

**KenCom Personnel Committee Meeting Minutes**  
**Held, September 30<sup>th</sup>, 2021**  
**7:30 a.m.**

<b>Member</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Larry Nelson	Member At Large	X	
Greg Witek	Little Rock Fox Fire Depart		X
Josh Flanders	Oswego Fire Depart	X	
James Jensen	Yorkville Police Depart	X	

Others present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, Executive Assistant; Pamela Hurtig, Operations Manager.

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. Nelson made the motion, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

Approval of Closed Session Minutes – Nelson made a motion to approve but do not release the Personnel Committee closed session meeting minutes from July 15<sup>th</sup>, 2021, seconded by Flanders. All members present voting aye. Motion carried.

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Flanders made the motion, seconded by Nelson, to approve the Consent Agenda as follows: Approval of the July 15<sup>th</sup>, 2021 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:  
 Review of Employee Handbook – None

Other Old Business – None

Jensen called for New Business:  
 Semi-Annual Closed Session Review – Nelson made a motion for the Personnel Committee closed session meeting minutes to remain closed, seconded by Flanders. All members present voting aye. Motion carried.

Staffing Updates – Bergeron mentioned that one of the new trainees left after a month at KenCom. Staff has put ads in the Blueline, APCO, Indeed and the Illinois job link. Applications are being accepted until October 15<sup>th</sup> for the open telecommunicator position and a shift supervisor position. The shift supervisor position was posted internally twice with no interest within before posting externally.

Staffing Concerns – None

Union Issues, Concerns – None

Applicant Procedures – Stein reviewed the revised applicant procedures contained in the packet. Bergeron noted all the items have been approved by KenCom’s Human Resource attorney. Nelson made a motion to approve the revised applicant procedures with the corrections discussed, seconded by Flanders. Discussion. All members present voting aye. Motion carried.

2022 Personnel Committee Meeting Calendar – Flanders made a motion to approve the 2022 Personnel Committee Meeting calendar, seconded by Nelson. Discussion. All members present voting aye. Motion carried.

Closed Session Audio Destruction - None

Other Business from the Floor – None

Closed Session – Nelson made a motion to go 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 was taken with all three members present voting aye. Motion carried. Closed session began at 7:49 a.m. Bonnie Walters and Pamela Hurtig left the meeting for closed session.

Open session resumed at 8:35 a.m.

Jensen stated the next Personnel Committee is Thursday, August 19<sup>th</sup>, 2020 at 8:00 a.m. L. Nelson made a motion to adjourn the meeting, seconded by Flanders. All members present voted aye. Meeting adjourned at 8:36 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary