

KenCom Personnel Committee Meeting Minutes
Held, May 16th, 2019
8:00 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 three 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 Nelson. 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. Nelson made the motion, seconded by Witek, to approve the Consent Agenda as follows: Approval of the April 18, 2019 Personnel Committee Minutes. All members present voting aye. Motion carried.

Jensen called for Old Business:

Review of Employee Handbook – Bergeron reviewed the changes to the Employee Handbook contained in the packet as follows: Overtime Exempt positions – the Executive Assistant was added now that it is a salaried position; The vacation time accrual was changed in accordance with how the union contract reads. Witek made a motion to approve the Employee Handbook changes as written, seconded by Nelson. Discussion. All members present voting aye. Motion carried.

Other Old Business – Bergeron noted last month the committee discussed the Expense Reimbursement Policy and adding a time frame of five calendar days to turn in receipts and stated the new policy will be going to the Operations Board meeting for approval. The policy covers any other expenses other than travel, meals and lodging. Nelson mentioned putting a date on the bottom of all new and revised policies. The same verbiage was added to the Travel, Meals and Lodging Policy to turn in receipts within five calendar days.

Nelson called for New Business:

Staffing Discussion – Bergeron stated they had a new employee start on May 6th which puts KenCom at full staffing, but once Stein is done training will begin the process of advertising and testing for the additional person. Discussion ensued.

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

Other Business from the Floor – None

Closed Session – None

Jensen stated the next Personnel Committee is Thursday, June 20th, 2019 at 8:00 a.m. Nelson made a motion to adjourn the meeting, seconded by Witek. All members present voted aye. Meeting adjourned at 8:15 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary