

== NOTICE OF MEETING ==



HUMAN RESOURCES COMMITTEE

Wednesday, August 21, 2019 – 9:30 a.m.
Fishbowl – Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of July 17, 2019 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Discussion of 2020 Health Insurance Renewal.
- 6) Update from Safety and Risk Management.
- 7) Human Resources Director's Report.
- 8) Adjourn.

Where Values are the Difference
AUGUST – Volunteerism (Involvement)
Making a personal commitment to helping others.

For more information please visit www.bransonmo.gov or contact:
Lisa Westfall, City Clerk, 417-337-8522

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 17, 2019

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, July 17, 2019. The meeting was called to order by Mayor Edd Akers at 9:30 am.

2) Roll Call

Committee Members present: Mayor Edd Akers, City Administrator Stan Dobbins, Alderman Kevin McConnell; and community members Bryan Cossiboom and Josh Allen. There is a quorum.

Also present: Assistant City Administrator John Manning, Human Resources Director Jan Fischer, Risk Manager Bob Smither, Safety Officer Kelly Farner, Senior Human Resources Generalist Kimberly Cooper, Human Resources Generalist Jamie Patrick, and Human Resources Clerk Gina Stech; also present Traci Henderson of Finance, Chena Simmons from Administration, and Melody Pettit Communications Manager.

3) Acknowledgement of June 19, 2019 Minutes.

Motion to approve: Alderman Kevin McConnell; Second: City Administrator Stan Dobbins; Vote: 5 yes, 0 no.

4) Discussion of New Hires/Promotions/Reclassifications.

Discussion led by Human Resources Director Jan Fischer.

5) Discussion of Rule 10, Substance Abuse Policy.

Discussion introduced by Jan Fischer and led by City Attorney Chris Lebeck.

6) Review of the 2019 Survey of Employees Regarding Supervisors.

Discussion led by Jan Fischer. Each question was reviewed except for the last section of the survey where employees were asked to make comments and include which department they are in/who their supervisor is – those were forwarded directly to Stan and department directors for purposes of confidentiality. Generally, the impression from those who responded to the question portion of the survey is that our supervisors are doing a good job including their subordinate staff in decision processes/changes and communicating to their respective departments. Mayor Akers asked that we look at the number of responses as a part of our total number of employees and not just percentages on questions answered by those who responded – could be something in the numbers of those who didn't respond.

7) Update from Safety and Risk Management.

Update given by Bob Smither. Kelly did ladder safety and heat safety training, and will be doing back safety and stretching training next. Some departments participated in a back stretching challenge – Water Distribution and Collection and Public Works – Streets; some are continuing to do challenge after it ended. Bob took employees that finished the challenge to breakfast and gave them cooling towels. He will be taking Planning and Zoning to lunch this Friday for their completion of the challenge. Safety committee is coming up with a plan for incentivizing safety reporting. Annual fire alarm and extinguishers inspections are in progress. New workers' compensation Insurance went into place on July 1 so there is a new nurse line. Bob and Kelly have a safety planning meeting with Public Works for a project at the Landing for cleaning out accesses where there are confined spaces. Bob has notified employees of the City's emergency alert system and how it will look if an emergency takes place; he is planning to have an emergency drill in the next few weeks. Worker compensation claims have gone down in frequency over the past 3 years by 36% however the severity of the claims is up 24%; this year they are down 15% in frequency and also down in severity, but we are still sitting at 1.18 mod rate because of the three year look back period.

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8) Human Resources Director's Report.

Update given by Jan Fischer. As a part of our wellness program, a City employee water drinking challenge is in progress through the month of July. Human Resources is going live today with Acquire, the new applicant tracking system. The department anticipates receiving the Anthem medical insurance renewal about August 1st. Human Resources will be starting discussions with Ollis, Akers, Arney on implementing a new benefit enrollment program through American Fidelity called Selerix which will replace the current Maxwell Health enrollment system.

Josh Allen was introduced as a new community member to the Human Resources Committee.

9) Adjourn.

Motion to adjourn: Alderman Kevin McConnell; Second: City Administrator Stan Dobbins; Vote: 5 yes, 0 no.
Time Adjourned: 10:33 am.

Promotions and Transfers

Name	Date of Change	Position	Department	Promotion or Transfer
Jeremy Dixon	07/05/2019	Police Officer I	Police	Promotion from Police Officer Trainee

Hires

Name	Date of Hire	Position	Department	Rehire or New Hire
Kelly Bilyeu	08/01/2019	Supervisor I – Park Maint.	Parks and Recreation	New Hire