

MINUTES

PERSONNEL COMMITTEE MEETING
CITY OF BRANSON, MISSOURI
July 16, 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 July 16, 2009 at 4:00 p.m. The following members were present: Raeanne Presley, Rick Davis, Sandra Williams, and Bill Stark.

Also present were: Lori Helle, Kelli Fleck, Dennis Brunner and Becky Iverson.

AGENDA

Mayor Presley opened the meeting by recognizing Kelli Fleck, as our new Deputy Personnel Officer. Mayor Presley invited Kelli to tell the committee a little about herself. Kelli stated that she started work on June 10, 2009 and so far she is working on the RFQ for the Broker and Budget. Kelli has 10 years in the Human Resource area and PHR certified living in the area for 7 and one-half years. Additionally, she is a native of Indiana where she worked in a hospital setting. Kelli has worked in manufacturing, private industry and now on the public side.

Lori Helle reported that she and Kelli were working with the Employee Personnel Committee on reviewing the Personnel Manual. Lori distributed a handout of the timeframe to complete the review. Lori reported that the Committee had met this morning and only gotten through the definitions. Both she and Kelli are hoping that as the Committee gets working on this project the process will be a little faster. They do not want to hurry through the process though and make errors and reported that they would like to have it finished in October.

Lori reported next that the EPC (Employee Personnel Committee) had met to review the results of the Employee Survey and that the committee members were excited about being a part of the process. Lori introduced Dennis Brunner, EPC Chairperson. Lori expressed to the Personnel Committee that the EPC had asked if Dennis could attend the Personnel Committee meeting today as their representative.

Next, Lori announced to the Personnel Committee members that she was making arrangements for ETC to come and present to the Full Board on either July 28th or August 11th the results from the Employee Survey. Dean would also like to present to the employees at a managers meeting as well.

EMPLOYEE SURVEY

Lori reported that the percentage of employees who responded to the survey was at 77%. Mayor Presley led a discussion as to the employee meetings that were held to encourage employees to complete the survey. They also relayed to the employees that the surveys would remain confidential.

Next, a review of the executive summary was led by Mayor Presley. Some of the areas discussed were pay levels, all forms of communication, professional development, rewards & recognition, vehicle maintenance and service by the CIS department.

The personnel committee felt that they would like to invite Dennis Brunner as well as another member from the EPC who will be on a rotating basis to attend personnel committee meetings. This will aid in communication from the Personnel Committee to the EPC. The roles of the two groups will be defined in the upcoming meetings and Mayor Presley would like both groups to have combined meetings once or twice annually.

Mayor Presley asked Lori to draft a list of the Executive Summary items for review by costs.

The next meeting of the Personnel Committee will be Thursday, August 20, 2009 at 4:00 p.m.

The meeting adjourned at 5:15 p.m.