KenCom Personnel Committee Meeting Minutes  
Held, April 21\textsuperscript{4}, 2016  
8:38 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
</tr>
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<tbody>
<tr>
<td>Larry Nelson</td>
<td>Member At Large</td>
<td>X</td>
<td></td>
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<tr>
<td>Greg Witek</td>
<td>Little Rock Fox Fire District</td>
<td>X</td>
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<tr>
<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>
<td>X</td>
<td></td>
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<tr>
<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.

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. Nelson made the motion, seconded by Flanders. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: – Bergeron reported that Battalion Chief Josh Walters from Oswego Fire Department contacted herself and Jen Stein about a great job the day shift employees (Melissa Lardi, Cheryl Mastrodomenico, Dianne Vaillancourt, Wendy Buri, Karla Maurer) did with multiple Oswego Fire calls going on at the same time. Bergeron noted that the Kendall County Chief of Police Association added a category for telecommunicator of the year and KenCom nominated two of their dispatchers (Sarah Berry for the officer involved shooting, and Ashley Conrad for the male suicidal subject). The dinner is on May 6\textsuperscript{th} at Whitetail Ridge Golf Course and the winner will be announced that night. Jensen mentioned the consideration of adding a First Responder category for recognition. Discussion ensued. Bergeron stated that there was an approval for the Mobile Link Monitoring for the generator sites and a question had been asked if they can get notifications via email when they do the weekly exercises, Bergeron confirmed that they could.

Consent Agenda – Flanders asked for a motion to approve the Consent Agenda. Witek made the motion, seconded by Hitzemann, to approve the Consent Agenda as follows: Approval of the March 17\textsuperscript{th}, 2016 Personnel Committee Minutes.

Report of Staff/Training – Bergeron gave a report on Personnel as follows: KenCom has three new employees in training who began practical training on the dispatch floor April 15\textsuperscript{th}. Training as follows: Several staff members attended the A.L.I.C.E. training at Oswego Village Hall. All staff found this training to be extremely beneficial, both from an employee’s perspective, as well as a 9-1-1 dispatcher’s perspective and Bergeron thanked James Jensen at Oswego Police Department for inviting KenCom. Discussion ensued. On April 18, Gail Johnson trained KenCom administrative staff on how to perform employee evaluations. CPR training is scheduled for April 25\textsuperscript{th} and 29\textsuperscript{th} for 15 staff members. Information as follows: Telecommunicator week was April 10\textsuperscript{th} through April 16\textsuperscript{th}. Bergeron thanked all of the agencies that provided meals throughout the week in celebration of Telecommunicator week (Montgomery Police Department, Kendall County Sheriff’s Office, Oswego Police Department). KenCom’s Employee Recognition and Appreciation dinner was Wednesday, April 13\textsuperscript{th} at Kennedy Pointe Restaurant with a total of 26 guests in attendance (16 of which were KenCom employees). Chris Walat was voted KenCom’s Telecommunicator of the Year and received an award. Jennette Welter-Fichtel was presented with a 20 year service award. Pamela Higgins was presented with a 10 year service award. Jaymee Goodspeed (who was not present) received her 5 year service award. The Aurora Police Department has agreed to be KenCom’s 9-1-1 telephone backup. Wireless 9-1-1 statistics for the month of March 2016 represented 71% of calls received.

Nelson called for Old Business:
Employee Review Process – Nelson made a motion to approve the employee reviews for KenCom management, seconded by Witek. All members present voting aye. Motion carried.

Discuss Rules and Regulation Policy – Stein mentioned her and Bergeron had reviewed what Jensen had sent them and most of the rules and regulations were already in KenCom’s handbook, but did make some changes and are waiting to hear from KenCom’s attorney (Margi Swanson).

Discipline Procedures and Investigations Policy – Stein mentioned they have made some changes and are waiting to hear from KenCom’s attorney.

Other Old Business – Bergeron stated her and Stein had prepared a PIP (Performance Improvement Plan) and distributed it to the board to review and will be brought back to next month’s meeting for discussion.

Nelson called for New Business:
Review of Employee Handbook – Bergeron noted they are waiting for KenCom’s Attorney before the changes are made.

Challenge Coin Perpetual Plaque – Stein distributed a handout of the design and pricing of the proposed plaque. Discussion ensued. There was a consensus by the board to move forward with the Plaque to the Finance Committee for approval.

Closed Session Minutes Semi-Annual Review – To be done in Closed Session.

Other Business from the Floor – No

Closed Session – Nelson made a motion to move into closed session for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes of semi-annual review of the minutes as mandated by Section 2.06 5 ILCS 120/2(c)(21), seconded by Witek. A roll call vote was taken with all five members voting aye. Motion carried. Closed session began at 9:22 a.m.

Open session resumes at 9:25 a.m.

Action After Closed Session – Nelson made a motion that the minutes were reviewed and to keep the closed session minutes closed, seconded by Witek. Discussion. All members present voting aye. Motion carried.

Nelson stated the next Personnel Committee is Thursday, May 19th, 2016 at 8:30 a.m. Flanders made a motion to adjourn the meeting, seconded by Hitzemann. All members present voted aye. Meeting adjourned at 9:28 a.m.

Meeting Recorded by: Jennifer Stein
Respectively submitted,

Bonnie Walters
Recording Secretary