KenCom Personnel Committee Meeting Minutes  
Held, February 16th, 2017  
8:00 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>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>
<td>X</td>
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<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 four of the 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 Hitzemann. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Hitzemann made the motion, seconded by Nelson, to approve the Consent Agenda as follows: Approval of the Amended July 21st, 2016 Personnel Committee Minutes and the December 15th, 2016 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:
Review of Employee Handbook – None

Other Old Business – None

Nelson called for New Business:
Employee Engagement Survey – Bergeron stated management gets great information from their quarterly staff meetings and gave a recommendation to bring to the next staff meeting if staff would like to do an Employee Engagement Survey this year. After discussion the committee supported Bergeron’s recommendation.

Daily Meals/Lodging for Conferences and Training Resolution – Nelson made a motion to adopt the Daily Meals/Lodging for Conferences and Training Resolution and forward to the Finance Committee, seconded by Hitzemann. Discussion ensued. All members present voting aye. Motion carried.

Travel Policy – Nelson made a motion to approve the Travel Policy and attached form, seconded by Witek. Discussion. All members present voting aye. Motion carried.

Other Business from the Floor – Hitzemann stated at the Strategic Planning Committee it was pushed to make a decision and purchase a CAD system in May of this year along with the radio system purchase in April. The concern with staff is those are two large projects to be handled at the same time. The Personnel Committee was unanimous in its feeling that they needed to add extra personnel during the period of the CAD implementation. Hitzemann made a motion for additional staffing during the CAD implementation and the cost of personnel will be a capital expenditure as part of the CAD proposal and expense, seconded by Witek. All members present voting aye. Motion carried.
Jensen mentioned staff put together a spreadsheet for the Operations Board for the Quality Assurance and Quality Improvement data and he would like staff to start putting together a comparison next year to see how KenCom has improved. This will help give staff direction in what training is needed and what is going good.

Nelson requested that staff do an annual report to be presented at the KenCom joint meeting in May to give a summary.

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), seconded by Witek. A roll call vote was taken with all four members voting aye. Motion carried. Closed session began at 8:42 a.m. Lynette Bergeron and Jennifer Stein left the meeting during closed session.

Open session resumed at 8:57 a.m.

Action after Closed Session: None

Jensen stated the next Personnel Committee is Thursday, March 16th, 2017 at 8:00 a.m. Nelson made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 8:58 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary