



# **NOTICE and AGENDA for**

## **Kalamazoo County Consolidated Dispatch Authority**

### **Executive Committee**

### **July 1, 2025**

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**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Executive Committee will be held on **Tuesday, July 1, 2025** at 4:00 p.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**

Jan Van Der Kley, Chairperson		Jim Ritsema, Vice-Chairperson	
Rick Fuller, Clerk		Tracie Moored, Treasurer	
Pat McGinnis, Personnel Committee Chairperson			

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

- A. Meeting Minutes – March 4, 2025

#### **ITEM 4 – CITIZENS' TIME**

The Committee welcomes 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
  - 1. Back-Up Dispatch Center
- B. New Business
  - 1. Draft Board Agenda for July 10<sup>th</sup>, 2025

#### **ITEM 6 – OTHER ITEMS**

- B. Announcements and Member Comments
- C. Next Regular Meeting – September 2<sup>nd</sup>, 2025 at 4:00 p.m.

#### **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.



# **MEETING MINUTES**

## **Kalamazoo County Consolidated Dispatch Authority EXECUTIVE COMMITTEE March 4, 2025**

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### **ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA was called to order by Jim Ritsema at 4:00 p.m. on Tuesday, March 4, 2025.

### **ITEM 2 – ROLL CALL**

Members Present: Rick Fuller, Pat McGinnis, Jim Ritsema, Tracie Moored

Others Present: Jeff Troyer, Torie Rose, Chris McComb

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

A. Meeting Minutes from January 7, 2025

“Motion by Mr. Fuller, second by Mr. McGinnis to approve the meeting minutes from January 7, 2025, as presented.”

On a voice vote, MOTION CARRIED.

### **ITEM 4 – CITIZENS’ TIME**

There was none.

### **ITEM 5 – FOR CONSIDERATION**

A. Old Business

There was none.

B. New Business

1. Draft Board Agenda for March 13

Mr. Troyer stated the Personnel Committee has completed the Executive Director’s Performance Appraisal and it will be presented for acceptance. The Technical Advisory Committee will be reviewing two items at their meeting tomorrow and, if approved, will present them to the Board. The first item, the radio template project resolution, was included in this meeting packet. A second item, a MOU template for end-user agencies to use the Imprivata multi-factor authentication solution, was just added to the agenda and was distributed in this meeting. The Board will need to approve the administrative fees for the Imprivata licenses.

**ITEM 6 – OTHER ITEMS**

A. Announcements and Member Comments

Ms. Moored stated she nor her alternate would be attending the Board meeting.

B. Next Meeting – May 6, 2025, at 4:00 p.m.

**ITEM 7 – ADJOURNMENT**

The meeting was adjourned at 4:19 p.m.



# **NOTICE and AGENDA for**

## **Kalamazoo County Consolidated Dispatch Authority**

### **BOARD OF DIRECTORS**

### **July 10, 2025 – Regular Meeting**

**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, July 10<sup>th</sup>, 2025** at 3:30 p.m. for consideration of items, namely, on this Agenda.

#### **ITEM 1 – CALL TO ORDER**

#### **ITEM 2 – ROLL CALL**

<b>Western Michigan University</b> <i>Jan VanDerKley, Chairperson (Alt. C. Ghiringhelli)</i>	<b>City of Kalamazoo</b> <i>Jim Ritsema, Vice-Chairperson (Alt. J. Chamberlain)</i>	
<b>Western Michigan University</b> <i>Scott Merlo (Alt. T. Unangst)</i>	<b>City of Kalamazoo</b> <i>Matt Huber (Alt. D. Boysen)</i>	
<b>City of Portage</b> <i>Pat McGinnis (Alt. A. Herringa)</i>	<b>Township of Kalamazoo</b> <i>Tracie Moored, Treasurer (Alt. D. Combs)</i>	
<b>City of Portage</b> <i>Nick Arnold (Alt. P. Randall)</i>	<b>Township of Kalamazoo</b> <i>Bryan Ergang (Alt. D. Combs)</i>	
<b>Kalamazoo County Board of Commissioners</b> <i>Dale Deleeuw (Alt. J. Heppler)</i>	<b>Kalamazoo County Fire Chiefs Association</b> <i>Greg McComb (Alt. S. Smith)</i>	
<b>Kalamazoo County Sheriff</b> <i>Richard Fuller, Clerk (Alt. M. Greenlee)</i>	<b>Michigan State Police</b> <i>Scott Ernstes (Alt. D. Hinz)</i>	
<b>Kalamazoo County Medical Control Authority</b> <i>William Fales (Alt. M. Bentley)</i>		

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

- A. May 8<sup>th</sup> – Regular Meeting

#### **ITEM 4 – CITIZENS' TIME**

The Board welcomes 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 or raise your hand. Please wait for the Chairperson to confirm you. Once acknowledged, please state your full name and address for the record, followed by your comments. Each member of the public is limited to four minutes or less.

#### **ITEM 5 – FOR CONSIDERATION**

- A. Executive Director Reports
1. Administrative Monthly Report
  2. May and June Reconciliation Reports
  3. Year-to-Date Budget Performance Reports
    - a. 2025 General Fund
    - b. 2025 Capital Projects Fund
  4. Correspondence
- B. Committee Reports
1. Executive Committee – Jan Van Der Kley
    - a. Meeting Minutes – July 1<sup>st</sup> (Information Only)
  2. Personnel Committee – Pat McGinnis
  3. Technical Advisory Committee – Scott Merlo

- a. ?????
- 4. Finance Committee – Tracie Moored
  - a. Meeting Minutes – April 29<sup>th</sup> (Information Only)
- C. Old Business
  - 1. Back-Up Dispatch Center Update
- D. New Business
  - 1. Michigan Tri-Share Program Modifications:
    - a. Employer Agreement – 2025 Addendum
    - b. Administrative Guidelines – Dependent Care Assistance Program V2
  - 2. Closed Session MCL 15.268(c) – Strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement (Roll Call Vote)

#### **ITEM 6 – OTHER ITEMS**

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – September 2<sup>nd</sup>, 2025 (Chief Switalski Meeting Room)

#### **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.

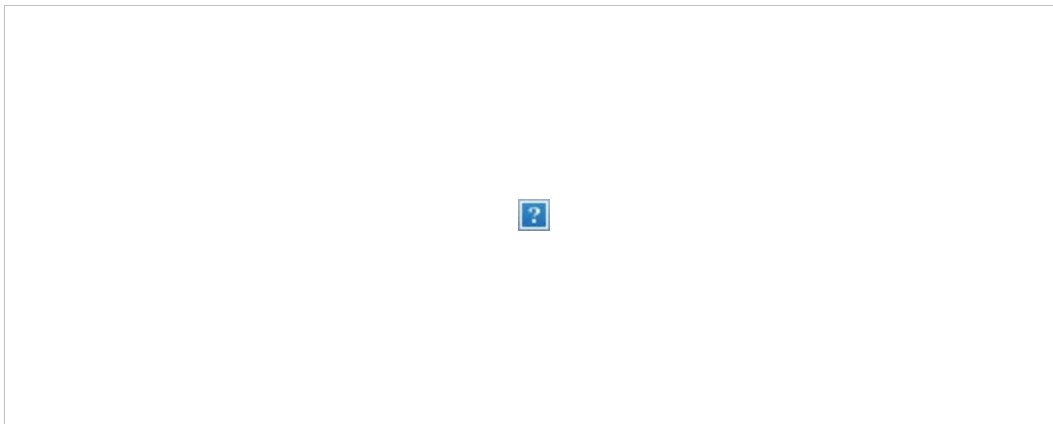
**From:** [Kristina Bajtka](#)  
**Subject:** Exciting NEW MI Tri-Share Updates!  
**Date:** Friday, May 2, 2025 4:36:03 PM

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**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

## **We have some exciting news for employers participating in the MI Tri-Share Program!**

The Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) is **increasing the maximum income threshold from 325% to 400%** of the Federal Poverty Limit, starting on May 1, 2025. Below is the new income eligibility chart by household size.



Also, **a new extended MI Tri-Share program, “Care-Share,”** will be offered. Beginning on July 1, 2025, Employers can choose to add and cover one-third (33.33%) of an employee’s child care, and the employee will cover two-thirds (66.67%) of child care for families that are above the 400% FPL income eligibility threshold. The state of Michigan covers all associated administrative fees for this program, but does not contribute toward the care costs.

Employers can choose the same or different parameters for this new option that fit their budget and employee goals. If you need any assistance, the MI Tri-Share team at United Way of Northwest Michigan will be happy to help.

Moving forward, the MI Tri-Share program default will be to cover licensed child care providers for children aged 0-12, including traditional care (full-time or part-time), preschool, before- and after-school care, and summer care. Employers can now specify whether to cover licensed summer camp providers and extend their benefits to include children aged 13-17.

Participating employers will need to sign a new Employer Agreement Addendum that addresses all the above in more detail. **Please [CLICK HERE](#) to access the Addendum using DocuSign** (you will be asked to enter the name and email address

of the person who will complete and sign the form).

Once we receive the executed addendum, we will reevaluate any employees who have applied since January 1, 2025. Based on your available slots or budget, we will contact employees who are within the 326% to 400% FPL range to enroll them or place them on a waitlist.

Kristina Bajtko

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Director of MI Tri-Share and DuoShare  
United Way of Northwest Michigan

[MITriShare.org](http://MITriShare.org)

[DuoShare.org](http://DuoShare.org)





**\*\*We are always interested in stories or testimonials about how our programs have positively impacted Michigan employers, families or child care providers, as many states are implementing a program based on Michigan's model. If you have something to share, we would love to hear it!**

# MI Tri-Share CHILD CARE

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## Employer Agreement - 2025 Addendum

The purpose of this Addendum is to modify, delete, or amend certain terms and conditions set forth in the MI Tri-Share Employer Agreement ("Employer Agreement") previously signed by Employer and United Way of Northwest Michigan. This Addendum and the Employer Agreement are incorporated into each other and, when read together, shall constitute one integrated document (the "Agreement"). Any inconsistency, conflict, or ambiguity between this Addendum and the Employer Agreement shall be resolved by giving precedence and effect to this Addendum.

**Updated Income Eligibility Range:** The Michigan Department of Lifelong Education, Advancement, and Potential ("MiLEAP") has expanded the eligibility range for MI Tri-Share. **Effective May 1, 2025, families with household income between 200% and 400% of the Federal Poverty Level ("FPL") will qualify for MI Tri-Share.** Therefore, the parties agree to modify the eligibility range included in the Employer Agreement from "200% and 325% of the Federal Poverty Level" to "200% and 400% of the Federal Poverty Level."

### MI Tri-Share Program Eligibility 2025

Household Size	Minimum	Maximum Income	Household Size	Minimum	Maximum Income
2 People	\$42,300	\$ 84,600	6 People	\$86,300	\$172,600
3 People	\$53,300	\$106,600	7 People	\$97,300	\$194,600
4 People	\$64,300	\$128,600	8 People	\$108,300	\$216,600
5 People	\$75,300	\$150,600	9 People	\$119,300	\$238,600

200% - 400% Federal Poverty Level - Effective May 1, 2025

**Extended "Care-Share" Option:** Beginning on July 1, 2025, employers can choose to add an extended MI Tri-Share program ("Care-Share"), for employees with household incomes above the 400% FPL MI Tri-Share income eligibility threshold. By choosing to offer this option, employers agree to a two-way split - and will continue to contribute one-third (33.33%) of the child care costs for each employee participating in the Care-Share program and collect the remaining two-thirds (66.67%) of the child care cost from each participating employee. The state of Michigan covers all associated administrative fees for this program, but does not contribute toward the care costs.

Does the business want to offer Care-Share starting on July 1, 2025? ☐ YES ☒ NO

If yes, are there any specific parameters or slot restrictions that apply only to Care-Share?

Please list: \_\_\_\_\_

Note: Parameters are optional. To review or update the parameters that apply generally to MI Tri-Share and Care-Share participants, please contact UWNWMI for a new parameter page.

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# MI Tri-Share CHILD CARE

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## Employer Agreement - 2025 Addendum

**Additional Employer Selections:** Please answer questions 1 and 2 below as these are new employer choices that will impact employee eligibility within the program. The selections made below take effect on the date this Addendum is signed.

1. Does the business want to offer the benefit to cover children over the age of 12? YES X **NO**

If yes, please specify what ages between 13-17 you would like to add: \_\_\_\_\_

2. Does the business want to offer the benefit to cover licensed Michigan summer camps? X **YES** NO

Note: Camps have different licenses than child care provider licenses. Some child care programs call summer care "camps" which would be automatically covered under standard program guidelines. In some areas, licensed summer camps are the only option for school aged children.

If **yes**, which camps would you like to cover? Day Camp Overnight Camp X **Both**

Do you want to specify a number of camp slots per year? If so, how many? \_\_\_\_\_

If selecting to cover overnight camp, would you like to specify the maximum amount of days or the number of camps a child can attend? If so, please list. (Example: One 7-night camp per child, per family.)

One 7-night camp per child

We, the undersigned, agree to the provisions identified in this Addendum to the original Employer Agreement.

**Employer Business Name:** \_\_\_\_\_

**Employer's Authorized Designee & Title (printed):** \_\_\_\_\_

**Employer's Authorized Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**United Way of Northwest Michigan**

**Address:** 4075 Copper Ridge Drive, Traverse City, MI 49684

**Phone:** (231) 947-3200

**Executive Director Name:** Seth Johnson

**Executive Director Signature:**  **Date:** 5/1/25

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# Kalamazoo County Consolidated Dispatch Authority



**DATE:** ~~March 14, 2024~~ July 10, 2025

**TO:** All KCCDA Staff Members

**FROM:** Jeff Troyer, Executive Director

**SUBJECT:** ADMINISTRATIVE GUIDELINE  
Dependent Care Assistance Program V2

## **PURPOSE**

The purpose of this Administrative Guideline is to establish criteria and processes for administering a Dependent Care Assistance Program (DCAP) for eligible regular full-time employees. The DCAP is a voluntary benefit program intended to assist eligible employees with the rising costs associated with licensed dependent care and aid in position attractiveness and employee retention. The program is subject to annual budgetary funding by the KCCDA Board of Directors.

## **GUIDELINE**

The KCCDA DCAP is offered to the following regular full-time employees with respective dependents ages zero (0) through twelve (12) years old:

- Bargaining unit staff if a letter of understanding exists between the bargaining unit and KCCDA.
- Non-union staff

KCCDA's DCAP consists of two different levels of aid:

### Michigan Tri-Share Child Care Program

KCCDA is a participating employer in Michigan's Tri-Share Child Care Program ("Tri-Share"). Through Tri-Share, the cost of licensed dependent care is shared equally among the employer, employee, and the State of Michigan. The employee's household income must be between 200 and ~~325%~~400% of the Federal Poverty Level relative to the number of individuals in the household. All employees wanting to participate in the KCCDA's DCAP, are required to apply (first) to the Tri-Share Program online - <https://www.ccr4kids.org/trishare>. The employee must agree to allow Tri-Share to notify KCCDA of the application and share the results of the same.

### One-Third (1/3) Reimbursement

If the employee's application for Tri-Share assistance is denied/rejected solely based on the employee's household income (all other the employee conditions are met according to Tri-Share – eligible dependent, qualifying licensed child care facility, etc.), the employee may still be eligible for the DCAP's One-Third Reimbursement assistance. Through this level, KCCDA shall reimburse the employee for one-third (1/3) of the cost of licensed dependent care for eligible dependents.

### ***DCAP Qualifying Level of Aid***

Full-time eligible employees wanting to participate in the DCAP shall complete the following steps to determine the level of aid the employee qualifies for:

1. Employees must complete the online application for the Michigan Tri-Share Program. This can be found on the Tri-Share Program website or by selecting the following link - <https://www.ccr4kids.org/trishare>. Employees should expect to provide information pertaining to the following items:
  - a. Name and Contact Information
  - b. Employer
  - c. Household Income Information
  - d. Number of people in your household
  - e. Age of dependents attending licensed day care
  - f. Licensed Day Care Provider/Program Information
  - g. QUESTION – *If you do not qualify for Tri-Share due to income, is it okay to let your employer know?* \*\*\*Reference Step #3 below\*\*\*
2. The Tri-Share Project Manager at Southwest Child Care Resources will review the employee application and approve or deny the application.
  - a. If APPROVED, the Tri-Share Project Manager will notify KCCDA of the approval and advise the employee the next steps to continue with the Tri-Share Program.
  - b. If DENIED, proceed to step 3.
3. If the employee does not qualify for Tri-Share aid due to household income and the employee allows Tri-Share to share the application details with KCCDA, KCCDA will further evaluate the information for One-Third Reimbursement aid. As with the Tri-Share application, this evaluation will include the employee providing proof of dependent(s), age criterion, and Licensed Day Care Provider/Program verification. Further, KCCDA may consider an otherwise ineligible employee's tenure, attendance, and performance. KCCDA Administration shall notify the employee in writing of approval or denial for the One-Third Reimbursement aid.

### ***DCAP Cost Share Payments***

The DCAP cost share payments are processed differently depending on the level of aid the employee is approved for.

### Michigan Tri-Share Child Care Program

The Tri-Share program has three (3) payers who are responsible for one-third (1/3) of the cost equally:

- Employee – the employee will pay the licensed day care provider/program directly for 1/3 of the cost. Employees participating in KCCDA Flex Spending Account for Dependent Care may also use their pre-taxed dollars to pay their portion. Please reference your Plan documents for reimbursement procedure.
- Employer – the Tri-Share facilitator will invoice KCCDA the first week of each month for the previous month's care for the approved participants' 1/3 cost share. KCCDA will pay Tri-Share who acts as a pass-through for the individual licensed day care providers/programs.
- Tri-Share (State of Michigan) – the Tri-Share facilitator will coordinate payment for the licensed day care provider/program for the State of Michigan's 1/3 cost share.

#### One-Third (1/3) Reimbursement

The employee shall make full payment to the licensed day care provider/program and obtain a detailed invoice marked "paid". KCCDA will reimburse the employee for one-third (1/3) of their licensed day care cost. The reimbursement process is as follows:

- Employees are responsible for submitting an Expense/Reimbursement Voucher.
- The Expense/Reimbursement Voucher must include supporting documentation consisting of detailed invoice(s) marked PAID from the licensed day care provider/program.
- Each invoice submitted shall be listed as a separate line-item on the Expense/Reimbursement Voucher including the following information:
  - DESCRIPTION – List "DCAP" and the dates the dependent care invoice was for. Example: DCAP 1/22/24 – 1/26/24.
  - OTHER – List the 1/3 amount of the invoice (the amount you are requesting be reimbursed)
- The deadline to submit Expense/Reimbursement Vouchers under this program shall be 3:00 p.m. on the second and fourth Monday of each month. Vouchers submitted before the deadline(s) shall be reimbursed through the payroll system on the first payroll check date following deadline.
- Licensed day care provider/program invoices are eligible for reimbursement from the date of invoice plus 90 days.

*SPECIAL NOTE: Employer payments and reimbursements as part of this DCAP, shall be tracked separately in KCCDA's payroll system and must be reported as taxable income not subject to retirement benefits and matching percentiles.*

Employees are encouraged to consult with tax professionals regarding this program and additional requirements and options for filing annual tax returns. Employees may have the ability to exclude employer payments and reimbursements from federal income equal to the smallest of any of the following three income sources: (1) the employee's earned income or the earned income of the lower-earning spouse if the employee is married, (2) dependent care benefits received, or (3) the statutory exclusion amount.

The Tri-Share State of Michigan assistance amount is likely taxable unearned income for federal tax purposes and included in adjusted gross income (AGI) for state income tax purposes.