

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

February 20, 2019

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, February 20, 2019. The meeting was called to order by Mayor Karen Best at 9:30 am.

2) Roll Call

Committee Members present: Mayor Karen Best, City Administrator Stan Dobbins, Alderman Kevin McConnell, Alderman Rick Castillon, and Community Members Bryan Cossiboom. Bryson Allen joined at 9:34 am.

Also present: Human Resources Director Jan Fischer, Risk Manager Bob Smither, Senior Human Resources Generalist Kimberly Cooper, Human Resources Generalist Jamie Patrick, and Human Resources Clerk Gina Stech; also present JoLynn Tate Finance, Chena Simmons Administration.

3) Acknowledgement of January 6, 2019 minutes.

The minutes of the January 16, 2019 meeting were acknowledged.

Motion to approve: Kevin McConnell; Second: Rick Castillon; Vote: 5 Yes, 0 No, 0 Abstain.

4) Discussion of New Hires/Promotions/Reclassifications.

Update given by Human Resources Director Jan Fischer.

5) Application Process Discussion.

Discussion led by Jan Fischer.

Motion to proceed with AcquireTM and necessary application processes: Stan Dobbins, Second: Kevin McConnell; Vote: 6 yes, 0 No, 0 Abstain.

6) Turnover Report.

Presented by Jan Fischer.

7) Update from City Risk Manager.

Update given by Bob Smither. Celebrated Parks and Recs no injuries and accidents at Country Kitchen with steak dinner. Focusing on near miss reports now, want to really stress the importance of catching hazards before something happens. Current training – crane training, 10 employees, 2 will be certified operators at the end of it; bucket truck training completed; blood borne pathogen training – low occurrence, high consequence – happening this month; “Alertist” notice for active shooter on computer system will be going out soon; intranet training available for supervisory training is available now; March 19th mandatory supervisory training on reasonable suspicion; also MoDot drug/alcohol training after that. Claims – frequency down as same timeframe last year - 11 injuries, 20 property loss claims – average loss per claim is down; water intrusion claims – some liability but not all; Bob will be speaking at SafeCon Expo.

8) Human Resources Director’s Report.

Update given by Jan Fischer. Missouri Veteran Firefighter Initiative – A current drill instructor who is interning with Fire Department through May who is transitioning out of the Army; internship costs us nothing. Parks and Recreation has a retirement happening end of this summer; Jan and Kim walked them through re-organizing their department to prepare for it. Open enrollment did not go well for 2018; planning to review process/outcome with Ollis Akers Arney. Will be re-evaluating enrollment system with OAA; American Fidelity has an enrollment system also; both will be reviewed this week.

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Rick Castillon brought up re-visiting law enforcement pay structure, he was concerned to learn that code enforcers make more than police officers. Jan and Stan confirmed that a Pay Structure Review Committee is to be put together by March 1, 2019 in order to have suggestions/decision on something by June or July this year so that it fits into 2020 budget structure.

9) Adjourn.

A motion to adjourn was made.

Motion: Kevin McConnell; Second: Rick Castillon; Vote: 6 Yes, 0 No, 0 Abstain.

Time Adjourned: 10:11 am.