



Personnel Committee

January 3, 2025

10:00 a.m.

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 10:00 a.m. by Personnel Committee Chairperson Pat McGinnis remotely Friday, January 3, 2025. There was not an in-person quorum, so this meeting was for discussion purposes only.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Bryan Ergang, Chief of Police, Kalamazoo Township; Jim Ritsema, City of Kalamazoo Manager; Tracie Moored, Kalamazoo Township Superintendent

Others Present: Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant, Justin Johnson, Systems Support Specialist

ITEM 3 – APPROVAL OF MEETING MINUTES

A. February 16, 2024 – Regular Meeting

No action taken.

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. March 2024
- b. June 2024
- c. October 2024

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

2. REVISED Personnel Policies

- a. 4.7 – Michigan Paid Sick Leave
- b. 6.1 – Paid Time Off Accrual

Mr. Troyer reviewed the existing and proposed new policies 4.7 and 6.1, explaining that currently there is only one time off bank of PTO. Troyer has been working with Legal Counsel on Act compliance since September and counsel recommends a sick bank be created employees are given the required time off in the Act. Policy 4.7 will transition from Michigan Paid Medical Leave to Michigan Paid Sick Leave. The Earned Sick Time Act will take effect February 21, 2025, and the new policies must take effect before or on that date. The changes will impact all non-union and part-time employees in February, and full-time bargaining unit members upon expiration of their existing collective bargaining agreement. Troyer requested flexibility in case any changes are made to the Act between the Board meeting and February 21, as we would prefer to keep our current system. Changes to policy 6.1 are recommended to offset some of the time off employees will be provided in 4.7. Mr. Troyer recommended reducing PTO accruals by two hours. He noted that if we were to stay with PTO only, we would have to have a 30-hour accrual basis, and we would have to remove carryover caps.

The Committee discussed options and requested Mr. Troyer obtain alternative opinions and reach out to the insurance broker for other options.

Mr. Troyer will follow up and the Committee will reconvene prior to February 21.

3. Executive Director 2024 Performance Appraisal – February Meeting

Mr. Troyer presented the appraisal form for the Chair to distribute for the February meeting. Mr. McGinnis requested Ms. McComb distribute the form to Board members at the January 9 meeting.

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 10:46 a.m.