



***Personnel Committee
November 14, 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 Pat McGinnis in the Administrative Conference Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Monday, November 14, 2022.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Bryan Ergang, Chief, Kalamazoo Township; John Gisler, Kalamazoo County Board of Commissioners; Rick Fuller, Sheriff, Kalamazoo County; Jeff Chamberlain, City of Kalamazoo Deputy City Manager; Scott Merlo, Chief, Western Michigan University (arrived at 2:35)

Others Present: Kevin Catlin, Kalamazoo County Administrator; Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. October 24, 2022

The Committee did not take action, as there was no quorum at the October 24 meeting so there were no minutes, only notes.

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 Evaluation/Appraisal

The Committee discussed each category and come to a consensus for scoring.

PERFORMANCE APPRAISAL SUMMARY			
		<u>Overall Rating</u>	<u>Weighted Score</u>
CATEGORY 1:	Operational Management	4.5000	0.3094
CATEGORY 2:	Financial Management	4.2500	0.2922
CATEGORY 3:	HR and Personnel Management	4.1667	0.2865
CATEGORY 4:	Project Management	4.3333	0.2979
CATEGORY 5:	Leadership Skills	4.0000	0.2750
CATEGORY 6:	Communication Skills	4.0000	0.2750
CATEGORY 7:	Professionalism	4.8750	0.3352
CATEGORY 8:	Board Relations	5.0000	0.3438
GOAL/PERFORMANCE OBJECTIVE #1		4.0000	0.9000
GOAL/PERFORMANCE OBJECTIVE #2		4.0000	0.9000
GOAL/PERFORMANCE OBJECTIVE #3		0.0000	0.0000
			<u>4.2148</u>

“Motion by Mr. Fuller, second by Mr. Ergang to approve a score of 4.2148 on the Executive Director’s Performance Evaluation/Appraisal and recommend approval by the Board of Directors.”

On a voice vote, MOTION CARRIED.

2. Executive Director Employment Agreement

Mr. McGinnis stated the current agreement was for three years.

Mr. Troyer stated the only modification that has been made since the agreement was entered into was the removal of the cell phone allowance because we now have company devices. He noted that language will be removed in the new agreement. Most classifications within KCCDA were approved for 6% increases in 2023.

Mr. McGinnis stated the goal should be to aim for at least the rate of inflation of 5%.

Mr. Troyer stated he did not recommend following other classification increases because they did an extensive wage survey before their increases were presented.

Mr. McGinnis noted that if they were only looking at inflation, the increase would still be 5%.

“Motion by Mr. Ergang, second by Mr. Merlo to approve and recommend the Board approve a three year agreement with the Executive Director with increases of 5% in year one, 5% in year two and 4% in year three.”

On a voice vote, MOTION CARRIED.

ITEM 6 – OTHER ITEMS

A. Member Comments

Mr. Fuller stated the County is adding a \$10,000 sign on bonus for deputies.

Mr. Merlo thanked Mr. Troyer and stated he does a fabulous job.

Mr. Troyer thanked the committee for the generous contract, stating it is much more than he recommended but it is appreciated.

B. Next Meeting

The next meeting is tentatively scheduled for December 9, 2023, at 10:00 a.m. but it will likely not be necessary.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 2:57 p.m.