

== NOTICE OF MEETING ==



HUMAN RESOURCES COMMITTEE

Wednesday, January 15, 2020 – 9:30 a.m.
Fishbowl – Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of November 27, 2019 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Update on Factors for Performance Appraisals for City Employees.
- 6) Discussion of Cyber Liability and Cyber Risk Mitigation.
- 7) Update from the City Risk Manager.
- 8) Human Resources Director's Report.
- 9) Adjourn.

Where Values are the Difference

JANUARY – Vision

Planning for the future and encouraging growth.

Posted: January 13, 2020

At: _____ By: _____

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For more information please visit www.bransonmo.gov or contact:

Lisa Westfall, City Clerk, 417-337-8522

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

November 27, 2019

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, November 27, 2019. The meeting was called to order by Mayor Edd Akers at 9:30 a.m.

2) Roll Call

Committee Members present: Mayor Edd Akers, City Administrator Stan Dobbins, Alderman Kevin McConnell, Alderman Rick Castillon and community members Bryan Cossiboom and Joshua Allen. There is a quorum.

Also present: Assistant City Administrator John Manning, Human Resources Director Jan Fischer, Bob Smither, Kimberly Cooper, Gina Stech, Keith Francis and Chris Lebeck.

3) Acknowledgement of October 16, 2019 Minutes.

Motion to approve: Alderman Rick Castillon; Second: Alderman Kevin McConnell; Vote: 6 yes, 0 no.

4) Discussion of New Hires/Promotions/Reclassifications.

Discussion led by Human Resources Director Jan Fischer.

5) Review Wellness Appeal.

Discussion introduced by Jan Fischer. Discussion among committee members.

Motion to recommend to City Administrator to extend Appeal Application Number 20192711D two weeks, until December 11, 2019 to get Primary Care Physician Form turned in and if by that deadline, can move to Tier I; Appeal Application Numbers 20192711A, 20192711B, 20192711C recommended to be approved to move to Tier I since their forms are already turned in: Alderman Kevin McConnell; Second: Joshua Allen; Vote: 5 yes, 0 no, 1 Abstain. (City Administrator Stan Dobbins abstained.)

6) Update from Safety and Risk Management.

Safety update given by Bob Smither.

7) Human Resources Director's Report.

Update given by Jan Fischer. Open enrollment started today, November 27, 2019 and will go through next week, December 6, 2019. Health Risk Assessments are available to City employees, their spouses and elected officials on January 31, 2020 and February 7, 2020 at the Branson RecPlex.

8) Adjourn.

Motion to adjourn: City Administrator Stan Dobbins; Second: Alderman Rick Castillon; Vote: 6 yes, 0 no.

Time Adjourned: 10:00 a.m.

Promotions and Transfers

Name	Date of Change	Position	Department	Promotion or Transfer
Cheryl Harrison	12/31/2019	Office Specialist III	PW/Engineering	Promotion/Reclassification
Darren Matthews	12/23/2019	Fire Inspection Officer	Fire	Promotion
Kimberly Cooper	11/26/2019	Assistant Human Resources Director	Human Resources	Promotion/Reclassification
Clayton Miller	11/28/2019	Police Officer II	Police	Reclassification
Corey Powell	12/31/2019	Engineering Project Manager	PW/Engineering	Promotion
Amber Edie	01/13/2020	Police Officer Trainee	Police	Promotion
Dispatchers	10/12/2019	Dispatchers	Police	Reclassification of Pay Grade
Police Officer I	12/31/2019	Police Officer I	Police	Reclassification of Pay Grade
Police Officer II	12/31/2019	Police Officer II	Police	Reclassification of Pay Grade
Sergeant	12/31/2019	Sergeant	Police	Reclassification of Pay Grade
Fire Battalion Chief	12/31/2019	Fire Battalion Chief	Fire	Reclassification of Pay Grade

Hires

Name	Date of Hire	Position	Department	Rehire or New Hire
Marcia Chapman	11/25/2019	Senior Accountant	Finance	Rehire
Julie Anderson	12/02/2019	Accounting Clerk	Finance	New Hire
Philip Parsons	12/09/2019	Utility Accountant	Finance	New Hire
J. Ryan Hill	01/06/2020	Purchasing Agent	Finance	New Hire
John McManus	12/02/2019	Firefighter	Fire	New Hire
David Durham	11/23/2019	Part Time Maintenance Worker	PW/Engineering	New Hire
Josh Aubin	01/21/2020	Recreation Specialist	Parks and Recreation	New Hire
Matthew Bequette	01/06/2020	Plant Operator I	Utilities	New Hire

MEMORANDUM

TO: Human Resources Committee Members
FROM: Jan Fischer, Human Resources Director
DATE: January 15, 2020
SUBJECT: Performance Evaluation Updates

For more than eight years, the City has been using Performance Pro as its means for evaluating employee performance. Through 2014, there were ten factors on which employees were evaluated, and their value was weight all the same regardless of the employee’s position with the City.

In January 2015, the number of factors were decreased to a more manageable and more appropriate number. All employees are evaluated on:

Non-supervisors			Supervisors	
Factor	Weight		Factor	Weight
Work Quantity/Quality	34%		Work Quantity/Quality	16%
Work Skills and Abilities	20%		Work Skills and Abilities	16%
Work Relationships	22%		Work Relationships	20%
Workplace Characteristics	24%		Workplace Characteristics	22%
			Supervisory Skills	26%
Total	100%		Total	100%

Non-supervisor Leads	
Factor	Weight
Work Quantity/Quality	30%
Work Skills and Abilities	20%
Work Relationships	18%
Workplace Characteristics	20%
Lead Responsibilities	12%
Total	100%

However, one of the latest topics discussed in human resources circles speaks to employee engagement. How well engaged are employees? Some statistics indicate that about one-third of all employees are engaged in the mission of the organization, meaning that their position is more than “just a job.” The non-engaged employee can be a drag on the organization, while

leaving the engaged employees to handle the preponderance of the workload.

Furthermore, after meeting with some different supervisors within the City, their feedback was that they would like to see an area clearly articulated where “attitude” could be mentioned and evaluated. How many organizations have employees who are great at their jobs, but their behavior is otherwise toxic and counterproductive to others there?

So in order to be able to evaluate and encourage employee engagement with good attitudes, we have implemented Engagement/Attitude as an additional factor in evaluating employees.

Non-supervisors			Supervisors	
Factor	Weight		Factor	Weight
Work Quantity/Quality	28%		Work Quantity/Quality	14%
Work Skills and Abilities	18%		Work Skills and Abilities	14%
Work Relationships	20%		Work Relationships	16%
Workplace Characteristics	22%		Workplace Characteristics	18%
Engagement/Attitude	12%		Supervisory Skills	22%
			Engagement/Attitude	16%
Total	100%		Total	100%

Non-supervisor Leads	
Factor	Weight
Work Quantity/Quality	26%
Work Skills and Abilities	18%
Work Relationships	16%
Workplace Characteristics	16%
Lead Responsibilities	12%
Engagement/Attitude	12%
Total	100%