

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, NOVEMBER 24, 2020
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Seth Thompson and Craig Diggs.

OTHER COUNCIL MEMBERS: Ed Barlow

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Mark Peterson and Abi Almandinger.

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the October 27, 2020 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Diggs moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

- 1. Consider and Discuss Human Resources Coordinator/Payroll Clerk job description.**
Mr. Short presented the job description for the new position which is a result of a recommendation from the McGrath Compensation and Benefit Study. Ms. Otero explained it is an expansion of an existing role. Mr. Diggs moved to approve the job description. Motion carried.
- 2. Staff Reports:** Ms. Cox reported the Nicotine Cessation Program has been put on hold until a better program can be devised. The contract with Mercy Carthage for Covid testing has been signed, and Carthage Water & Electric will also be included in the contract pricing. Mr. Short reported the Salary Study Committee continues to work on changes to the vacation policy, which will be presented at the next meeting of the Insurance, Audit and Claims Committee.
- 3. Member Reports:** None.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:20 PM Motion carried 4-0.

Traci Cox