

# MINUTES

HUMAN RESOURCES COMMITTEE  
CITY OF BRANSON, MISSOURI  
January 15, 2016

## 1) Call to Order

The Human Resources Committee met in the Municipal Court Room of City Hall, Friday, January 15, 2016 at 10:30 a.m. The meeting was called to order by Mayor Karen Best.

## 2) Roll Call

Committee Members present were Mayor Karen Best, Alderman Bob Simmons, Alderman Rick Todd, and City Administrator, Bill Malinen.

Also present: Jan Fischer, Gina Stech, Bob Smither, Kathy Olson, and Kimberly Cooper.

## 3) Acknowledgement December 11, 2015 minutes.

The minutes of the December 11, 2015 meeting were acknowledged on a motion by Rick Todd, seconded by Bob Simmons. Motion approved by a 4 to 0 count.

## 4) Discussion of previous Human Resource Committee items.

HR Director, Jan Fischer updated the Committee on previous topics that have been discussed during the HR Committee Meetings. Mayor Best asked that an Emergency Succession Plan be brought to the next meeting outlining the emergency successors for each Department Head and the City Administrator.

## 5) Discussion of 2015 Turnover Data. [5-Year Turnover]

Jan Fischer presented the turnover data he had calculated to the Committee. The turnover rate appeared to be down across most departments for the 2015 year. The committee discussed the information and asked that Jan present the industry standards for all departments to be presented with the information in the future.

## 6) Discussion of the Health, Life, and Dental Insurance Broker Bid process. [Selection Criteria Final].

Jan Fischer presented the score sheets for how each of the Brokers were scored according to the selection criteria that was agreed upon by the Human Resources Committee before the City went out for the bid. According to the numbers that Jan had presented, the top scoring Broker was Bukaty Companies. However, the score was only 2% higher than the City's current broker, Ollis/Akers/Arney. Jan recommended continuing with the current broker despite Bukaty's higher score due to the long standing relationship of over 20 years with Ollis/Akers/Arney as the City's broker for Health Insurance. Based on the information that was provided to the Committee, Rick Todd motioned to recommend Ollis/Akers/Arney to the Board. The motion was seconded by Bob Simmons and approved on a 4-0 count.

## 7) Human Resources Director's Report.

Jan Fischer announced that Kim Cooper and Gina Stech had worked diligently the last several months as the department went through some major changes during open enrollment and wanted to acknowledge them both as doing a good job. Jan introduced Bob Smither to the Committee as the new Human Resources Risk Coordinator and Kathy Olson as the new Assistant Human Resources Director. Jan Fischer shared with the Committee the goals of the Human Resources Department to include risk management, a comprehensive plan of action to address the 2015 employee survey results, succession planning, training, employee recognition, and policy updates.

## 8) Adjourn.

A motion to Adjourn was made by Rick Todd, seconded by Bob Simmons. Motion approved by a 4 to 0 count.