



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

December 13, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, and HR Coordinator Michael Miller

Chair Robin Harrison called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of November 08, 2022 Minutes

ACTION: Motion to accept/approve item 2.1. by Tiffany Cossey
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Blair
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and discuss Section 207 - Resignation Notice Policy of the Personnel Policy Manual

HR Coordinator Michael Miller was present to discuss the change to the Resignation Notice Policy of the Personnel Policy Manual. The change to the policy states that Department Heads and/or exempt employees are required to

give a 30-day notice prior to the effective date of resignation.

ACTION: Motion to forward item 4.1 to full council for approval by
Tiffany Cossey

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Consider and discuss Section 503 - Holidays Authorized of the Personnel Policy Manual

Mr. Miller explained that exempt or salaried employees have always been paid to stay home for the holiday and not work. Police and Fire department employees get an extra days pay for holidays, except the exempt/salaried employees. The exempt/salaried employees do not get the extra pay and the change to the policy just puts that in writing since it was not written in the policy before.

ACTION: Motion to forward item 4.2 to full council for approval by
Robin Blair

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Staff Reports

Ms. Deal updated the committee on the Opengov status. The budget portion is almost complete and work has begun on the Core Financials portion earlier than originally planned.

Ms. Cox mentioned that the budget committee approved a 3% COLA effective January 1, 2023. The salary study that the Council approved in 2020 required the City to keep up with the CPI numbers and give a COLA on January 1 and a step increase on July 1 of every year. Part of the January 1 COLA will go towards last December's CPI which was at 7.5, a total of 6.5% was given as a COLA in 2022. The December 2022 CPI numbers won't be available until after the first of January, so the other 2% of the COLA will go towards that CPI.

Ms. Cox also reported on the sales and use tax numbers. Sales and Use tax are both higher than projected, the use tax is doing really well and has already come in around 70% of the total that was projected for Fiscal year 23. The auditor will be at one of the January meetings to present the audit to the committee.

ACTION: Motion to cancel the december 27 meeting by Tiffany
Cossey

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

5. Adjournment

ACTION:	Motion to adjourn at 5:15 pm by Robin Blair
	Motion passed with a 3:0
AYES:	Robin Harrison, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None