



MINUTES

REGULAR MEETING

August 8, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chair Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on August 8, 2019.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Bobby Hopewell (by phone), Karianne Thomas, Don Martin, Angel Ouwinga, Larry Shaffer, Jim Pearson, Mike Seals, William Fales, Jim VanDyken, Scott Merlo, Jan VanDerKley (arrived at 3:32)

Others Present: Jeff Troyer, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Martin, second by Mr. Pearson to approve the August 8, 2019 Regular Meeting Minutes as presented.” Martin, Pearson

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

ITEM 4 – CITIZENS TIME

No citizen chose to speak.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report
  - a. Mr. Troyer reviewed the report as presented.
2. July Reconciliation Report
  1. The report was included in the packet. There was nothing out of the ordinary.
3. Budget Performance Report
  - a. The year to date report was included in the packet and there was nothing out of the ordinary.

4. Correspondence

a. 2019 Budget Line Item Transfers Memo Dated August 1, 2019

- i. A listing of budgetary line item transfers made in accordance with KCCDA fiscal policies. The overall budget was not impacted, these were line item transfers only.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Mr. Ritsema stated the Committee met and reviewed the agenda.

2. Personnel Board – Larry Shaffer

- a. Mr. Shaffer stated the committee met and considered proposals to policy revisions and were presented with the Hiring Process Assessment Tool. The committee unanimously accepted the assessment tool report. The four revisions suggested to the personnel policies were small changes, they were considered, and all are recommended for approval.
- b. Mr. Troyer explained the assessment tool is a separate, voluntary form attached to the application that is removed by the Executive Administrative Assistant and used for data tracking. It will take a few times using it through the hiring process to see any trends.
- c. Mr. Troyer stated he received a request from staff to look at the CTO pay in comparison of other agencies. The proposal is to increase the CTO compensation to \$3 per hour when training. The second policy change is a clarification that the PTO accrual has an annual limit and it is recognized on the employee's anniversary date. The third policy change is to the General Work Rules, adding that employees are not allowed to carry firearms inside restricted areas. The fourth change is clarification to the dress code in accordance with employee requests.

“Motion by Mr. Barnes, second by Mr. Pearson to approve the personnel policy revisions as presented for 3.17 – CTO Pay, 6.1 – PTO Accrual, 8.2 – General Work Rules and 8.11 – Dress Code as presented.”

On a Voice Vote, **MOTION CARRIED.**

3. Technical Advisory Committee – Karianne Thomas

- a. Ms. Thomas stated she had nothing specific to report. They were working on things and things are improving.

4. Finance Committee – Don Martin

- a. County Survey Results

Mr. Martin stated an RFP was sent to voter survey firms to conduct a voter survey regarding future funding mechanisms and administration received three proposals back. The Committee discussed and recommend the lowest bidder, Marketing Resource Group, for a sampling of five hundred with a twelve minute maximum time for an amount not to exceed \$14,800.

“Motion by Ms. VanDerKley, second by Dr. Fales to approve Marketing Resource Group to conduct a Registered Voter Survey for a not to exceed amount of \$14,800.”

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

C. Old Business

1. There was none.

D. New Business

1. CLOSED SESSION – Consideration of Written Legal Opinion reference Public Comment

On a roll call vote, Yes – 12, No – 0. **MOTION CARRIED.**

The Board commenced Closed Session at 4:00.

The Board left Closed Session at 4:06.

“Motion by Dr. Fales, second by Mr. Martin to declare the policy of the Authority regarding public comment be that it must be made in person, understanding there are alternative ways to contact the Board.”

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

E. Other Items

1. Member comments

- i. There were none.

2. Next meeting – September 12, 2019

The next KCCDA Board of Directors Meeting will be held on September 12, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

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

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Richard C. Fuller III  
Clerk of KCCDA Board of Directors