KenCom Personnel Committee Meeting Minutes  
Held, December 21st, 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>X</td>
<td></td>
</tr>
<tr>
<td>Greg Witek</td>
<td>Little Rock Fox Fire District</td>
<td>X (8:04)</td>
<td></td>
</tr>
<tr>
<td>Josh Flanders</td>
<td>Oswego Fire District</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>James Jensen</td>
<td>Oswego Police Department</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mike Hitzemann</td>
<td>Bristol Kendall Fire District</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant.

James Jensen called the meeting to order and requested a roll call of the membership. A roll call was taken with three 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 Hitzemann.

Discussion. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: Bergeron, along with KaneCom and Aurora Dispatch received an email from the TriCom Director in regards to the Batavia robbery thanking the KenCom dispatchers for their teamwork and collaboration with the four different dispatch centers.

Closed Session Minutes – None

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Nelson made the motion, seconded by Hitzemann, to approve the Consent Agenda as follows: Approval of the July 20th, 2017 Personnel Committee Minutes. All members present voting aye. Motion carried.

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

Staff Evaluations – Bergeron stated the staff evaluations are ongoing.

Other Old Business – Bergeron noted there has been a significant amount of FMLA leaves in the last month. Staff conducted a hiring process of orientation and testing on December 9th and formed a Hiring Committee within KenCom, which consists of four KenCom Dispatchers along with the Director and Assistant Director. The Hiring Committee was involved throughout the entire process and the employees involved enjoyed being part of the decision making. Discussion ensued.

Greg Witek joined the meeting at 8:04 a.m.

Nelson called for New Business:
Closed Session Audio Destruction – None

Director Evaluation Review – Jensen stated he needs to get together with Bergeron to go over the process of her review.
Semi Annual Closed Session Review – Witek made a motion for the closed session meeting minutes to remain closed, seconded by Nelson. All members present voting aye. Motion carried.

2018 Personnel Committee Calendar – Witek made a motion to approve the 2018 Personnel Committee Calendar, seconded by Hitzemann. Discussion. All members present voting aye. Motion carried.

Other Business from the Floor – Bergeron stated they created a Policy and Procedure Committee and EMD Committee within the KenCom employees. The goals of those committees were discussed. They also have a Training Committee that has been in place.
The Executive Board asked management to reach out to other centers around KenCom to come up with salary comparisons to see where they are at. Bergeron handed out the data they had collected. After discussion, the board gave suggestions for management to include more detail and to bring back next month for review.

Closed Session – None

Jensen noted he will not be able to make the February 15th, 2018 Personnel Committee Meeting.

Jensen stated the next Personnel Committee is Thursday, January 18th, 2018 at 8:00 a.m. Witek made a motion to adjourn the meeting, seconded by Nelson. All members present voted aye. Meeting adjourned at 8:38 a.m.

Respectfully submitted,

Bonnie Walters
Recording Secretary