



MEETING NOTES

April 14, 2011
8:30 a.m. – 10:05 a.m.
Coca-Cola Community Room
605 Washington Street

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

FMLA Presentation for HR – Jeannie Mitchell

Jeannie Mitchell of the Department of Labor and Industrial Relations presented “Identifying and Avoiding FMLA Abuse.” A copy of the presentation is attached.

Office of Administration Personnel Update – Cara Edgar-Wells

Cara presented an update on pending legislation affecting human resources. Attached is a summary of the pending legislation and current status.

ESS Update: OA is working on the programming for the W2C, information on garnishments, and the secure log in. MOSERS will run concurrently for awhile to assist employees. The expected roll out is June or July.

Office of Administration Accounting Update – Libbie Farrell

- Libbie clarified information provided at the last SHRMC meeting regarding SEBES and entries resulting in retirement contribution double deductions. The driving entries for the retirement contributions are made by HR representatives. Double deductions sometimes occur when new hires come on before MOSERS processing is complete.
- FYE is close. Libbie asked that any massive org changes be forwarded to Stephanie Brooks in OA.
- Libbie asked that HR representatives ensure that cafeteria plan deductions have expiration dates. If clarification is needed, OA will contact agencies.

HR Conference – Lisa Verslues

Planning has begun for the annual HR conference. Larry Nodine is heading a focus group to develop topics for the conference. The meeting is set for April 25 from noon to 2:00. Talk to Lisa if you want to be included in the focus group. At this time only one meeting is planned.

Heaters for Employees

Tammy Cavender of the Department of Labor asked how agencies were handling employee requests for individual heaters. Penny Schrock of the Department of Social Services indicated that when an employee needed a heater they treat it as an ADA accommodation. The information is forwarded to OA, who purchases the heater and bills it back to the agency.

Thanks

Carrie and Tammy thanked the group for their assistance during their time as co-chairs. Mary Jones was also thanked for preparing the meeting notes.

The next co-chairs Deanne Aholt, Secretary of State's Office, and Aaron Hart, OA, were introduced.

Certification

Deanne announced that she will work with the Human Resource Certification Institute to get the presentations made at the SHRMC meetings certified for credit.

Next Meeting

Aaron announced that the Coca Cola Community Room has been reserved for the next six months for the SHRMC meetings. The next meeting is May 12.

The meeting was adjourned.

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