

KenCom Personnel Committee Meeting Minutes
Held, November 10th, 2021
8:02 a.m.

| Member | Agency | Present | Absent |
|---------------|-----------------------------|----------------|---------------|
| 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: Jen Stein, KenCom Assistant Director; Pamela Hurtig, KenCom Operations Manager; Bonnie Walters, Executive Assistant.

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. Flanders made the motion, seconded by Nelson. 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 September 30th, 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 September 30th, 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:
 Staffing Updates – Stein stated they have two employees in training that will begin phase two on November 15th which lasts about 4-8 weeks. The part time telecommunicator, Jaymee Goodspeed, resigned her position with KenCom. Stein stated they did do an exit interview with her and reviewed some key points she mentioned. During discussion, First Responder Wellness was discussed for staff. KenCom is down one supervisor and the plus one telecommunicator.

Staffing Concerns – None

Union Issues, Concerns – Stein mentioned the Union Contract does come to an end in November 30, 2022 and will be entering into negotiations at some point next year.

Hiring – Stein stated they did not get any interest within KenCom for the supervisor position available but did receive eight applications from the outside with two left they are considering. There were fifty-nine applicants for the telecommunicator position and are down to twenty-six. Stein mentioned they started using the integrity test, which was provided for free by KenCom’s liability insurance company, and administered with this hiring group and did come back with ten applicants that were non-qualified. Discussion ensued. Stein mentioned the next step is orientation, typing test

and speed interviews. Stein mentioned she changed the hiring policy to reflect the changes and will bring to the Operations Board in December for approval.

Review of Technology Policy – Stein discussed both KenCom’s and Kendall County’s current technology policy. Jensen stated KenCom’s policy is outdated and needs to be updated to meet current best practice standards with the environment of IT and the different programs. During discussion it was decided to reach out to other accredited agencies and get their IT computer usage policies for comparison.

Review of Harassment Policy – Stein discussed both KenCom’s and Kendall County’s current harassment policy. Stein stated after reviewing KenCom’s current policy she would like to split into two different policies to include a conduct policy about workplace professionalism and take those items out and separate from the harassment policy. It was suggested to get a draft conduct policy from KenCom’s insurance company (IPMG) and send to KenCom’s attorney for review. All KenCom employees do currently take annual harassment training. Jensen mentioned he had a discussion with Bergeron that any future requests from a Committee or Board need to come to the Director or Assistant Director and they will direct the flow of the workload. Stein will send an email out to the Committees and Board Chairman’s informing them of the change.

Closed Session Audio Destruction - None

Other Business from the Floor – None

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, December 16th, 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 8:57 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary