



***Personnel Committee
November 29, 2021
1:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 1:00 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 Tuesday, November 9, 2021.

ITEM 2 – ROLL CALL

Members Present: Adam Herringa, Portage Interim City Manager ; Scott Merlo, WMU Chief of Police; John Gisler, Kalamazoo County Commissioner; Dexter Mitchell, Township Manager for Kalamazoo Township; Jim VanDyken, UnderSheriff; Jeff Chamberlain, Kalamazoo Deputy City Manager.

Others Present: Lisa Henthorn (Alternate Rep for Kalamazoo County); Jeff Troyer, Executive Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. March 8, 2021

“Motion by Mr. Mitchell, second by Mr. VanDyken to approve the March 8, 2021, 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

There was none.

B. New Business

1. Hiring Assessment Tool – March 2021

Mr. Troyer stated that a recruitment plan for review at the end of the hiring process was put together a couple years ago with the help of legal counsel. The Hiring Assessment Tool is compiled of information voluntarily completed on a form that is part of the application packet. When packets are turned in, the forms are separated and only the Executive Administrative Assistant sees them and therefore completes the form. The assessment tool is presented to the committee for acceptance. He noted there would need to be a review of the process so legal counsel can re-evaluate the gender questions.

“Motion by Mr. Mitchell, second by Mr. Merlo to accept and put on file the Hiring Assessment Tool from March 2021 as presented.”

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

2. Healthy Workplace Leave Policy and Cautionary Period Discussion

Mr. Troyer stated the Healthy Workplace Leave Policy and Cautionary Period were put in place during the COVID pandemic. This gave each full-time employee eighty hours of sick time if they contracted COVID. After discussion regarding other agency policies, it was decided to revisit the policy again at a later date but administration will most likely replenish all employees at the beginning of the calendar year.

3. Executive Director Performance Appraisal Process

Mr. Troyer stated that in March the committee adopted a new performance appraisal. The time to begin that process is coming up soon and the committee needs to identify dates to meet in January or early February. He inquired if the committee would like to be the reviewer or if the appraisal should be sent to others also.

Mr. Mitchell stated that last time the committee did the appraisal and made a recommendation to the Board.

Mr. Troyer stated he would provide documentation to show progress on the performance objectives.

Mr. Herringa stated he would coordinate distribution and collection of the appraisals then he would provide a master sheet.

Mr. Troyer stated the appraisal should go to the board in March so the committee should meet in late January and then again in February to finalize.

1. Member Comments

Mr. Mitchell questioned if Juneteenth would be added as a holiday for KCCDA.

Mr. Troyer stated that is open for review.

Mr. VanDyken recognized everyone's great actions during the standoff and during the death of Sgt. Proxmire. It was a job well done, thank you.

Mr. Troyer stated that the only time the transportation center has ever used their alert in an actual emergency event was during the latest event. There were four 911 calls going at the same time, but we were first notified of the shooting by an employee. The city dispatcher announced the shooting twelve seconds after the transportation employee called on the radio. The first KDPS unit was on scene twenty-seven seconds after the employee notified dispatch of the shooting. The call was aired across the county channel within thirty seconds and the Township and Western channel about sixty seconds. The incident was over within ninety seconds.

Mr. Chamberlain thanked dispatch for their handling of the incident.

Mr. Merlo stated dispatch did a great job

2. Next Meeting

To be determined.

3. Adjournment

The meeting was adjourned at 2:02 p.m.