



***Personnel Committee  
January 25, 2022  
2:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:00 p.m. by Personnel Committee Chairperson Adam Herringa in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Tuesday, January 25, 2021.

ITEM 2 – ROLL CALL

Members Present: Adam Herringa, Portage Interim City Manager; Bryan Ergang, Kalamazoo Township Chief of Police; Scott Merlo, WMU Chief of Police; John Gisler, Kalamazoo County Commissioner; Dexter Mitchell, Kalamazoo Township Manager; Rick Fuller, Kalamazoo County Sheriff

Others Present: Lisa Henthorn (Alternate Rep for Kalamazoo County); Jeff Troyer, Executive Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 29, 2021

“Motion by Mr. Fuller, second by Mr. Ergang to approve the November 29, 2021, Regular Session minutes as presented.”

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

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

## B. New Business

### 1. Executive Director Performance Appraisal

Mr. Troyer advised he distributed a memo that contained an update on each of the three performance objectives/goals for this year. The first goal is to increase staffing levels by 5%. Troyer presented statistics showing there was not an overall increase of 5% but we do have more ECO II's today than we've had before; ECO I's are down. He explained that this is due to focusing on an effort to train and promote current ECO I's to II's so we can hire more ECO I's. That process took five to six months but was necessary. In 2020, we hired seventeen new employees, but training is not easy or short. Four didn't make it through training, two left on their own and two were released. In 2021, we hired thirteen and eleven are still with us, one is still in training. There are several employees that have requested to go part time, but we only have four approved positions and those are full plus two additional.

Mr. Fuller asked where we are at if we didn't make the 5% increase.

Mr. Troyer stated in 2020 our average FTE was 43.75 and in 2021 we were at 46.75 so if you look at the overall average, we did increase. KCCDA's turnover rate for 2020 was 16% and in 2021 that improved to 12.97%.

Mr. Fuller inquired if there was anything that says how many of each classification there are in relation to part-time.

Mr. Troyer stated the number of full and part-time positions are dictated annually in the budget process, but the budget allows management discretion whether to fill a vacant full-time position with a part-timer. The collective bargaining agreement is flexible so we can add as many as we want. We have six part-time positions today and we've decided to stop there. Allowing people to continue to transfer from full to part-time employment is a slippery slope.

Mr. Fuller stated he liked that it's a management right.

Mr. Ergang inquired if anyone had gone from part time back to full.

Mr. Troyer stated no.

Mr. Herringa inquired about thoughts on what to do moving forward since Mr. Troyer didn't meet the goal.

Mr. Troyer stated we did a first- and second-year incentive but did not include it in last years or this year's budget because it was not doing what it was intended. We have discussed sign on and step incentives but the challenge in that kind of program is that it hurts existing staff morale. We have talked about an incentive for employee's recruiting, and we are looking at media outlet advertising. He can't pinpoint where the deficit is, but it is a common theme in neighboring centers too.

Mr. Herringa inquired about the third objective (stabilize CAD and the Emergency Telephone System).

Mr. Troyer stated that additional steps were taken in the fall of last year to transition KCCDA's emergency telephone system to a new controller platform in Grand Rapids. Even though they've seen an improvement in stability and performance, he still requested funding for the installation of an on-site controller in the 2022 budget and it was approved. He is working on contract and scope of work

language with INdigital for the installation of the on-site controller. Currently, the goal is to have it installed before the end of May but if the hardware is not available, it will be pushed to early fall.

Mr. Herringa asked if he had a fourth tower as it relates to the second objective.

Mr. Troyer stated he received word from WMU legal that they have received approval from EDA so we should be getting a tentative closing date soon. Consumers Energy denied our shared access drive because there is a high-pressure gas main under their access drive even though WMU received initial approval so there is an electronic meeting regarding this tomorrow. As of right now, the overall project is still scheduled to be complete late this year.

Mr. Troyer stated the next meeting is scheduled for February 16.

Mr. Herringa asked that Committee Members bring their suggestions for scoring and discussion and from there one document will be compiled for the record.

Mr. Troyer stated he would send a reminder before the 16<sup>th</sup>.

## 2. Recruitment Strategy – Media Advertising Campaign

Mr. Troyer stated the goal is to have proposals to review at the February meeting. Most likely, Troyer will ask the Personnel Committee to consider asking the Board to support funding for a not-to-exceed allocation toward the advertising/recruitment campaign. We will be posting positions again soon so this campaign will be two postings from now.

### 1. Member Comments

Mr. Fuller congratulated Ms. Henthorn on this being her last meeting.

Mr. Henthorn stated she made a retirement announcement after thirty-five years of service. She stated it has been an amazing journey and thanked everyone for their work. She stated she will remain in the cheering section.

Mr. Ergang congratulated Ms. Henthorn.

### 2. Next Meeting

The next meeting of the Personnel Committee is scheduled for Wednesday, February 16, 2022, at 2:00 p.m.

### 3. Adjournment

The meeting was adjourned at 2:50 p.m.