

MINUTES

PERSONNEL COMMITTEE MEETING

CITY OF BRANSON, MISSOURI

August 20, 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 August 20, 2009 at 4:15 p.m. The following members were present: Raeanne Presley, Rick Davis, and Sandra Williams.

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

AGENDA

Copies of the Priorities from the Employee Survey Results were distributed to members of the committee. Dean reported that the RFP on the Wage and Benefit Study is just about ready to go out. It does need some finalizing; however it should be ready to go out on schedule. Copies of the classification specifications have gone out to each department head and employees for review. Dean stressed that it is really important for employees to review their class spec carefully especially in the areas of knowledge, skills and abilities needed to perform their essential job functions as these are compensable factors. Additionally employees have been informed to review the class specs to ensure that they are an accurate reflection of their position. The classification specifications are due back to the personnel office by the end of August.

In preparation for the Wage & Benefit Study, Dean informed the committee that the employees were informed that merit increases would be placed on hold until after the survey was completed. The committee expressed some concern and Dean explained that as a result of the survey there would be people who were being overpaid as well as those being underpaid. At this time, we do not want to increase the salary of someone who may be deemed to be overpaid. He explained that overpaid employees will not suffer a pay cut, but rather their increases will slow down until they are in line with the survey. Conversely, those employees who may be underpaid will experience more frequent increases until they are in line with the survey.

The Mayor expressed concern as to how long the survey would take to complete if merit increases would be affected. Dean felt that we should have the recommended new information by May 1, 2010.

The next priority area discussed was Communication. Dean reported that the monthly Managers meetings with the employees are going well. Michael Ashcraft from ETC will be at the Managers Meeting on Wednesday, to share the results of the Employee Survey with the City employees. Dean shared with the committee it had been almost one year since the employee newsletter had been produced. The newsletter has been resurrected and three issues have been produced since May. In addition to the newsletter, a monthly birthday and anniversary calendar is produced for employees as well. Mayor Presley stated that she and the Board of Alderman would like to receive copies of the employee newsletter as well as the month birthday calendar. Additionally, she would like to have their birthdays added to the birthday list.

Under the area of Professional Training, the committee feels that supervisory training be added. As a part of Professional Training, the orientation for new employees was discussed. The personnel department is coming up with ideas as to how to breathe "new life" into the program. The department is working on a power point presentation for orientation as well as updating materials.

RFQ FOR BROKER

The criteria questionnaires for reviewing the broker qualifications went out to committee members. It is the feeling of the Committee that they would like to have Lori Helle and Kelli Fleck select the brokers to whom an invitation. It was determined that invitations should be sent out to JW Terrill, Connell Insurance, and Akers & Arney. The Committee asked Lori Helle to schedule the meetings as soon as possible.

The next regular meeting of the Personnel Committee will be Thursday, September 17, at 4:00 p.m.

The meeting adjourned at 5:30 p.m.