

**KenCom Personnel Committee Meeting Minutes**  
**Held, January 19<sup>th</sup>, 2023**  
**10:00 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; Jennifer 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 Nelson. Discussion. All members present voting aye. Motion carried.

Public Comments: None

Correspondence: None

Approval of Closed Session Minutes – Witek made a motion to approve the August 18<sup>th</sup>, 2022 Closed Session Meeting Minutes but do not release them, seconded by Nelson. All members present voting aye. Motion carried.

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 August 18<sup>th</sup>, 2022 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 (Assistant Director Resignation) – Bergeron stated Jen Stein, the Assistant Director of KenCom, has taken a position with Grundy County as their Director and tendered her resignation. Her last day with KenCom is January 26<sup>th</sup>. Bergeron mentioned to Stein that she will be greatly missed but wished her the best of luck. Bergeron stated the process has been ongoing for a while which has given her time to think of KenCom’s succession plan which is important as her job as the Director. Bergeron proposed eliminating the Operations Manager position and to have two Assistant Directors, one for Operations and one for Administration. To some degree, this is how police and fire do it today and after six months to a year, the Assistant Directors would assume each other’s job duties for cross-training. Bergeron continued this has always been the goal between herself and Stein. Bergeron stated she wants to make sure all of her knowledge of KenCom is mentored and passed down prior to her retirement and would like two people to gain that knowledge for a complete succession plan. Bergeron passed out a draft job description for the Assistant Director of KenCom which combines the job duties and separated out the Administrative and Operations portion of the Assistant Director’s duties. The job description is the same but the two would have different day-to-day responsibilities. Bergeron stated she ran the numbers and there will not be an increase to the budget to form the two Assistant Director positions. Discussion ensued.

Staffing Concerns – Bergeron stated they had shift bids and last Saturday the shifts made their change and it went well.

Union Issues, Concerns – Bergeron stated they have negotiations today at 2 p.m.

Hiring – Bergeron stated they went through the hiring process and received limited applications. When they had it down to the final interviews and background checks, they had several issues with background checks that eliminated many of the candidates. Bergeron stated they are trying something new that is widely used by many agencies around us which is The National Testing Network. With this testing network, applications will be required prior to allowing the candidate to take the test. The National Testing Network will also advertise for KenCom and will also ask each agency to advertise on their websites. Bergeron continued that there is a fee at the cost of the applicant and the goal is to get serious applicants if they are willing to pay the fee (\$46 initial fee, \$12 to test for each additional agency). Discussion ensued.

Semi-Annual Closed Session Review – Nelson made a motion for the Personnel Committee Closed Session meeting minutes to remain closed, seconded by Witek. 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 Witek. A roll call was taken with all four members present voting aye. Motion carried. Closed Session began at 10:21 a.m. Pamela Hurtig left during closed session

Closed session ended at 10:59 a.m. All members with the exception of Pamela Hurtig were present before closed session.

Action after Closed Session – None

Jensen stated the next Personnel Committee is Thursday, February 16<sup>th</sup>, 2022 at 10:00 a.m. Flanders made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. The meeting adjourned at 11:00 a.m.

Respectively submitted,

Bonnie Walters  
Recording Secretary