



MINUTES

REGULAR MEETING

March 14, 2024

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, March 14, 2024.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Dale Deleeuw, William Fales, Don Martin, Steven Leuty, Jan VanDerKley, Scott Merlo, Greg McComb, Pat McGinnis (arrived at 3:35)

Others Present: Kevin Catlin, Jeff Heppler, Jeff Troyer, Victoria Rose, Jon Moored, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the January 11, 2024, Regular Meeting

“Motion by Mr. Martin, second by Mr. Merlo to approve the minutes of the January 11, 2024, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 5 – CITIZENS’ TIME

There was none.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly reports were all included in the packet and presented a review of the material.

He noted that Telecommunicator Week will be before the next meeting and a full week of events are planned for staff.

2. January and February Reconciliation Report

Mr. Troyer stated the January and February Reconciliation Reports were included in the packet and there were no anomalies.

3. Year-to-Date Budget Performance Report

- a. Fiscal Year 2023

Mr. Troyer stated the last performance report of Fiscal Year 2023 was included. The Auditors were on site Monday and everything went well. The audit will be presented to the Finance Committee on April 30 and to the Board in May.

- b. Fiscal Year 2024 – General Fund & Capital Projects Fund

Mr. Troyer stated the General and Capital Projects Fund performance reports are provided.

4. Correspondence

Mr. Troyer stated a memo from the county regarding the over capture of RAI Jets Summer and Winter 2022 TIR Return of Local Taxes is included.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

- a. Meeting Minutes from January 9, 2024, Regular Meeting

Ms. VanDerKley stated the Executive Committee met to prepare for this meeting. The minutes from the previous meeting are included.

2. Personnel Committee – Pat McGinnis

- a. Meeting minutes from February 16, 2024

- b. NEW Personnel Policy 3.18 – Dependent Care Assistance Program

- c. MI Tri-Share Memorandum of Understanding with Southwest ChildCare Resources

- d. Dependent Care Assistance Program Administrative Guidelines

- e. Letter of Understanding with the UAW – Dependent Care Assistance Program

Mr. McGinnis stated many organizations are looking at the TriShare program, which is state assistance for daycare fees. The program offers employee reimbursements of 1/3 from employer and 1/3 from state. If employees do not qualify for the TriShare program, the Authority will still offer 1/3 reimbursement. The attachments are the required steps, policies and Letter of Understanding with the UAW.

“Motion by Mr. McComb, second by Mr. Merlo to approve the NEW Personnel Policy 3.18 – Dependent Care Assistance Program, MI Tri-Share Memorandum of Understanding with Southwest ChildCare Resources, Dependent Care Assistance Program Administrative Guidelines, and the Letter of Understanding with the UAW – Dependent Care Assistance Program as presented.

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

f. Executive Director 2023 Performance Appraisal

Mr. McGinnis stated the Committee had 100% participation and Mr. Troyer received ratings between exceeding and far exceeding. The Committee recommended the Board accept and approve the appraisal.

Ms. VanDerKley thanked the Committee for doing the review and conducting a fair and transparent process. On behalf of the Board, she thanked Mr. Troyer and complimented him on his work. She stated the Authority was fortunate to have him.

“Motion by Mr. McGinnis, second by Mr. Huber to accept and approve the Executive Director’s 2023 Performance Appraisal as presented.”

On a voice vote, **MOTION CARRIED.**

g. 2024 Executive Director Performance Objectives

Mr. McGinnis stated the performance objectives are to remain vigilant in recruitment and retention as well as daycare. The CAD system is on the front burner to make sure it’s a seamless and well-integrated transition.

“Motion by Mr. McGinnis, second by Mr. Martin to accept and approve the 2024 Executive Director’s Performance Objectives as presented.”

On a voice vote, **MOTION CARRIED.**

3. Technical Advisory Committee – Scott Merlo

a. Meeting minutes from January 10, 2024

Mr. Merlo stated the Committee met; however, they had nothing to bring forward to the Board.

4. Finance Committee – Don Martin

Mr. Martin stated the Finance Committee will be meeting in April.

C. Old Business

There was none.

D. New Business

There was none.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Dr. Fales stated West Michigan AirCare will be ceasing operations in April. He stated the service has been used twice in Kalamazoo County in the last five years. The county doesn't use the service much and over time it has become fiscally unsustainable. There are helicopters in the region for emergency transport but not as close as AirCare. We are also losing the MedComm which was a valuable resource to link field units to doctors.

Mr. Martin said it's a sad day to see it go, it's a huge loss of resources.

B. Next regular scheduled meeting – May 9, 2024 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors