KenCom Personnel Committee Meeting Minutes  
Held, November 13th, 2014  
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>X</td>
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<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>
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<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 Dept</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 three of the five members present creating the necessary quorum for voting purposes.

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

Correspondence: None

Public Comments: None

Approval of Minutes: Nelson made a motion to approve the October 10th, 2014 KenCom Personnel Committee meeting minutes, seconded by Flanders. All members present voted aye. Motion carried.

Johnson called for Old Business:
Employee Review Process – Johnson discussed her concerns with doing the 360 review process for KenCom. Discussion ensued. After discussion Johnson stated the board is not opposed to the 360 feedback, but are unsure if the environment is right and want to gauge that, so would like to recommend doing a small employee engagement survey as a start. Farris mentioned using a web based tool for the survey. Discussion ensued. The board agreed to have the survey ready for approval at the next meeting. Johnson mentioned having the Director and Assistant Director set goals for themselves. Johnson stated she has a cheat sheet to help them begin setting goals that she will send to them. Discussion ensued on goal setting.

Johnson called for New Business:
Personnel Committee Purpose – Johnson stated the Executive Board would like them to create a purpose of the goals and duties of the committee. Discussion ensued. Johnson will put together all the ideas discussed for the purpose of the committee and bring back to the meeting next month.

Personnel Committee Goals – Johnson stated the goals for this next year are to do the employee engagement survey and to get the review process started for management positions. Discussion ensued.

Other Business – None

Johnson stated the next Personnel Committee is Thursday, December 11th, 2014 at 9:00 a.m. Flanders made a motion to adjourn the meeting, seconded by Nelson. All members present voted aye. Meeting adjourned at 9:55 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary