



# **NOTICE and AGENDA for** **Kalamazoo County Consolidated Dispatch Authority** **Personnel Committee** **January 3, 2025**

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**PLEASE TAKE NOTICE** that a Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Personnel Committee will be held on **Friday, January 3<sup>rd</sup>** at 10:00 a.m. in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo Michigan for consideration of items, namely, on this Agenda.

## **ITEM 1 – CALL TO ORDER**

## **ITEM 2 – ROLL CALL**

Pat McGinnis, Chairperson		Rick Fuller	
Bryan Ergang		Jeff Chamberlain and Jim Ritsema (Alt)	
Scott Merlo		Tracie Moored	
Jeff Hepler or Dale Deleeuw (Alt)			

## **ITEM 3 – APPROVAL OF MEETING MINUTES**

- A. February 16, 2024 – Regular Meeting (pages 1-3)

## **ITEM 4 – CITIZENS’ TIME**

The Committee welcome members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand and state their full name and address for the record. Each member of the public is limited to four minutes or less.

## **ITEM 5 – FOR CONSIDERATION**

- A. Old Business
- B. New Business
  - 1. Hiring Process Assessment Tools (Informational Purposes Only)
    - a. March 2024 (page 4)
    - b. June 2024 (page 5)
    - c. October 2024 (page 6)
  - 2. REVISED Personnel Policies
    - a. 4.7 – Michigan Paid Sick Leave (pages 7-10)
    - b. 6.1 – Paid Time Off Accrual (page 11)
  - 3. Executive Director 2024 Performance Appraisal – February Meeting (pages 12-15)

## **ITEM 6 – OTHER ITEMS**

- C. Announcements and Member Comments
- D. Next Meeting – TBD February 2025

## **ITEM 7 – ADJOURNMENT**

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days’ notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing [admin@kccda911.org](mailto:admin@kccda911.org) or calling (269) 488-8911.



***Personnel Committee***

***February 16, 2024***

***11:00 a.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 11:00 a.m. by Personnel Committee Chairperson Pat McGinnis in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Friday, February 16, 2024.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Scott Merlo, Chief, Western Michigan University; Jeff Hepler, Kalamazoo County Board of Commissioners; Rick Fuller, Sheriff, Kalamazoo County; Jeff Chamberlain, City of Kalamazoo; Don Martin, Township Supervisor, Kalamazoo Township

Others Present: Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. March 7, 2023 – Regular Meeting

“Motion by Mr. Merlo, second by Mr. Hepler to approve the March 7, 2023, Regular Meeting minutes as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

B. New Business

1. Hiring Process Assessment Tool

- a. February 2023
- b. July 2023
- c. November 2023

Mr. Troyer stated the assessment tool is part of the recruitment strategy and presented for informational purposes.

2. NEW Personnel Policy 3.18 – Dependent Care Assistance Program

Mr. Troyer presented the new Dependent Care Assistance Program (DCAP) Policy, noting that the Board approved the allocation for development and implementation of the plan. The allocation is subject to the annual budget review. He noted that Agenda Items 2 through 5 were all related to the DCAP, and he recommend approval for all.

3. MI Tri-Share Memorandum of Understanding with Southwest Childcare Resources

Mr. Troyer stated the MOU has been reviewed and approved by legal counsel. It is a standard MOU; stipulates we will enter the Tri-Share Program and details our responsibilities as well as Southwest Childcare Resources' responsibilities. If approved by the Board, the projected start date is April 1.

4. Dependent Care Assistance Program Administrative Guidelines

Mr. Troyer presented the Administrative Guidelines for Dependent Care Assistance Program, noting this is the “nuts and bolts” of how we plan to administer the program. He explained that KCCDA will be the first employer that has an employer reimbursement to aid employees that don't qualify for TriShare. The plan is restricted to full time employees with children 0 – 13 years. Employees will be required to submit an application to the TriShare program because they will vet all employees, whether they meet the income requirements or not. There is an option to share the application information with the employer and employees cannot qualify for the Authority program without checking that box. KCCDA will reimburse one-third of the cost for either program.

5. Letter of Understanding with UAW – Dependent Care Assistance Program

Mr. Troyer stated the Letter of Understanding with the UAW allows us to offer the DCAP program to bargaining unit employees and has been reviewed and approved by legal. The understanding is that as the employer, we control the DCAP and can change or terminate it at any time.

“Motion by Mr. Fuller, second by Mr. Heppler to approve and recommend Board approval of the NEW Personnel Policy 3.18 – Dependent Care Assistance Program, the MI Tri-Share Memorandum of Understanding with Southwest Childcare Resources, the Dependent Care Assistance Program Administrative Guidelines and the Letter of Understanding with the UAW as presented.”

On a voice vote, MOTION CARRIED.

6. Executive Director 2023 Performance Appraisal

Mr. Troyer presented the performance appraisal scoring sheet and information on how the appraisal had been completed in past years.

Mr. McGinnis stated he would like everyone to complete the appraisal and send it to Ms. McComb to compile. She will send the compiled scores to Mr. McGinnis, and he will meet with Mr. Troyer to review.

7. 2024 Executive Director Performance Objectives

Mr. Troyer presented a review of his 2024 goals and performance objectives. He stated the Authority was working on a website redesign as well as recruitment emails/videos. He noted that KCCDA will be the first 911 center to have a DCAP and the first to do recruiting videos.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next Meeting

The next meeting is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 12:00 a.m.

# Hiring Process Assessment Tool

POSITION/JOB POSTED: ECO I/II

DATE POSTED: 3/8/2024  
 DATE CLOSED: 3/20/2024

HIRING PROCESS STEP	DESCRIPTION	TOTAL	RACE		GENDER	
			White	Minority	Male	Female
<b>Job Posting</b>	All Applicants that applied	87	57	19	18	59
<b>Initial Applicant Screening</b>	Results of Initial Applicant Screening; moving to testing	75	48	17	16	51
<b>Applicant Testing</b>	75% or better test score; moving to first round interview	19	13	1	4	11
<b>1st Rnd Interview</b>	Applicants selected for initial Criminal History and Drivers License Check	8	6	1	2	6
<b>Oral Board Interview</b>	Oral Board Interview results; candidates selected	3	2	0	0	3
<b>Background Investigation</b>	Candidates receiving a SATISFACTORY background investigation	3	2	0	0	3
<b>Pre-Employment Physical and Screening (FINAL STEP)</b>	Candidates that passed their physical and screening	3	2	0	0	3

Assessment Completed By: Chris McComb Date: 1/2/2025

\*75 invited to test, 39 responded

\*Offer extended to active dispatcher at another agency after 1st round, offer

# Hiring Process Assessment Tool

POSITION/JOB POSTED: ECO I/II

DATE POSTED: 6/24/2024  
 DATE CLOSED: 7/1/2024

HIRING PROCESS STEP	DESCRIPTION	TOTAL	RACE		GENDER	
			White	Minority	Male	Female
<b>Job Posting</b>	All Applicants that applied	162	94	42	34	104
<b>Initial Applicant Screening</b>	Results of Initial Applicant Screening; moving to testing	104	68	19	15	70
<b>Applicant Testing</b>	75% or better test score; moving to first round interview	30	21	6	5	23
<b>1st Rnd Interview</b>	Applicants selected for initial Criminal History and Drivers License Check	12	5	4	2	8
<b>Oral Board Interview</b>	Oral Board Interview results; candidates selected	6	2	2	1	4
<b>Background Investigation</b>	Candidates receiving a SATISFACTORY background investigation	4	1	2	1	3
<b>Pre-Employment Physical and Screening (FINAL STEP)</b>	Candidates that passed their physical and screening	4	1	2	1	3

Assessment Completed By: Chris McComb

Date: 1/2/2025

# Hiring Process Assessment Tool

POSITION/JOB POSTED: ECO I/II

DATE POSTED: 10/15/2024  
 DATE CLOSED: 10/22/2024

HIRING PROCESS STEP	DESCRIPTION	TOTAL	RACE		GENDER	
			White	Minority	Male	Female
<b>Job Posting</b>	All Applicants that applied	74	54	20	18	56
<b>Initial Applicant Screening</b>	Results of Initial Applicant Screening; moving to testing	52	38	14	10	42
<b>Applicant Testing</b>	75% or better test score; moving to first round interview	17	11	5	1	15
<b>1st Rnd Interview</b>	Applicants selected for initial Criminal History and Drivers License Check	7	4	3	1	6
<b>Oral Board Interview</b>	Oral Board Interview results; candidates selected	3	0	3	0	3
<b>Background Investigation</b>	Candidates receiving a SATISFACTORY background investigation	1*	0	1	0	1
<b>Pre-Employment Physical and Screening (FINAL STEP)</b>	Candidates that passed their physical and screening	0				

Assessment Completed By: Chris McComb

Date: 1/2/2025

\*1 candidate w/d after interview, 1 did not pass background

## **EXISTING POLICY**

### **Section 4.7. Michigan Paid Medical Leave**

Eligible Employees as defined under the Michigan Paid Medical Leave Act, 2018 PA 369 (the “MPML Act”) who are not eligible for PTO under Section 6 of this document may be eligible to receive paid medical leave as provided and required by the MPML Act. Posters from the Department of Licensing and Regulatory Affairs have been posted by the KCCDA setting forth the eligibility requirements, medical leave rights and remedies under the MPML Act. This may currently include certain regular part-time KCCDA employees who work twenty-five (25) hours per week on average but are not eligible for PTO as defined Section 6 of KCCDA. In addition, the following parameters apply to MPML Act paid medical leave:

1. MPML Act paid medical leave may only be taken by eligible employees for the reasons set forth in the MPML Act. KCCDA employees eligible to participate in PTO are not eligible for additional MPML Act paid medical leave, even if PTO leave has been exhausted by the employee.
2. On January 1 of each year, eligible employees will be provided a bank of forty (40) hours for the succeeding benefit year. Eligible employees hired after January 1 of that year will be provided a pro-rata bank for the remainder of the benefit year. There is no accumulation of MPML Act paid leave – i.e. no amounts may be carried forward to the next benefit year. Banked hours not utilized by the end of the benefit year will be forfeited and are not compensable. MPML Act paid medical leave is not compensable upon separation of employment.
3. MPML Act paid medical leave must be used, at a minimum, in half-shift increments but not less than four hours; whichever is greater.
4. Eligible Employees who request MPML Act paid medical leave must submit a request to the Dispatch Supervisor, Deputy Director, or Executive Director, including reasons for the request. Utilization of MPML Act paid medical leave due to qualifying illness may require verification from a physician as determined by KCCDA. Eligible Employees will be provided no less than three days to provide such documentation. Any employee who is found to have fraudulently obtained/maintained leave under this section will be subject to disciplinary action, up to and including discharge of employment.



## **NEW POLICY – Effective February 21, 2025**

### **Section 4.7. Michigan Paid Sick Leave**

All employees shall be eligible to accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked in accordance with Michigan's Earned Sick Time Act (ESTA). Current employees may begin using their accrued leave time as it accrues. Employees hired after February 21, 2025, may not begin using their accrued time until the sixtieth (60th) calendar day after commencing their employment with KCCDA.

Employees may use up to a maximum of seventy-two (72) hours of accrued paid sick leave per calendar year.

Earned but unused paid sick leave may be carried over from one year to the next, but payment will not be made for unused sick leave time upon employee's separation from employment for any reason. If an employee separates from their employment and is rehired within 6 months of separation, the employee's accrued but unused sick time shall be reinstated in full and the employee shall immediately begin accruing paid sick time as set forth in this Policy.

Paid sick leave time may be used, at a minimum, in quarter-hour increments for the following reasons:

- (1) when time off work is needed for personal or a family member's illness, injury or health condition;
- (2) for various reasons in the event the employee or employee's family member is a victim of domestic violence or sexual abuse (*i.e.*, counseling, attendance at criminal proceedings, to relocate);
- (3) for meetings at a child's school or place of care related to the child's health, disability or effects of domestic violence or sexual assault on the child; or
- (4) in cases of public health emergency where a public health official has:
  - closed Employer's office;
  - closed the school of the employee's child who needs home care; or
  - determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A family member includes:

- a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner or a child to whom the employee stands in loco parentis;
- a biological parent, foster parent, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;

- a person to whom the employee is legally married under the laws of any state or domestic partner;
- a grandparent;
- a grandchild;
- a biological, foster or adopted sibling; and
- any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The use of paid sick leave must be approved by the employee's supervisor, the Deputy Director, or Executive Director. An employee requesting paid sick leave shall submit a request at least seven (7) days prior to the first day of sick leave. If the need for sick leave is not foreseeable, an employee must give notice of the need for such sick leave as soon as practicable and within two hours from the start of the employee's shift. If the employee's absence due to illness or injury exceeds the amount of accrued paid sick leave, the employee must seek and obtain approval for other leave such as Family Medical Leave or Unpaid Personal Leave.

For earned paid sick leave time of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for an above-stated purpose. Upon request, an employee shall provide the documentation to the Employer in a timely manner. Documentation signed by a health care professional indicating that sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required.

In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Employer shall not require documentation explaining the details of the violence.

In cases where documentation is requested, the Employer shall pay any out-of-pocket costs incurred by the employee in obtaining the documentation. All documentation received by the Employer pursuant to this Policy shall be kept confidential and shall not be disclosed except to the employee or with the employee's permission.

Retaliatory actions against an employee for requesting or using paid sick leave time is prohibited. If an employee believes that the Employer has violated this Policy, that

employee may bring a civil action or file a complaint with the Michigan Department of Licensing and Regulatory Affairs.

**REVISED POLICY – Effective February 21, 2025** (accrual on 1<sup>st</sup> check date after 2/21/25)

**Section 6.1. Paid Time Off (PTO) Accrual.**

Regular full-time employees will accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each full payroll period the employee is paid at least 80 hours of credited service: regular hours worked and approved PTO (excludes employees on short-term disability).

Seniority Required	Hours Accrued	Annual Carry-Over Limit*	Pay-out Limit
1st through 4th year	6.00/pay period	136 hours	136 hours
5th through 9th year	7.25/pay period	176 hours	176 hours
10th through 14th year	8.50/pay period	216 hours	216 hours
15th through 19th year	9.75/pay period	256 hours	256 hours
20 years or more	11.00/pay period	290 hours	290 hours

Seniority Required	Hours Accrued	Annual Carry-Over Limit*	Pay-out Limit
Start date through 4th year	/pay period	136 hours	136 hours
Start of 5th through 9th year	/pay period	176 hours	176 hours
Start of 10th through 14th year	/pay period	216 hours	216 hours
Start of 15th through 19th year	/pay period	256 hours	256 hours
Start of 20 <sup>th</sup> year or more	/pay period	290 hours	290 hours

\*Annual Carry-Over Limit applies to the employee’s Anniversary Date

**REFERENCE TABLE**

CURRENT ACCRUAL	1st - 4th YR	5th - 9th YR	10th - 14th YR	15th - 19th YR	20 YRS or more
Accrual per Pay period	6.00	7.25	8.50	9.75	11.00
TOTAL PTO Hours	156.00	188.50	221.00	253.50	286.00
<b>REDUCED 1.0</b>					
Accrual per Pay period	5.00	6.25	7.50	8.75	10.00
TOTAL PTO Hours	130.00	162.50	195.00	227.50	260.00
<b>REDUCED 1.5</b>					
Accrual per Pay period	4.50	5.75	7.00	8.25	9.50
TOTAL PTO Hours	117.00	149.50	182.00	214.50	247.00
<b>REDUCED 2.0</b>					
Accrual per Pay period	4.00	5.25	6.50	7.75	9.00
TOTAL PTO Hours	104.00	136.50	169.00	201.50	234.00
<b>REDUCED 2.5</b>					
Accrual per Pay period	3.50	4.75	6.00	7.25	8.50
TOTAL PTO Hours	91.00	123.50	156.00	188.50	221.00
<b>REDUCED 3.0</b>					
Accrual per Pay period	3.00	4.25	5.50	6.75	8.00
TOTAL PTO Hours	78.00	110.50	143.00	175.50	208.00

# Executive Director Performance Appraisal

EMPLOYEE NAME: Jeffery Troyer

POSITION TITLE: Executive Director

REVIEW PERIOD: February 2024 - January 2025

APPRAISAL DATE: \_\_\_\_\_



## INSTRUCTIONS:

The Executive Director shall provide to the Personnel Committee a summary of accomplishments, including the mutually agreed upon goals/performance objectives for the review period. In the form, you will be asked to rate the Executive Director's performance for a number of essential job functions.

The Committee will convene a regular meeting in late January or early February to discuss each category and come to a consensus on an agreeable score for each sub-categorical. The categorical score will be formulated by the average of the sub-categorical ratings or if no sub-categories exist (mutually agreed upon goals/performance objectives), the categorical score will be inserted by the Committee. Committee members should be prepared to offer supporting comments for any areas in which you feel the Executive Director either excelled or performed poorly.

Each item will be scored on a one (1) thru (5) scale, as follows:

- 5 -- Far Exceeds Normal Job Expectations**  
Performance always exceeds normal job requirements/expectations and shows exceptional commitment to the position and tasks involved. Displays significant work effort that far exceeds the normative responsibilities.
- 4 -- Exceeds Normal Job Expectations**  
Performance often exceeds normal job requirements/expectations.
- 3 -- Achieves Normal Job Expectations**  
Performance meets normal job requirements/expectations but does rarely exceeds them.
- 2 -- Below Normal Job Expectations**  
Performance is below normal job requirements/expectations in important areas and immediate improvement is required.
- 1 -- Far Below Normal Job Expectations**  
Performance is significantly below normal job requirements/expectations especially in essential areas. Reassignment or termination should be considered.

Following the evaluation session, the Committee and the Executive Director will work to develop goals/performance objectives for the next review period. The Committee shall take action to present the completed performance appraisal and the mutually agreed upon goals/performance objectives for the next review period to the Board of Directors at their next regular scheduled meeting for consideration.

The Board of Directors shall review, consider any changes/modifications and ultimately approve the performance appraisal at which time the Board Chair, Personnel Committee Chair and the Executive Director shall sign the form.

<b>CATEGORY 1: Operational Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: ####</b>
		<u>Sub-Category Rating</u>	
1a	-- Knowledge of PSAP/ECC statutory requirements and best practices	_____	_____
	Seeks input from agencies and workgroups/committees on issues impacting the operation	_____	_____
1b	-- and develops, recommends and implements countywide operational procedures accordingly	_____	_____
1c	-- Analyze/Identify issues effecting the operation and develops strategies and plans for the future	_____	_____
1d	-- Effectively manages time and competing priorities	_____	_____

<b>CATEGORY 2: Financial Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: ####</b>
		<u>Sub-Category Rating</u>	
2a	-- Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects	_____	_____
	Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and	_____	_____
2b	-- Accounting Act and adequately balances KCCDA's general ledger against financial statements	_____	_____
2c	-- Develops efficient and innovative strategies to minimize business costs	_____	_____
2d	-- Develops and recommends fiscal policies with strong checks and balances	_____	_____

<b>CATEGORY 3: HR and Personnel Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: ####</b>
		<u>Sub-Category Rating</u>	
3a	-- Adequately promotes and recruits quality personnel and ensures all required personnel meet the State 911 Committee's minimum training standards	_____	_____
3b	-- Works well and maintains good interpersonal relations with various employee groups (union and non-union) and addresses employee needs while remaining fiscally responsible	_____	_____
3c	-- Treats all employees equally and with respect; creates a healthy work environment	_____	_____

<b>CATEGORY 4: Project Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: ####</b>
		<u>Sub-Category Rating</u>	
4a	-- Analyzes and determines appropriate measures, priorities, and coordinates measures to achieve project goals	_____	_____
4b	-- Produces clear project status reports and communicates candidly and tactfully with groups, committees and the board of project status; including any challenges or obstacles	_____	_____
4c	-- Analyzes, recommends and communicates project go-live plans that minimize service interruptions for residents and end-user agencies.	_____	_____

<b>CATEGORY 5: Leadership Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>####</u></b>
		<u>Sub-Category Rating</u>	
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork	_____	_____
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems	_____	_____
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others	_____	_____
5d --	Delegates key responsibilities to team members on a rational basis	_____	_____

<b>CATEGORY 6: Communication Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>####</u></b>
		<u>Sub-Category Rating</u>	
6a --	Written and verbal communications with staff, end-user agencies/partners, Committees and the Board are candid and tactful	_____	_____
6b --	Provides timely and quality reports to end-user agencies/partners, Committees and the Board	_____	_____
6c --	A constructive communicator capable of discussing difficult issues effectively and to the point; handles confrontational communication with ease	_____	_____
6d --	Facilitator of difficult conversations among team members and/or other parties that result in new ideas and compromised solutions	_____	_____

<b>CATEGORY 7: Professionalism</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>####</u></b>
		<u>Sub-Category Rating</u>	
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences	_____	_____
7b --	Projects a professional image in dress and appearance	_____	_____
7c --	Acceptable to feedback and handles setbacks and failures constructively	_____	_____
7d --	Displays a passionate and positive attitude	_____	_____

<b>CATEGORY 8: Board Relations</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>####</u></b>
		<u>Sub-Category Rating</u>	
8a --	Provides timely communications to Board Members on important topics impacting the organization	_____	_____
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act	_____	_____
8c --	Responds to Committee and Board member questions and concerns in a timely manner	_____	_____

**GOAL/PERFORMANCE OBJECTIVE #1****22.50% of Score****Rating:** \_\_\_\_\_

Continue to strategically recruit quality staff members and remain consistent or increase the overall number of positions filled to meet organizational needs. This should include recommendations, if necessary, for recruitment and retention incentives.

**GOAL/PERFORMANCE OBJECTIVE #2****22.50% of Score****Rating:** \_\_\_\_\_

Complete the proposal evaluation process and make recommendation(s) on KCCDA's Computer Aided Dispatch and Mobile Computing System. This should include a thorough vendor evaluation process with involvement from key stakeholders (dispatch staff, end-user agencies, Technical Advisory Committee, etc.).

**GOAL/PERFORMANCE OBJECTIVE #3****0% of Score****Rating:** \_\_\_\_\_
**PERFORMANCE APPRAISAL SUMMARY**

	<b><u>Overall</u></b>		<b><u>Wiegthed</u></b>
	<b><u>Rating</u></b>	<b><u>Weight</u></b>	<b><u>Score</u></b>
<b>CATEGORY 1: Operational Management</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 2: Financial Management</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 3: HR and Personnel Management</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 4: Project Management</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 5: Leadership Skills</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 6: Communication Skills</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 7: Professionalism</b>	#DIV/0!	6.875%	#DIV/0!
<b>CATEGORY 8: Board Relations</b>	#DIV/0!	6.875%	#DIV/0!
<b>GOAL/PERFORMANCE OBJECTIVE #1</b>	0.0000	22.50%	0.0000
<b>GOAL/PERFORMANCE OBJECTIVE #2</b>	0.0000	22.50%	0.0000
<b>GOAL/PERFORMANCE OBJECTIVE #3</b>	0.0000	0%	0.0000
			<u>#DIV/0!</u>

**SIGNATURES:***Personnel Committee Chairperson*

\_\_\_\_\_

Date: \_\_\_\_\_

*Board of Directors Chairperson*

\_\_\_\_\_

Date: \_\_\_\_\_

*Executive Director*

\_\_\_\_\_

Date: \_\_\_\_\_