

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 22, 2020
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Clerk Traci Cox, Police Chief Greg Dagnan, 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. Diggs, the minutes of the December 8, 2020 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and Discuss document management system with R & D Computer Systems, LLC.:** Ms. Cox explained the need for a document management system that creates searchable documents when files are uploaded. If approved, staff will upload historical documents to aid in search of information. This system stores documents in a format that meets state retention requirements. Mr. Diggs moved to approve and forward the Council Bill for approval. Motion carried 3-0.

Mr. Thompson arrived at the meeting at 5:11 p.m.

2. **Staff Reports:** The contract with Pearson Kelly Technology will be expiring soon. IT Administrator Kevin Kinsey is exploring the possibility of hiring a full-time employee instead of renewing the contract. Mr. Kinsey will work on developing a job description, Michael Miller will be working to classify the position, and a budget analysis will be done to examine budgetary impacts of moving Computer Services funds to payroll. The job description for the Deputy City Clerk will be updated to match duties after restructuring and brought to the committee for approval.

3. **Member Reports:** None.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:18 PM Motion carried 4-0.

Traci Cox