



***Personnel Committee
February 16, 2022
2:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:00 p.m. by Personnel Committee Chairperson Adam Herringa in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Wednesday, February 16, 2022.

ITEM 2 – ROLL CALL

Members Present: Adam Herringa, Portage Interim City Manager; Bryan Ergang, Kalamazoo Township Chief of Police; Dexter Mitchell, Kalamazoo Township Manager; Rick Fuller, Kalamazoo County Sheriff; Jeff Chamberlain, City of Kalamazoo Deputy City Manager; John Gisler, Kalamazoo County Commissioner (arrived at 2:08)

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. January 25, 2022

“Motion by Mr. Fuller, second by Mr. Mitchell to approve the January 25, 2022, Regular Session minutes 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. Executive Director Performance Appraisal

Mr. Herringa led the Committee through discussion on the Executive Director’s Performance Appraisal. The Committee agreed on an overall 4.02 score.

Ms. Rose inquired if there was a reason that staff had no input.

Mr. Fuller stated the Board has had discussion about that before, but everything was set up before there were employees.

Mr. Troyer explained that this was the first time this form has been used. Prior to this there were three goals each year and that’s all he was rated on. After discussion about all the duties of the job entails, it was decided the appraisal should be based on more than just the three goals. Any recommended changes, such as a staff poll, can be done if the Committee wishes.

Mr. Herringa stated he would like to look at that next year when we get close to the evaluation. For some of the categories, it would be beneficial to get staff input.

Mr. Ergang agreed, stating the evaluation could be improved on.

Mr. Troyer stated this is becoming one of the most successful centers in the state, but we can’t get there without the staff. He marked things that were hard to rate so there can be discussion on how to handle them next year. He noted that his employment agreement expires on February 16 next year so we will start the process late this year or early next so it can go to the Board in January.

“Motion by Mr. Mitchell, second by Mr. Ergang to approve the Executive Director’s Performance Appraisal and recommend approval to the Board.”

On a roll call vote, Yes – 5, No – 0. **MOTION CARRIED.**

2. Recruitment Strategy – Advertising Campaign

Mr. Troyer stated he reached out to six local marketing firms and only Green Street Marketing got back with him. He wanted to bring something that could go to the Board at the next meeting but he is not prepared to do that. He would like to talk with more local firms to compare offerings. He stated we are going through an application process now and we are actively pursuing candidates with online recruiting, job fairs, etc. We have ten days left in the posting and we have seventeen applicants, which is significantly higher than the last couple postings. There will be an in-person recruitment session that goes over the hiring timeline and other pertinent information next week.

Mr. Herringa stated he appreciated the update.

B. New Business

1. Letter of Understanding: Contract/Temporary PT Pool

Mr. Troyer stated he and Deputy Director Rose met with the UAW last week. They asked if we would enter a LOU that would allow us to hire additional part-time staff outside of the bargaining agreement. We have declined to allow more full-time employees to go part-time the last few times people have asked. This has been discussed with legal counsel and they drafted the first LOU. One item agreed to was the contracted temporary part-time pool would qualify for the four hours of holiday pay. He recommended the committee approve the agreement and recommend it to the Board. The Union, staff and legal agree and this LOU will need to be referenced in the next UAW contract because the term splits two contracts.

“Motion by Mr. Chamberlain, and second by Mr. Ergang to approve the Letter of Understanding: Contract/Temporary PT Pool and recommend the Board approve also.”

On a roll call vote, Yes – 5, No – 0. **MOTION CARRIED.**

ITEM 6 – OTHER ITEMS

C. Member Comments

Mr. Fuller announced the KCSO promotions of Michelle Greenlee to Captain and Steven Beers to Lieutenant.

D. Next Meeting

Mr. Troyer will schedule another meeting when negotiations are scheduled.

1. Adjournment

The meeting was adjourned at 3:22 p.m.