

**License Plate Reader Adhoc Committee Meeting Minutes**  
**Held, February 17<sup>th</sup>, 2021**  
**10:30 am**  
**Lakeview Grille, 604 W Veterans Pkwy, Yorkville IL 60560**

<u>Member</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Bobby Richardson	KCSO	X	
Gene Morton	Plano Police	X	
James Jensen	Yorkville Police	X	
Kevin Norwood	Oswego Police	X	
Armando Sanders	Montgomery Police		X

Others Present: Lynette Bergeron, KenCom Director; Jennifer Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, KenCom Executive Assistant; Jason Langston, Kendall County Sheriff’s Office; Ismael Diaz, Montgomery Police Department.

Morton requested a roll call of the membership. A roll call was taken with four of the five members present resulting in having a quorum for voting purposes.

Approval of the Agenda: Jensen made a motion to approve the agenda as written, seconded by Norwood. A roll call was taken with all four members present voting aye. Motion carried.

Approval of Minutes: Richardson made a motion to approve the meeting minutes from February 3rd, 2021, seconded by Jensen. Discussion. A roll call was taken with all four members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

**Old Business:**

Security and User Memorandum of Understanding – Bergeron stated the drafted Memorandum of Understanding is contained in the packet for discussion. After discussion, there was a consensus to move the Memorandum of Understanding to the attorneys for review.

Public Relations Statement – The Committee reviewed the Public Relations Statement with the changes from the last meeting. After discussion, Richardson made a motion to move the Public Relations Statement which the changes noted to the Operations Board, seconded by Jensen. Norwood will make the revisions and send to the Committee. All members present voting aye. Motion carried.

System Monitoring and Audit Protocols – The Committee discussed system monitoring and audit protocols which need to be in each agencies policies. Jensen stated he has a policy written and can forward it out and each agency can change how they would like it. After discussion, the Committee would like to set minimum criteria, such as the audits, which would be standard in all agency policies.

Camera Placement – Discussion ensued on camera placement and there were updated changes from Montgomery Police Department and the Kendall County Sheriff’s Office. Bergeron will update the map and resend to the Committee.

Protocols on Camera Movement – Bergeron stated this was addressed in the Memorandum of Understanding. There was discussion to add to the MOU in regards to the initial ten camera’s leased by KenCom, that prior to relocating any of those camera’s approval needs to come back to the Operations Board for approval. Stein will make the revisions and send to the Committee.

FOIA relating to License Plate Reader data – Bergeron reviewed information she gathered from other agencies in the State of Illinois that have Flock cameras and how they are handling the FOIA requests. After discussion, Bergeron will come back with more information as she receives it.

New Business: None

The next meeting is scheduled for Tuesday, March 2<sup>nd</sup>, 2021 via Zoom Conference Call at 1:00 p.m. Jensen made a motion to adjourn the meeting, seconded by Norwood. A roll call was taken with all four members voting aye. The meeting adjourned at 11:37 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary