

KenCom Personnel Committee Meeting Minutes
Held, April 18th, 2019
8:05 a.m.

Member	Agency	Present	Absent
Larry Nelson	Member At Large	X	
Greg Witek	Little Rock Fox Fire District	X	
Josh Flanders	Oswego Fire District	X	
James Jensen	Oswego Police Department	X	
Mike Hitzemann	Bristol Kendall Fire District		X

Others Present: Lynette Bergeron, KenCom Director; Jen Stein, KenCom Assistant Director; Bonnie Walters, Executive Assistant.

James Jensen called the meeting to order and requested a roll call of the membership. A roll call was taken with four of the five member’s 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 – Witek made a motion to approve the October 18th, 2018 closed session meeting minutes and do not release, seconded by Nelson. 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 Witek, to approve the Consent Agenda as follows: Approval of the October 18th, 2018 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – Bergeron noted she will be bringing some changes to the board next month. Discussion ensued.

Bargaining Contract Update – Bergeron stated the contract has been signed and the union employees have received their retro checks. Discussion ensued.

Other Old Business – None

Nelson called for New Business:

Staffing Discussion – Bergeron stated they had offered positions to two people both accepted and completed the drug testing and physicals. One sent Stein an email stating their current employer offered her a deal she could not pass up and she was no longer going to accept the offer of employment by KenCom. The second person has been hired which brings KenCom up to full staffing. After discussion, it was suggested to set up another testing/hiring process to get a list and hire the additional person that was approved, as has been done for the last two years.

Bergeron mentioned she would like to put together a draft and have KenCom’s attorney review that in the future, after a person is offered a conditional offer of employment and the physical and drug testing were completed that money should be reimbursed back to KenCom.

Closed Session Audio Destruction – Flanders made a motion to approve the closed session audio destruction from April 20, 2017, seconded by Witek. All members present voting aye. Motion carried.

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

Other Business from the Floor – Bergeron mentioned KenCom held their Employee Appreciation dinner on Tuesday night and it was a success. Flanders and Witek attended as the chairman of the Operations and Executive Board. Cheryl Gianfrancisco received the award for Telecommunicator of the Year and was very much earned.

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, May 16th, 2019 at 8:00 a.m. Flanders made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 8:35 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary