



# **NOTICE and AGENDA for**

## **Kalamazoo County Consolidated Dispatch Authority**

### **Personnel Committee**

### **February 12, 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 **Wednesday, February 12<sup>th</sup>** at 3:30 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**

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

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

- A. January 3, 2025 – Regular Meeting

#### **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
  - 1. Revised Personnel Policies – ESTA Compliance
    - a. 4.7 – Michigan Paid Sick Leave
    - b. 6.1 – Paid Time Off
- B. New Business
  - 1. Executive Director 2024 Performance Appraisal

#### **ITEM 6 – OTHER ITEMS**

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

#### **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***

***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.

\*\*\*\*\*DRAFTED 2/3/25 to comply with rules as they Exist Today\*\*\*\*\*

**NEW POLICY** (accrual on 1<sup>st</sup> check date after 2/21/25)

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

All employees who are not eligible for PTO under Section 6 of this document 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.

## **EXISTING POLICY**

### **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

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

## **REVISED POLICY**

### **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 based on the hours of credited service: regular hours worked and approved PTO (excludes employees on short-term disability).

<i>Hours of Credited Service</i>	<i>Seniority Required</i>	<i>PTO Hours Accrued</i>	<i>Maximum Pay-out Limitations</i>
30 to 59.99	None	1.00	180 hours
60 to 79.99	None	2.00	
80 hours or more	Start Date thru 4th year	6.00	220 hours 260 hours 300 hours 340 hours
	Start of 5th thru 9th year	7.25	
	Start of 10th thru 14th year	8.50	
	Start of 15th thru 19th year	9.75	
	Start of 20 years or more	11.00	

PTO hours accrued but unused, shall carry-over from year to year and may may be utilized in accordance with section 6.3 for pre-scheduling PTO or for reasons and processes identified in section 4.7 – Michigan Paid Sick Leave.



# 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.

CATEGORY 1: Operational Management		6.875% of Score	Overall Rating: ####
		Sub-Category Rating	
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		

CATEGORY 2: Financial Management		6.875% of Score	Overall Rating: ####
		Sub-Category Rating	
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		

CATEGORY 3: HR and Personnel Management		6.875% of Score	Overall Rating: ####
		Sub-Category Rating	
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		

CATEGORY 4: Project Management		6.875% of Score	Overall Rating: ####
		Sub-Category Rating	
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.		

CATEGORY 5: Leadership Skills		6.875% of Score	Overall Rating: <u>####</u>
		Sub-Category Rating	
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		

CATEGORY 6: Communication Skills		6.875% of Score	Overall Rating: <u>####</u>
		Sub-Category Rating	
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		

CATEGORY 7: Professionalism		6.875% of Score	Overall Rating: <u>####</u>
		Sub-Category Rating	
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		

CATEGORY 8: Board Relations		6.875% of Score	Overall Rating: <u>####</u>
		Sub-Category Rating	
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
			<b>#DIV/0!</b>

**SIGNATURES:***Personnel Committee Chairperson*

\_\_\_\_\_

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

*Board of Directors Chairperson*

\_\_\_\_\_

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

*Executive Director*

\_\_\_\_\_

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