KenCom Personnel Committee Meeting Minutes  
Held, April 20th, 2017  
8:00 a.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>Agency</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<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>X (8:05)</td>
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<tr>
<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td>X</td>
<td></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; Bonnie Walters, Administrative Assistant.

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 member’s 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. Discussion. 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 Flanders, to approve the Consent Agenda as follows: Approval of the March 16th, 2017 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:
Review of Employee Handbook – No Report

Employee Engagement Survey – Bergeron stated they had shift meetings and it was agreed to send the same employee engagement survey out as last year which management will be doing through Power DMS. This will be done annually.

Staff Evaluations – Jensen stated he almost has Bergeron’s evaluation completed and will get that sent out in the next week.

Greg Witek joined the meeting at 8:05 a.m.

Staffing for CAD Implementation – Bergeron stated contained in the packet is a staffing estimate for the CAD project. Bergeron reviewed the recommendation proposed by staff. During discussion it was agreed to have a letter drafted for the part time employee to sign explaining the decrease in hours once the CAD implementation is completed. Jensen mentioned creating a job description for the part time Administration Assistant with the additional responsibilities of the CAD. After discussion, Nelson made a motion to recommend the proposed staffing for the CAD implementation with an attached addendum (signed agreement from the part time employee) to the Finance Committee, seconded by Hitzemann. All members present voting aye. Motion carried.

New Applicant Integrity – None

Other Old Business – None
Nelson called for New Business:
Closed Session Audio Destruction – Hitzemann made a motion to destroy the Closed Session Audio for the meetings from August 20th, 2015, September 17th, 2015, and September 24th, 2015, seconded by Nelson. All members present voting aye. Motion carried.

New Employee Background Checks – Bergeron reviewed the spreadsheet contained in the packet and the company recommended by staff. During discussion, Witek suggested the company Little Rock Fox Fire uses which is backgroundsonline.com and they have been happy with them. Nelson would like the offer of employment to be conditional on completing a background check. Discussion continued. Witek made a motion to approve for staff to decide on a company to use for new employee background checks not to exceed $125.00 per person, and for the background checks to be conditional after an offer of employment has been given, seconded by Nelson. All members present voting aye. Motion carried.

Semi-Annual Closed Session Review – Nelson made a motion for the Personnel Committee’s Closed Session Meeting Minutes to remain closed, seconded by Flanders. All members present voting aye. Motion carried.

Other Business from the Floor – None

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, Section 2.06 5 ILCS 120/2(c)(1), seconded by Flanders. A roll call vote was taken with four members voting aye (Jensen, Nelson, Flanders, Hitzemann). Motion carried.

Greg Witek left the meeting at 8:28 a.m. for closed session. Closed session began at 8:29 a.m.

Open session resumes at 8:56 a.m.

Greg Witek rejoined the meeting at 8:56 a.m.

Action After Closed Session – None

Jensen stated the next Personnel Committee is Thursday, May 18th, 2017 at 8:00 a.m. Hitzemann made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 8:56 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary