

KenCom Personnel Committee Meeting Minutes
Held, April 21st, 2022
10:30 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 all four 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: None

Approval of Closed Session Minutes – None

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Witek made the motion, seconded by Nelson, to approve the Consent Agenda as follows: Approval of the November 10th, 2021 Personnel Committee Minutes and the February 17th, 2022 Personnel Committee Notes. All members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – Witek made a motion to approve a policy for employee reference checks to be in the employee handbook, seconded by Flanders. Discussion. All members present voting aye. Motion carried. Bergeron stated ICRMT gave her a sheet from their attorneys of different items their attorney will do free of charge for their customers. One of the items is review of the employee handbook which she would like to turn over to have them review. Discussion ensued. The list from ICRMT legal services will be added to next month’s personnel agenda for further discussion.

Review of Technology Policy – Will be incorporated into the employee handbook.

Review of Harassment Policy – Will be incorporated into the employee handbook.

Other Old Business – None

Jensen called for New Business:

Economic Interest Statement – Jensen reminded the committee to fill out their Economic Interest Statement and submit by May 2nd to the Circuit Clerks office.

Staffing Updates – Bergeron stated KenCom is fully staffed with two in training. The supervisor that was hired goes into a shadow phase next week and the second telecommunicator had no prior experience and will go through the whole training program.

Staffing Concerns – Bergeron mentioned Aurora Dispatch has a hiring bonus currently for experienced dispatchers which is concerning. Discussion ensued on putting a plan in place for the next testing and hiring process.

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

Staff Personal Wellness – No Report.

Hiring – No Report.

Designated Auditing Official – No Report

Semi-Annual Closed Session Review – Witek made a motion for the Personnel Committee Closed Session meeting minutes to remain closed, seconded by Nelson. All members present voting aye. Motion carried.

Closed Session Audio Destruction - None

Other Business from the Floor – Stein mentioned they had a demo with a company that offers a Quality Assurance/Quality Improvement program. Currently KenCom has a homegrown program and this company would step in and do for KenCom. Pamela Hurtig is currently doing the QA/QI program and finding it is taking up a majority of her time and this program would free up time to get other tasks done that are necessary. The quote given was \$14 per call with 936 calls per year at 2 calls per person per month. The cost would be \$19,656 per year with a setup fee of \$1,250. Lengthy discussion ensued.

Closed Session – Nelson made a motion to go into closed session for Litigation, when an action against, affecting or behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Section 2.06 5 ILCS 120/2(c)(11), seconded by Witek. A roll call was taken with all four members present voting aye. Motion carried. Closed Session began at 11:13 a.m.

Closed session ended at 11:20 a.m. All members present as before closed session.

Action after Closed Session – None

Jensen stated the next Personnel Committee is Thursday, May 19th, 2022 at 8:00 a.m. Witek made a motion to adjourn the meeting, seconded by L. Nelson. All members present voted aye. Meeting adjourned at 11:20 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary