



***Personnel Committee
July 23, 2020
3:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 3:15 p.m. by Personnel Committee Member Rick Fuller via telephonic/video conference in accordance with Michigan’s Executive Order 2020-154 due to COVID-19.

ITEM 2 – ROLL CALL

Members Present: Rick Fuller, Sheriff; Dexter Mitchell, Township Manager; Karianne Thomas, Chief; Bryan Ergang, Chief; Joseph LaMargo, City Manager (joined at 3:22); Mike Seals, County Commissioner (joined at 3:25)

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. April 3, 2020

“Motion by Mr. Mitchell, second by Mr. Ergang to approve the April 3, 2020 Regular Session minutes as presented.”

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

ITEM 4 - CITIZENS’ TIME

There were no citizens present.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

Mr. Fuller turned the meeting over to Committee Chair Mr. LaMargo at 3:25.

B. New Business

1. Administrative Guidelines – First Responder Hazard Pay

Mr. Troyer presented the proposed Administrative Guidelines for the First Responder Hazard Pay. Reimbursement of \$100 million is available first come, first serve. He stated time was calculated for the primary work weeks of the pandemic in April, May and June. Employees were put into two categories, full and part-time. A \$1,000 reimbursement was requested for full time staff unless the employee had unpaid time. Full-time employees that began employment in the middle of timeframe analyzed were qualified by the part-time table, which is based on the number of hours worked. The Administrative Guidelines are dependent on the approval of the reimbursement by the state. He recommended approval, noting that legal counsel had reviewed the guidelines and approved them to form.

Mr. Fuller questioned if the employee payments would be made before the grant was approved.

Mr. Troyer confirmed there was a stipulation that the payments would not be made unless the grant was approved.

Mr. LaMargo stated they were doing the same thing in Portage and noted that the employee payments had to be made by September 30 and the State will notify grant recipients before that.

Ms. Thomas stated the City of Kalamazoo did the same thing.

“Motion by Mr. Mitchell, second by Mr. Fuller to approve the Administrative Guideline – First Responder Hazard Pay as presented.”

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

2. Cell phone stipends -vs- Agency Provided Devices & Service

Mr. Troyer stated he met with wireless providers in March to evaluate different public safety service programs and backup options. He and staff looked at the cost effectiveness of the current cell phone stipends versus agency provided devices and service. He stated the most cost-effective solution was AT&T FirstNet who offered free devices every two years. Staff will get a free device and the service will cost \$45 for unlimited everything plus \$5 for mobile device management software. A financial analysis shows a 42% cost savings across a two year timeframe. Troyer is recommending switching to agency provided devices. He explained that he was bringing it to the Personnel Committee because the change requires an MOU to his agreement and then he will process MOU's with employees who had similar language in their original employment offers. He stated this proposal will go to the Finance Committee as well and then to the full Board.

“Motion by Mr. Ergang, second by Mr. Mitchell to approve the KCCDA Administrative Staff to move from cell phone stipends to agency provided devices and service through AT&T FirstNet and to recommend the Board approve the MOU with the Executive Director.”

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

3. Executive Director – mid-year performance and goals analysis

The Committee was presented with the Executive Director's mid-year performance and goals analysis. They chose to discuss the analysis at a meeting in August.

C. Other Items

1. Member Comments

Mr. Fuller stated he presented Certificates of Excellence to eight Dispatchers involved in the Comstock homicide.

Mr. Seals apologized for being late.

Mr. Mitchell thanked Mr. Troyer for meeting with the NAACP to discuss the millage and stated he did a good job.

Mr. LaMargo stated the Portage Mayor wrote an article for their newsletter and thanked Mr. Troyer for his help with it.

2. Adjournment

The meeting was adjourned at 3:43 a.m.