



***Personnel Committee
January 7, 2020
3:00 p.m.
Chief Switalski Meeting Room***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order by Personnel Committee Chair Joseph La Margo.

ITEM 2 – ROLL CALL

Members Present: Joseph La Margo, City Manager; Mike Seals, County Commissioner; Karianne Thomas, Chief; Scott Merlo, Chief; Rick Fuller, Sheriff; Bryan Ergang, Chief; Dexter Mitchell, Township Manager

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. December 17, 2019 Regular Session and Closed Session

“Motion by Mr. Fuller, second by Mr. Ergang to approve the December 17, 2019 Regular Session minutes as presented.”

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

“Motion by Mr. Seals, second by Mr. Fuller to approve the December 17, 2019 Closed Session minutes with the amendment of the date being changed from December 17, 2020 to December 17, 2019.”

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

ITEM 4 - CITIZENS' TIME

There were no citizens present.

ITEM 5 – FOR CONSIDERATION

A. Old Business

1. Executive Director Employment Agreement

Mr. La Margo stated the current contract ends on February 15 so they need to try to come to a consensus so it can go to the Board at the February 13th meeting.

Mr. Fuller inquired if this was a one-year extension.

Mr. La Margo stated the request is for a three-year contract.

Mr. Ergang inquired if they could take a caucus to discuss where everyone was coming from.

The group deemed it may be inappropriate to take a recess to discuss contract matters.

Mr. Fuller stated he would like to see a one-year extension, recognizing that there is a lot of work to do in the next year.

Ms. Thomas stated she had spoken with the Sheriff about his needs. She stated she had also spoken with Chief Ergang and Chief Merlo, who were in favor of a three-year contract, so we are not all on the same page. She inquired what performance measures were not met over the last year.

Mr. La Margo stated the three-year contract included an evaluation in six months. He stated he has heard of concerns with performance. He believed the TAC Committee should have a more in-depth conversation on goals and tie them to the agreement.

Ms. Thomas stated the TAC Committee could develop goals.

Mr. Fuller stated the TAC Committee would be a better place to discuss the issues. He stated the Sheriff's Office has a different level of need than everyone else and their needs were not being met. He believed that agency operations personnel should meet with Mr. Troyer to try to solve the issues.

Ms. Thomas and Mr. La Margo stated they would be opposed to having the TAC Committee develop performance measures.

Mr. Fuller stated there should be a subcommittee of TAC to outline performance measures. He believed Mr. Troyer should meet with the teams performing the duties on the road so they understand the concerns.

Ms. Thomas stated that the Law Comm/Ops workgroup met in December and nobody was present to represent the Sheriff's Office. That is the venue the avenue where field issues should be discussed. We already have a forum and a process for discussing issues with everyone in the room. We should set up a regular meeting of the Law Comm Ops, so we have an ongoing conversation.

Mr. La Margo stated now that the facility is up and running, we need to address operations.

Mr. Ergang stated Mr. Troyer still has obstacles to overcome and he is aware of that. He can't control lack of staffing; we are all having that issue. He believed a one-year contract is too short sighted for long term success.

Mr. La Margo stated he believed there should be a three-year contract with an evaluation at six months with clear expectations.

Mr. Ergang stated now that the center is up and running, we are moving forward operationally.

Mr. Seals stated he had a conversation with the County Administrator prior to this meeting. She believes a three-year contract is appropriate. We have an avenue for communication, we just need to do a better job of it.

Mr. Merlo stated he would agree that a three-year contract is definitely warranted. He stated that Mr. Troyer has done an excellent job with the build out, now we need to focus on operations. He stated Mr. Troyer deserves a three-year contract.

Mr. La Margo stated the consensus is that the build out was great. He has spoken with his Chief and they would like to see some operational performance measures tied to the contract.

Mr. Fuller stated he recognizes his team is different from everyone else. He is hoping they can get Dispatch to recognize that. He stated this has been addressed with Administration and they have achieved answers but need to get to a point where the answers bring change. He stated his team are used to a way of business but at the same time he can't have people continue to retire and leave because they are tired of this. He has concerns for actions they can't seem to change. He is trying to make it clear that's where he's at.

Mr. La Margo thanked everyone for their candid comments. He stated we are putting trust, time and money into the Dispatch Center and it needs to operate as we expect it to. There needs to be specific performance measures and milestones. We know it's hard to hire people, but we need to make sure the job is done. Mr. Troyer would have the support of the entire team; we want it to be successful.

Mr. Troyer stated operational changes are not specific to a single agency but rather are brought forth at TAC and Comm/Ops Workgroup meetings to discuss streamlined processes. The change process in place works if agencies participate and many of the items brought forth at these meetings have resulted in operational changes.

Furthermore, Mr. Troyer explained there are three mutually agreed upon goals for each year in the original agreement. He knows of one major priority the Board has consistently made known for this next year and that is long term funding; which hasn't even been discussed here. It has been past practice that the Personnel Chairperson would discuss the performance measures with the Finance and TAC Committees also. This has been past practice and is the process used in the existing agreement, but that can be amended. He stated there's an operational side of KCCDA but there is also a significant amount of work on the organizational aspect. Mr. Troyer reminded Committee members that KCCDA is a solitary organization and all services like human resources, IT, and finance are handled and managed in house. This work as well as an impending proposition in 2020 will take a significant amount of time in 2020. He noted that there are termination clauses in the existing agreement that would give the Board the ability to terminate if performance measures don't live up to expectations.

Mr. La Margo stated we don't anticipate having to use such a clause.

Mr. Mitchell inquired if we have a clear and measurable way to address problems.

Ms. Thomas stated her agency's concerns have been discussed and they have a plan to walk through them as they come up. She stated the Sheriff's issues and needs are different from everyone else's, but we need to recognize that changes for one agency may affect the rest of us. We can't build his goals for 2020 and put them just on the Sheriff's issues.

Mr. Mitchell suggested putting a chain of issues together.

Mr. Ergang stated they could then be prioritized into a workable issue.

Ms. Thomas stated that is what we do in the Law Comm/Ops workgroup. She stated the dispatch staff members have to do the same thing no matter what console they are on and it will take something from the rest of us to meet the Sheriff's issues.

Mr. Mitchell inquired if every agency has a list of issues that we could blend.

Ms. Thomas stated that her agency does not have systemic issues because her issues are voiced thru proper process and addressed as they come up; some result in operational changes if everyone else agrees upon them but some only result in a better understanding of current process.

Mr. Seals stated that those on the Committee and on the Board that don't know how things work in the Dispatch Center need to spend time here to see what the Dispatchers do. He stated he doesn't understand what happens down there because he hasn't spent time there.

Mr. Mitchell stated he would still need to look to his Chief because he is dealing with it every day.

Mr. Ergang stated that when he has issues, he can go direct with Jeff or Torie. He stated it would be better if he didn't have to share a dispatcher with WMU and Portage; that would be easier. However, his wants aren't nearly as high as the workload being reported at the KDPS law dispatcher position. We have to collectively discuss and address these issues using the process in place and then go back and provide the feedback to our folks in the field.

Ms. Thomas stated she knows that is a sore spot with some of the agencies and discussions have already been had regarding additional dispatchers but considering where we were at the time of consolidation, things are going well. She reminded the discontent by the dispatch staff at the former PSAPs prior to consolidation. Last year the Chiefs made it know that we didn't think there was enough communication with Jeff and the Chiefs and that has improved dramatically. She stated she was in favor of a three-year agreement, noting that we need the continuity as we continue to grow and improve.

Mr. Merlo stated that operationally we need to have more robust and frequent meetings so we can work together.

Mr. Fuller stated that he wanted to be clear that he recognized that a three-year contract is best. He stated we don't want Mr. Troyer looking for another job and we have a lot of work ahead of us. He stated Mr. Troyer knows the issues they have. He stated he needs some work arounds for these complaints that he is constantly receiving. He stated he is losing people because this is not working. He doesn't want to

cause an issue that makes it look like we are not together. He stated he is going to have a hard time selling it to his people why he approved this contract if he doesn't get some simple workarounds.

Mr. La Margo stated we need to have solid performance measures. He will work with Mr. Mitchell, Ms. Thomas and Mr. Fuller on the performance measures then will circulate them to the rest of the Committee and get input. He will communicate with Jeff. He asked for discussion on compensation. He read from his notes that the salary is at \$114,000 now and there is a suggested 2.5% increase for the next three years. There is a performance compensation in the current contract that the Committee discussed not continuing because that was connected to the build out. There is also a request for continuation of the vehicle allowance with no incremental increases.

After group discussion, the Committee agreed to offer \$625 per month for a vehicle allowance. Mr. Troyer stated he would object to an amount lower than what is in the contract today, which is \$724 per month. The Committee discussed further and agreed to \$724 per month capped with no increases for the duration of the contract.

The Committee had no objections to \$100 per month for a phone allowance.

The Committee discussed performance compensation. It was noted that this was a topic of discussion during the original contract negotiations and was not supported by everyone. The Committee determined the compensation was tied to the build out and not applicable to ongoing operations. They agreed they would like this removed from the contract and Mr. Troyer was agreeable to that.

Mr. La Margo reviewed the agreement so far as \$100 per month for a phone allowance, \$724 per month for a vehicle allowance, 2.5% cost of living wage adjustment and all MERS programs stay the same.

Ms. Thomas suggested an increased contribution of 4% to Mr. Troyer's Health Care Retirement Savings Account. She stated that is reasonable for someone you would like to retain long term to stay until retirement.

Mr. Fuller noted he likes to tie things to COLA and questioned if 2.5% was too high. He would like the same amount to be considered for the staff as is approved for the Director.

Mr. Troyer noted that the Committee had taken away the performance compensation so the overall compensation for the next two years at 2.5%, will be less than what he potentially could make in the current contract.

The Committee agreed to schedule another meeting before the February 13 Board meeting to finalize a recommendation to the Board.

- B. New Business
 - 1. Reevaluate Hiring Process Assessment Tool

Mr. Troyer stated he sent the legal opinion regarding the assessment tool to all of the members for review.

- C. Other Items
 - 1. Member Comments

There were none.

2. Adjournment

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