



***Personnel Committee  
February 12, 2025  
3:30 p.m.***

**ITEM 1 – CALL TO ORDER**

The Personnel Committee Meeting was called to order at 3:30 p.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, 2025.

**ITEM 2 – ROLL CALL**

Members Present: Pat McGinnis, Portage City Manager; Scott Merlo, Chief, WMU Police Department; Jeff Heppler, Kalamazoo County Board of Commissioners; 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

**ITEM 3 – APPROVAL OF MEETING MINUTES**

**A. January 3, 2025 – Regular Meeting**

“Motion by Mr. Ritsema, second by Mr. Merlo, to approve the minutes of the January 2, 2025, Regular Meeting as presented.”

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

**ITEM 4 - CITIZENS' TIME**

There was no citizen comment.

## ITEM 5 – FOR CONSIDERATION

### A. Old Business

#### 1. Revised Personnel Policies – ESTA Compliance

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

Mr. Troyer stated he received input from many different sources and there are many different interpretations on how to proceed with ESTA. He stated that as of his last conversation with legal counsel, the proposed policies do meet the current ESTA proposal. Counsel recommended that the policies be approved with the caveat the Executive Director can change or terminate the new policy dependent on the final ESTA terms.

Mr. McGinnis stated he was happy with what was been presented.

“Motion by Mr. Ritsema, second by Mr. Heppler to recommend Board approval of revised policies 4.7 and 6.1 as presented.”

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

### B. New Business

#### 1. Executive Director 2024 Performance Appraisal

Mr. McGinnis stated all the combined scores on the appraisal were above average. He stated he would send the appraisals to everyone for review, and he would present them to the Board at the March meeting.

“Motion by Mr. Heppler, second by Mr. Merlo to receive the 2024 Executive Director Performance Appraisal and recommend Board approval.”

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

## ITEM 6 – OTHER ITEMS

### A. Announcements and Member Comments

Mr. Merlo thanked Mr. Troyer and told him to keep up the good work.

Mr. Ritsema agreed with Mr. Merlo.

### B. Next Meeting

The next meeting is to be determined.

## ITEM 7 - ADJOURNMENT

The meeting was adjourned at 4:07 p.m.