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MINUTES  
January 21, 2010  
8:30 a.m. – 10:30 a.m.  
Missouri Department of Conservation

The meeting was called to order at 8:30 a.m. by Cathy Harris.

**Round Table Discussion - All**

- Shared Leave:
  - DSS has a process in place, they have a panel that decides
  - DHSS has nurses on their panel, they keep a log of for example “Cancer” what type and how long they granted someone
  - MDC has a panel that makes decisions
  - DIFP has an application to fill out; they were told by an attorney they could not look at leave records
  - Guy suggested that everyone review 1CSR20-5.205
- Flexing Time During the Week:
  - DSS – adjust your time that week
  - DHSS – adjust your time that week
- Safety Issue:
  - Eg: Hostage Situation – Does each Department have guidelines set for this?
  - More and more buildings are being locked down; badges keys, sonitrol, and etc.
  - We need set Safety Guidelines or “Best Practices”
- Evaluations:
  - When a employee leaves before getting their evaluation, the supervisor has done a “Special Perform” before the employee left.
- Sick Leave:
  - Question: If an employee calls in sick do you just have an honor system?
  - Answer: Honor system, unless it is someone who is a chronic abuser, then you might what to request a doctor’s note.

## **Personnel – Guy Krause**

Long-Term Suspensions – agencies might forget that they have to write a letter to the Director and then it goes back to the employee.

Legislative Session – They're Back!!

Fiscal Notes:

- Flex
- Pay increase corrections
- Political or religious meeting
- Credit History
- Discrimination Law
- Supplement Job pay & Military Pay
- Retirement Bill
- Discontinue Health Care Coverage to Retirees in 2012
- CPI down

If anyone needs help with layoffs, please let Guy know.

Training needs more participation. Alan has been going around speaking to different agencies. Check out the on-line calendar [www.training.oe.mo.gov](http://www.training.oe.mo.gov)

## **OA Accounting – Libbie Farrell**

Libbie mentioned that W-2's will be sent out Monday; they are not on-line.

Employees have been calling and Libbie just wanted to mention that they do not speak to the employees, they will route them back to their representative. Libbie and her staff speak to the HR representative only.

Voluntary benefits -rely on us to check the stubs.

Still working on the vendors.

## **Other Business**

**The next meeting will be February 11, 2010 at Conservation Employees Credit Union Basement.**

The meeting was adjourned.