

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, AUGUST 25, 2020**  
**5:00 p.m.**  
**Video Conference**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Seth Thompson. Craig Diggs was absent.

**OTHER COUNCIL MEMBERS:**

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox, and Abi Almandinger.

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the August 11, 2020 meeting were approved 3-0.

Mr. Diggs joined the meeting via video conference at 5:02 p.m.

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

**NEW BUSINESS:**

1. **Staff Reports:** Ms. Cox reported the audit will be conducted the week of September 21. Mr. Short reported he would be bringing changes to job descriptions as a result of the recent salary study to the September meetings for approval. Also, an agreement for training reimbursement will be discussed at the next meeting.
2. **Member Reports:** None.

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 5:07 PM. Motion carried 4-0.

Traci Cox  
City Clerk