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## MEETING NOTES

March 8, 2012  
8:30 a.m. – 10:00 a.m.  
MCHCP Board Room  
832 Weathered Rock Court

The meeting was called to order.

### **General Discussion**

There was discussion on the appeal rights for employees not meeting tax compliance. The discussion centered around do agencies allow more days than the 45 days in the law by allowing an appeal. Further follow up will be done.

We talked about how maximum accruals work for part-time employees. SAM II works with the rate of accrual (five, six, or seven hours) rather than the amount actually accruing in performing the sweep.

There were some questions on the Management Training Rule. Some agencies adhere to it closer than others. Some agencies do not meet the requirements due to budget constraints. Most agencies do encourage their staff to attend training. There may be underreporting of training attended as well.

We talked about PERforM as well. There are the normal comments about usage, appeals, and ratings. There is a lot of variety in the usage of the scores by raters. No one said they really saw an uptick in ratings with the end of the 39% cap. Agencies are working on document training, meeting with supervisors to discuss how to rate accurately, and developing performance measures. We discussed the usage of work plans, based either on total score or on individual components. DHSS shared with us their process for appeals and how the appeal goes to the division director. The employee spells out their case and then the division director confers with the rater and to see the documentation. DED shared that if an employee receives a low rating with no documentation. They go to the reviewer and say that this must reflect on the rater's appraisal.

We talked about the New Employee Orientation webinar “Newbies” from MCHCP. A MCHCP rep can come to new employee orientations. Some agencies expressed they had experienced difficulty in finding the webinar on the website.

### **Office of Administration Accounting Update – Libbie Farrell**

The Division of Accounting was working through some issues with the file sent from ASI. They will make adjustments and will get corrections made.

After April 15, duplicate W2s will only be provided for 2008 through 2011. Employees can get the past five years of W2s on ESS.

The Division of Accounting is gearing up for Fiscal Year End. They are also working on the mandatory one percent deferred comp deduction set to begin July 1. This would be for new employees and would automatically enroll them although they do have a 30 day window in which to opt out.

### **Office of Administration Personnel Update – Cara Edgar-Wells**

Cara put in a plug for the Center for Performance Management’s upcoming training on Investigative Procedures for the Workplace on May 4. Aaron Hart mentioned that there have been cases where attorneys ask for the number of investigations conducted by and the training of the investigator.

Cara also mentioned that the SHRMC website contains current Legislative Updates.

### **SHRMC Business**

New SHRMC co-chairs are to start in May. We need volunteers. Please ask if you have any questions about co-chairing the group.

We need your ideas to continue to make this group successful. We are looking for ways to increase attendance and participation. There are many voting members who have not attended for a long time. Some agencies do not even send a representative. Do we want to switch when the meetings are? Go every other month? Is it the topics? We will be working on a survey to see what can be done to improve SHRMC.

### **Next Meeting**

The next meeting will be on April 12, 2012. The meeting will be at MCHCP at 832 Weathered Rock Court, Jefferson City. A map and directions can be found at <http://www.mchcp.org/aboutUs/contactUs.asp>.

The meeting was adjourned.