



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

September 10, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Jana Schramm, Derek Peterson

MEMBERS ABSENT: Terri Heckmaster

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 August 27, 2024 Minutes

ACTION:	Motion to approve item 2.1. by Jana Schramm
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson

2. Review & Approval of the Claims Report

ACTION:	Motion to approve item 2.2. by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson

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 Employee Health Fair

Ms. Deal placed a pricing sheet on the committee members desks for the upcoming City of Carthage health fair. Employees are able to attend the health fair and speak with various vendors and they have the opportunity to have blood work done for various issues. In the past, the committee has approved \$135 per employee who wishes to have blood work done. This allows the employees to choose which blood work they would like to have done. Anything that is spent over the \$135, is the employees responsibility to cover that day.

ACTION:	Motion to approve \$135 per employee who wishes to have blood work done at fair by Derek Peterson
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	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson

2. Staff Reports

Ms. Deal reported that she will be reviewing the information on the online budget book by the end of the week so that the book can be posted online for the public to view.

Ms. Cox reported that she and HR Coordinator Michael Miller met with McGrath Human Resources to discuss the salary study update. They reviewed the list of cities used to compare to and it was recommended that the City of Moberly and Fulton be removed since they are too far away, and replace them with Republic, MO and Pittsburg, KS. They asked Bentonville the first time for their salaries, but they did not respond, they will be looking for one northwest Arkansas city to compare to as well. She also reported that she spoke with the Mayor about forming a committee whenever it gets closer to getting finalized for them to review the results and decide how to move forward. The estimate that the update will be done closer to the end of the calendar year. They did ask what spots the City has a hard time keeping filled and Ms. Cox reported that the lower level maintenance positions are the hardest ones to keep and then to fill after someone leaves. Even though the City has followed the original plan with the step increases and the COLA's, there are still some positions that are paid lower. McGrath will be reviewing new positions added or changed, these include the Tourism Director, the Assistant City Administrator, and the Recreation Coordinator. Ms. Cox also reported that the tourism director position was posted and it was reprinted and will start at a lower salary than previous. The auditors will be here the week of September 23 and after they are done City Hall staff will work on upgrading financial software.

5. Adjournment

ACTION:	Motion to Adjourn at 05:51 PM by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson