

MINUTES

PERSONNEL COMMITTEE MEETING

CITY OF BRANSON, MISSOURI

October 15, 2009

INTRODUCTORY

The Personnel Committee of the City of Branson, Missouri met for a meeting in the Fish Bowl Conference Room of the Branson City Hall on October 15, 2009 at 4:00 p.m. The following members were present: Raeanne Presley, Rick Davis, Bill Stark, and Sandra Williams.

Also present were: Dean Kruithof, Lori Helle, Kelli Fleck, Dennis Brunner, Corey Powell, Nancy Haskin and Becky Iverson.

AGENDA

Mayor Presley welcomed Corey Powell, EPC visiting member, to the Committee and asked everyone to introduce themselves.

Mayor Presley announced that the agenda today was the salary and wage surveys. She stated these were requested through the RFP process so there were dollars attached.

City Administrator, Dean Kruithof, reported to the Committee that we had received 12 replies from the RFP and that the pricing ranged from \$23,675 to \$98,300. Administrator Kruithof commented that as this was a very important endeavor, that it is important that the Committee consider both the price and the best proposal.

The Committee expressed concern regarding how the study would affect employees once it was completed. Administrator Kruithof assured the Committee that no employee would suffer a decrease in pay as a result of the survey. Rather if the survey showed that some employees were overpaid, their rate of increase would be slowed down until they came into line with the survey matrix. Likewise, if employees were found to be underpaid, the rate of increase would be accelerated until they came into line with the survey matrix. Administrator Kruithof suggested that it could take several years to get all employees in alignment with the survey matrix.

There were several questions from the Committee regarding the establishment of comparables for the study. Administrator Kruithof explained to the committee that he has been meeting with the City employees on a monthly basis and updating them on the study process progress. Each employee was given a copy of their class specification to review to ensure that it correctly identifies their job duties. Personnel is developing the job descriptions based upon knowledge,

skills, and abilities as well as certification or licensing needed as submitted from the employees and their director.

The next important comparable will be the selection of the City. Once the City comparable has been selected, then we can begin looking at union vs non-union, private enterprise, etc.

There was much discussion regarding the ranges of pricing and whether the RFP had correctly identified the needs of the City. Administrator Kruthof, Lori Helle, and Kelli Fleck all assured the committee that the RFP correctly laid out the study project.

The Committee determined that they would like to narrow the firms to three, allowing for pricing, checking of references, and if the firms have done work in Missouri. Once that information is collected, the Committee would like to meet again and make a selection to recommend to the Board.

The next regular meeting of the Personnel Committee will be Thursday, November 19, at 4:00 p.m.

The meeting adjourned at 5:05 p.m.