

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

January 16, 2019

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, January 16, 2019. The meeting was called to order by Mayor Karen Best at 9:31 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 and Bryson Allen.

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 Traci Henderson from Finance and Melody Pettit Communications Manager.

3) Acknowledgement of December 5, 2018 minutes.

The minutes of the December 5, 2018 meeting were acknowledged.

Motion to approve: Rick Castillon; Second: Stan Dobbins; Vote: 6 Yes, 0 No, 0 Abstain.

4) Discussion of New Hires/Promotions/Reclassifications.

Update given by Human Resources Director Jan Fischer.

5) Review of Wellness Appeals.

Discussion led by Jan Fischer.

Motion to recommend approving Wellness Appeal #WA121018: Stan Dobbins, Second: Kevin McConnell; Vote: 0 yes, 6 No, 0 Abstain.

6) Turnover Report.

Item moved to next meeting on February 20, 2019.

7) Police and Fire Department Salary Restructuring.

Discussion introduced by Jan Fischer. Necessity of restructuring explained. Stan has formed a committee of City employees tasked to investigate and suggest fair/improved compensation between Police and Fire Department positions, but also to include a new compensation structure to include all City employees. Kevin emphasized need to be mindful that overtime is already built into the compensation of firefighters, so must make sure that overtime of firefighters is not included twice in the new structure in order to make things appear equally compensated between departments. Several concerns expressed over flat amount COLA for all employees; Bryson mentioned that it's not attractive to higher paid employees to receive smaller flat rate adjustment which is not based on current compensation level; Jan explained that it would be built into the base pay structure and performance increases. Committee recommended that previous experience, skill level, and achievement of career certifications be included in the new compensation structure for all employees and to move forward with what was presented.

8) Update from City Risk Manager.

Update given by Bob Smither. Work injuries are down from 2018 to 2017 - 10 work related injuries in 2018 versus 17 work injuries in 2017. There were 29 vehicle related accidents in 2018 so Bob is looking at additional driver training for those considered avoidable. A POET is now in place for the fire department. Continuing safety

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training and meetings, attendance is good. Parks Department has gone over a year without accident or injuries and will be rewarded. Looking at quarterly organizational Safety Action Plan drills and disaster preparedness and training. Happening soon: train the trainer crane training and chlorine response training. Kevin asked if there is a distinction between avoidable/unavoidable accidents and if there is disciplinary action if an employee has had multiple avoidable accidents - yes, Bob explained that after action reviews investigate whether an accident could have been avoided, if employee was negligent, etc.; and, a new safety policy is being drafted that states employees are responsible for following safety procedures and will be held accountable if they do not.

9) Human Resources Director's Report.

Update given by Jan Fischer. Decision has been made to go with AcquireTM applicant tracking system after reviewing the program at Big Cedar – Bryson's recommendation based on their positive experience was invaluable in decision process. AcquireTM's contract has been submitted to Chris Lebeck, City Attorney; he made several suggestions and we are awaiting AcquireTM's response and changes. Open Enrollment 2019 had both good and challenging times: Maxwell is resending enrollment to correct errors, Anthem will re-issue new cards end of January. There were several issues again with Maxwell, but American Fidelity was very helpful with the enrollment process and they have their own online enrollment program that we will be considering for the future. The Safety Officer position will be posted soon with the responsibilities focusing not only on safety, but also on employee development, particularly supervisor training.

10) Adjourn.

A motion to adjourn was made.

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

Time Adjourned: 10:20 am.