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**MEETING NOTES**  
**February 14, 2013**

**In Attendance:**

Allan Forbis, OA Personnel  
Arlene Taylor, DOLIR  
Cara Malzner, DHSS  
Carol Newgaard, SAO  
Darlene Robinett, DOR  
Debbie Davis, Credit Unions  
Gina Hall, Public Defender  
Guy Krause, OA Personnel  
Heather Kaiser, SOS  
Jerri Denton, OA Personnel  
Jerry Callahan, MSHP  
Kristy Johnson, MSHP

Laura Hoskins, DED  
Leda Edgar, DOC  
Libbie Farrell, OA Accounting  
Makele Ndessokia, MDA  
Mari Jo Wilkes, DNR  
Meredith Curry, DHSS  
Michelle Jacobsen, DHSS  
Peggy deMeurers, MSHP  
Penny Schrock, DSS  
Stacy Jacobs, STC  
Tom Fast, OA HR  
Vicki Glenn, MGC

**ClearCaptions Hearing Impaired Phone System – Jason Volkart, OA-ITSD**

Jason let the group know that the software has been enabled for use. Agencies need to establish a process for requesting and approving access to the software, preferably their ADA accommodation process. As long as the user number of users is managed and does not skyrocket, agencies should not see an increase in circuit use or truck line cost.

**FLSA Overview and Best Practices – Mitch Volkart, DOLIR**

Missouri's minimum wage increased January 1 to \$7.35 per hour. The federal minimum wage remains \$7.25 per hour. Updated minimum wage posters can be found on DOLIR's [web site](#), along with other required employment law posters.

Per FLSA, agencies can deduct pay for state equipment, as long as the deduction doesn't take the employee below minimum wage. Mitch indicated that this should be noted in policy, if an agency is going to pursue, as it could result in civil charges based on the contractual "rate of pay". In addition, discussion should take place with OA Accounting. FLSA states that reductions in wages require a 30-day notice to the employee, although the notice requirement does not apply to classification changes, such as demotions.

There was discussion on the requirement to pay terminated employees their last payroll, not including annual leave and compensatory time payments, within seven days from the last day of employment. At this time, it is believed that we do not fall under RSMo 290.110, but the discussion led the group to believe that we may. OA Accounting will look into this situation.

Mitch discussed the overtime exemptions under the FLSA, including executive, administrative, professional, etc. In addition, he briefly discussed prevailing wage and child labor laws. More information on these topics can be found in Mitch's [Wage and Hour presentation](#).

### **Training Update – Allan Forbis**

The Center for Management and Professional Development (Center) is working to roll out more e-learning opportunities mid-year. In addition, the Center recently rolled out an online Cyber Security training that agencies will be viewing. Some agencies have already received notification and viewed the training. For training opportunities, visit the Center's [web site](#).

MOTEC is now part of the Center. The Center can now offer three rooms at the Elm Street location for computer training. If you need a room with several computers, you may reserve one of the three rooms by contacting Allan.

Help World Wide is now administering the [WeSave](#) program. Employees should see more opportunities to take advantage of savings using the WeSave program.

State Employee Recognition week is scheduled for May 27 through May 31. State Employee Recognition day will be Friday, May 31. As May approaches, more information will be disseminated regarding the activities being held.

### **Certified Public Manager Program – Scot Scobee**

The Center partners with Missouri State University's Management Development Institute (MDI) to provide the Certified Public Manager® (CPM) designation, which is a nationally recognized premier designation. The CPM program is designed to help refine and improve management skills of emerging leaders and existing supervisors and managers.

Merit scholarships, which cover tuition of the program, are awarded to three state agencies each year. The 2013 scholarship winners are the Office of Administration, Economic Development, and Insurance, Financial Institutions and Professional Registration. Scot will be contacting each of the three agencies to coordinate the attendance of an employee in the program.

The CPM program has two phases. The first phase of the program is almost always met by using training credit given. Some agencies have supplied the program with an outline of training courses and had the courses approved for credit. Any agency wishing to get their training courses approved should contact Scot.

Phase Two of the program is one year in length and while mostly online, does have three conferences to attend and the completion of a Capstone Project. Scot mentioned that Chris Rutledge, MODOT, is completing his Capstone Project on Succession Planning at MODOT. This type of information may be beneficial to other agencies.

In 2013, Missouri State University would like to launch co-op programs in Jefferson City. Scot is hoping to get at least 15 participants registered. The benefits of a co-op include reduced tuition and more live class options. Scot is seeking an agency to drive the initiative with three or four participants. If your agency is interested, please contact Scot.

For more information about the CPM program, visit <http://www.training.oa.mo.gov/cpm>.

#### **OA Accounting – Libbie Farrell**

Tax tables for 2013 have been loaded in SAM II. Employees will see a slight reduction in federal withholding on the February 15 paycheck.

#### **OA Personnel – Guy Krause**

Guy reminded the group about the minimum wage change. Agencies should be sure that all employees are paid the minimum \$7.35 per hour, keeping hourly and part-time FTE in mind.

A legislative update from OA can be found on the SHRMC [web site](#) and is updated weekly.

#### **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**

**March 14, 2013**

**Room 500 HSTOB**

**8:30 a.m. to 10:30 a.m.**