



***Personnel Committee
November 9, 2020
11:00 a.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 11:05 a.m. by Personnel Committee Chair Joseph LaMargo via telephonic/video conference in accordance with Michigan’s Executive Order 2020-154 due to COVID-19.

ITEM 2 – ROLL CALL

Members Present: Joseph LaMargo, City Manager; Scott Merlo, Chief; Mike Seals, County Commissioner; Rick Fuller, Sheriff; Dexter Mitchell, Township Manager (joined at 11:19)

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. July 23, 2020

“Motion by Mr. Seals, second by Mr. Fuller to approve the July 23, 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.

B. New Business

1. Hiring Process Assessment Tool
 - a. January 2020
 - b. June 2020

Mr. Troyer presented the Hiring Assessment Tools from January and June 2020.

“Motion by Mr. Seals, second by Mr. Merlo to approve the Hiring Assessment Tools from January and June 2020 as presented.”

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

2. Collective Bargaining Agreement with UAW
3. Letter of Understanding with UAW

Mr. Troyer stated there were four negotiating sessions, two of which were half a day. In a month, they negotiated and tentatively reached an agreement. Mr. Troyer reviewed the memo included that focused on economic terms. He noted there was an error in the memo, that the two step increases were for Township and County.

Mr. Fuller asked if the contract was only for ECO's and not clerical staff.

Mr. Troyer confirmed that the contract was only with dispatch staff, not any other staff.

“Motion by Mr. Seals, second by Mr. Ergang to accept and recommend Board approval of the Collective Bargaining Agreement and Letter of Understanding with the UAW as presented.”

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

4. Dispatch Supervisors Group Economic Package

Mr. Troyer stated there are six supervisors and they have not taken formal action to organize. He stated they did meet and addressed the five items they listed as concerns.

Mr. Fuller asked if anyone promoted to supervisor starts at Step 1.

Mr. Troyer explained that historically we transitioned an individual to the step where there is no loss of pay. Now the Step 1 of a Supervisor is higher than every step of ECO's.

Mr. Seals congratulated Mr. Troyer for a good job in solving issues and making it equitable for both the employees and the Authority.

Mr. LaMargo echoed Comr. Seals' comments.

“Motion by Mr. Seals, second by Mr. Mitchell to accept and recommend Board approval of the Dispatch Supervisors Group Economic Package as presented.”

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

5. 2020 Executive Director Goals Update

Mr. LaMargo stated that the Committee had requested a mid-contract update prior to the Executive Directors contract negotiation.

Mr. Troyer stated a detailed memo was included in the packet. He gave a summary of the memo and stated he was on track to meet all the goals.

Mr. Fuller inquired if we have the ability to track unanswered calls.

Mr. Troyer stated that all calls roll over to Calhoun County so there should not be unanswered calls.

C. Other Items

1. Member Comments

Mr. Seals stated this would probably be his last meeting and said goodbye. He was thankful he could serve and would look for great things from the Authority.

The other Committee members thanked Mr. Seals for his service and dedication.

Mr. LaMargo congratulated the Sheriff on his re-election.

Mr. Troyer gave a COVID update, stating the Authority had increased from Level 4 to Level 3. He stated the Administrative Staff would maintain a rotational schedule. He stated the first positive staff case came in a week and a half ago, the second at the end of last week and several other employees are being tested. He noted that staff can distance more than six feet during work, and we have preventative measures in place. If we have more employees test positive, we may have to change service levels. More information will be sent to TAC.

2. Adjournment

The meeting was adjourned at 11:50 a.m.