



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 11, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

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

Chair Ron Wells called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of July 28, 2026 Minutes

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

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

2. Review & Approval of the Claims Report

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

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

3. Citizens Participation

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

4. New Business

1. Consider and discuss changes to the Overtime and Compensatory Time Policy in the Personnel Policy Manual
HR Coordinator Michael Miller updated the committee on the changes to the policy. The changes mainly affect the police and fire departments. Currently, the overtime and compensatory time policies are not up to FLSA standards. The FLSA is very clear on physical hours worked and that time taken off is not counted towards physical hours. Other city departments that are 8 hour shifts are under the FLSA standards, and when in a 40 hour week, if 8 hours of vacation is taken one day and they work 8 hours on a weekend day they normally are off, that 8 hours on the weekend is straight time. This process is not being used in

the police and fire departments at this time. The changes would align all departments to follow the FLSA standards.

ACTION: Motion to approve and forward to council item 4.1. by Alan Snow;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

2. Consider and discuss Freeman Early Detection screenings for employees
HR Coordinator Michael Miller reviewed what this screening is and how the City has received money from the insurance company to put towards wellness items. There are 5 screenings that can be picked by the employees or they can do all 5 for \$140. He requested the approval of up to \$140 per employee to use towards this early detection screening. There isn't enough money for every single employee, so there may be some criteria to meet if there is a large amount who are interested in these screenings. Hopefully, the insurance company will award the city more money next year and we can have these screenings done again and open it to those who are unable to get in this round. The date is scheduled for September 9th, and this will allow employees to get it done before the health fair and results could be helpful in determining blood work to have done at the health fair on October 7th.

ACTION: Motion to approve \$140 per person and forward to council for approval item 4.2. by Alan Snow;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

3. Consider and discuss CPFO contract for Miranda Deal
Ms. Cox discussed this contract for Ms. Deal. Ms. Deal has been helping do the financials with her for the last year and it is time to take the next step for her to fully take over. The finance officer position requires a degree in accounting or finance, Ms. Deal has a degree but it is not in those subjects and going back to college would get the degree but a lot of the classes taken do not directly relate to government finance. Ms. Cox proposed the idea that Ms. Deal could do the CPFO program through the Government Finance Officers Association and be qualified to take over the finance officer role. This is not an easy program and it is over the course of two years, there are 7 exams to take and pass and there are 10 attempts possible. The contract states the city will pay for the training and future membership dues after successfully completing the program. If Ms. Deal were to leave employment with the City, she would have to repay the city a prorated amount based on how much time has passed.

ACTION: Motion to approve and forward to council for full approval item 4.3. by Alan Snow;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow

4. Staff Reports

Ms. Deal reported that the year end entries had been posted and the reports will be ran this week. Then the auditors will be here in October and should start requesting some information before then.

5. **Adjournment**

ACTION: Motion to adjourn at 6:07 pm by Robin Harrison;
Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Alan Snow