



MINUTES

REGULAR MEETING

March 10, 2022

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, March 10, 2022.

ITEM 2 – ROLL CALL

Members Present: Matt Huber; Adam Herringa; Vic Ledbetter; John Gisler; William Fales; Don Martin; Dexter Mitchell; Jan VanDerKley; Scott Merlo; Chad Tackett

Others Present: Craig Dieringer; Jeff Troyer; Victoria Rose; Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. January 13, 2022 – Regular Meeting

“Motion by Mr. Martin, second by Mr. Herringa to approve the meeting minutes for the January 13, 2022, Organizational Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 –FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer stated the report was included in packet. He noted that April 10 – 16 is National Public Safety Telecommunicator week and there will be a full week of events planned for dispatch. He also reminded the Boar of KCCDA’s perfect attendance incentive which recognizes and allows dispatch staff with no call-ins in a calendar year to attend a national conference. In 2021, KCCDA had eleven people with perfect attendance. This is fantastic; especially during the COVID pandemic. To address the lack of applicants we’ve been seeing, staff researched and considered the cost of a branding/advertising campaign. Rather than requesting monies to support a campaign, administration tried several different

ideas with the last posting and we had thirty-six applicants, which is way more than we've had in the last few rounds of hiring.

2. January and February Reconciliation Reports

Mr. Troyer stated the reconciliation reports of the General Checking and MIClass accounts were attached. He noted that on the January Mercantile account reconciliation, the first payroll of the year was significantly higher because of the HSA deposits and that was the only anomaly in report.

3. Year-to-Date Budget Performance Report

- a. FY-2022
- b. FY-2021

Mr. Troyer stated there were no anomalies in the budget performance reports. The audit has started and should be ready to present to the Finance Committee in April and then to the Board at the May meeting.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

a. County ARPA Funds Grant Application

Chairperson VanDerKley stated the FEMA reimbursements applied for were denied because some items didn't qualify because it was a back-up site. The remainder fell under the Federal threshold. The County has opened up their application process for ARPA funds and the Executive Director plans to submit an application under mitigation strategies and essential worker premium pay. It will be done in two rounds, with the preliminary round to put in a request, then we will receive feedback on the submission and an opportunity to modify the request before the application deadline closes April 15th. This will offer essential worker premium pay up to \$7,500 for employees. We are seeking support for the Executive Director to submit a grant application for ARPA funds and after the first submittal, have discretion to modify and submit the final application. Mr. Troyer advised he would try to obtain the greatest dollar amount for the employees up to \$7,500.

Mr. Herringa stated the grant request would be for \$7,500 for all dispatch employees, based on the County's plan for the same. How does support for that request look on the county level?

Mr. Gisler stated it has been discussed at the last couple meetings and there is support for it. He thinks there will be \$1,000 for starters and the \$7,500 is a good possibility.

Mr. Herringa stated the Executive Committee thought we should match the County for continuity.

“Motion by Mr. Martin, second by Mr. Huber to approve the Executive Director submitting a grant application(s) in these categories and allow the Executive Director discretion in developing fair and equitable guidelines for essential worker premium pay.”

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

b. National Interoperability Workshop – Salt Lake City, 7/26-7/28

Ms. VanDerKley stated Mr. Troyer has been asked to represent Michigan at the State 911 Administrator’s Meeting in Salt Lake City in July. It will be a great opportunity to see what other centers are doing and the State will pay for his travel; either directly or reimburse KCCDA. The Executive Committee is supportive of bringing this to the Board for support.

“Motion by Mr. Herringa, second by Mr. Merlo to approve the Executive Director to attend the Interoperability Workshop in Salt Lake City in July.”

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

2. Personnel Committee – Adam Herringa
 - a. Meeting Minutes from January 25, 2022, and February 16, 2022
 - b. Executive Director Performance Evaluation

Mr. Herringa stated the Personnel Committee met in January and February to discuss the Executive Director’s Performance Evaluation. Mr. Troyer reached outstanding remarks. The only threes that were given were because they were in areas that were hard for the committee to determine; especially during COVID. His average score was a 4.1.

Mr. Mitchell stated Mr. Troyer earned very good remarks.

“Motion by Mr. Mitchell, second by Mr. Martin to approve the Executive Director’s Performance Evaluation for February 2021 through January 2022 with a 4.177 rating – Exceeds Normal Job Expectations.”

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

3. Technical Advisory Committee – Scott Merlo
 - a. Meeting Minutes from January 5, 2022

Mr. Merlo stated the Technical Advisory Committee met but had nothing new to report.

4. Finance Committee – Don Martin

Mr. Martin stated the Finance Committee has not met and has nothing to report.

C. Old Business

1. Bylaw Revisions

Mr. Troyer stated the revisions were discussed at the January meeting. The sixty-day notice for changes was given and nothing was noted other than the recommended revisions. The revisions realign the Bylaws to what is happening.

“Motion by Mr. Herringa, second by Mr. Mitchell to approve the Bylaw Revisions as presented.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

D. New Business

1. Salary Adjustment Request

Mr. Troyer advised that a staff member had been given a job proposal from a private company. He stated that we can't match the offer, but he would like to move the staff member up two steps and one step for PTO accrual. The staff member would have advanced in PTO accrual in about a year and a half. He stated he is hopeful the employee will stay. .

“Motion by Mr. Martin, second by Mr. Huber to authorize the Executive Director to offer a two-step salary adjustment/increase to administrative employee #005 effective March 20th if the employee chooses to stay.”

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

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next regular scheduled meeting – May 12, 2022 (Chief Switalski Meeting Room)

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 4:11 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors