

== NOTICE OF MEETING ==



HUMAN RESOURCES COMMITTEE

Wednesday, April 18, 2018 – 9:30 a.m.

Administrative Conference Room – Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of March 21, 2018 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Presentation of Lezage Supervisory Training.
- 6) Update from the City's Safety Team.
- 7) Human Resources Director's Report.
- 8) Adjourn

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Lisa Westfall, City Clerk, 417-337-8522

Posted: 2018

At: _____ By: _____

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MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

March 21, 2018

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, March 21, 2018 at 9:31am. The meeting was called to order by Mayor Karen Best.

2) Roll Call

Committee Members present: Mayor Karen Best, City Administrator Stan Dobbins, Alderwoman Cris Bohinc, Alderman Kevin McConnell, and Bryson Allen joined at 9:32. **Committee members absent: Donna Glotz.** Bryson stepped out at 10:48 and did not return before meeting was adjourned.

Also present: Human Resources Director Jan Fischer, Risk Manager Bob Smither, Senior Human Resources Generalist Kimberly Cooper, Human Resources Generalist Jamie Patrick, Human Resources Assistant Morgan Wermuth, and Melody Pettit Communications Manager. John Akers and Pam Hamilton from Ollis Akers and Arney were also in attendance and left at 10:22 after their presentation.

3) Acknowledgement of February 21, 2018 minutes.

The minutes of the January 17, 2018 meeting were acknowledged and Cris Bohinc stated there was an error that needed corrected from the minutes of 02-21-18: When the board went into Executive Session at the 02-21-18 HRC meeting, the minutes should have reflected RSMo 610.021.3 for discussion of employee personnel, not RSMo 610.021 and 610.022 as the original minutes reflected. Amendment was recommended and change was made to reflect RSMo 610.021.3.

Motion to approve as amended: City Administrator Stan Dobbins; Second: Alderman Kevin McConnell; Vote: 5 Yes, 0 No.

4) Discussion of New Hires/Promotions/Reclassifications.

Update given by Human Resources Director Jan Fischer.

5) Update on Planning by Ollis, Akers, Arney with John Akers.

Timeline of 2018 health plan deadlines presented by John Akers.

6) Review of 2017 Anthem Health Insurance Claims Data.

Discussion led by John Akers.

7) Update from City's Safety Team.

Update given by Risk Manager Bob Smither.

8) Human Resources Director's Report.

Update given by Jan Fischer. National workforce shortage concerns were presented by Mayor Best and discussed.

9) Adjourn.

A motion to adjourn was made.

Motion: Alderman Kevin McConnell; Second: Alderwoman Cris Bohinc; Vote: 4 Yes, to 0 No, 1 Absent.

Time Adjourned: 10:50 am

Promotions and Transfers

Name	Date of Change	Position	Department	Promotion or Transfer
Sean Barnwell	02/07/18	Police Lieutenant	Police	Promotion from Police Sergeant
Caleb Teig	02/07/18	Police Sergeant	Police	Promotion from Police Officer II
Morgan Wermuth	03/05/18	Human Resources Clerk	Human Resources	Reclass from Human Resources Assistant
Don Eby	03/19/18	Plant Operator III – WT	Utilities	Reclass from Plant Operator II – WT
Steve Kawka	03/19/18	Plant Operator III – BioSolids	Utilities	Reclass from Plant Operator II – BioSolids
Ryan French	03/19/18	Plant Operator III – Sewer	Utilities	Reclass from Plant Operator II – Sewer
Mike Stech	03/19/18	Utilities Crew Leader	Utilities	Reclass from Maintenance Worker II
Caleb Atchley	03/19/18	Electrician III	Utilities	Reclass from Electrician II
Bryan Miller	03/31/18	Training/Recruitment Coord.	Police	Police from Sergeant
Eric Wehmeier	03/31/18	Police Sergeant	Police	Police from Officer II
Scott Epps	04/01/18	Plant Operator II – BioSolids	Utilities	Reclass from Plant Operator I - BioSolids

Hires

Name	Date of Hire	Position	Department	Rehire or New Hire
Mark Thompson	03/22/18	Building Maintenance Assistant	Public Works	New Hire
Kayla Paris	03/29/18	Part-Time Office Assistant	Parks and Rec	New Hire
Teresa Smith	04/03/18	Accounting Clerk	Finance	New Hire
Sabrina Presley	04/03/18	Office Assistant III	Finance	New Hire
Rachel Underwood	04/09/18	Court Specialist	Court/Clerk's Office	New Hire

Supervisor Training Outline

*Item 5
Handout*

Level 1 Supervisor Training (Introduction to Supervision)

- Behavioral Safety Leadership
- Becoming a Leader - How to Prepare for a Leadership Role
- Handling Employee Complaints
- Leadership Skills - Managers and Supervisors
- Motivating Employees - Tips and Tactics for Supervisors
- Workplace Ethics for Supervisors

2.4 Hours

Level 2 Supervisor Training (Environment Awareness)

- Slips Trips and Falls - What Supervisors Need to Know
- Sexual Harassment - What Supervisors Need to Know
- Substance Abuse - What Supervisors Need to Know
- Workplace Harassment - What Supervisors Need to Know
- Workplace Violence - Supervisors

2.8 Hours

Level 3 Supervisor Training (Federal and State Regulations)

- ADA - What Supervisors Need to Know
- COBRA and HIPAA - What Supervisors Need to Know
- FMLA - What Supervisors Need to Know
- HIPAA - Your Obligations Under the Privacy Rule
- Workers' Compensation - What Supervisors Need to Know

3.2 Hours

Level 4 Supervisor Training (Ensuring a Safer Environment)

- Job Hazard Analysis
- Office Hazards - Supervisors
- Preventing Slips Trips and Falls
- Process Safety Management
- How to Prevent and Respond to Bullying at Work
- Preventing Sexual Harassment - A Guide for Supervisors
- Workplace Harassment - What Supervisors Need to Know
- Workplace Violence - Supervisors

3.5 Hours

Level 5 Supervisor Training (Employee Interaction/Communications)

- Business Writing - Supervisors
- Conflict Resolution - Consensus Building
- Customer Service Skills
- Diversity - Legal Basics for Supervisors
- Generational Diversity
- Workplace Diversity for Supervisors

2.8 Hours

Supervisor Training Outline

Level 6 Supervisor Training (Performance Management)

- Attendance Management - Supervisors
- Coaching for Superior Employee Performance - Supervisors
- Managing Challenging Employees
- Measuring Job Performance - What Supervisors Need to Know
- Performance Appraisals - How to Conduct Effectively

2.4 Hours

Level 7 Supervisor Training (Employee Discipline)

- Employment Law - Supervisors
- Grounds for Termination - What Managers and Supervisors Need to Know
- Progressive Discipline
- Terminating Employees - The Process
- Terminating Employees - What Supervisors Need to Know

2.2 Hours

Level 8 Supervisor Training (Interview and Selection)

- Effective Meetings - How to for Supervisors
- Hiring Legally
- Interviewing Skills for Supervisors
- Job Descriptions - How to Write Them Effectively
- Workplace Privacy - What Supervisors Need to Know

2.3 Hours

Level 9 Supervisor Training (Work/Personal Balance)

- How to Conduct New Employee Orientation
- Recordkeeping and Notice Requirements
- Reducing Employee Turnover - Increasing Retention
- Team Building for Supervisors
- Balancing Work and Home

2.4 Hours

24.0 to 30.0 Hours Total