



MINUTES
May 13, 2010
8:30 a.m. – 10:30 a.m.
Coca-Cola Community Room
605 Washington Street

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

Rapid Response Services – Jacki Johnson

Jacki Johnson, State Rapid Response Coordinator, Department of Economic Development, provided information about their services. The Rapid Response team is available to help coordinate services for employees who are being laid off.

Agencies are encouraged to contact Rapid Response in advance so that they can be present at meetings about a layoff. All information provided to Rapid Response is confidential.

Rapid Response also provides services at the Career Centers for assessing skills, job search, resume preparation, and the unemployment four-week reporting requirement. Programs to attend education/training courses while collecting unemployment benefits are also available.

Unemployment Benefits Q & A – Patti Loehr

Patti Loehr, Division of Employment Security (DES), Jefferson City Regional Claims Center, answered questions concerning unemployment benefits. Important tips:

- Employee should establish their claim as soon as they find out they will be laid off by calling the regional claims center in the area.
- Phone lines are open 7:30 to 5:30.
- Claimant is ineligible until annual leave payout time has passed.
- Comp time paid does not affect the claim because these earnings are from prior work weeks.
- Call in if you have questions about benefits while attending training/education.
- No income taxes on benefits received under \$2400.
- Benefits are paid on a debit card unless direct deposit is requested.
- Benefit amount is based on earnings; plus \$25 stimulus.

- Normal benefit period is 26 weeks; however, with federal extensions, benefits are now available for approximately two years.
- Employees must do the following to maintain benefits:
 - File weekly claim on line or by calling;
 - Must have two or three work searches per week, depending on county of residence; and
 - Do the four-week reporting to the Career Center.

It is important to return all paperwork requested by the DES to avoid delays or phone calls. Information can be written directly on the form or a separate attachment. Be sure to include the annual leave payout, salary, and last day worked.

There are no physical unemployment offices open to the public. There is a link on the DES website for questions.

Unemployment Funds & OA – Beth Dillon

OA Accounting was present to answer questions about the billing forms that are sent to state agencies that have unemployment charges. The agency relays the correct fund codes to ensure that the proper fund is charged. Each agency has appropriated funds for unemployment benefits.

OA Personnel Update – Guy Krause

- It takes about 60 days to make sure that MOSERS has the sick leave information for departing employees. Don't remove the balances from SAM II for that time period.
- As soon as you become aware of layoffs in your agency, notify OA Personnel. OA does not play the same role with non-merit agencies layoffs.
- Reviewed the status of pending legislation affecting personnel.

Bill Miller

- Suspended the 30-day intent to layoff notification state agencies are required to provide OA Personnel.
- PAB cases will probably transfer to AHC at the first of the fiscal year. All active appeals will be stayed until that time.
- Anyone aware of a recent comprehensive compensation study? A decision item will be submitted next year requesting funds to conduct the study.
- Please complete the recent survey that went out to randomly selected HR personnel throughout state agencies.

Accounting – Libbie Farrell

- The FYE memo has gone out.
- LDPR updates will be web-based using Access 2007.
- If you have not already subscribed to the SAM II HR distribution list, please do so to receive all updates.

- US Treasury will no longer issue paper savings bonds. It's an online process. OA is looking at the process.
- Information will be coming out concerning healthcare changes.

SHRMC Distribution List – Libbie Farrell

Emails that do not directly relate to SHRMC should not use the Outlook SHRMC distribution list. Information that needs to reach all State employees should be considered for an electronic payroll stuffer.

Other Business

The next meeting will be June 10, 2010, at the Coca-Cola Community Room located at 605 Washington Street.

The meeting was adjourned.

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