



**MEETING MINUTES for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**EXECUTIVE COMMITTEE**  
**November 1, 2022**

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**ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA, was called to order by Jan VanDerKley at 4:00 p.m. on Tuesday, November 1, 2022.

**ITEM 2 – ROLL CALL**

Members Present: Rick Fuller, Pat McGinnis, Don Martin, Jim Ritsema (arrived 4:10)

Others Present: Jeff Troyer, Torie Rose, Chris McComb

**ITEM 3 – APPROVAL OF MEETING MINUTES**

A. September 6, 2022 Meeting

“Motion by Mr. McGinnis, second by Mr. Martin to approve the meeting minutes for the September 6, 2022, Meeting as presented.”

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

**ITEM 4 - CITIZENS TIME**

There were no public comments.

**ITEM 5 – FOR CONSIDERATION**

A. OLD BUSINESS

1. UPDATE – KCCDA ARPA Grants

a. ARPA Grant Agreements

Mr. Troyer stated staff has completed the first tasks with the County thru Amplifund for the grant. The template agreement has been received and it was sent to legal counsel for review. He noted that the Board supported the grant itself prior to application submission but the Grant Agreement will still need Board approval. This will be on the Board agenda under the Executive Committee requesting full approval of the Board once legal counsel has reviewed it.

Mr. Troyer noted the drug-free workplace requirement under section sixteen of the Grant Agreement. He stated three of the Authority’s policies address these requirements, but he is still waiting for counsel to confirm. He doesn’t expect any modifications will be necessary to our policies to meet the requirements. If there are changes, those will need to be added for Board approval.

## B. NEW BUSINESS

### 1. 2023 Meeting Dates

Mr. Troyer presented the 2023 meeting dates and inquired if the Committee would like to stay with an every other month meeting schedule.

Mr. Fuller stated he was comfortable with the meeting schedule

Mr. Martin stated he was too, as long as we have attendance.

### 2. Alternate Designations for Committees

Mr. Troyer stated he received an email from the County Administrator asking if his seat on committees could be him or his designee so he could send a designee if he's not available. The Bylaws are silent on committee designations, but no designees are allowed on the Board.

Mr. Martin stated he does not like the idea of designees because they won't know what's going on.

Mr. Ritsema agreed.

Mr. McGinnis inquired if there were specific members stated in the Bylaws.

Mr. Troyer stated there is not, they are appointed by the agency.

Mr. McGinnis stated that we need someone that knows what is happening with the organization attending the meetings.

Mr. Fuller stated we are losing a vote with a designee.

### 3. Review – Draft Board Agenda (Nov 10) and Action Items

Mr. Troyer stated there was no quorum at the Personnel Committee so their suggestions will be under new business because there is no formal recommendation.

TAC will not have recommendations coming forward.

Finance is recommending the financial audit service bid award, the 2022 budget amendment revision II and the 2023 budget proposal. Mr. Troyer noted that next year will be our fifth year of operations so we will be replacing some major equipment/systems and looking for a dedicated backup center.

There are three items under new business, the Collective Bargaining Agreement, a revision to the recognized holiday policy (add Juneteenth) and dispatch supervisor group employment terms.

Mr. Troyer stated that his employment agreement expires in February of 2023. He stated the process should start soon so it can be done in January because the Board does not meet in February.

The Committee agreed the Personnel Committee should meet to start the evaluation process with a goal of a new contract going to the Board in January.

#### 4. Healthy Workplace Leave

Mr. Troyer stated that since 2020, each employee was given eighty hours per year of Healthy Workplace Leave to use for pandemic related absences. Most agencies have moved away from it, and we propose ending the offer December 1.

Mr. Ritsema stated that the city ended theirs last year.

#### ITEM 6 – **OTHER ITEMS**

##### C. Announcements and Member Comments

There was none.

##### D. Next meeting – January 3, 2023 at 4:00 p.m.

#### ITEM 7 – **ADJOURNMENT**

The meeting was adjourned at 4:48 p.m.