

# == NOTICE OF MEETING ==



## HUMAN RESOURCES COMMITTEE

*Wednesday, March 18, 2020 – 9:30 a.m.*  
Fishbowl – Branson City Hall – 110 W. Maddux

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### AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of February 19, 2020 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Discussion of Employee Compensation Structure Change Timeline.
- 6) Safety/Work Comp/Property Update from the Risk Manager.
- 7) Human Resources Director's Report.
- 8) Adjourn.

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*Where Values are the Difference*  
**MARCH – Service/Courtesy**  
Responding to others with respect and a helpful attitude

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# MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

February 19, 2020

**1) Call to Order**

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, February 19, 2020. The meeting was called to order by Human Resources Director Jan Fischer at 9:29 a.m.

**2) Roll Call**

Committee Members present: City Administrator Stan Dobbins, Alderman Kevin McConnell, Alderman Rick Castillon and Bryan Cossiboom. There is a quorum.

Also present: Human Resources Director Jan Fischer, Kimberly Cooper, Bob Smither, Kelly Farner, Gina Stech, Jamie Rouch, Traci Henderson and John Akers.

**3) Acknowledgement of January 15, 2020 Minutes.**

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

**4) Discussion of New Hires/Promotions/Reclassifications.**

Discussion led by Human Resources Director Jan Fischer.

**5) Discussion of 2020 plan for 2021 Benefits.**

Discussion led by Jan Fischer and John Akers.

Jan stated the main goal for 2020 is for renewals to take place in August to be ready for open enrollment by late October. John added that it is imperative to have August and September employee meetings on schedule to keep that timeline in place. He also noted the significance of the College Tuition Reimbursement Program, as well as the offering of Pet Insurance and review of Life Insurance.

Jan further discussed that improvement is needed in ensuring correct bill reconciliations and in providing more information on life insurance conversion costs for employees leaving employment. Additionally, a plan is in place involving the IT and Finance Departments for improving the ease in data transfer.

**6) Discussion of Medical Insurance Broker Scorecard.**

Discussion led by Jan Fischer and John Akers.

Jan commended Ollis, Akers, Arney for their significant gain in relationship and performance. The change from Maxwell to American Fidelity at no cost was a major contributor to the improvement, with confirmation in good feedback from employees. Jan confirmed that it was a smooth transition for the Human Resources Department as well. Kimberly Cooper added that the Ollis, Akers, Arney staff has been outstanding in handling employee claims issues.

The Committee Members will be given the opportunity to review the template for the 2020 Broker Scorecard.

**7) Discussion of the 2019 Turnover Data.**

Presented by Jan Fischer.

# MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

February 19, 2020

**8) Update from the City Risk Manager.**

Update given by Bob Smither. No vehicle accidents or injuries since last month's update. Claims – frequency is good, severity can be improved. Confirmed that pre-employment testing is in place through ARC Physical Therapy to detect any prevailing injuries. Current training – Slips, Trips and Falls. City Administer Stan Dobbins recommended installation of cameras in stairwells for safety and security. Discussion that information given at new employee orientation along with improved departmental relationships have helped reduce lawsuits.

**9) Human Resources Director's Report.**

Update given by Jan Fischer. The City's Backing Policy is under review by the Employee Human Resources Committee and the Directors and will be updated. The On Call/Call Out Policy is under revision to meet the universal standard. Comp Time Accrual Max to included IFF.

**10) Adjourn.**

Motion to adjourn: City Administrator Stan Dobbins; Second: Alderman Rick Castillon; Vote: 4 yes, 0 no.  
Time Adjourned: 10:08 a.m.

## Promotions and Transfers

Name	Date of Change	Position	Department	Promotion or Transfer
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## Hires

Name	Date of Hire	Position	Department	Rehire or New Hire
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Sonya Seitz	02/24/2020	Human Resources Specialist	Human Resources	New Hire
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## COMPENSATION PLAN TIMELINE

DATE DUE	TASK	OWNER
<b>24 FEB 2020</b>	Review/Modify/Approve plan timeline	Stan and John
<b>06 MAR 2020</b>	Design Employee Skills/Certifications/Education Compensation Survey	Jan
<b>13 MAR 2020</b>	Review of Survey	Stan and/or John
<b>20 MAR 2020</b>	Survey finalized/distributed to employees	Jan
<b>03 APR 2020</b>	Survey data compiled	Jan
<b>03 APR 2020</b>	Compensation Committee membership determined	Stan and/or John
<b>10 APR 2020</b>	Compensation Committee meets with Human Resources to review all current levels of compensation	Committee and Human Resources
<b>17 APR 2020</b>	Compensation Committee members meet with constituent departments for education/feedback	Compensation Committee
<b>24 APR 2020</b>	Compensation Committee meets with Human Resources to provide feedback	Committee and Human Resources
<b>01 MAY 2020</b>	Compensation Plan Draft	Human Resources
<b>01 MAY 2020</b>	Employee Development for increasing compensation Draft	Human Resources
<b>01 MAY 2020</b>	Compensation changes policies and procedures Draft	Human Resources
<b>22 MAY 2020</b>	Public Safety position level criteria Draft	Jeff, Ted and Jan
<b>05 JUNE 2020</b>	Public Safety position level criteria approval	Stan and/or John
<b>12 JUNE 2020</b>	Draft recommendations distributed to Committee	Human Resources
<b>19 JUNE 2020</b>	Compensation Committee members meet with constituent departments for education/feedback	Compensation Committee
<b>26 JUNE 2020</b>	Committee finalizes recommendations to Human Resources	Committee and Human Resources
<b>01 JULY 2020</b>	Insurance Benefits options determined	Stan, John, Human Resources and Ollis Akers and Arney
<b>10 JULY 2020</b>	Based on results from the Committee recommendation, Department Heads slot existing employees into pay bands for 2021	Department Heads
<b>17 JULY 2020</b>	Preliminary pay costs calculated	Human Resources
<b>24 JULY 2020</b>	Administration review/approval of recommendations	Stan and/or John
<b>31 JULY 2020</b>	Employee pay estimates to Finance for the budget	Human Resources
<b>07 AUG 2020</b>	Review compensation plan with IAFF	Stan, John and Jan
<b>14 AUG 2020</b>	Compensation plan delivered to Clerk's Office for HR Committee	Human Resources
<b>19 AUG 2020</b>	Review and recommend compensation plan to Board	Human Resources Committee
<b>27 AUG 2020</b>	Compensation plan, staff report, ordinance delivered to Clerk's Office for Board of Aldermen meeting	Human Resources
<b>08 SEP 2020</b>	First reading of new compensation plan	Board of Aldermen
<b>22 SEP 2020</b>	Second reading of new compensation plan	Board of Aldermen
<b>09 OCT 2020</b>	Supervisor rollout of new compensation plan	Committee and Human Resources
<b>23 OCT 2020</b>	Employee rollout of new compensation plan	Committee and Human Resources
<b>31 DEC 2020</b>	Employee pay updated in Naviline	Human Resources
<b>01 JAN 2021</b>	New compensation plan implementation	Payroll
<b>05 MAR 2021</b>	Evaluation of new compensation plan	Human Resources

## COMPENSATION OVERARCHING GOALS

1. Be easy to understand at any level
2. Developed from input and consensus (general agreement that need not be unanimous) at all levels of the organization in development of the plan
3. Designed to attract and retain quality staff
  - a. Raise the starting pay to make positions more attractive in a highly competitive market
  - b. For public safety, the more value (established by department leadership) you bring to the table, the more your earning potential will be
  - c. Ramp up pay in the first five years to give the City a competitive advantage over other municipalities or employers following such period of time where the City had made its greatest investment in employees
  - d. Index pay from the bottom up to ensure no compression
  - e. Hybridize the plan between the step plan and pay for performance
4. Simplification of the process for promotions, demotions, lateral transfers, etc. to help eliminate pay compression between supervisors and long-tenured subordinates
5. Considerate of all forms of compensation (i.e., tuition reimbursement, insurance, uniforms, shift differential, on-call/call-out pay, take-home vehicles, paid time off, etc.)
6. Consideration of insurance benefit inequities moving toward self-funding of insurance or total immersion into HSA plan to control overall insurance costs, and thereby come closer to leveling this element of compensation
7. Perform a trade of employer unfriendly policies for an employee friendly compressed pay schedule (i.e., overtime on vacation and comp time; sick leave conversion, etc.)
8. Make annual cost of living changes fixed amounts, as recommended by the HR Committee, instead of percentages where fixed amounts would be easier to calculate for all employees
9. Ensure the City has a remedy to address issues for those employees who continue their employment with the City after they have reached the top of the pay scale

# HUMAN RESOURCES

EMPLOYMENT | SAFETY | RISK MANAGEMENT

**TO:** Human Resources Committee  
**FROM:** Jan Fischer, Human Resources Director  
**DATE:** March 18, 2020  
**SUBJECT:** Employee Compensation Scale Modification Timeline

The attached document represents the timeline for establishing new pay scales for employees. Additionally, the goals of the intended plan are included for discussion and review.