



MINUTES
June 11, 2009
8:30 a.m. – 10:30 a.m.
Missouri Department of Conservation

The meeting was called to order at 8:30 a.m. by Cathy Harris and Vicki Glenn.

Harry S Truman School of Public Affairs – Jessica Hosey

- **Capital Fellowship Program** – was created to provide opportunities for Missouri state employees interested in earning a Master’s in Public Affairs (MPA). The Fellowship covers in-state tuition for the eleven (11) MPA courses that are required through the Mid-Career program.
- **How do I become a Capital Fellow?** – Students chosen for this program must first be admitted to the University of Missouri Graduate School. Then you may apply to the Harry S Truman School of Public Affairs’ MPA Mid-Career program. After being accepted to the MPA program the applicants State Agency Recommendation form will be sent to the selection committee and selection will be determined.
- **The following items are required in a completed application:**
 - MU Graduate School Application
 - MPA Application
 - Application Fee of \$45.00
 - Official Undergraduate Transcripts
 - Graduate Record Examination (GRE) Scores
 - Resume
 - Three Letters of Recommendations
 - Statement of Interest
 - State Agency Recommendation Form
- **When can I begin taking classes?** – There is no deadline for applications. It is suggested that your application be submitted 6-8 weeks prior to the class in which you wish to enroll. The Truman School offers classes that meet in Jefferson City for nine week sessions. There are five of these terms a year so new classes begin every August, October, January, March, and June.
- **How many Capital Fellows will be selected?** – Each academic year (August – July), 10 will be selected.

- **How long will I have to complete my degree?** – All graduate students at MU have eight years to complete their degree.

OA Personnel – Guy Krause

Guy mentioned he attended the Pay Plan Hearing on Tuesday, June 9. They are working on a recommendation for the Board.

Layoff's – Guy mentioned to remember to put them in correct order; which is service credit time is the date of the layoff.

OA Accounting – Libbie Farrell

Libbie mentioned that OA Accounting has created a new e-mail account for receiving direct deposit applications. It is OADirectDeposit@oa.mo.gov. Effective immediately, please use this e-mail address for all direct deposit applications rather than sending applications to specific individuals in Central Payroll. Questions regarding direct deposit applications should also be sent to this e-mail address. Please encrypt direct deposit applications sent via e-mail by placing the word “encrypt” inside brackets in the email subject line. [encrypt]

You may also continue faxing direct deposit applications to (573) 526-9814. **When e-mailing or faxing direct deposit applications, please limit each fax or e-mail transmission to ONE EMPLOYEE'S application and supporting documentation.** Receiving multiple applications in one document significantly hinders our ability to efficiently and accurately process the applications.

Please review applications for completeness before forwarding them to OA Accounting. Sending incomplete forms or inconsistent documentation unnecessarily delays establishing an employee's direct deposit.

DO NOT direct employees to OA Accounting regarding questions about their direct deposit. As always, we are happy to assist you in providing answers to your agencies' employees. OA Accounting does not deal directly with employees and will refer the employee back to their own payroll office to receive answers to their questions.

You may verify that a direct deposit application has been processed by viewing the EFT screen in SAM II HR. After entering the employee social security number, enter an * in the appointment ID field and press F4 or browse. This will give you the employee's current EFT (direct deposit) information.

Other Business

Long-Term Leave of Absence was discussed.

Alan Green, from St. Louis County was introduced.

Jessica Hosey will be at the Department of Revenue, June 16, from 3:00-4:00, in room 478 talking about the Harry S Truman School of Public Affairs if you would like to attend.

The next meeting will be July 9, 2009 at Runge Nature Center.

The meeting was adjourned.