

Meeting Agenda
KenCom Personnel Committee
September 19th, 2019 8:00 a.m.
Kendall County Public Safety Center
1100 Cornell Lane, Yorkville, Lower Level Conference Room

1. Call meeting to order
2. Roll call and determination of quorum
3. Approval of the Agenda
4. Public Comments
5. Correspondence
6. Approval of Closed Session Minutes but do not release – None
7. Consent Agenda
 - A. Minutes – May 16, 2019
8. Old Business
 - A. Review of Employee Handbook
 - B. Other Old Business
9. New Business
 - A. 2020 Personnel Committee Calendar (Consider for Approval)
 - B. Quality Assurance Analyst Job Description (Consider for Approval)
 - C. Executive Assistant Job Description (Consider for Approval)
 - D. Administrative Assistant Job Description (Consider for Approval)
 - E. Employment Application (Consider for Approval)
 - F. 2020 Personnel Committee Meeting Schedule (Consider for Approval)
 - G. 2020 Holiday Schedule (Consider for Approval)
 - H. Closed Session Audio Destruction – None
 - I. Other Business from the Floor
10. Closed Session
 - A. 5 ILCS 120/2(c)(1)
11. Action After Closed Session
 - A. 5 ILCS 120/2(c)(1)
12. Next meeting date – **Thursday, October 17th, 2019** at the Public Safety Center, Lower Level, KenCom Conference Room - **8:00 AM**
13. Adjourn