

# MINUTES

## PERSONNEL COMMITTEE MEETING

CITY OF BRANSON, MISSOURI

February 19, 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 February 19, 2009 at 4:00 p.m. The following members were present: Raeanne Presley, Rick Davis, Stan Barker, Bill Stark and Royce Allen.

Also present were: Dean Kruithof, Deb Durler, Lori Helle and Becky Iverson.

### AGENDA

Administrator Kruithof presented the committee with an update on the employee survey. Several different styles of sample surveys were in each members packet. There was much discussion as to tailoring a survey to fit the needs of the city. There was discussion regarding adding ethical concerns to the survey. Administrator Kruithof informed the committee that the employee survey could be used as a management tool. The committee discussed how benchmarks could be created and asked Administrator Kruithof to investigate whether ETC might have benchmark data with other cities for comparison. The Committee asked that Administrator Kruithof engage the services of ETC.

The committee discussed the importance of employee morale and buy in as it relates to the employee survey. There was much discussion as to the best way to present the employee survey so as to get legitimate results.

A draft proposal of the RFP for the Classification and Pay Plan Development was presented to the committee for their review. Administrator Kruithof advised the committee that once the Employee Survey is completed then the Compensation study can begin. The Committee asked about a timeframe and Administrator Kruithof suggested one year to complete both the study and the survey.

The final item discussed was the City's holiday and leave policies and other needed changes to the Personnel Manual. As requested at the last meeting a proposed ordinance on the holiday schedule was included in each members packet for review. Also discussed was the Bad Weather Leave policy and the Special Leave policy. It was determined Administrator Kruithof would put together a draft document for the Committee's review.

The next meeting of the Personnel Committee will be Thursday, March 19, 2009 at 4:00 p.m.

The meeting adjourned at 5:15 p.m.