

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 22, 2020

1) Call to Order

The Human Resources Committee met in the Council Chambers of City Hall, Wednesday, July 22, 2020. The meeting was called to order by Mayor Edd Akers at 9:33 a.m.

2) Roll Call

Committee Members present: City Administrator Stan Dobbins, Mayor Edd Akers, Alderman Bill Skains, Alderman Jeff Seay and Kenn Tilus which provided a quorum.

Also present: Assistant City Administrator John Manning, Human Resources Director Jan Fischer, Kimberly Cooper, Gina Stech, Sonya Seitz, Chena Simmons, Melody Pettit, Jamie Rouch, Marcia Chapman, John Akers and Erica Gaynor.

3) Acknowledgement of February 19, 2020 Minutes.

Motion to approve: City Administrator Stan Dobbins; Second: Alderman Jeff Seay; Vote: 5 yes, 0 no.

4) Discussion of New Hires/Promotions/Reclassifications.

Discussion led by Human Resources Director Jan Fischer.

5) Discussion on Insurance Premium Refunds.

Discussion led by Jan Fischer and John Akers.

Jan stated the purpose of this discussion was to determine allocation of insurance refunds given by Anthem, Delta Dental and DeltaVision due to COVID-19.

John Akers gave an overview of refund allocation and also stated the possibility of groups receiving more refunds in the future. He stated that most groups are allocating the refunds to the 2021 benefit year.

Jan asked that the Human Resources Committee make a recommendation for the allocation of the refunds.

A motion was made by Jeff Seay to recommend that the refunds received by the City be allocated to 2021 premiums. Second was made by: Stan Dobbins; Vote: 5 yes, 0 no.

6) Discussion of 2021 Employee Insurance Benefits.

Discussion led by John Akers.

John informed the Committee of the timeline for the process of establishing the 2021 Insurance Benefits. In August, the Committee will review the proposal from Anthem and give Staff recommendation on next steps for the insurance (for example, whether to go to bid or make plan changes). The September meeting will be the meeting in which the Committee will need to make a final recommendation to the Board of Alderman (BOA) so that the BOA can approve the recommendations during the October BOA Meetings. This timeline allows for the "build out" of the benefits portal, Open Enrollment, and the distribution of the 2021 insurance cards.

John also informed the Committee that Ollis, Akers, Arney had been communicating with American Fidelity regarding employee meetings. Due to the COVID-19 pandemic, physical group meetings will likely not be allowed and the American Fidelity enrollment meetings will likely be held remotely.

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 22, 2020

John stated that 2020 claims will most likely be lower than usual, due to COVID-19. He stated that since people have likely delayed their procedures, the rate for medical insurance may be based on the expected 2021 year costs rather than solely looking at past claims data.

He asked for possible recommendations for the September decision. Stan Dobbins responded that recommendations would be delayed until more information is available. John asked for the committee to be considering what their recommendations may be in the future.

7) Recommendation on Completion of the 2020 Employee Wellness Plan.

Discussion led by Jan Fischer.

Jan reviewed requirements for the 2020 Employee Wellness Plan and the ability for employees to complete them due to the COVID-19 pandemic. He asked for recommendation on whether to forgive the requirements or keep the requirements in place and follow the appeal process. By keeping the requirements in place, determination could be made case by case as to why they could not be met.

Stan Dobbins asked for the number of employees as of now that have not completed the requirements. Kimberly Cooper stated that of the employees that are requiring coaching, 76 have started or completed the process and 6 employees have not started any coaching. Based on this information, Stan recommended that the requirements stay in place with the appeal process. Kenn Tilus also acknowledged that the requirements may be difficult to complete, however, agreed that the requirements should stay in place with appeal due to the small number of employees that have not started coaching.

Motion to keep the 2020 Health and Wellness plan as is and allow employees who had challenges due to the pandemic to utilize the appeal process was made by: Stan Dobbins; Second: Bill Skains; Vote: 5 yes, 0 no.

8) Recommendation on the 2021 Employee Wellness Plan.

Discussion led by Jan Fischer.

Jan reviewed the tiers for medical insurance and the proposal to modify the requirements for employees to receive the best discount by eliminating the coaching element. Mayor Akers gave accolades to Jan and the Human Resources staff for their part in making employees aware of their part in staying or becoming healthy and keeping costs down. A discussion was held on the history and present status of the wellness plan.

Motion was made to move forward with the 2021 Health and Wellness plan as presented to the Committee by: Bill Skains; Second: Jeff Seay; Vote: 5 yes, 0 no.

9) Human Resources Director's Report.

Update given by Jan Fischer.

The Employee Compensation Structure Change will resume in the near future after being delayed by the COVID-19 pandemic. The study will involve all departments.

Per the Assistant City Administrator's direction, the task of leveling evaluations is being addressed and training, beginning with Directors, will be implemented.

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 22, 2020

Health Savings Accounts are currently provided through HSA Central and they had a cost implemented without notification to the City's Human Resources Department. American Fidelity provides Health Savings Accounts at no cost and the accounts can be opened when the employee is enrolling in their insurance benefits. A contract with American Fidelity will be presented to the City Administrator soon.

Rule 27 is being created regarding employee safety and copies will be given to both the Human Resources Committee Members and the Employee Human Resources Committee Members. Input on the policies is appreciated.

10) Adjourn.

Motion to adjourn: Alderman Bill Skains; Second: Kenn Tilus; Vote: 5 yes, 0 no.

Time Adjourned: 10:30 a.m.