KenCom Personnel Committee Meeting Minutes
Held, August 20th, 2015
9:03 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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<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td>X</td>
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<td>James Jensen</td>
<td>Oswego Police Department</td>
<td></td>
<td>X</td>
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<tr>
<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
<td>X(9:04)</td>
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Others Present: Lynette Bergeron, KenCom Acting Director; Jen Stein, KenCom Acting Assistant Director; Bonnie Walters, KenCom Recording Secretary.

Greg Witek called the meeting to order and requested a roll call of the membership. A roll call was taken with three out of the five members present creating the necessary quorum for voting purposes.

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

Mike Hitzemann joined the meeting at 9:04 a.m.

Correspondence: Bergeron stated she received an email from Sergeant Nehring at the Oswego Police Department recognizing two of KenCom’s dispatchers (Ashley Conrad and Susan Chacon) on a job well done. Bergeron stated she also received an email from Rush Copley stating Little Rock Fox Fire and KenCom had been voted for the Cardiac Run of the Year, and Rush Copley will be hosting a dinner and the two dispatchers (Neely Zuhn and Ashley Conrad) involved were invited and will be attending. Bergeron stated she received an email from Marci (ICC), and the ICC annual filing is due by October 1st. Bergeron stated due to the amended Emergency Telephone Act that was passed, she has to provide the ICC with all the wire line and VOIP carriers that submit a check to KenCom monthly for surcharge and submit the report by September 15th. Bergeron stated the ETSB Treasurer will no longer receive the wire line or VOIP surcharge revenue directly from each carrier; instead it will be remitted to the state and all money will be distributed depending on the breakdowns specified in the act. Discussion ensued.

Public Comments: None

Approval of Minutes: Nelson made a motion to approve the July 16th, 2015 KenCom Personnel Committee meeting minutes, seconded by Hitzemann. All members present voted aye. Motion carried.

Report of Staff – Bergeron gave a report of Personnel as follows: Four new dispatchers will begin employment on August 31, 2015. One Supervisor position remains open. One dispatcher is currently on FMLA as of July 21, 2015. One dispatcher will begin taking FMLA on August 21, 2015. Staff has implemented the online Anti-Harassment and Anti-Sexual Harassment Training and staff is currently in the process of completing. Annual review of policy and procedures is being circulated to all staff. Admin staff will be attending leadership training presented by Nathan Lee of the Denise Amber Lee Foundation on September 25, 2015. Informational Purpose as follows: Director Farris submitted his resignation to the Personnel Committee on July 16, 2015 and his last day in the office was July 31, 2015. The police 5 receiver at the Hill/Rt. 34 tower site has been sent in for repairs and is expected back in service in approximately two weeks. The generator at Legion Road tower was discovered to have an oil leak and Pierro Electric will be out to repair the generator this week. Bergeron mentioned she was contacted by Aladtec (online scheduling company), staff participated in a webinar and believes this will greatly benefit KenCom.

Witek called for Old Business: Employee Review Process – No action
Employee Engagement Survey – Bergeron stated she has not received the results from the survey yet. Discussion ensued. Nelson made a motion to release and distribute the Employee Engagement Survey to the Director, Assistant Director and Administrative Assistant, seconded by Flanders. All members present voting aye. Motion carried. Flanders stated he will contact Jensen requesting the surveys to be sent out to the Director, Assistant Director, and Administrative Assistant.

Clarification of the Authorities of the Personnel Committee – No action

KenCom Goals – No action

Strategic Plan – No action

Succession Planning – To be done in Closed Session

Other Old Business – No action

Witek called for New Business:
Review of Employee Handbook – Bergeron stated Bonnie Walters went up to 30 hours and the handbook does not have clarification on employee benefits, specifically paid time off for part time employees working 30 hours. Nelson stated this needs to be discussed, and will be brought back next month.

Review Closed Session Minutes – No action

Other New Business – Flanders asked where Bergeron was with her goals and if she has begun working on the Directors goals. Bergeron stated she has finished all but one of the Assistant Directors goals, and will review the goals that were set for the previous Director.

Closed Session – Nelson made a motion to move into closed session for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1), and Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2), seconded by Flanders. A roll call vote was taken with all four members voting aye. Motion carried. Closed session began at 9:48 a.m.

Open session resumed at 10:09 a.m. All members are the same as before closed session.

No Action after closed session.

Witek stated the next Personnel Committee is Thursday, September 17th, 2015 at 9:00 a.m. Nelson made a motion to adjourn the meeting, seconded by Hitzemann. All members present voted aye. Meeting adjourned at 10:10 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary