COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, MAY 10, 2022
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Robin Harrison, David Armstrong, Trudy Blankenship and Robin Blair.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: City Administrator Greg Dagnan, City Clerk Traci Cox.

Chair Robin Harrison called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting**: On a motion by Dr. Blair, the minutes of the April 26, 2022 meeting were approved 4-0.

2. **Review and approval of the Claims Report**: The Committee discussed items regarding the Claims Report. Dr. Blair moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and discuss updates to the HR Coordinator Job Description.**

   Ms. Cox explained that due to budget cuts, the HR Coordinator position will continue doing payroll related duties so an additional employee wouldn't be needed. Mr. Armstrong moved to amend the job description to have the position supervised by the City Administrator instead of the City Clerk. Motion carried. Mr. Armstrong moved to approve the HR Coordinator job description as amended. Motion carried 4-0.

2. **Consider and discuss changes to the City Clerk Job Description.**

   Ms. Cox explained the City Clerk will continue with some finance duties but not as extensive as previously handled due to the restructuring of the Assistant City Administrator position. Mr. Armstrong moved to approve the City Clerk job description. Motion carried 4-0.

3. **Staff Reports:** Ms. Cox reported on a claims review meeting for Anthem employee health insurance. Property and casualty insurance will be increasing 5.1% for the next fiscal year.

4. **Other Reports:** None

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:36 PM. Motion carried 4-0.

Traci Cox