

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 24, 2021
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Craig Diggs and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Council Member Ed Barlow.

OTHERS PRESENT: City Clerk Traci Cox, HR Coordinator Michael Miller and Abi Almandinger.

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Diggs, the minutes of the August 10, 2021 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and Discuss Conflict of Interest C.B. 21-39., changes to Section 404 Workers Compensation of the Personnel Policy Manual.** Michael Miller explained the changes to the policy to incorporate light duty. Mr. Armstrong made a motion to forward to council but withdrew his motion to allow time to make additional changes to the policy.
2. **Discuss advance of leave for Justin Butler.** Michael Miller explained Justin Butler had recently been re-employed by the Police Department; therefore, he has not had time to accrue any leave. Mr. Butler will be on medical leave and has requested 84 hours of leave be advanced so his time off isn't unpaid. Mr. Diggs moved to approve the 84 hours of advanced time off with repayment coming from both sick leave and vacation accruals. Motion carried.
3. **Staff Reports:** Ms. Cox reported all paperwork had been sent to the state to implement the use tax.

ADJOURNMENT: Mrs. Harrison made a motion to adjourn at 5:39 PM. Motion carried 3-1.

Traci Cox