



MINUTES

REGULAR MEETING

April 9, 2020

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board, held electronically via telephonic/video conference in accordance with Michigan’s Executive Order 2020-15 due to COVID-19 was called to order by Chair Jan VanDerKley at 3:30 p.m. on Thursday, April 9, 2020.

ITEM 2 – MODERATOR MEETING STATEMENT

Moderator Jeff Troyer read a prepared statement explaining the Zoom meeting process.

ITEM 3 - ROLL CALL

Members Present: Jan VanDerKley, Jim Ritsema, Don Martin, Rick Fuller, Scott Merlo, Mark Barnes, Dexter Mitchell, Joseph LaMargo, Karianne Thomas, Jim Pearson, Angel Ouwinga, Mike Seals (3:35)

Others Present: Tracie Moored, Jim VanDyken, Nick Arnold, Chad Tackett, Ashley Gordon, Dallas, Esperansa Echeverria, Kim Kiggans, Sandie Kelley-Gieber, Sarah Clark, Jeff Troyer, Chris McComb

ITEM 4 – APPROVAL OF MEETING MINUTES

- A. March 12, 2020 – Regular Meeting
- B. March 16, 2020 – Special Meeting

“Motion by Mr. Merlo, second by Mr. Barnes to approve the meeting minutes for the March 12, 2020 – Regular Meeting and the March 16, 2020 – Special Meeting as presented.”

On a roll call vote, Yes – 12 (Ms. Moored represented Kalamazoo County as the alternate in Mr. Seals’ absence), No – 0. **MOTION CARRIED.**

ITEM 5 - CITIZENS TIME

Kim Kiggans read a prepared statement stating she was speaking on behalf of the KCCDA dispatchers and asked the Board for consideration to be recognized as a union.

ITEM 6 – FOR CONSIDERATION

A. Executive Director Report

1. Administration's Monthly Report

Mr. Troyer stated that some of the month end reports were not included due to month end being so close to this meeting date.

2. March Reconciliation Report

The reconciliation report was presented in the agenda packet.

3. Budget Performance Report

a. Fiscal Year 2020

Mr. Troyer stated the audit was completed in March. He has not received a draft but anticipates Siegfried and Crandall will present the audit at the May Board meeting. He noted he is tracking COVID expenses separately. He does not anticipate a significant amount of expenses but is tracking so we can submit for reimbursement through FEMA.

4. Correspondence

Mr. Troyer stated he received a voluntary union recognition letter that was addressed to him. This was not included as correspondence since it is an item of New Business.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated she had nothing to report other than the Committee met to review this agenda.

2. Personnel Committee – Joe LaMargo

a. Meeting minutes from April 3, 2020

Mr. LaMargo stated the minutes were included in the packet for review.

b. 2020-02 – Resolution to Exempt Employees from FFCRA

Mr. LaMargo stated Resolution 2020-02 was approved by the Personnel Committee and is recommended to the Board.

“Motion by Mr. Mitchell, second by Mr. Ritsema to approve 2020-03 – Resolution to Exempt Employees from FFCRA as presented.”

On a roll call vote, YES – 12, NO – 0 (Mr. Seals represented Kalamazoo County). **MOTION CARRIED.**

c. Revision to Policy 6.1 – PTO Accrual

Mr. LaMargo stated the PTO accruals staff currently has are low. With the pandemic, vacations are being canceled, so they may go over their limits and lose time. This will also get employees in line with other agency accruals.

Mr. Troyer stated that not knowing where the pandemic will take us, we need to be prepared. Our fear is that the limits are currently low enough that our employees will hit caps due to canceling their vacations and if we do advance to COOP Level 1 and the possibility of us having to cancel preapproved PTO, it will compound issue. He requested an additional 40 hours added to all levels.

Ms. VanDerKley stated we are doing this in consideration of our staff.

“Motion by Mr. Seals, second by Mr. Mitchell to approve the revision to Policy 6.1 – PTO Accrual as presented.”

On a roll call vote, YES – 12, NO – 0. **MOTION CARRIED.**

d. Employee Assistance – Optional PTO Payout Program

“Motion by Mr. Martin, second by Mr. Seals to approve the Employee Assistance – Optional PTO Payout Program as presented.”

On a roll call vote, YES – 12, NO – 0. **MOTION CARRIED.**

3. Technical Advisory Committee – Karianne Thomas

a. Meeting Minutes from April 1, 2020

Ms. Thomas stated the minutes for the April 1, 2020 meeting are attached. TAC had an emergency meeting to talk about SOP 09.05. She stated they outlined the policy and will have it in place.

Mr. Troyer stated the SOP – 09.05 COVID-19 Premise/Location Alerts was approved by TAC today and he will work with health officials starting tomorrow to put those into action. He noted that operational procedures are presented to TAC and if approved it is implemented administratively.

5. Finance Committee – Don Martin

a. Meeting Minutes from March 24, 2020

Mr. Martin presented the Finance Committee Minutes from March 24, 2020.

C. Old Business

There was none.

#### D. New Business

##### 1. Informational/Messaging Brochure

Mr. Troyer stated he sent out the latest revision today. He has been working with MRG over the last three weeks to develop a brochure for the upcoming funding proposal. Ties back to information obtained from the funding survey last fall. The only modification was the first bullet point on page 2 under goals for KCCDA. He recommended approval.

“Motion by Mr. Barnes, second by Mr. Martin to approve the informational/messaging brochure as presented.”

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

##### 2. Closed Session MCL 15.268(h) – Consideration of Written Legal Opinion for Voluntary Recognition Request

Mr. Troyer requested the Board retire to Closed Session under MCL 15.268(h) for consideration of a written legal opinion for a Voluntary Recognition Request.

“Motion by Mr. Barnes, second by Mr. Seals to retire to Closed Session under MCL 15.268(h).”

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

The Board retired to Closed Session 4:00 p.m.

The Board returned to Open Session at 4:11 p.m.

Ms. VanDerKley read the following statement:

The Board’s position regarding the Voluntary Recognition Request is neutral. Our primary focus in this matter is to ensure each person has a vote and that vote is conducted in a confidential manner to assure that each employee is free to express his/her own preference in a reliable process. Since the MERC election process is already under way, the Board is not going to interfere with that due process because it is fair and a well-established confidential election.

#### E. Other Items

##### 1. Member Comments

Mr. Seals state that the National Association of Counties’ Veteran’s Committee has announced a new policy by the VA to get homeless vets off the street during the COVID pandemic. He stated there is money available for hotels. If you run across a veteran in need, call the VA. Money should be available across the nation to help.

Mr. Ritsema asked for the call volume for COVID calls.

Mr. Troyer stated the overall workload is down and they are taking different types of calls. There has been an increase in domestic violence and suicidal situations but there has been a significant decrease, especially after 11:00 p.m. Staff has been adjusted operationally to workloads in the center and staff is being placed so we don't have cross shift contamination. We are fortunate to be able to do that because of reduced workload.

Ms. VanDerKley thanked Mr. Troyer for scheduling the Zoom meeting and hoped the Board would be able to meet in person soon.

Mr. Fuller thanked Mr. Troyer and his team for working hard to help first responders and get them as much info as possible.

Mr. Barnes thanked the police chiefs and Mr. Troyer for working so hard to get the address policy in place. It is new and out of the box but very important.

Mr. LaMargo reiterated what both Mr. Barnes and Sheriff Fuller said. He wished everyone a happy and safe Easter.

Mr. Martin stated we don't know what we've got until we get in a situation like this. This Board loves the dispatchers and appreciates everything that has been done. They are great people we want to keep.

2. Next Meeting – May 14, 2020

3. Adjournment

The meeting was adjourned at 4:19 p.m.

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Richard C. Fuller III  
Clerk of KCCDA Board of Directors