



MINUTES

REGULAR MEETING

September 12, 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 September 12, 2019.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Karianne Thomas, Don Martin, Larry Shaffer, Rick Fuller, Craig Dieringer, Ryan Schoonveld, Patti VanWalbeck, Scott Merlo, Chad Tackett, Mike Seals (arrived at 3:44)

Others Present: Jeff Troyer, Nick Arnold, Dan Mills, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Martin, second by Mr. Schoonveld 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. August 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 reports were included in the packet and there was nothing out of the ordinary.

4. Correspondence
 - a. There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema
 - a. Board Bylaws and Procedures Update

Mr. Troyer stated he was asked to work with Counsel to develop public comment procedures for the Board. Procedures are outlined in the Board's Bylaws, but they are vague. Counsel is going through them and will present the recommended changes. Any changes to the Bylaws require a 60-day written notice that there are impending changes. He would like to send the amendments with the notice, and it will probably be December before the Board can approve. Only the Bylaws need to be changed.

Mr. Fuller asked what kind of input Counsel has been given.

Mr. Troyer stated he has had a couple different conversations with them. He gave them the changes to the public comment and that is their primary focus.

2. Personnel Board – Larry Shaffer
 - a. Nothing to report.
3. Technical Advisory Committee – Karianne Thomas
 - a. Nothing to report.
4. Finance Committee – Don Martin
 - a. County Survey Results

Mr. Martin stated the Finance Committee spent a lot of time with Marketing Resource Group (MRG) discussing the questions proposed for the survey. The latest version was included in the agenda packet. The Committee was satisfied with the changes and recommend approval of the questionnaire to the full Board.

C. Old Business

1. There was none.

D. New Business

1. Registered Voter Survey Questionnaire

Mr. Troyer stated the revised questionnaire was included in the Board packet. He stated the Finance Committee had a lot of discussion on why the survey is set up the way it is and over the content of the questions. He stated the Committee had to select geo codes in order for them to pull a sampling and broke it down to five areas: Portage, Kalamazoo, Oshtemo and Texas Townships, Comstock and Kalamazoo Townships, and the outlying county or rural areas.

Mr. Fuller stated the questions are fine and he loves the concept. He expressed concern over how question nine would be interpreted and asked if it could be clarified that this is the only center serving all the county. Change to read “funding the only 911 dispatch center serving all of Kalamazoo County.”

It was clarified to the Board that the first three questions were to get a sense of attitude toward local government in general, not as a source of information.

“Motion by Mr. Martin, second by Mr. Fuller to approve the registered Voter Survey Questionnaire with the change to question 9 to read “funding the only 911 dispatch center serving all of Kalamazoo County.”

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 October 10, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 3:52 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors