

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

April 18, 2019

1) Call to Order

The Human Resources Committee met in the Administrative Conference Room of City Hall, Thursday, April 18, 2019. The meeting was called to order by Jan Fischer Director of Human Resources at 9:04 am.

2) Roll Call

Committee Members present: Mayor Edd Akers, City Administrator Stan Dobbins, Alderman Kevin McConnell, Alderman Rick Castillon, and Community Member Bryan Cossiboom.

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, John Akers of Ollis, Akers, Arney and Tim Connell of Connell Insurance.

3) Acknowledgement of February 20, 2019 minutes.

The minutes of the February 20, 2019 meeting were acknowledged.

Motion to approve: Stan Dobbins; Second: Bryan Cossiboom; Vote: 4 Yes, 0 No, 1 Abstain - Mayor Akers (not present at February meeting).

4) Discussion of New Hires/Promotions/Reclassifications.

Update given by Human Resources Director Jan Fischer.

5) Employee 2020 Insurance Benefits Planning Survey Presented.

Discussion led by John Akers of Ollis, Akers, Arney.

Discussion over survey questions. Discussion that education is an important piece to provide employees in order for them to be able to make insurance choices. Question asked about employees being over-insured and John stated that most employees are still over-insured; 2/3 of employees will probably spend less than \$1000 this year for medical expenses – 80% of employees polled are enrolled in PPO plans with \$0 and \$500 deductible plans instead of H.S.A. plan that would benefit them.

6) Update from Property/Liability/Worker's Compensation Broker.

Presented by Tim Connell of Connell Insurance.

Bob and Tim drove around Branson and confirmed list of properties that were on insured list and added those that should have been included - cleaned it up and updated it so that they now feel confident that things are properly listed. Property and Liability rates can be locked down for 3 years. Work comp cannot be locked down. Experience module for Traveler's is the first experience module and has been 1.00 - came from NCII from experience mods – MPR uses SmartMod, up to 1.16 now with Traveler's, others use NCII module. Looking at other property and liability companies that we can lock in for 2-3 years. Meeting on a monthly basis now with Traveler's on claims in order to speed up times. Connell is also taking a more active role in taking care of claims to take time consuming issues away from Bob. Most municipality claims that Connell runs into, can be treated as an emergency – Tim is getting legal opinion from counsel they use and will get it back to our legal counsel to review and hopefully speed up process and not have to go out for bid for replacement equipment. Tom Adams from Travelers will be coming down soon. Connell, as broker, will be putting together an RFP for Property and Liability carriers for the next HRC meeting. Bob and Tim Connell both attended MoPRIMA.

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7) Review of Human Resources Manual Updates.

- a. Definitions
- b. Article 17 – Leaves of Absence
- c. Rule 8 – Tuition Reimbursement
- d. Rule 9 – Family Medical Leave Act
- e. Rule 15 – Temporary Transitional Duty
- f. Rule 17 – Employee Nicotine Free Policy
- g. Rule 19 – City Health and Wellness Incentive Program
- h. Rule 20 – City Employee Non-Nicotine Use Incentive Program

Motion to recommend Human Resources Manual updates to board of alderman: Rick Castillon; Second: Kevin McConnell; 5 yes, 0 no.

8) Update from the City Risk Manager.

Presented by Bob Smithers Risk Manager. Kelly Farner has been hired as the new Safety Director.

9) Human Resources Director's Report.

Presented by Jan Fischer Human Resources Director. Sending information to AcquireTM to get implementation of ATS going. There have been 23 applicants for Assistant City Administrator and Jan is overseeing review of applications. Kelly Farner the City's new Safety Officer will also be taking on supervisory training.

10) Adjourn.

A motion to adjourn was made.

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

Time Adjourned: 10:33 am.