



City of Carthage, Missouri  
**COMMITTEE ON  
INSURANCE/AUDIT AND CLAIMS**

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February 13, 2024 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of January 23, 2024 Minutes
  2. Review & Approval of the Claims Report
- 3. Citizens Participation**  
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
  1. Consider and Discuss City of Carthage Wellness Packet
  2. Staff Reports
- 5. Adjournment**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**



# City of Carthage, Missouri

## COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

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January 23, 2024 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

### MINUTES

#### 1. Call to Order

**MEMBERS PRESENT:** Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

**STAFF PRESENT:** Assistant City Administrator Traci Cox, Deputy City Clerk Amy Taylor

**OTHER MEMBERS PRESENT:** Mayor Dan Rife, Michael Keith, David Armstrong, Police Chief Bill Hawkins, Michael Miller, Mark Elliff

Chair Robin Blair called the meeting to order at 5:30 PM.

#### 2. Old Business

##### 1. Approval of December 12, 2023 Minutes

**ACTION:** Motion to accept/approve item 2.1. by Mr. Taylor  
Motion passed with a 4:0

**AYES:** Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

##### 2. Review and Approval of the Claims Report

**ACTION:** Motion to accept/approve item 2.2 by Ms. Cossey  
Motion passes with a 4:0

**AYES:** Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

#### 3. Citizens Participation

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

Mark Peterson, 2121 Laura, stated Jackie Boyer would deliver his comments.

Jackie Boyer, 1184 South Main, delivered a statement written by Mark Peterson about an independent audit report completed by KMP CPA's, which was reported on during regular staff and budget meetings in April 2022, the budget process of 2022, and the resignation of Tom Short, also in 2022.

#### 4. New Business

1. Audit Presentation by KPM CPA's - The audit can be viewed at [www.carthagemo.gov/page/financial-transparency](http://www.carthagemo.gov/page/financial-transparency). Rebecca Baker gave an overview of the City of Carthage audit performed by KPM CPA's, stating the audit also included audits for Carthage Water and Electric, the Carthage Public Library, and the McCune Brooks Hospital Trust.

She reported the City received an unmodified, or clean, opinion on the financial statements, which is the best that is awarded.

She reported on the balance sheet of Governmental Funds of the City. The General Fund total assets for the year were \$11,400,000, a decrease of \$514,000 from the previous year. Total Cash and Investments decreased \$1,700,000. The Total Intergovernmental Receivables increased by \$949,000. Total Sales Tax Receivables is up \$57,000. She informed the committee the Public Facilities Bond Fund is included in the General Fund for reporting purposes. Total Liabilities for the General Fund were \$636,000, a decrease of \$86,000. Deferred Inflow was \$435,000, an increase of \$25,000. These are deferred Court Fines the City is not expecting to collect within 60 days of year end. The General Fund has Prepaid Items of \$211,000. The Public Facilities Bond Fund is \$2,900,000, and is set aside and has to be used for a specific purpose. The General Fund Unassigned Fund Balance is \$7,200,000. The General Fund decreased \$453,000 from the previous year.

The General Fund had Total Revenues of \$12,400,000, and increase of \$1,900,000 from the previous year. Tax Revenue was \$866,000. Total Intergovernmental Revenue was \$3,400,000, up \$1,300,000 from the previous year. Total Expenditures in the General Fund were \$12,500,000, an increase of \$460,000 from the previous year. She reported the General Fund decreased \$100,239 before transfers in and out. The General Fund had Transfers in the amount of \$621,617, which were transfers of the Park Fund and Parks and Rec tax money. An Operating Transfers Out were \$974,000 for Use Tax Funds. The net change in the General Fund Balance is \$453,000. The Reserve in the General Fund is 57%, meaning the City has over six months of Operating Costs in reserve, a decrease of 5% from the previous year, which was 62%. The Park/Stormwater Fund increased \$6,000, the Capital Improvements Sales Tax Fund increased \$1,100,000, the Fire Sales Tax increased \$108,000, the American Rescue Plan Act Fund increased \$67,000, and the Non-major Governmental Funds increased \$1,200,000. The City had Fund Balance increases of \$2,100,000 from the previous year.

She reported the audit has identified a material weakness at the golf course, and it is recommended the City evaluate the procedures there to resolve segregation of duties. She reports the City has stated they are aware of the finding and are working on a solution. She also mentioned the new accounting pronouncements coming into effect June 30, 2024 and for Fiscal year 2025. She suggested attending training for this if it becomes available to be sure the financial statements are presented fairly. It was also suggested the City be sure they have policies and procedures in place for cybersecurity, including employee knowledge of who to contact should they have a cybersecurity issue. It was also recommended the City perform a general internal control review, being sure to document controls for new employees to view. She conveyed the importance of performing inventories at the golf course.

In closing, she expressed gratitude to Traci Cox and the City for making their jobs very easy and being cooperative and professional during the audit process. She commended Ms. Cox on her accounting procedures, stating there are very

few journal entries in the City's audit due to the diligent recordkeeping Ms. Cox provides.

2. Consider and discuss employee dental plan.  
Ms. Cox reported Delta Dental rates for 2024 were received and have remained the same as the previous year for the employee dental plan. A motion was made by Mr. Taylor to accept the rate and remain with Delta Dental for Employee Dental Insurance. All aye. Motion carried.

**5. Adjournment**

**ACTION:** Motion to adjourn at 5:56 PM by Ms. Cossey

Motion passed with a 4:0

**AYES:** Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor



*City of Carthage*  
MISSOURI

### OUR VISION

*To create a work environment where employees are empowered to learn about and better their nutrition, fitness, emotional well-being, and financial health.*

# 2024 WELLNESS PROGRAM

EARN YOUR \$150 INCENTIVE

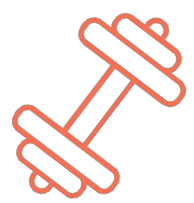
# // POINT SYSTEM



|   | Point Opportunity                        | Points per Occurrence | Max Allowed | Points Earned |
|---|------------------------------------------|-----------------------|-------------|---------------|
| 1 | Preventive visit (required)              | 25                    | 25          |               |
| 2 | Age / gender screening*                  | 10                    | 10          |               |
| 3 | Blood screening at health fair or doctor | 25                    | 25          |               |
| 4 | Dental visit                             | 10                    | 10          |               |
| 5 | Vision visit                             | 10                    | 10          |               |
| 6 | Nicotine free                            | 15                    | 15          |               |



|    | Point Opportunity                           | Points per Occurrence | Max Allowed | Points Earned |
|----|---------------------------------------------|-----------------------|-------------|---------------|
| 7  | Gym membership for a year                   | 20                    | 20          |               |
| 8  | 30-day tracker: food diary, activity, habit | 15                    | 15          |               |
| 9  | Athletic event**                            | 15                    | 15          |               |
| 10 | City of Carthage challenges or events       | 15                    | 30          |               |
| 11 | No more than 16 hours sick leave used       | 15                    | 15          |               |



|    | Point Opportunity                 | Points per Occurrence | Max Allowed | Points Earned |
|----|-----------------------------------|-----------------------|-------------|---------------|
| 12 | Weight management program (6 mos) | 15                    | 15          |               |
| 13 | Blood donation                    | 10                    | 20          |               |
| 14 | Flu or pneumonia shot             | 10                    | 20          |               |
| 15 | Health fair attendance            | 5                     | 5           |               |
| 16 | Volunteer community service***    | 5                     | 10          |               |



**Earn 100 points & receive \$150**  
in incentive pay the 2<sup>nd</sup> pay  
period in December!

City of Carthage seeks to create a culture of health for all employees and their families by promoting healthy lifestyles, educational opportunities and wellness activities. City of Carthage recognizes that a culture of wellbeing not only benefits employees and their families, but the organization as a whole.

*\*Such as mammogram, colonoscopy, prostate exam.*

*\*\*Athletic event examples include Heart Walk, Diabetes Walk, Maple Leaf Walk, Walk for Life, Softball Tournament, 5k, etc.*

*\*\*\*Volunteer community service examples include Carthage Humane Society, Vision Carthage, organize a trash clean-up/or participate in it, coach youth sport or program (Boy scouts, Girl scouts), volunteer at events like Fourth of July, Maple Leaf, kids fishing tournament , Food Truck Friday, Participate/help in city parade floats, food pantry, toy drive for the LaVerne Williams Children Christmas Party, etc.*

Tracking methods are flexible and include data from apps.  
Contact a member of your wellness team with any questions and  
to submit this tracking sheet **by 12/xx/24**.

**TOTAL POINTS**

# // VALUABLE BENEFITS



1. Receive a \$20 monthly incentive by:

1. visiting a local gym at least 12 times in one month, or
2. 7k steps/day average per calendar month, can be tracked in Walker Tracker or personal wearable device



Turn in proof to your department wellness leader.

50% discount on green fees at the Carthage Municipal Golf Course.



Earn up to \$200 by participating or completing a variety of activities such as preventive care, condition management, and wellness activities. Log into [anthem.com](https://www.anthem.com) or get the Sydney Health app to begin earning rewards.



# // SUCCESS STORIES



Seeing a picture of myself with my family at a special event is what made me decide it was time to do something about my weight. I changed my diet, cut out snacking at night and began drinking a gallon of water every day. I also took up walking on the treadmill and some body weight exercises for strength training. The city challenge became an added incentive. Walker Tracker was also fun to see how much I did during that day. After 6 months of these changes to my habits, I had **lost a total of over 50 pounds**. I was able to **get off cholesterol medicine**. I feel much better and am going to continue to participate and hope to maintain my health and weight by **utilizing the City of Carthage wellness program**.

**Brian Calhoon,**  
Carthage Fire Department



The Safety & Wellness committee spurred me to enter the city-wide weight loss challenge and lost almost 50 lbs. **I now have increased energy and feel better physically and mentally.** I began running, even completing a half marathon in November. Lately my focus is more towards strength training, and I am reaping the benefits of increased strength and mobility in addition to improvement in my blood pressure, cholesterol, and various other benchmarks. **I enjoy the events that the Safety & Wellness committee sponsors**, including the annual health fair and the blood drives. The Walker Tracker “step challenges” are a fun and easy way to increase one’s activity level. I, or any of the other committee members, are open to suggestions on changes that could be made or new ideas that we could possibly implement.

**Bill Smith,**  
Public Works Department



It’s encouraging to see others supportive and its peace of mind knowing you aren’t the only one riding the health struggle bus. The gym reimbursement is awesome! It may not seem like a lot to people but if you are trying to manage finances and are having to cut things out, that would be my first to have to go. Also, this program “made” me get an eye exam... turns out I need glasses. This was also the first year I gave blood and it was neat. - **Thank you to the committee!!**

**Sgt. Heather Wolfe,**  
Carthage Police Department

# // CITY WELLNESS GOALS

## GET ACTIVE

walker tracker & other fitness challenges

## STAY HEALTHY

select a Primary Care Physician and get your FREE preventive care exam

## EMOTIONAL WELL-BEING

utilize our confidential Employee Assistance Program

## NICOTINE CESSATION

helps employees reduce dependency on nicotine

## REDUCE HEALTH INSURANCE PREMIUMS

working together to stay healthy and reduce rates

## MORE THAN A HEALTH FAIR!

In addition to the annual health fair, the wellness committee works to improve the health and well-being of the City of Carthage employees and families through education, training and activities.



The committee meets the first Wednesday of the month and is open to any employees. Want to be a member? Please let us know.

The City of Carthage Wellness Program is voluntary and available to all employees on the health plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990 (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others.

Various health assessments and screenings are available and voluntary as a part of the wellness program. You are not required to complete these or other medical examinations. However, employees who choose to participate are eligible for rewards. The health testing and assessment options that are either a part of or encouraged by the wellness program include a health risk assessment, health coaching, and biometric screening of blood pressure, cholesterol lipid panel, glucose (blood sugar) and body mass index. Tobacco cessation counseling is available to waive the tobacco surcharge. If you think you might be unable to meet the standard for the reward under this wellness program or for program alternatives, contact HR and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

The information from the health testing can help you understand your current health and potential risks, and determine appropriate lifestyle goals. You also are encouraged to share your results or concerns with your own doctor.

#### Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. City of Carthage may use aggregate information to design a program based on identified health risks in the workplace. Your physician and the vendors who administer and provide screenings will not disclose any of your personal information either publicly or to the employer, except as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment. In addition, all health information obtained through the wellness program will be maintained separately from your personnel records, stored electronically and encrypted, and not be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately. You will not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor will you be subjected to retaliation if you choose not to participate.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving a reward. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. City of Carthage may be provided with an aggregate report (summary of results with no identifying information) or a list of names of participants for programs where participation is tracked for the purposes of distributing rewards.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation contact HR.

**Contact a member of your wellness  
team with any questions**