



FINANCE AND POLICY COMMITTEE MEETING

TUESDAY, JANUARY 3, 2023 | 6PM

1st committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.
A quorum of Council will be present.

**FINANCE AND POLICY COMMITTEE MEETING
JANUARY 3, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

- | | |
|---|--|
| 1. <u>Call to Order</u> | The Honorable Michael Reynolds |
| 2. <u>Public Comment</u> | The Honorable Michael Reynolds
The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: December 5, 2022 [Pages 3-4] | |
| 4. <u>Reports or Communications from City Officers</u> | The Honorable Michael Reynolds |
| a. City Administrator Seth Duncan | |
| i. Budget Review | |
| b. Finance Director- Will not be present | |
| c. HR Director Mark Putnam | |
| 5. <u>Unfinished Business</u> | The Honorable Michael Reynolds |
| There is no unfinished business. | |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| a. Safety Mission Statement Resolution [Pages 5-6] | |
| 7. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 8. <u>Committee Concerns</u> | The Honorable Michael Reynolds |
| 9. <u>Adjournment</u> | The Honorable Michael Reynold |

FINANCE AND POLICY COMMITTEE MEETING
DECEMBER 5, 2022, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
2nd committee meeting

Committee Members present: Michael Reynolds (Chair), Carol King, Diane Kuzniar
Others present: Finance Director Holly Abercrombie, HR Director Mark Putnam, and City Administrator Seth Duncan

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
 - a. Finance Committee Meeting: November 7, 2022

Motion: Councilwoman King made a motion to approve the minutes with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers
 - a. City Administrator Seth Duncan
 - i. Budget Review

Mr. Duncan stated there would be a Council Goals session scheduled for either January 6th or 27th.

- b. Finance Director Holly Abercrombie
 - i. Budget Review

Ms. Abercrombie reported the budgets look good. The audit report should be given to Council tomorrow.

- c. HR Director Mark Putnam

Mr. Putnam reported to Council the open enrollment for insurance was done last week. Evergreen Solutions is continuing to work on the comp/class plan. We had a 74.29% return rate on job descriptions.

5. Unfinished Business- There is no unfinished business.
6. New Business
 - a. Election Commission Appointments

Motion: Councilwoman King made a motion to send this item to Council to re-appoint the three members to the Election Commission. Councilwoman Kuzniar seconded the motion.

Vote: The vote was unanimous (3-0).

b. Purchasing Policy Amendment

The City's Purchasing Policy lacks a provision that requires employees to follow the procurement/purchasing policies of organizations which may provide grant or sponsorship funding to the City. By requiring employees to follow the guidelines and policies of the organization providing the grant funding, the City will reduce the risk of non-compliance by the agencies/entities providing grant funding to the City.

Motion: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:27 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: January 3, 2022

AGENDA ITEM: 6a

TO: Finance and Policy
FROM: Mark Putnam, HR Director
SUBJECT: City wide Safety Mission Statement Resolution

REQUEST

Council approval of the attached safety Mission Statement.

HISTORY/BACKGROUND

The City of Mauldin safety statement is very old and needs to have current Council Members' signatures.

ANALYSIS or STAFF FINDINGS

None.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends approving the safety mission statement.

ATTACHMENTS

Mission Statement Resolution

SAFETY RESOLUTION

WHEREAS, The Mayor and Council of the City of Mauldin have a sincere concern for the welfare and safety of its employees and the public it serves. It acknowledges as an employer, that it should provide, to the extent feasible, safe working conditions for employees; and

WHEREAS, It is our firm belief that all accidents can be prevented and in accordance with that belief, the city's Human Resources Director and safety committee will develop and administer an aggressive occupational safety program for the City's entire work force.

NOW, THEREFORE, BE IT RESOLVED, That Department heads and supervisory personnel at all levels of the city's work force are expected to make safety a matter of top priority and maintain concern for the continuous improvement of departmental safety. Also to enforce the awareness that personal safety carries a greater importance than all other operational tasks/duties.

BE IT FURTHER RESOLVED that the City will support compliance with all Federal and State safety regulations; provide and train employees in the use of personal protective equipment; and insure that all employees are advised of and understand their loss control responsibilities in the performance of their work.

SIGNED, SEALED AND ADOPTED BY City Council this ____ day of _____, 2023.

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

ATTEST:

City Clerk