



MINUTES
April 9, 2008
8:30 a.m. – 10:30 a.m.
Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

Chet White – Office of Administration

Chet mentioned that pay plan recommendations need to be in by June 10, 2008 (this is the best time to go forward with salaries).

PERFORM – they are going back and filling in the holes. He stated that overall everything went very well.

Chet also talked about CASE (Committee to Aid State Employees). It has been up and going for two years, but it is time to recruit new members. If anyone is interested, they need to call Denise Horn, Department of Agriculture, at 573.751.7751.

Scot Scobee – Certified Public Manager Program

Scott gave a presentation on the Certified Public Manager Program, which is maintained at Missouri State University in Springfield.

- History of the CPM Program
 - Developed in the mid-1970s in Georgia
 - Almost 9,000 CPM graduates
- What is the CPM Program?
 - Nationally accredited
 - Comprehensive leadership/management development program
 - Designed for supervisors/managers in government and non-profit organizations
- CPM Program Benefits
 - Enhanced leadership skills and increased knowledge of government practices
 - Increased productivity and quality of work in government organizations
 - Organizations and individuals exposed to new ideas and approaches
 - Graduates join network of professional public managers at state and national level
 - State level: Missouri Society of Certified Public Managers
 - National level: American Academy of Certified Public Managers
- Current CPM Programs
 - 27 Accredited programs – 23 states, Federal & DC, Metro DC COG

- Management Development Institute of Missouri State University
- Programs vary widely
- Program Requirements
 - Address NCPM Competencies
 - 300 hours of 'structured learning activities'
 - At least 250 hours are instructor or facilitator directed
 - At least 200 hours are related to the CPM Competency Model
 - Written demonstration of effective application of core materials to job environment
- Variation in Programs
 - Length: 9 -36 months
 - Format: resident, almost no online; many meet monthly for 2-3 days; sequenced cohorts and individual courses open to everyone
 - Cost: \$1,380 - \$6,000
 - Eligibility: most limited to current public agency managers/supervisors; 16 require agency nomination or supervisor approval
 - Program structure: all require one or more projects; total program hours 300-492; project hours 15-100
 - 16 programs offer undergraduate or graduate credit
 - Undergraduate credit ranges from 0 to 26
 - Graduate credit ranges from 0 to 9
- Missouri CPM Program
 - Arkansas CPM Program is Missouri's mentor
 - Proposed length is 12 months over a calendar year beginning Winter or Spring 2009
 - Proposed format is a mix of residence and online, monthly courses that a cohort takes in sequence
 - Estimated cost is \$3,500 including books
 - Proposed eligibility requirements – current public agency managers and supervisors, with recommendation from supervisor and approval from advisory board
 - Proposed program structure – 300 total hours; 100 hours for a major applied project
 - Timeline to Implement
 - Winter/Spring 2008 – focus groups
 - Summer 2008 – Curriculum Design & Instructors
 - Late Summer 2008 – National Consortium Program Review, Initial Promotion Campaign/Endorsements
 - Fall 2008 – Finalize Program Details; Receive Applications
 - January 2009 – Inaugural MO CPM Cohort
 - Summer 2009 – Obtain Final Accreditation

Scott mentioned that if you would like more information or you are interested in the program, you visit the Missouri CPM website www.mdi.missouristate.edu or you can call the program at 1.800.733.3203.

**For the complete presentation, please refer to the 'Meeting Minutes and Handouts' on the SHRMC website www.shrmc.mo.gov.

USERRA – Bill Benzel

Bill Benzel with the Department of Labor talked with the group about the 'Uniformed Services Employment and Reemployment Rights Act' that is implemented by the Department of Labor. It is in reference to veterans' employment and their training service.

This Act covers reemployment rights to those who have been absent from a position of employment because of "service in the uniformed services." This includes: active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, funeral honors duty performed by National Guard or reserve members, etc.

Bill stated that both the employee and the employer have several obligations, these include:

- Service Member Obligations
 - Did they hold a job other than one that was brief or nonrecurring?
 - Did the service member notify the employer that he/she would be leaving the job for military training or service?
 - Did the service member exceed the 5-year limitation limit on periods of service?
 - Did the service member make application or report back to the pre-service employer in a timely manner?
 - Did the service member whose military leave exceeded 30 days elect to continue health insurance coverage?
- Employer Obligations:
 - Did the service member give advance notice of military service?
 - Did the employer allow the service member a leave of absence?
 - Upon timely application for reinstatement, did the employer timely reinstate the service member to his/her escalator position?
 - Did the employer provide training or retraining and other accommodations to person with service-connected disabilities?
 - Did the employer grant the reemployed person pension plan benefits that accrued during military service?
 - Did the employer provide health coverage upon request of a service member?

The Uniformed Services Employment and Reemployment Rights Act applies to virtually all employers, including the Federal Government.

**To see the Uniformed Services Employment and Reemployment Rights Act Resource Guide, please refer to the 'Meeting Minutes and Handouts' on the SHRMC website www.shrmc.mo.gov.

Boss-lift – Steve Vanderhoof

Steve Vanderhoof, from the Missouri Committee for Employer Support of the Guard and Reserve, spoke with the group about the various programs they maintain.

These programs include:

- Ombudsman Support
- Boss-lifts
- Briefings with the Boss
- Statement of Support
- Employer Outreach
- Factsheets and Brochures

- Award and Recognition Programs

Steve mentioned that the Committee uses these programs to help mediate between service members and their employers.

Steve went into further detail about Boss-lift, which is a program that allows employers the opportunity to see for themselves firsthand what their employee/soldier experiences on a deployment. The program is aimed at providing information to employers and letting them gain a better understanding and appreciation of what their employee goes through.

The next Boss-lift will April 30 – May 2, those interested will fly on a C-130 and will be taken to Camp Atterbury, IN. Those who participate will receive the Patriot Award – which recognizes the employer for going above and beyond for their service members.

For more information, please visit www.esgr.com.

OA Personnel – Gary Fogelbach

Gary covered several agenda items:

- Pay Plan Hearing will be June 10, 2008.
- They have not yet finalized any reports on Perform – Gary did mention that they are well under the 39% mark for outstanding. OA Personnel is also trying to sort through 30-40 comments and they are trying to answer in the best order they can.
- Gary will provide a legislative update next meeting.
- Gary put together a spreadsheet of an estimate of employee benefits. It's an illustration that the state contributes more than one can see by just looking at their paychecks. This will be sent to SHRMC members, and feedback is appreciated.

OA Accounting – Libbie Farrell

Libbie was not present at the meeting.

Carrie Haley – National Employee Health and Fitness Day

Carrie Haley with the Department of Health and Senior Services, talked about the National Employee Health and Fitness Day on May 21, 2008. Employees can walk anytime between 11 a.m. and 1 p.m. at several different locations in Jefferson City. If anyone is interested please visit, [www.Worksite_Wellness @dhss.mo.gov](http://www.Worksite_Wellness@dhss.mo.gov) to register, or to find out more information.

The next meeting will be May 14th, at 8:30 a.m. at the Missouri Department of Higher Education.

The meeting was adjourned.