KenCom Personnel Committee Meeting Minutes  
Held, April 16th, 2015  
9:00 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Gail Johnson</td>
<td>Village of Oswego</td>
<td></td>
<td>X</td>
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<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
<td></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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<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 Dept</td>
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<td>X</td>
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Others Present: Dave Farris, KenCom Director; Lynette Bergeron, KenCom Assistant Director; Bonnie Walters, KenCom Recording Secretary.

Gail Johnson 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.

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

Correspondence: Bergeron mentioned that Ryan Mathre and Chris Walat were recognized for the run of the quarter that the Oswego Fire Department received from Rush Copley. Bergeron stated this is the 3rd quarter in a row that KenCom has been recognized.

Public Comments: None

Approval of Minutes: Witek made a motion to approve the March 19th, 2015 KenCom Personnel Committee meeting minutes, seconded by Jensen. All members present voted aye. Motion carried.

Report of Staff – Bergeron mentioned the employees had a recognition dinner at the Millhurst Ale House. The Executive and Operations Board Chairs handed out the longevity awards to the employees (Karla Maurer- 20 years, Marsha Helland – 15 years, and Ryan Mathre – 15 years). Employee of the year was also handed out to Karla Maurer. Bergeron stated the four trainees are in a three day classroom and two days practical and are coming along well. Bergeron mentioned they held staff meetings for all shifts and received good feedback (only dispatchers attended without supervisors). Bergeron mentioned she will be sending out an email to get a headcount of who is attending and staying for dinner at the joint Executive/Operations Board meeting to give to the Millhurst Ale House. Witek stated he does not think the room at the Millhurst Ale House will work for the amount of people that are attending, and would like Bergeron to look into other options with a bigger dining room.

Johnson called for Old Business:
Employee Review Process – No Action

Employee Engagement Survey – Johnson stated she has 23 surveys to review.

Clarification of the Authorities of the Personnel Committee – Witek stated the State Attorney’s office required approval from the Executive Board to supply anti-harassment training. Witek stated there has been an implied authority given to the board to approve discipline, hire/fire, grievance, and all other personnel matters. Witek is proposing that the group vote to add a paragraph onto the purpose of the committee (to include anti-harassment training) and send to the Executive Board for approval. Witek made a motion to send to the Executive Board the new Personnel Committee scope document, seconded by Nelson. All members present voting aye. Motion carried.

Johnson called for New Business:
Review of Employee Handbook – Bergeron reviewed a change to move outside employment from Section 2 (non-union) to Section 1 (all employees). Nelson made a motion to make the change reviewed by Bergeron, seconded by Flanders. All members present voting aye. Motion carried.

Succession Planning – No new action

Anti-Harassment Training – The board discussed options for anti-harassment training.

Other Business – Jensen mentioned at the Kendall County Chief’s meeting they have a communication section and would like to have a representative from KenCom at the meetings to keep good communication between all the agencies with KenCom. Jensen also mentioned they are going to be doing quarterly supervisor meeting and KenCom will get invited to those. Johnson stated with her new role coming May 1st as mayor, she will not be able to give the committee the attention it deserves, and would like the board to start thinking of a replacement for her on the Personnel Committee.

Executive Session : None

Johnson stated the next Personnel Committee is Thursday, May 21st, 2015 at 9:00 a.m. Jensen made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 9:32 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary