

KENOSHA JOINT SERVICES BOARD

March 22, 2022

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in the Joint Services Training Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, City Administrator John Morrissey, Police Chief Eric Larsen, County Supervisor Monica Yuhas, Alderperson Shayna Griffin, Board Member Joshua Barker, and Youth in Governance Srisupraja Kandrakota and Trinity Williams.

The **Members not in Attendance**, City Administrator John Morrissey was excused.

Under, **Citizen Comments**, there were none.

Under, **Approval of Minutes of Open Session Held on February 22, 2022**, Ms. Yuhas made a motion to approve and Mr. Barker seconded. Motion carried unanimously.

Under, **Director's Report**, Director Nielsen clarified and expanded on a few topics in the Director's Report and highlighted a CPR save by Telecommunicator Tanya Sunderland.

The Board accepted the information as presented.

Under, **OPEB Report**, There was a brief explanation of the OPEB Report to the Youth in Governance,

Ms. Griffin made a motion to receive and file the OPEB report. Mr. Barker seconded the motion. Motion approved unanimously.

Under, **ERP Replacement Project**, Director Nielsen gave a status update on the ERP replacement project and mentioned that there was a software demonstration on March 15, 2022.

The Board accepted the information as presented.

Under, **Communication Department Hiring Process**, Goodwill Obieze, Human Resource Coordinator, and Director Nielsen conducted a presentation of a Joint Services' hiring process from start to finish. A brief discussion ensued.

The Board accepted the information as presented.

Under, **Fleet Maintenance Technician Vacancy**, Director Nielsen reported that they have started the process of hiring a new Fleet Maintenance Technician. Director Nielsen requests that they be able to hire a technician as soon as early May in order to keep up with work demand in the Fleet department and come back at a later time with a budget transfer to cover the anticipated overage.

Ms. Tunkieicz made a motion to approve. Ms. Yuhas seconded the motion. Motion approved unanimously.

Under, **Kenosha Joint Services' Employee Handbook Update**, Director Nielsen presented updates made to the employee handbook. The updates deal with the grievance and appeal procedure, the ability for the agency to search an employee's work space and providing nursing mothers with an area when needed.

Ms. Griffin made a motion to approve. Ms. Yuhas seconded the motion. Motion approved unanimously.

Under, *Kenosha Joint Services' Policy Manual Update*, Director Nielsen presented a new policy that will supersede two previous outdated policies regarding employee personnel files. The second new policy presented has to do with work place investigations and what that process would entail. A brief discussion ensued.

Ms. Tunkieicz made a motion to approve. Mr. Barker seconded the motion. Motion approve unanimously.

Under, *2021 Year End Budget Amendments*, Director Nielsen presented the 2021 year end budget amendments to the Board.

Ms. Yuhas made a motion to approve. Mr. Barker seconded the motion. Motion approved unanimously.

Under, *Board Comments*,

Ms. Tunkieicz gave a history of how the City of Kenosha and County of Kenosha came together to create Kenosha Joint Services. She has spent 14 years on the Board and stated that it has been great to work with the Youth in Governance and the Kenosha Joint Services' Board.

Ms. Griffin stated it has been a pleasure serving on the Kenosha Joint Services' Board.

Chairman Gentz recalled when he first started on the Kenosha Joint Services' Board and stated that it has come a long way.

At 5:16 p.m., Ms. Griffin made a motion to *Adjourn the Meeting*. Ms. Tunkieicz seconded the motion. Motion approved unanimously.