



MEETING NOTES

February 10, 2011
8:30 a.m. – 10:35 a.m.
Coca-Cola Community Room
605 Washington Street

The meeting was called to order at 8:30 a.m. by Carrie Haley.

Stay-At-Work Program – Lisa Angeles

The Stay-At-Work Program has been available for nearly two years to all state employees and can provide cost savings to state departments. The program representative works directly with human resource managers and employees who are having a difficult time staying at work. The program assists employees with physical problems as well as mental. The company provides a wide variety of options for employees and employers to assist them to stay at work or return to work sooner. Information about the program is attached. Several examples were provided. Lisa Angeles is the program representative, and her contact information is:

Lisa Angeles, Medical CM & RTW Specialist
Stubbe & Associates
17710 Old Excelsior Blvd.
Minnetonka, MN 55345
314-846-5043 (Work)
314-591-2806 (Mobile)
877-578-8223 (Fax)
langeles@stubbe.com
www.stubbe.com

The employee must take an active role in the request for assistance. A Stay-At-Work form must be completed, along with the Authorization to Obtain and Release Information. The attending physician is also required to complete a statement. These forms are attached with these meeting notes.

Lisa has worked extensively with Diana Findley with the Department of Social Services in assisting employees with many different situations. Diana's contact information is below. She will be glad to discuss how this program has helped their employees.

Diana M. Findley, Human Resources Manager
Department of Social Services, Family Support Division
615 Howerton Court, P O Box 2320
Jefferson City, MO 65102-2320
Phone: 573-751-7382
Email: Diana.M.Findley@dss.mo.gov

Lisa is also available to work with employees on ergonomics and simple stress reducing exercises.

Deferred Comp Auto Enrollment Legislation – Cindy Rehmeier

- Candy Smith, Communications Supervisors for MOSERS, provided a brief overview of the MSEP 2011 program. The MOSERS website has all the information about the different retirement programs. Their forms page has been designed to categorize the forms more efficiently. A supply of forms and brochures can be requested by contacting MOSERS. A copy of Candy's presentation is attached.
- Cindy Rehmeier, Manager of Deferred Compensation, presented information on the proposed automatic enrollment into deferred comp for new employees. A copy of her presentation is attached.

If passed, the automatic employee contribution would be one percent beginning with employees hired on or after July 1, 2012. Employees could opt out of enrollment within 30 days and receive a refund.

Office of Administration Personnel Update – Guy Krause

- Guy cautioned agencies to ensure that the Form I-9s are completed properly.
- Dealing with time off work due to the recent snow storm has been an issue for all state agencies. Employees can work the two holidays in February to accumulate working hours to cover absences due to the weather.

OA asks that agencies keep accurate records of actual hours worked by employees who opt not to take annual leave, comp time, or leave without pay.

- The Employee Self Service Portal is progressing, but a timeline for completion is not known. The team is working with the benefit administrators to accomplish the single sign on.

Office of Administration Accounting Update – Libbie Farrell

- Accounting is still working on Savings Bond issues. OA is currently working on a process to recover the cash deducted when a payroll check is cancelled.
- After April 15, copies of W2 forms for 2006 and before will no longer be available.

- OA has received several questions about some of the retirees receiving W2 forms. OA must report the health savings account information, even for retirees.

Co-chairs for SHRMC

The current co-chairs, Carrie Haley and Tammy Cavender, will vacate their positions in April 2011. Carrie asked for volunteer replacements to contact her or Tammy.

Next Meeting

The next meeting is scheduled for March 10 at the Coca Cola Community Room.

The meeting was adjourned.

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