

**KenCom Personnel Committee Meeting Minutes
Held, September 19th, 2019
8:04 a.m.**

Member	Agency	Present	Absent
Larry Nelson	Member At Large		X
Greg Witek	Little Rock Fox Fire District	X	
Josh Flanders	Oswego Fire District	X	
James Jensen	Oswego Police Department	X	
Mike Hitzemann	Bristol Kendall Fire District		X

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 three of the five members present creating the necessary quorum for voting purposes.

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

Public Comments: None

Correspondence: Bergeron noted they received a thank you card from Jake Pruski’s family. Bergeron also received a thank you from the Kendall County Sheriff’s Office for KenCom’s involvement in the youth academy that was offered by the Sheriff’s Office for the first time this year.

Approval of Closed Session Minutes – None

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Witek made the motion, seconded by Flanders, to approve the Consent Agenda as follows: Approval of the May 16th, 2019 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:
2020 Personnel Committee Calendar – Witek made a motion to approve the 2020 Personnel Committee Calendar, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Quality Assurance Analyst Job Description – Bergeron reviewed the job description contained in the packet. Witek made a motion to approve the Quality Assurance Analyst Job Description, seconded by Flanders. Discussion ensued. All members present voting aye. Motion Carried.

Executive Assistant Job Description – Bergeron reviewed the job description contained in the packet. Witek made a motion to approve the Executive Assistant Job Description, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Administrative Assistant Job Description – Bergeron reviewed the job description contained in the packet. Witek made a motion to approve the Administrative Assistant Job Description, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Employment Application – Bergeron reviewed the employment application contained in the packet. There was discussion if the date of birth can remain on the job application. After discussion, staff is going to bring to KenCom’s human resource attorney with questions and bring back to the next Personnel meeting.

2020 Holiday Schedule – Witek made a motion to approve the 2020 Holiday Schedule, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Closed Session Audio Destruction – None

Other Business from the Floor – Bergeron stated Jennette Weelter-Fichtel has stepped down from her position as Shift Supervisor, after 15 years, and will no longer provide GIS support but will remain employed with KenCom as a telecommunicator effective December 1, 2019. Bergeron continued they are in discussions currently with the county on shared GIS services. Discussion ensued. Bergeron stated Sheila Roberts who is the part time Administrative Assistant gave her notice and will be leaving the first part of October. They are in the process of accepting applications to fill that position. For informational purposes, Bergeron noted they ran a job application on Indeed for the open telecommunicator positions and received 614 inquiries and 104 applications. They had 98 people respond they were going to take the written test, 36 of those did not show up and 22 applicants passed the written test. Last Saturday they conducted the speed interviews with five interviews set up for next week to fill two vacant positions.

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, October 17th, 2019 at 8:00 a.m. Witek made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 8:27 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary