

KenCom Personnel Committee Meeting Minutes
Held, October 19th, 2023
10:00 a.m.

Member	Agency	Present	Absent
Larry Nelson	Member At Large	X	
Greg Witek	Little Rock Fox Fire Depart	X	
Dan Schiradelly	Oswego Fire Depart	X	
James Jensen	Yorkville Police Depart	X	

Others present: Lynette Bergeron, KenCom Director; Pamela Hurtig, KenCom Assistant Director; Gina Belmont, KenCom Assistant Director; Bonnie Walters, KenCom 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. Shiradelly 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 the January 19th, 2023 Closed Session Meeting Minutes but do not release them, seconded by Witek. All members present voting aye. Motion carried.

Consent Agenda – Jensen asked for a motion to approve the Consent Agenda. Nelson made the motion, seconded by Schiradelly, to approve the Consent Agenda as follows: Approval of the February 16th, 2023 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 – Bergeron stated they are currently down four positions and have sent out three conditional offers of employment. All three have accepted and their anticipated start date is November 6th. They will be continuing to hire until all positions are filled. Bergeron thanked all the agencies that continue to advertise for the open positions on their social media and websites.

Staffing Concerns – Bergeron stated they have one employee off on medical leave. There is another FMLA leave scheduled for the end of November.

Union Issues, Concerns – None

Hiring – Updated in Staffing Updates.

Third Supervisor Position – Bergeron stated she sent out all of her documentation for the committee to review. Bergeron reviewed the documentation she prepared to add a third supervisor, which would have one on each shift. During the discussion, Bergeron stated the wage difference to add the 3rd supervisor would be at most \$33,333.78. Lengthy discussion continued. Witek made a motion to move forward to the Finance Committee to add a third supervisor position, seconded by Schiradelly. All members present voting aye. Motion carried.

Sick Time Donation Policy – Bergeron reviewed the Sick Time Donation Policy contained in the packet. During discussion, it was agreed to add to the policy, under procedures that if donated sick time is not used, it is not able to be paid out and sent back to the donor. Nelson made a motion to approve the Sick Time Donation Policy with the addition during the discussion, seconded by Schiradelly. Discussion. All members present voting aye. Motion carried.

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

2024 Personnel Committee Calendar – Witek made a motion to approve the 2024 Personnel Committee Calendar, seconded by Nelson. Discussion. All members present voting aye. Motion carried.

Closed Session Audio Destruction – Schiradelly made a motion to approve the destruction of the Personnel Committee, September 30, 2021, Closed Session Meeting Audio, seconded by Nelson. All members present voting aye. Motion carried.

Other Business from the Floor – None

Closed Session – None

Action after Closed Session – None

Jensen stated the next Personnel Committee is Thursday, November 16th, 2023 at 10:00 a.m. Witek made a motion to adjourn the meeting, seconded by Schiradelly. All members present voted aye. The meeting adjourned at 8:56 a.m.

Respectively submitted,

Bonnie Walters
Recording Secretary