

# MINUTES

## HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 18, 2018

### 1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, July 18, 2018 at 9:00am. The meeting was called to order by Mayor Karen Best.

### 2) Roll Call

Committee Members present: Mayor Karen Best, City Administrator Stan Dobbins, Alderman Kevin McConnell, and Community Members Bryson Allen and Bryan Cossiboom.

Also present: Human Resources Director Jan Fischer, Risk Manager Bob Smither, Safety Officer Brian McConnell, Senior Human Resources Generalist Kimberly Cooper, Human Resources Generalist Jamie Patrick, Human Resources Clerk Gina Stech, Communication Manager Melody Pettit, and JoLyn Tate from Finance.

### 3) Acknowledgement of June 20, 2018 minutes.

The minutes of the June 20, 2018 meeting were acknowledged.

Motion to approve: City Administrator Stan Dobbins; Second: Alderman Kevin McConnell; Vote: 5 Yes, 0 No, 0 Abstain.

### 4) Discussion of New Hires/Promotions/Reclassifications.

Update given by Human Resources Director Jan Fischer.

### 5) Presentation of "Why Stretch" by ARC Physical Therapy.

Introduced by Risk Manager Bob Smither, presented by Mary Peters, ARC Physical Therapist by phone.

### 6) Discussion of Policy Updates.

Discussion led by Human Resources Director Jan Fischer. Updates have been made to articles 15 and 17 regarding carryover period for use of floating holiday; distracted driving policy has been updated to encompass employee use of personal vehicles for City business.

Motion to recommend approval of the updates to articles 15 & 17 to the Board of Aldermen was made.

Motion: Alderman Kevin McConnell; Second: City Administrator Stan Dobbins; Vote: 5 Yes, 0 No, 0 Abstain.

### 7) Update from City's Safety Team.

Update given by Bob Smither: Bollards are installed at north entrance of City Hall; Safety Team is getting quotes on armed security for City Hall; reviewing claims statistics for current and past years.

### 8) Human Resources Director's Report.

Update given by Jan Fischer. The Human Resources Department is working with John Akers on an RFP for Section 125 supplemental insurance; depending on the outcome of the RFP, at a minimum the City will no longer be charged fee for administration of the employees' flexible spending accounts through WageWorks; and, Jan is assisting Keith Francis in reorganizing the Engineering and Public Works department.

### 9) Adjourn.

A motion to adjourn was made.

Motion: City Administrator Stan Dobbins; Second: Alderman Kevin McConnell; Vote: 5 Yes, 0 No, 0 Abstain.

Time Adjourned: 9:45 am.