



***Personnel Committee
September 23, 2025
2:30 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:30 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 Tuesday, September 23, 2025.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Bryan Ergang, Chief, Kalamazoo Township Police Department; Jeff Heppler, Kalamazoo County Board of Commissioners; Jim Ritsema, City of Kalamazoo Manager

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. April 17, 2025 – Regular Meeting

“Motion by Mr. Ergang, second by Mr. Heppler, to approve the minutes of the April 17, 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

There was none.

B. New Business

1. Executive Director's Performance Appraisal Tool

McGinnis commented that following last year's evaluation process, a Board Member had expressed concern about certain questions on the evaluation tool. The member noted that they lacked sufficient firsthand knowledge to assess the Director's performance in some areas. As a result, the Board Member suggested that incorporating feedback from individuals outside the Board—such as through a 360-degree evaluation—might provide a more comprehensive and accurate assessment.

The Committee engaged in a thoughtful discussion about the merits of this approach. Members acknowledged the potential value of broader feedback mechanisms but also noted that Board Members who do not have direct knowledge of a specific evaluation criterion can simply leave that item blank. Those with relevant insight into the Director's performance in that area can provide a score.

In the absence of specific concerns or performance issues requiring further follow-up, the Committee agreed there was no immediate need to implement a 360-degree evaluation at this time. Mr. McGinnis stated that if the Director felt it was worthwhile, he could invest in a 360 tool with the results going directly to the Director.

2. Personnel Policy Revisions (effective January 1st):

a. 4.4 – Funeral Leave

Mr. Troyer explained that the policy was specific to funerals, and many people have private memorials now. The policy revision proposed is effective January 1, 2026.

b. 7.11 – Short-term Disability Coverage

Mr. Troyer stated Short-term Disability currently pays a maximum of up to \$600 per week. This amount has not changed since consolidation and barely covers step 1 for an ECO I at 67%. Administration proposes an increase in the weekly maximum amount to \$900. The policy revision proposed is effective January 1, 2026.

“Motion by Mr. Ergang, second by Mr. Heppler to approve the revisions to personnel policy 4.4 – Funeral Leave and 7.11 – Short-term Disability Coverage as presented.

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

3. Job Description Revisions

a. Network and Systems Administrator/IT Manager

Mr. Troyer stated this request is to retitle the Network and Systems Administrator position to Information Technology (IT) Manager to better reflect job duties. This is nothing but title change and reflects no changes in duties.

b. Systems Support Specialist

Mr. Troyer explained that the Network and Systems Administrator title was used in Systems Support Specialist job description. Each of those were changed to Information Technology (IT) Manager to reflect the change in title.

“Motion by Mr. Ritsema, second by Mr. Ergang to approve the job description revisions to the Network and Systems Administrator/Information Technology (IT) Manager and the System Support Specialist as presented.”

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

4. Closed Session MCL 15.268(c) – Strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement

“Motion by Mr. Ergang, second by Mr. Heppler to retire to Closed Session to discuss the strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.”

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

The Committee retired to Closed Session at 3:06 p.m.

The Committee returned to Open Session at 3:28 p.m.

“Motion by Mr. Ritsema, second by Mr. Ergang to accept the Collective Bargaining Agreement Tentative Terms as presented, with the grammatical change to the Bereavement section.”

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

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There was none.

B. Next Meeting

The next meeting is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 4:34 p.m.