanders to approve the Consent Agenda as follows: Approving the December 10th, 2015 Personnel Committee Minutes.

Larry Nelson joined the meeting at 8:50 a.m.

Report of Staff/Training – Bergeron gave a report of Personnel as follows: One new dispatcher continues in training and is expected to be released on January 29th, 2016. One new dispatcher has been released from training and is working independently as of January 16th, 2016. KenCom is currently short three dispatchers, two of whom did not make it out of training. KenCom placed an employment advertisement in the Blue Line. KenCom will be holding an orientation and testing for applicants that have passed the typing test on January 22nd, 2016 at 6:00 p.m. at Oswego Fire Station 1. Training as follows: January’s in-house training will be a presentation about special needs callers and TTY. The Director and Assistant Director will be attending the Illinois Public Employer Relations Association 2016 Public Sector Employment Law Seminar on March 4, 2016 in Oak Brook Terrace. Information as follows: Heather Gutierrez, Sarah Berry received a letter from State Representative John Anthony and a recognition certificate. KenCom was recognized, along with the Montgomery Fire District, for run of the quarter in December from Rush Copley. Cheryl Mastrodomenico was the call taker and the fire dispatcher for this incident. KenCom was recognized, along with the Oswego Fire District, for run of the quarter from Rush Copley. Wendy Buri was the call taker and the fire dispatcher for this incident. Sarah Berry was selected for 2015 Telecommunicator of the Year by the Illinois Sheriffs’ Association. Sheriff Baird nominated Sarah Berry for the exceptional way in which Sarah handled the Oswego officer involved shooting that took place in August of 2015. Sarah and a guest have been invited to the Illinois Sheriffs’ Association award banquet being held on March 7th in Peoria. Staff continues with Quality Assurance and Quality Improvement program. Staff has begun receiving their reviews. Staff continues to work on implementing the Power DMS Software. Wireless surcharges are now being dispersed with the Governor signing HB2039. Quarterly shift meetings have been scheduled for Tuesday, February 9th.
Bergeron stated the December statistics are in the packet for review, and wireless 9-1-1 represents 74% of calls received. Bergeron stated the new 9-1-1 laws came into place on January 1st, 2016 and herself and Stein have been going over the administrative codes and reviewed some highlights of the new law. During discussion Bergeron mention the AT&T 9-1-1 call boxes are being removed from the Plano, Yorkville, Oswego, Lisbon, Newark, and Plattville and do not need to be provided by AT&T under the new law. Discussion ensued.
Bergeron stated one trainee that did not make it through the training program did file for unemployment. After discussion with KenCom’s labor attorney, it was decided not to fight the unemployment.

Jensen called for Old Business:
Employee Review Process – No report

Employee Engagement Survey – Bergeron mentioned Survey Monkey is free until March and the Board discussed sending out another survey to evaluate where we started to where we are at now. It was agreed to take the same survey from last year and send out again to use comparable data.

Clarification of the Authorities of the Personnel Committee – No Report

KenCom Goals – Bergeron reviewed the 2016 KenCom Organizational Goals contained in the packet. After Discussion, Bergeron will bring back the revised goals to include a capital improvement plan next month for discussion/approval.

KenCom Employee Merit Award Policy – Bergeron reviewed the Merit Award Policy and challenge coin contained in the packet that was approved at the Operations Board. Bergeron stated Tim Fairfield from the Operations Board volunteered to be on the Merit Award Committee. L. Nelson mentioned he would like a plaque in the hallway with the same design as the coin and every time a challenge coin is given out the name is added to the plaque.

Other Old Business – No action

Jensen called for New Business:
Rules and Regulations Policy – No Report

Discipline Procedures and Investigations Policy – No Report

Review of Employee Handbook – No Report

Election of Officers – L. Nelson made a motion to nominate James Jensen as Chairman of the Personnel Committee, seconded by Witek. All members present voting aye. Motion carried.

Administrative Assistant Job Description – Bergeron reviewed the Administrative Assistant job description contained in the packet.

Economic Interest Statement – Bergeron reminded the Operations Board when filing their Economic Interest Statement to make sure and put the KenCom Boards on them.

Other Business from the Floor – None

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, February 18th, 2016 at 8:30 a.m. Witek made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 9:41 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary