



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 23, 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:

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, and HR Coordinator Michael Miller

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

2. Old Business

1. Approval of July 9, 2024 Minutes

ACTION:	Motion to approve item 2.1. by Derek Peterson
	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 approve item 2.2. by Terri Heckmaster
	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. Consider and discuss Tourism Director job description

Ms. Schramm asked if this position would be posted or if it would roll into the current spot, Ms. Cox stated that it would just carry over into the current spot. Ms. Cox also reported that she is working on getting a Tourism Board created.

ACTION:	Motion to approve new Tourism Director job description by Derek Peterson
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss Mechanic job description

There needed to be some changes to this job description, it was asked to be tabled until the next meeting.

ACTION:	Motion to table item 4.2 until August 13 by Derek Peterson
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Staff Reports

Ms. Cox reported that she had met with Assured Partners to review the utilization report for the employee health insurance. She stated that the risk index trend percentage has gone down over the past year, and there are currently 3 high cost claims which could affect renewal rates. The report shows a breakdown of ER visits by age group, and the trend seems to be that younger people prefer the ER and that may be due to them not having a primary care physician. Next year, the City of Carthage wellness committee will add a requirement to their points program that you will have to have a PCP in order to be eligible for the wellness incentive. Ms. Deal reported that they are waiting until October to continue on with the financial software upgrades. It was also reported that the online budget book is still getting worked on, the department heads had training the previous week on how to input information.

Ms. Cossey had a question on some of the claims and using local vendors, Ms. Cox stated that departments are encouraged to purchase from local vendors if the cost is within 10% of a nonlocal vendor. Ms. Cossey also asked about bills being in the 45-60 day late range. Ms. Cox and Ms. Deal said that there could be issues with the product so payment is held or the invoice gets sent out late, accounts payable checks for due dates and tries to get them sent out before they become late.

5. Adjournment

ACTION:	Motion to Adjourn at 05:42 PM by Terri Heckmaster
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster