

NOTICE OF MEETING



CITY OF BRANSON

PERSONNEL COMMITTEE

Committee Meeting – Friday, January 13, 2012– 8:30 a.m.
Municipal Courtroom– Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of November 4, 2011 minutes.
- 4) Discussion of Random Drug Testing for All Employees.
- 5) Discussion of Name Change from Personnel to Human Resources.
- 6) Discussion of Municipal Insurance–RFP for Broker or Insurance Company.
- 7) Discussion of 2012 Health & Wellness and Non-Tobacco User Incentive numbers.
- 8) Discussion of 2011 Turnover Rates.
- 9) Personnel Director's Report.
- 10) Adjourn.

For more information please visit www.cityofbranson.org or contact:

Lisa Westfall, City Clerk, 417-337-8522

Jerry Adams, Public Information Director, 417-337-8548

MINUTES

PERSONNEL COMMITTEE MEETING
CITY OF BRANSON, MISSOURI
November 4, 2011

INTRODUCTORY

The Personnel Committee of the City of Branson, Missouri met for a meeting in the Municipal Court Room of the Branson City Hall on Friday, November 4, 2011 at 8:30 a.m. The following members were present: Mayor Presley, Dean Kruithof, Janet Akers, and Luise Bird.

Also present were: Lori Helle, Kelli Fleck, Dennis Brunner (EPC), Tim Bonner (EPC), Jamie Rouch (EPC), Hillary Bargman (EPC) and Becky Iverson.

Absent: Cris Bohinc and Dr. Parnell.

AGENDA

Mayor Presley called the meeting to order at 8:30 a.m.

Minutes

The Minutes from the October 14, 2011 meeting were acknowledged. There were no corrections.

Discussion of Health, Life, & Dental Insurance Rates

Lori informed the Committee that John Akers was present and would discuss the renewals of the Health, Dental, and Life Insurance.

Mr. Akers indicated that a few design changes were made to the plan as outlined on the Anthem Blue Preferred Plus Summary of Benefits – Proposed CHANGES document included in the Agenda packet. Mr. Akers indicated that these changes were initiated at employee's request to try to keep the premiums the same. With the design changes made, the renewal actually came in a little under last year's rate. The renewal rate for employee coverage came in at \$498.57 as opposed to the current employee rate of \$501.70. Mr. Akers informed the Committee that even with the plan design changes, the City still has a very good plan.

Mr. Akers indicated that the dental renewal went up 5% with no changes and the life insurance went up 5% on the base life with no change to the voluntary life.

Dean mentioned to the Committee that during his last manager's meeting he shared some of the information about the renewal rates going down on the health plan with employees and they responded with a round of applause. He expressed his appreciation for all of the work that had gone into designing a plan that remained flat dollar wise and was still an excellent benefit for employees.

The Personnel Committee also expressed their thanks to the staff and recommends that the renewals be presented to the Board of Aldermen for final approval.

Discussion of Health & Wellness/non-tobacco initiatives

Lori presented the Wellness and Non-Tobacco Forms to the Committee. Cameron Black of Ollis & Company was also present to answer any questions. Lori informed the Committee that a fifth option was added to the form – *I choose not to participate in this program (I realize that I will be obligated to pay 15% of the Employee Coverage health insurance premium cost during 2012 because of this.)*

Mayor Presley asked if the non-tobacco incentive extended to family members. Lori answered that it does not at this time. Mayor Presley asked Mr. Black if he had prepared other forms like this and he indicated that he had. Both Lori and Kelli indicated that the City's labor attorney had reviewed and approved the form.

There was much discussion regarding how the non-tobacco incentive is being received by the employees. Staff indicated that most of the employees are accepting of the plan, however, there are those who are still feeling penalized and there are at least two who have openly stated that they will drop out of the insurance. Mayor Presley asked that staff come back to the Committee with the number of employees who do decide to drop the insurance.

Lori next directed the Committee to the Passive/Active Wellness Options Quarterly Checklist. She indicated that it had been revised to be point-based. It was felt that changing to a point system would provide an easier tracking method for employees to report their wellness activities. The requirements for some of the options were modified. Cameron Black mentioned that the numbers come from the Surgeon General's report and have been modified to a beginning level. He indicated that while very simplified, for the first year of the program, it will get people moving and then every year we can increase the requirements.

There were a number of questions from the Committee including what happens if an employee is unable to accomplish their goals and when they would be subject to the 15 % increase for non-participation. Kelli explained that a "grace" month is built into the plan and as the plan is quarterly based the earliest an employee would have to pay the 15% would be April 1st for non-participation in the first quarter.

The Committee recommended adding "walking" to the "Participate in aerobic exercise (running, swimming, jogging, biking, etc.): 30 minute session line of the Active Options".

Luise Bird motioned to approve the Wellness and Non-Tobacco forms with the recommendation of adding walking to the Passive/Active Wellness Options – Quarterly Checklist. Janet Akers seconded. Voting aye: Presley, Akers, Bird, and Kruithof. Voting Nay: None. Motion Carried.

Discussion of "Opt-Out"

Lori presented the 2012 Health Insurance Opt Out Form to the Committee for review. She informed the Committee that only those employees who show proof of other coverage will be allowed to "opt out" and receive the \$100 per month payment.

There was concern expressed by the Committee that employees would not enroll in comparable or credible coverage. It was determined that since the terminology "credible coverage" means equal to or greater than Medicare coverage, that the City use that terminology.

The Committee also discussed the terminology “credible proof”, as it appears in line five of the first option under the paragraph which reads, “*I have read and understand the above, and I have elected the paragraph marked below:*” The Committee requested that the line be amended to read “...additional proof that I am, in fact, covered under another credible health insurance plan.”

Dean Kruithof motioned to approve the 2012 Health Insurance Opt Out Form as amended. Voting Aye: Presley, Akers, Bird and Kruithof. Voting Nay: None. Motion Carried.

Discussion of EAP Provider

Lori informed the Committee that the Employee Assistance Program is currently administered through Anthem. There were four responses to the Request for Quote for Employee Assistance Program provider for the City with Anthem having the low bid. Staff does recommend continuing the EAP services with Anthem for 2012.

Dean motioned that the City accept the quote from Anthem for the Employee Assistance Program Provider. Voting Aye: Presley, Akers, Bird, and Kruithof. Voting Nay: None. Motion Carried.

Discussion of Drug Testing Provider

Lori informed the Committee that there was only one response to the Request for Quote for a drug testing provider for the City. The response was from Employee Screening Services. Kelli explained to the Committee that Employee Screening Services has established a relationship with Skaggs Regional Medical Center, who currently provides all the drug testing services for the City of Branson. Employee Screening Services is fully capable of providing all required and needed aspects of the City of Branson’s drug and alcohol testing program, including Compliance and Third Party Administrative services and consulting.

The Committee asked if clerical employees were included in the random testing process. Kelli responded that currently we test those employees who are in safety-sensitive positions and those required under DOT guidelines. The City does not currently include clerical employees in their random testing process and to do so would increase costs. Mayor Presley asked to have the Employee Personnel Committee (EPC) discuss this topic and investigate what other employers do and what is standard.

Dean motioned that the City accept the quote from Employee Screening Services as drug testing provider. Voting Aye: Presley, Akers, Bird, and Kruithof. Voting Nay: None. Motion Carried.

Personnel Officer’s Report

Lori reported to the Committee that with the Merit Pay Plan going into effect in 2012, there are changes that are necessary to the Personnel Manual to reflect the changes. She informed the Committee that the packet they had, indicates the changes to the Manual in red.

After reviewing the changes, there was discussion regarding whether certain positions in Police and Fire, as outlined in Article 3 – PAY PLAN & MERIT PLAN, Section 1. Preparation of Pay Plan and Merit Plan on page 14 should be part of the merit pay system or remain on the current step and grade system. It was determined to omit the last two sentences of the first paragraph which read, “The following positions will remain on the pay plan and not convert to the merit plan: Firefighter, Fire Engineer, Fire Captain, Police Sergeant, Police

Lieutenant, Police Officer, Police Captain, and Dispatcher. All other full-time positions in the City will be converted to the merit plan as outlined.” Now, the second paragraph under this heading will begin with the word, “In” and will read, “In 2012, full-time city employees will start transitioning over to the merit plan. In calendar year 2012, all Directors, Assistant Directors, and Upper Level Supervisors (as identified) in each department will transition to the merit plan. All other employees will remain on the pay plan. Additional positions to convert over to the Merit Plan in calendar years 2013 and 2014 will be evaluated in 2012.

It was recommended by the Committee that meetings be held with Police and Fire be held to determine their thoughts on whether they should be included in the merit plan or remain on the pay plan.

Luise Bird motioned to pass the changes to the Personnel Manual as amended by the Personnel Committee. Voting Aye: Presley, Akers, Bird, and Kruithof. Voting Nay: None. Motion Carried.

Discussion on Next Meeting

The December meeting of the Personnel Committee was cancelled. The next meeting of the Personnel Committee will be Friday, January 13, 2012 at 8:30 a.m.

Adjournment

The meeting was adjourned at 9:45 a.m.

Employee Screening Services

Columbia, Joplin, Kansas City, Lebanon, Rolla, Sedalia, Springfield, St. Joseph

CORPORATE OFFICE: 2055 S. Stewart, Ste. A, Springfield, MO 65804

Phone: 417-887-7697 Fax: 417-887-7692 Toll-Free: 888-379-7697

CITY GOVERNMENTS USING ESS

Ava*	Henrietta	Mt. Vernon	Steelville
Bolivar*	Hermann	Nixa	Stockton
Boonville	Houston	Oronogo	Sullivan
Bourbon	Hurley	Osawatomie, KS	Tarkio
Buffalo*	Kimberling City	Owensville	Tipton
Butler	Kirksville	Ozark	Trenton
California	Lake Ozark*	Pacific	Village at Merriam Woods
Cartersville*	Lebanon*	Potosi	Warrensburg
Carthage (Water & Electric)	Lexington	Republic	Warsaw
Concordia	Licking	Richmond*	Waynesville
Crane	Lockwood	Rock Port	Windsor
Crocker	Macon*	Rogersville*	
Dixon	Mansfield*	Rolla	4/14/06
Fayette	Marionville	Salem	
Forsyth	Marshall*	Savannah*	* Cities believed to test all employees
Fulton	Marshfield	Sedalia*	
Gerald	Maryville	Seneca*	
Girard, KS	Maysville*	Seymour	
Glasgow	Milan	Slater	
Golden City	Miller	St. James	
	Montgomery City	St. Roberts	

MEMORANDUM

TO: Personnel Committee

FROM: Personnel Director Kelli Fleck

DATE: January 6, 2012

SUBJECT: Name Change from Personnel to Human Resources

The professional discipline of Personnel Management has been broadened over the past twenty (20) years to encompass much more than simply hiring, records retention and terminating. To appropriately reflect its expanded scope of influence within organizations and across departments, the industry accepted name changed from Personnel Management to Human Resources Management in the late 1980's.

In keeping with current standard terminology and practices, staff recommends that the City of Branson Personnel Department name be changed to the Human Resources Department. For consistency, staff also recommends that the Personnel Manual name and all references to said be changed to Human Resources Manual. Also, staff recommends the Personnel Committee name be changed to the Human Resources Committee, and the Employee Personnel Committee (EPC) name be changed to Employee Human Resources Committee (EHRC).

All of these name changes will require amending the City of Branson Municipal Code reflecting the above name changes. If approved by this committee, these changes will be presented to the Board of Aldermen for a first reading at the January 24, 2012 meeting.

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MEMORANDUM

TO: Personnel Committee

FROM: Personnel Director Kelli Fleck

DATE: January 6, 2012

SUBJECT: Broker or Insurance Company for Municipal Insurance

The Municipal Insurance, which includes property, liability, auto, and worker's compensation packages, will expire June 30, 2012. This last went out for bid in 2009, at which time two (2) bids were received, one from companies represented by Akers & Arney and one from companies represented by Connell Insurance. Both brokers made presentations to a joint meeting of the Board of Aldermen, Budget & Finance Committee, and the Personnel Committee on May 14, 2009. Motions were made and approved by both committees to accept the low bid of Connell Insurance, subject to concerns, that were later clarified before going to the Board. The Board of Aldermen approved the bid at their meetings on June 9 and June 23, 2009.

The question has arisen as to whether the City should go out to bid for an insurance broker for the municipal insurance packages, or should the bid go out for an insurance company meeting all of the bid requirements with the lowest cost (like last time). The advantage of awarding to the low bidder is it is clear-cut. The advantage of awarding to a Broker makes them responsible to ensure coverage amounts are at required limits, up to date, and to be sure all aspects of coverage are correct. But, writing the parameters to make the Broker selection is difficult.

The broker approach was used when the health insurance was last bid in 2009 and was awarded to Akers and Arney.

As it is quickly approaching the time to start the process of securing the City municipal insurance packages for a July 1, 2012 beginning date, staff is requesting a decision from the Personnel Committee on whether to go out to bid for a broker or an insurance company.

MEMORANDUM

TO: Personnel Committee

FROM: Kelli Fleck, Personnel Director

DATE: January 13, 2012

SUBJECT: FY 2012 Health & Wellness and Non-Tobacco Usage Incentives Analysis and Summary

2012 Non-Tobacco User Incentive Program Numbers

182 Employees (EE's) have indicated that they are non-tobacco users

- 31 EE's have indicated that they are users, but will discontinue use by 1/1/2012
- 12 EE's have indicated that they are not participating in the Non-Tobacco User Incentive Program
- 0 EE's elected to go through a qualified tobacco cessation program and be tested for tobacco usage in July

2012 Health & Wellness Incentive Program Numbers

221 EE's opted to participate in the Health & Wellness Program

- 4 EE's opted not to participate in the Health & Wellness Program
- 5 EE's have opted out of the City's health insurance and have furnished proof of coverage under another credible health insurance plan. These 5 EE's not participating in the City's health insurance plan saves the City \$23,914.20 total for fiscal year 2012. (this amount equals a full year's premium minus the \$100 monthly incentive)

0 EE's have opted out of the City's health insurance without coverage under another credible health insurance plan

Only 1 EE is not participating in both the Health & Wellness and Non-Tobacco User Incentive Programs

MEMORANDUM

TO: Personnel Committee
FROM: Kelli Fleck, Personnel Director
DATE: January 13, 2012
SUBJECT: FY 2011 Turnover Analysis Summary

A total of 26 full-time positions were vacated during the 2011 calendar year. Those 26 full-time positions represented 10.88% of the total number of full-time positions, an increase of .24% over last year. Eighteen of those individuals terminating employment with the city resigned (same as last year). Four employees retired (same as last year), and four were discharged (one more than last year). Employees left City of Branson employment with an average of 7 yrs 4 mos., which is up from last year's average of 5 yrs 9 mos.

You will see this in more detail in the spreadsheets following this memo.

2011 City of Branson Employee Turnover Rate by Department

<u>Department</u>	<u>Employee</u>	<u>Position</u>
Administration		0.00%
Economic Development		0.00%
Public Information		100.00%
	Jerry Adams	Communications Director
Finance & Personnel		14.29%
	Hugo Huacuz	Accountant I
	Lori Helle	Finance & Personnel Director
Clerks/Court/Legal		0.00%
Parks		11.11%
	Deb Lambert	Office Assistant II
	Tom Ratesi	Maintenance Worker I
IT		50.00%
	Ryan Gibbs	Systems NetTech
	Cary Enicks	Systems NetTech
Police		21.67%
	Caroll McCullough	Police Chief
	Amber Norris	Dispatcher I
	Kevin Fratt	Dispatcher I
	Denise Bjorge	Dispatcher I
	Joey Herd	Dispatcher I
	Kirk Lowery	Dispatcher I
	Schalonia Smith	Dispatcher I
	Thad Torix	Police Officer I
	Charles Dale	Police Officer I
	Taylor Jenkins	Police Officer I
	Chase Rains	Police Officer II
	Kip Teitsort	Police Officer II
	Ron Ginn	Police Sergeant

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2011 City of Branson Employee Turnover Rate by Department

<u>Department</u>	<u>Employee</u>	<u>Position</u>
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Fire		10.00%
	Carl Sparks	Fire Chief
	Rick Palmer	Fire Engineer
	Timothy Umfleet	Firefighter
	Stephen Layton	Firefighter
Utilities		2.17%
	Rad Massey	Supervisor II
Engineering & Public Works		0.00%
Planning & Development		8.33%
	Loretta McCullough	Office Specialist
	2011 Turnover	26
	% Turnover =	26/239= <u>10.88%</u>

Turnover Rate Vs. Other Cities

	<u>Branson</u>	<u>Bentonville, AR</u>	<u>Joplin, MO</u>	<u>Springfield, MO</u>	<u>Columbia, MO</u>	<u>Jeff City, MO</u>	<u>Jonesboro, AR</u>	<u>Pigeon Forge, TN</u>
<u>2008</u>	15.61%	9.10%	21.90%	9.19%	8.03%	6.40%	11.40%	5.18%
<u>2009</u>	11.06%	8.70%	16.70%	7.03%	7.85%	6.20%	11.20%	1.99%
<u>2010</u>	10.64%	10.60%	10.50%	7.32%	8.41%	5.20%	9.50%	2.39%
<u>2011</u>	10.88%	12.50%		8.40%	10.04%	7.10%	9.25%	9%

* Fort Smith, AR simply responded that they average 7%

** Fayetteville, AR never responded to our several requests