

NOTICE OF MEETING



HUMAN RESOURCES COMMITTEE

Wednesday, February 19, 2020 – 9:30 a.m.
Fishbowl – Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of January 15, 2020 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Discussion of 2020 plan for 2021 Benefits.
- 6) Discussion of Medical Insurance Broker Scorecard.
- 7) Discussion of 2019 Turnover Data.
- 8) Update from the City Risk Manager.
- 9) Human Resources Director's Report.
- 10) Adjourn.

Where Values are the Difference

FEBRUARY – Leadership

Exhibiting a positive example in leading others toward achievement.

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

Lisa Westfall, City Clerk, 417-337-8522

Posted: February 14, 2020

At: _____ By: _____

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MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

January 15, 2020

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, January 15, 2020. 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, and Alderman Rick Castillon. There is a quorum.

Also present: Assistant City Administrator John Manning, Human Resources Director Jan Fischer, Kimberly Cooper, Bob Smither, Kelly Farner, Gina Stech, Chena Simmons, Melody Pettit, Chad Forster, Tim Connell, Ted Martin, Jamie Rouch and Traci Henderson.

Conference call: Nathan Covey and Anita Ford.

3) Acknowledgement of November 27, 2019 Minutes.

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

4) Discussion of New Hires/Promotions/Reclassifications.

Discussion led by Human Resources Director Jan Fischer.

5) Update on Factors for Performance Appraisals for City Employees.

Discussion introduced by Jan Fischer.

Factors employees are evaluated on have been decreased to a more manageable and more appropriate number and Engagement/Attitude has been implemented as an additional factor in evaluating employees.

6) Discussion of Cyber Liability and Cyber Risk Mitigation.

Discussion introduced by Bob Smither; led by Chad Forster, Nathan Covey, Tim Connell and Anita Ford.

Discussion among committee members regarding the balance of insurance and infrastructure for cyber liability and cyber risk mitigation.

Recommendation to move forward with increase to \$10M coverage for cyber security: City Administrator Stan Dobbins; Second: Alderman Rick Castillon; Vote 4 yes, 0 no.

7) Update from Safety and Risk Management.

Safety update given by Bob Smither.

8) Human Resources Director's Report.

Update given by Jan Fischer. Only employees who changed insurance plans at open enrollment will receive new insurance cards. A new committee member search to replace community member Joshua Allen has been implemented. The Board approved Human Resources Manual Articles 6, 7, 8, 13 regarding substance abuse and equal employment. The committee was informed that Sergeant testing for the Police Department will begin soon.

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

January 15, 2020

9) Adjourn.

Motion to adjourn: Alderman Rick Castillon; Second: City Administrator Stan Dobbins; Vote: 4 yes, 0 no.

Time Adjourned: 11:00 a.m.

Promotions and Transfers

Name	Date of Change	Position	Department	Promotion or Transfer
Dustin Carfield	01/13/2020	Heavy Equipment Operator	Public Works	Promotion
Linda Williams	02/13/2020	Office Assistant III	Public Works	Promotion

Hires

Name	Date of Hire	Position	Department	Rehire or New Hire
Coleton Hillwick	01/21/2020	Police Officer I	Police	New Hire

City of Branson

Preferred Client Agreement

This schedule of activities demonstrates to you the ongoing plan of risk management and loss control we will provide to your firm. The plan will provide both of us with an established schedule of dates for updating your TCOR Index™, reviewing your insurance coverage, monitoring your exposures, and general handling of ongoing support and services.

DATE DUE	SERVICE	TEAM MEMBER RESPONSIBLE
February 2020	Debrief 2020 Renewal Process 2020 Plan and Calendar (Preferred Client Agreement)	Erica Gaynor & John Akers
March 2020	Schedule meeting to: Clinical Review with Julie Augustine Wellness Funds Discussion with Timara Runner Meet New Hire – Sonya Seitz	Erica Gaynor & John Akers
April/May 2020	OAA Team Available for New Hire Meetings	Erica Gaynor, John Akers & Pamela Hamilton
July 2020	Schedule Meeting for Ancillary Renewal Review <ul style="list-style-type: none"> • College Tuition Reimbursement Program • Pet Insurance • Life Insurance • STD & LTD – Include American Fidelity for this discussion. <p>Will for sure collect census for life insurance and market.</p>	Erica Gaynor, John Akers & Pamela Hamilton
August 2020	Renewals Released Claims Review HR Committee Meeting August 19 th @ 9:30 with Material Due by August 14 th	Anthem & OAA Team
September 2020	HR Committee Meeting September 16 th @ 9:30 with Material Due by September 11 th	Erica Gaynor & John Akers
September 18 th	Begin Collecting Contracts from Carriers	Pam Hamilton
October 1 st	All Signed Paperwork from Carriers	John Akers

October 2020	Board of Alderman Meeting October 13 th First Read Board of Alderman Meeting October 27 th Second Read	Erica Gaynor & John Akers
October 14 th	Begin Portal Build with American Fidelity	Pam Hamilton & COB Team
October/November 2020	Employee Meetings / Employee Benefits Guide Delivered Onsite for Enrollment Assistance	OAA Team
January 2021	Renewal	

In addition to the above scheduled items, the following are services which our agency will provide you on an ongoing basis during the policy year:

- Member Claims Assistance with Myleah Shrimpton
- Monitor your business to increase knowledge of your operation
- Review loss information as needed
- Assist in developing loss control programs for your operations
- Attend safety or board meetings upon request
- Report trends in the insurance industry and how they could affect your business
- As We Agreed letter following each visit restating service items agreed upon

HUMAN RESOURCES

EMPLOYMENT | SAFETY | RISK MANAGEMENT

TO: Human Resources Committee
FROM: Jan Fischer, Human Resources Director
DATE: February 19, 2020
SUBJECT: City of Branson 2019 Turnover

The attached spreadsheets are illustrative of the City of Branson's 2019 employee turnover. As noted, the City's turnover was lower by 76 one-hundredths of a percent from 2018 and is one one-hundredth of a percent greater than the City's five-year average.

2019 City of Branson Employee Turnover Rate by Department Full Time Positions

<u>Department</u>	<u>Employee</u>	<u>Position</u>	<u>Reason</u>
Administration	5 FTEs	Turnover:	0.00%
		None	
Finance	14 FTEs	Turnover:	14.29%
		Utility Accountant Accounting Clerk <i>Accountant I - Payroll/AR</i>	Resigned Resigned <i>Transfer to Fire</i>
Human Resources	6 FTEs	Turnover:	16.67%
		HR Generalist	Resigned
City Clerk/Court/Legal	10 FTEs	Turnover:	10.00%
		Court Specialist	Resigned
Parks & Recreation	24 FTEs	Turnover:	8.33%
		Supervisor II - Maintenance Parks Business Supervisor	Retired Resigned
Information Technology	5 FTEs	Turnover:	0.00%
		None	
Police	80 FTEs	Turnover:	12.50%
		Dispatcher I Dispatcher I Dispatcher I Office Assistant II - Records Police Officer I Police Officer I Police Officer I Police Officer I Police Officer I Police Officer I	Resigned Resigned Resigned Resigned Resigned Resigned Resigned Resigned Resigned Resigned
Fire	48 FTEs	Turnover:	6.25%
		Firefighter Firefighter Office Assistant III <i>Firefighter</i>	Terminated Resigned Retired <i>Transfer to Police</i>
Utilities	51 FTEs	Turnover:	9.80%
		Plant Operator I Plant Operator Trainee Plant Operator Trainee Plant Operator I Plant Operator II	Resigned Resigned Terminated Resigned Resigned
Public Works & Engineering	37 FTEs	Turnover:	21.62%
		Maintenance Worker I - Streets	Resigned

		Maintenance Worker I - Hwy 76 Maintenance Worker I - Streets Master Mechanic Office Assistant II - PW Sign Shop Technician Engineering Project Manager Heavy Equipment Operator	Retired Resigned Terminated Resigned Resigned Resigned Resigned
Planning & Development	8 FTEs	Turnover:	0.00%
		None	
	288 FTEs		
	2019 Turnover	Separations = % Turnover:	11.11%

City of Branson Annual Employee Turnover Rate by Department

	2019	2018	2017	2016	2015
Administration	None	Admin Office Mgr Office Assistant II Office Assistant II	City Administrator Communications Manager	NONE	NONE
Economic Development					Economic Devt. Dir.
Finance	Utility Accountant Accounting Clerk	Accountant II - Payroll	NONE	Accounting Clerk Accounting Clerk Office Assist II/III Office Assistant II Office Assistant II	Accountant II Accountant II
Finance & Personnel					
Human Resources	HR Generalist	HR Clerk Safety Officer	Assistant HR Director	Safety Officer	Assistant HR Director HR Specialist II
Public Information					
City Clerk/Court/Legal	Court Specialist	City Attorney Court Specialist	Court Specialist	Court Specialist Court Specialist	NONE
Parks & Recreation	Supervisor II - Maint Parks Business Super.	Maintenance Worker Maintenance Worker Recreation Specialist II Facilities Manager	Recreation Specialist II	Gardener Maintenance Worker I	Facilities Manager Maintenance Worker Maintenance Worker Maintenance Worker

City of Branson Annual Employee Turnover Rate by Department

	2019	2018	2017	2016	2015
Information Technology	NONE	IT Technician I	NONE	NONE	NONE
Police	Dispatcher I Dispatcher I Dispatcher I Office Assistant II - Records Police Officer I Police Officer I Police Officer I Police Officer I Police Officer I Police Officer I	Parking Control Officer Dispatcher Dispatcher Police Officer I	Dispatcher Dispatcher Police Captain Police Officer I Police Officer I Police Officer I Police Officer II	Police Officer II Office Assistant II Police Officer I Police Officer I Police Officer I Police Officer I Dispatcher Dispatcher Police Sergeant Police Sergeant Police Chief	Police Officer II Police Officer II Police Officer II Dispatcher Dispatcher Police Sergeant
Fire	Firefighter Firefighter Office Assistant III	Firefighter Firefighter	Firefighter	Fire Engineer Firefighter Firefighter	Fire Captain Fire Captain Firefighter Office Assistant II
Utilities	Plant Operator I Plant Operator Trainee Plant Operator Trainee Plant Operator I Plant Operator II	Backflow Technician Electrician III Equipment Op II Equipment Op II Maintenance Worker I Maintenance Worker II Office Assistant II	Equipment Op. II Maint Worker I Maint Worker I Plant Operator I Plant Operator I Office Assistant III	Plant Operator I MW II MW I Plant Operator I Plant Operator I Plant Operator I	Plant Operator I

City of Branson Annual Employee Turnover Rate by Department

	2019	2018	2017	2016	2015
		Plant Operator I Supervisor III Utility Worker I			

City of Branson Annual Employee Turnover Rate by Department

	2019	2018	2017	2016	2015
Public Works/Utilities					
Engineering					
Engineering & Public Works	Maintenance Worker I - Str Maintenance Worker I - Hv Maintenance Worker I - Str Master Mechanic Office Assistant II - PW Sign Shop Technician Engineering Project Manager Heavy Equipment Operator	City Engineer/PW Dir Maintenance Worker I Office Assistant III Sign Shop Technician	Heavy Equip. Op. Utility Worker I Hwy 76 Prog. Mgr	Office Assistant III Maintenance Worker I Maintenance Worker I Master Mechanic Office Assistant III Sign Shop Technician Utility Worker-Eng	NONE
Planning & Development	NONE	NONE	Planner Office Specialist	Plan Reviewer Build. Div. Supervisor Building Inspector	NONE

City of Branson Annual Employee Turnover Rate by Department

	2019	2018	2017	2016	2015
Total Turnover	32/288=11.11%	33/278=11.87%	24/268=8.96%	40/263=15.21%	20/246=8.13%
Retired	3	7	2	8	1
Voluntary Separation	26	21	17	29	19
Involuntary Separation	3	5	3	3	
Deceased	0	0	1	1	
Years of Service at Separation	4Y, 8M	7Y, 7M	5Y	4Y, 9M	6Y, 9M
Positions Filled by Internal Promotion	19/34=56%	56%	56%	48%	64%
Veterans Hired (Show Me Heroes Program)	10	5	3	8	2
Total Number of Applications Received	1309	1217	903	1494	1002
Positions Posted	54	62	33		
Positions Reclassified	76	43	20		
Promotional Oppt Posted	34	39	14		

2015-2019 Turnover by Dept.

	Five Year Average Turnover %	2019			2018			2017			2016			2015		
		FTE	Ees Separated	Turnover %	FTE	EEs Separated	Turnover %	FTE	EEs Separated	Turnover %	FTE	EEs Separated	Turnover %	FTE	EEs Separated	Turnover %
Large Departments																
Police	11.14%	80	10	12.50%	72	4	5.56%	64	7	11%	64	11	17.19%	61	6	9.84%
Utilities	11.20%	51	5	9.80%	50	10	20.00%	51	6	12%	50	6	12.00%	48	1	2.08%
Fire	5.91%	48	3	6.25%	47	2	4.26%	44	1	2%	41	3	7.32%	40	4	10.00%
Engineering & Public Works	11.96%	37	8	21.62%	37	4	10.81%	40	3	8%	38	7	18.42%	32	0	0.00%
Medium-size Departments																
Parks & Recreation	12.50%	24	2	8.33%	22	4	18.18%	20	1	5%	20	2	10.00%	18	4	22.22%
Planning & Development	8.77%	8	0	0.00%	11	0	0.00%	12	2	17%	13	3	23.08%	13	0	0.00%
Finance	15.38%	14	2	14.29%	14	1	7.14%	13	0	0%	13	5	38.46%	11	2	18.18%
City Clerk/Court/Legal	12.00%	10	1	10.00%	10	2	20.00%	10	1	10%	10	2	20.00%	10	0	0.00%
Small Departments																
Human Resources	24.14%	6	1	16.67%	6	2	33.33%	6	1	17%	6	1	16.67%	5	2	40.00%
Administration	26.32%	5	0	0.00%	4	3	75.00%	4	2	50%	3	0	0.00%	3	0	0.00%
Information Technology	4.55%	5	0	0.00%	5	1	20.00%	4	0	0%	4	0	0.00%	4	0	0.00%
Economic Development	100.00%	0	0	na	0	0	na	0	0	na	0	0	na	1	1	100.00%
City-wide Totals	11.10%	288	32	11.11%	278	33	11.87%	268	24	9%	262	40	15.27%	246	20	8.13%