



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

July 9, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of June 25, 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 agreement with McGrath Human Resources Group for a Compensation System Market Update
 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

June 25, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

OTHER COUNCIL MEMBERS: Mayor Dan Rife, Dustin Edge

STAFF PRESENT: Interim City Administrator Traci Cox and City Clerk Miranda Deal,

Chair Tiffany Cossey called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 11, 2024 Minutes

ACTION: Motion to accept/approve item 2.1. by Terri Heckmaster
Motion passed with a 4:0

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Derek Peterson
Motion passed with a 4:0

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Staff Reports

Ms. Cox reported that she and other staff will undergo training with Cleargov for the new online budget book. There were a few bugs when working on the budget through Cleargov, but those will be addressed and resolved soon. There was social media training for staff this morning. Ms. Cox also reported that she has been in talks with McGrath in regards to the City's salary study and getting the schedule reviewed to make sure it is still accurate and up to date. This will require a new contract which will come to the next Insurance Audit and Claims

meeting. She also reported on the insurance claim from the storm damage, there is more extensive damage to the parks building than originally thought. There will need to be RFP's published to get bids to repair the damage. She also reported that the Mayor has put together a committee to start the process of hiring a new City Administrator and Fire Chief. Fire Chief applications are due by July 5 and interviews will start after. The end of the fiscal year is June 30 and the year will not be finalized and closed out until mid-August.

There were questions on the audit process, bidding procedures, and the process for purchasing small services.

5. Adjournment

ACTION: Motion to adjourn at 5:52 pm by Terri Heckmaster
Motion passed with a 4:0

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

REQUEST FOR COUNCIL BILL

I request a council bill be drafted to accomplish the following:

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri, and McGrath Human Resources Group, Inc. to complete a Compensation System Market Update.

Date 07/01/2024

/s/ Traci Cox

Signature

This request was referred to the **Insurance, Audits & Claims** for their recommendation.

Date: _____

Mayor

The _____ Committee has voted in favor of sponsoring the above council bill.

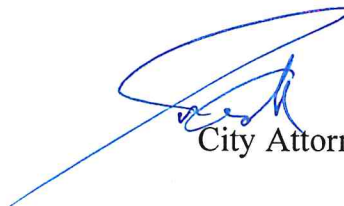
Date: _____

/s/

Committee Chairperson

The attached council bill has been prepared in accordance with the above request and is ready to be included on the agenda of the next council meeting. I have sent copies to the various departments listed below.

Date: 7-2-24


City Attorney

COUNCIL BILL NO. 24-33

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group Inc. to complete a Compensation System Market Update.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage, Missouri is hereby authorized to enter into an Agreement with McGrath Human Resources Group Inc. to conduct a Compensation System Market Update, a copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS ____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

**Miranda Deal, City
Clerk**

Sponsored by: Insurance, Audits and Claims Committee



Professional Quotation Prepared for

City of Carthage, Missouri

Compensation System Market Update



Submitted By:
McGrath Human Resources Group

Corporate Office
PO Box 865
Jamestown, TN 38556

Wisconsin Office
Chippewa Falls, WI 54729

Dr. Victoria McGrath, CEO
victoriaphd@mcgrathconsulting.com
815.728.9111

June 3, 2024

June 3, 2024



Traci Cox
City Clerk
326 Grant St.
Carthage, MO 64836

Dear Traci:

Thank you for the opportunity to submit a quote to perform a Market Update for the City of Carthage.

Maintaining a competitive classification and compensation plan in today's current labor market is extremely challenging, yet essential to attract, motivate, engage, and retain a qualified workforce, especially with extreme market changes that started shortly after your original project concluded in 2020. McGrath Human Resources Group understands the issues public sector entities are facing as our firm provides human resources consulting services primarily for the public sector, with emphasis on compensation. We offer a transparent, engaging, and collaborative approach to develop a compensation solution built specifically for each client, which aligns with your compensation philosophy and strategy to attract and retain competent professionals, conform to all legal requirements, and fit within the City's fiscal reality.

Because of our previous partnership with the City's Compensation System, we have an intimate understanding of the compensation philosophy, organizational culture, and the vision you had for your community. That is not to say the organization has not changed, so we will approach this project with the same objectivity as a new client, to better understand the successes and challenges the City and departments have encountered to help provide recommendations to the City's System so the City can be poised to be a competitive employer in the region.

Detailed information regarding proposed deliverables, methodology, and other relevant information is presented. I am the authorized individual to contractually bind the Firm.

As you review the proposal, if you have any questions or require additional information, please do not hesitate to ask. We look forward to the opportunity to work with the City of Carthage and its employees on this important project.

Sincerely,

A handwritten signature in blue ink that reads "Victoria J. McGrath".

Victoria J. McGrath, Ph.D., CEO
815.728.9111 (office)
victoriaphd@mcgrathconsulting.com

Experience and Qualifications

McGrath Consulting Group, Inc. was started in 2000, specializing in public sector consulting in the fields of human resource management and public safety (fire, EMS, police, and communications). Our Firm has over 20 professional consultants who are assigned to projects based upon their professional background and skillset they bring to each client.

McGrath Human Resources Group is the Human Resources Division overseen by Dr. Victoria McGrath. Since 2000, McGrath has conducted hundreds of comprehensive compensation and classification studies nationwide. The Human Resources consulting team is comprised of experienced human resources practitioners from both the private sector and local city and county government.

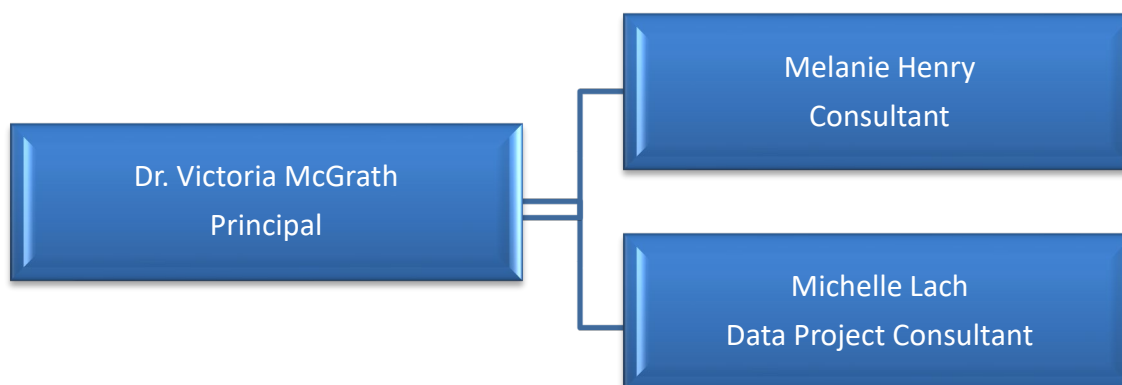
Company Name	McGrath Human Resources Group
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Service	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865 Jamestown, TN 38556
Responsible Party and Project Administrator	Dr. Victoria McGrath, Ph.D., SPHR CEO
Email Address	victoriaphd@mcgrathconsulting.com
Phone Number	(815) 728-9111
Fax Number	(815) 331-0215
Insurance	Erie Insurance: Auto, General Liability, and Workers Compensation Mount Vernon: Professional Liability Chubb: Cyber Security Liability
Office Locations	Chippewa Falls, WI Columbia, MO Jamestown, TN Katy, TX Strongsville, OH

We do not offer an off-the-shelf work product, but rather, we approach each client with the goal to understand your organization, culture, current and future needs, and fiscal reality to develop total compensation solutions that are developed uniquely for you, align with your compensation philosophy and strategy, while using a collaborative and transparent process.

Consulting Team

All consultants are McGrath consultants, and there is no subcontracting.

The Consultants were selected for this project based upon their areas of expertise, specialties, and related project experience. We operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project. Further, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise as needed. Primary members of the team for the City is provided as follows.



Project Overview

McGrath understands the City is seeking to update the current Compensation System, which was created in 2020. The market update will include an external market analysis to identify the competitive market, salary range adjustment recommendations to align to that market, which may include position pay grade changes, and costing for implementation.

Methodology and Approach

The proposal steps can be discussed and adjusted to meet the projects needs for the City.

1. Project Orientation and Assessment

The consultants will communicate with the City's project designee to provide a list of documents and data needed to begin the project and schedule the project kickoff virtual meeting. The consultants will then meet with Administration to:

- ❖ Discuss department/position changes.
- ❖ Discuss future needs.
- ❖ Identify if any comparable organizations list needs to be changed/updated.
- ❖ Review provided documents and data.
- ❖ Determine project communication expectations and strategies, project timeline, and identifiable milestones.

Department meetings are not typically necessary but can be included if City feels this is necessary.

2. Compensation Analysis

The Compensation analysis determines the organization's relative position in the comparable labor market. This analysis allows City leaders to understand the organization's compensation as a whole and by position, allowing them to make sound compensation decisions. Compensation Analysis will consist of collecting the minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the City to measure the City's alignment against the market.

3. Limited Classification Analysis (Job Evaluation)

Because the current classification structure was created in 2020, a job analysis will only be needed for positions that have substantially changed since 2020 that McGrath is not aware of. In these rare situations, the consulting team may ask to speak with Human Resources and the Department Director to assess if a Position Questionnaire or use of the job description will be needed.

4. McGrath 360Comp™ Integration

Upon completion of the market survey analysis, the consultants will schedule a virtual meeting to discuss the data summary obtained and share the findings and trends found in the analysis as it compares to the current Compensation System.

5. Schedule Update and Costing

Once the existing structure is updated, the consultants will meet with the Administration to review the recommended updates to identify any concerns prior to finalization. The consultants will also develop an initial fiscal impact if desired.

6. Finalization

Upon finalization of the project, the City will receive an updated Compensation System. A Fiscal impact/costing document in Excel format can be calculated, if desired. The City will also receive a brief **Final Report** outlining Study methodology, summary market findings, and recommended updates.

This report will first be provided to City Administration in draft form to allow for feedback before the reports are placed into final form and provided electronically.

No formal presentations are included, but can be added if desired by the City.

Proposed Project Schedule

The Firm will proceed with contacting the uniquely identified comparables upon the City's acceptance of the Proposal. Market data collection can commence once the comparable list is approved by the City. The Firm expects market findings to be available and recommendations to be available within 12-14 weeks of the commencement of the project.

Cost Proposal

McGrath Human Resources sets project fees based on the total project, which ensures the project comes in at the budgeted amount. Therefore, the fees listed below include all consulting professional fees, and administrative costs, excluding travel*.

Compensation Market Update: \$9,250

*Travel costs

in-person site visits may not be necessary, so travel expenses will be billed separately – and only if incurred for actual expenses for the Wisconsin based consultant. A maximum dollar limit may be set once number of onsite visits will be needed.

Terms of Payment

All invoices are due within 30 days of receipt.

Payment for the Project will be made in three (3) installments for scope of services:

\$ 2,000 upon completion of the signed contract;

\$ 5,250 upon submission of the draft report; and

\$ 2,000 (plus actual travel expenses) upon submission of the final report. If the optional project enhancements and/or benefits are added to the project, the cost will be added to the final invoice.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from June 3, 2024. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.