



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

August 26, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of August 12, 2025 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and discuss Employee Records Policy
 4. Consider and discuss Whistleblower policy changes
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Staff Reports
- 5. Adjournment**

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City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 12, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

OTHER COUNCIL MEMBERS: Jana Schramm, Mayor Flanigan

STAFF PRESENT: City Attorney Jon Gold, City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith, HR Coordinator Michael Miller

Chair Derek Peterson called the meeting to order at 5:30 pm.

2. Old Business

1. Approval of July 22, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Ron Wells;
Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Ron Wells;
Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

3. Consider and discuss Employee Records Policy

On the employee records policy, Attorney Gold updated the committee on the changes that had been discussed with him after the last committee meeting. He referred to the sunshine law that allows for a personnel file to be viewed for the purpose of hiring, firing, promoting and disciplinary actions. He suggested adding that language into the reasons why a council member would have access to the file. The council as a whole could then view the file in a closed session. Mr. Peterson gave an update on why and how the committee got here since Ms. Kang is new to the committee. There was much discussion on the policy changes, it was suggested to remove the second sentence from the second to last bullet that appears before the new highlighted section that references the Mayor Pro Tem viewing the file and reporting back to council as it contradicts the new paragraph.

After this portion of the discussion, Ms. Kang made a motion, seconded by Mr. Wells to amend the agenda to move up citizens participation so citizens present could speak on items 3 and 4 under old business.

During Citizens Participation, Tiffany Cossey spoke on the employee records policy and the whistle-blower policy. She spoke on how the two policies have centralized power and believes that they should not have that. She requested that the committee look at adding in language that states that if 3 council members request something, it go straight to council when it involves a whistle-blower complaint. She also believes that the council members should be able to request to view a personnel file and not have to have it go through the Mayor, and remove the Mayor from the equation completely.

Ms. Gilpin made a motion to postpone the employee records policy until the next committee meeting so that language could be worked out to what the committee wants. Motion carried 4-0.

4. Consider and discuss Whistleblower Policy changes

Attorney Gold explained the changes in this policy as well and said that he looked at many other municipalities whistle blower policies and no one has a council member as part of their chain of command in filing a complaint. Inserting a new body that is outside of the chain of command often causes other issues.

ACTION: Motion to postpone item 2.4 until the next committee meeting by Ron Wells;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

4. New Business

1. Consider and discuss Conflict of Interest Council Bill

Ms. Deal explained that this is the same council bill that is passed every other year and that Attorney Gold had added in language relating to LLC's since most businesses file as an LLC these days.

ACTION: Motion to forward the conflict of interest council bill to Council by Ron Wells;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

2. Consider and discuss drug and alcohol policy

Mr. Miller explained that he recently attended a mandatory drug and alcohol training and learned that the policy we had was out of compliance. Everything that is not in bold, is required by law, everything that is in bold, was added by

him to tailor the policy to what the City needs. Any other required changes will be sent to committee as required by law.

ACTION: Motion to approve the drug and alcohol policy and forward to council by Kate Gilpin;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

3. Staff Reports

5. Adjournment

ACTION:	Motion to Adjourn at 6:29 pm by Ron Wells
	Motion Passed with a 4:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

COUNCIL BILL NO. 25-44

ORDINANCE NO.

An Ordinance to amend Section 200 - General Employment Policies of the Personnel Policy Manual of the City of Carthage by adding Section 208 - Employment Records Policy.

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

SECTION I: Section **200 - General Employment Policies** of the Personnel Policy Manual is hereby amended by adding Section 208 -Employment Records Policy.

208. Employment Records Policy: The City of Carthage is required by law to maintain certain employment records for all employees. These records are the property of the City and shall be maintained in a secure and confidential manner.

All employees must notify their supervisors or Department Directors within ten (10) days of any changes to their:

- Current address
- Legal name
- Telephone number
- Marital status
- Number of income tax deductions
- Insurance beneficiaries
- Emergency contact ~~information~~ **information**

01. Personnel Files

All official personnel files shall be kept confidential and securely maintained at City Hall. Access to personnel files is restricted to:

- Human Resources
- Department Heads
- City Administrator
- Mayor for purposes of the care, management and control of the City of Carthage and the superintending control of its' officers.
- City Council, as a body and not individually, for purposes of the care, management and control of the City of Carthage. ~~All requests for an employee file shall be made to the Mayor Pro Tem who shall examine the file and report to the Council.~~

- A Council Member may fill out a request form to view a personnel file if it relates to hiring, firing, disciplining or promoting and present the request to the Mayor Pro Tem. A closed session will be placed on the agenda for the next regularly scheduled City Council meeting according to 610.021(3) RSMo. If the Council votes to go into closed session and if the reason for review of the personnel file is determined reasonable and related to hiring, firing, disciplining or promoting by a simple majority vote of the Council, the Human Resource Director shall make the personnel file available for review by the Council at the closed session.

Employees may review their personnel file by making a written request to Human Resources either in writing or email. Within ten (10) days of the request, the City will make the records available for inspection. All personnel file reviews must be conducted in the Human Resources Director's office in the presence of the Human Resources Director. Employees are not permitted to take or modify any document or other item contained in their employment file. Employee records shall not be disseminated outside of the organization unless required by a court order requesting the documents, or an authorization to release form is signed by the employee and received by Human Resources.

02. Medical Records

Employee medical records shall be maintained separately from general employment records to ensure confidentiality. These records will be securely housed in the Human Resources Director's office.

Access to medical records is restricted to:

- The Human Resources Director
- Department Heads and the City Administrator, only on a **need-to-know** basis

The City of Carthage is committed to protecting the privacy and confidentiality of all employee records in accordance with applicable laws and regulations.

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

PASSED AND APPROVED THIS 24TH DAY OF JUNE 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to amend the Personnel Policy Manual of the City of Carthage, Missouri.

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

Section 608 of the Personnel Policy Manual shall be amended to read as follows:

608. Whistleblower Protection Policy: The City of Carthage requires Department Heads, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the City of Carthage, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

01. Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the City of Carthage can address and correct inappropriate conduct and actions. It is the responsibility of all Department Heads, officers, and employees to report concerns about violations of the City of Carthage's code of ethics or suspected violations of law or regulations that govern the City of Carthage's operations.

02. No Retaliation: It is contrary to the values of the City of Carthage for anyone to retaliate against any Department Head, officer, or employee who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination or suspected fraud or suspected violation of any regulation governing the operations of the City of Carthage. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

03. Reporting Procedure: The City of Carthage encourages employees to share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with your Department Head. Supervisors and Department Heads are required to report complaints or concerns about suspected ethical and legal violation in writing to the City of Carthage's human resources department, who has the responsibility to investigate all reported complaints. However, you should never feel that you are required to file a complaint with the person who has caused the issue, or someone under this person's supervision. You may address your issue to the supervising authority over the person who you believe is the source of a problem. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Department Head, or the City Administrator. If the complaint is against any Department Head, the City Administrator, the City Attorney, or a Council Person, a complaint may be filed with the Mayor. If the complaint is against the Mayor, the complaint may be filed with the Mayor Pro Tem. Any employee may also submit their concerns in writing directly to any sitting Council Member. If a Council Member receives a complaint, they are to take the complaint to the Mayor or City Administrator, as long as the complaint is not against them.

04. Compliance

(a) Compliance Officer: The City of Carthage's human resources department is responsible for ensuring that complaints which are made to a city employee with supervising authority, regarding unethical or illegal conduct, are investigated and resolved. The City Administrator will advise the City Council and/or Department Head of all complaints and their resolution and will report annually to the Auditor on compliance activity relating to accounting or alleged financial improprieties.

(b) Any complaints made against the Mayor may be directed to the Mayor Pro Tem and may be investigated either by action of the council members or through the council's employment of an independent third party.

05. Accounting and Auditing Matter: The City of Carthage's City Administrator or human resources department shall immediately notify the chair of the Insurance, Audit, and Claims Committee and/or Auditor of any concerns or complaint regarding city accounting practices, internal controls, or auditing and work with the Insurance, Audit, and Claims Committee and/or Auditor until the matter is resolved.

06. Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

07. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

08. Handling of Reported Violations: The City of Carthage's City Administrator, or human resources department, or representative of the city council will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

PASSED AND APPROVED THIS ____ DAY OF _____, 2025

David B. Flanigan, Mayor
City of Carthage

Attest:

Miranda Deal, City Clerk