



MEETING NOTES

January 10, 2013

In Attendance:

Alison Robison, DSS
Amber Letcher, DOR
Arlene Taylor, DOLIR
Carol Newguard, SAO
Darlene Robinett, DOR
Gina Hall, Public Defender
Guy Krause, OA
Jana Agniel, DOR
Jerri Denton, OA

Kim Sandbothe, DIFP/Finance
Libbie Farrell, OA
Mari-Jo Wilkes, DNR
Mona Smith, DHSS
Stacey Jacobs, STC
Tom Fast, OA
Vicki Glenn, Gaming

ClearCaptions Hearing Impaired Phone System – Gordon Ellis, CISCO, and Jason Volkart, OA-ITSD

Agencies utilizing the CISCO phone system may be able to take advantage of the hearing impaired software, called ClearCaptions. This allows callers to see captioning on his or her phone of what the caller is saying during the call. The captioning is not stored after the call. ITSD is still working with CISCO to ensure the hardware is in place to enable this option on the CISCO phone system. Agencies not utilizing the CISCO phone system may be able to participate using the Ensemble software, more information will be available to those agencies.

ClearCaptions is an option on several G-Series CISCO phones, but will not be enabled for all users. Once the use of ClearCaptions is finalized through ITSD, each agency will be responsible for establishing a process to approve and request ClearCaptions be enabled on specific employee phone lines. It was recommended during the SHRMC meeting that agencies follow their ADA accommodation request process for requesting ClearCaptions access. CISCO does not require a medical examination to approve a user for ClearCaptions, but agencies might, if following normal accommodation request processes. ClearCaptions requires that participating individuals to self-disclose mild to full hearing loss and that he or she self-registers for the service. An e-mail will be sent to the respective agency contact if an employee self-registers through CISCO. Agencies will need to coordinate all requests with ITSD, who will give CISCO the final approval for ClearCaptions to be enabled.

There is no initial setup cost for using ClearCaptions, but if more bandwidth is required as users enable ClearCaptions, agencies could see a rise in trunk charges. ITSD is currently piloting a small group of ClearCaptions users to determine what effects the use has on bandwidth size.

Gordon's presentation and supporting documents have been posted on the [SHRMC web site](#). More information will follow.

OA Accounting – Libbie Farrell

Social Security tax withholdings are returning to 6.2% on the January 15 paycheck.

Libbie would like all agencies to remind employees to review their paycheck stubs to ensure 2013 changes are accurate.

2012 W-2s will be released on January 24. The W-2s will also be available on ESS, but agencies are still required to disseminate the paper copies to employees. Box 12 will include a new code DD, which is for health care reporting. Code DD includes all health care contributions and won't match December 31 pay check stubs. More information will be sent to the SAM II listserve.

OA Accounting is finalizing the 2013 tax calculator, which will be available shortly.

OA Personnel – Guy Krause

Legislators are back in session, so fiscal notes are arriving. There is a retirement incentive bill this year. A legislative update from OA can be found on the [SHRMC web site](#) and is updated weekly.

The State Committee on Wages is working on creating an RFP for a total compensation study.

OA Personnel is currently in the process of replacing Eve Campbell and Noah Blythe.

Statewide Policy Committee Update

The committee's statutory change recommendations to bereavement leave are still being reviewed.

The committee continues to review FMLA, in hopes of providing guidelines for more consistent application by agencies.

Next Meeting

February 14, 2013
Room 500 HSTOB
8:30 a.m. to 10:30 a.m.

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