

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

August 19, 2020

1) Call to Order

The Human Resources Committee met in the Council Chambers of City Hall, Wednesday, August 19, 2020. The meeting was called to order by Mayor Edd Akers at 9:33 a.m.

2) Roll Call

Committee Members present: City Administrator Stan Dobbins, Mayor Edd Akers, Alderman Bill Skains and Bryan Cossiboom which provided a quorum. Kenn Tilus joined the meeting at 9:36 a.m.

Also present: Human Resources Director Jan Fischer, Kimberly Cooper, Bob Smither, Kelly Farner, Gina Stech, Human Resources Specialist Sonya Seitz, Chena Simmons, Melody Pettit, John Akers, Jamie Rouch and Marcia Chapman.

3) Acknowledgement of July 22, 2020 Minutes.

Motion to approve: City Administrator Stan Dobbins; Second: Alderman Bill Skains; Vote: 4 yes, 0 no.

4) Discussion of New Hires/Promotions/Reclassifications.

Kenn Tilus joined the meeting at 9:36 a.m.

Discussion led by Human Resources Director Jan Fischer.

5) Recommendation on 2021 Employee Benefits Renewal.

Mayor Edd Akers excused himself from the discussion due to conflict of interest with his son, John, bringing the recommendation to the Human Resources Committee.

Discussion led by John Akers.

John acknowledged the long term relationship of Anthem with this being the 31st renewal with the City. He stated three medical plans available to employees and reviewed the past year comparisons as well as reviewing the credibility percentages and loss ratios. He presented the renewal with no change in benefit coverages or increase in rates. The 2021 Employee Benefits Renewal will be a flat rate renewal with net cost funding added to benefit the City.

A motion was made by Kenn Tilus for the recommendation of the 2021 Employee Benefits Renewal along with the Employer/Employee cost share rate sheet for premiums as presented. Second was made by: Stan Dobbins; Vote: 4 yes, 0 no.

6) Safety Report: Employee COVID-19 Update.

Mayor Edd Akers returned to the meeting.

Update given by Bob Smither.

The safety measures implemented since the reopening of the City beginning May 15, 2020, were reviewed. The City has worked with Emergency Management to follow both the Taney County Health Department and the CDC guidelines regarding the pandemic and make adjustments accordingly. City Hall cleaning protocols are in place and hand sanitizers have been installed in City Hall at each department entrance and the main entrance. Face coverings and personal travel protocols were reviewed. An overview of City employee cases was given, as well

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as the protocol taken for those testing positive or exposed to COVID-19. The protocols have been reviewed and revised regularly, as the City gathers more updates on COVID-19 information.

Safety Officer Kelly Farner has developed mandated safety presentations online and provided department supervisors with Toolbox Talk, a program providing information that can present to employees on a regular basis. Focus will be on reducing employee complacency, fatigue and impairment to reduce claims.

7) Discussion of Rule 27, Employee Safety During and Following Emergency, Disaster or Pandemic Conditions.

Presented by Jan Fischer.

Rule 27 was presented to the committee for their awareness and input before going to the City Administrator for approval. The rule was drafted by Jan Fischer as a directive of the Assist City Administrator through the COVID Teams After Action Committees. Feedback was received by Directors, incorporated and a new version sent to the Employee Human Resources Committee for each member to take back to their respective department. That feedback was incorporated into the final version that was presented today. Input was given by the committee and the final step is for the Rule to be sent to the City Administrator for approval.

Jan informed the Committee that the reason it is a final step to go before the City Administrator is because it is an Administrative Rule rather than an Article. So, once the City Administrator approves it, it will thus be in place and the information will be distributed to employees.

8) Human Resources Director's Report.

Update given by Jan Fischer.

Human Resources met with American Fidelity to discuss the transition of employee Health Savings Accounts from Central Bank. Currently, Central Bank has a monthly fee and the employee must go to their location to set up the account. By transitioning to American Fidelity, there will no longer be a cost to the employee and set up can be completed at open enrollment for immediate implementation. Employees would also have an opportunity to select other investments once their balance reaches \$2,500.00 or more.

Direction has been given by the Assistant City Administrator to categorize employee positions. Data such as employee compensation, benefits, and performance scores will be gathered and Directors will be met with regarding essential employee lists. The After Action COVID team will also be developing criteria and standards for successful employee teleworking.

It was discovered by Sonya Seitz, the main point of contact for the current applicant tracking system, that a large amount of applicants are not connected to any position. With this discovery and the detriment to the City regarding possible candidates for positions, transition to NeoGov is being considered. NeoGov is utilized by a large amount of municipalities. With NeoGov, there would be a price reduction and no cost to transition. Salary study information would be something that is available to gather out of the system, which could be an additional savings to the City.

9) Adjourn.

Motion to adjourn: Alderman Bill Skains; Second: Kenn Tilus; Vote: 5 yes, 0 no.

Time Adjourned: 10:34 a.m.