



MEETING NOTES

July 12, 2012

In Attendance:

Carol Newguard, SAO
Cathy Harris, MDC
Darlene Robinett, DOR
Deanne Aholt, MCHCP
Gina Hall, Public Defender
Gina Martin, OA ITSD
Kim Sandbothe, DIFP
Kim Wineland, DESE
Leda Edgar, DOC
Makele Ndessokia, MDA
Mari-Jo Wilkes, DNR

Michelle Jacobsen, DSS/DYS
Nickie Smith, DSS
Penny Schrock, DSS
Rachel Potts, DED
Rachel Wiles, DOR
Stacey Jacobs, STC
Tammy Cavender, DOLIR
Tom Fast, OA
Vicki Glenn, Gaming
Vicky Toebben, DHSS

Workforce Development – Employer Services – Cheri Tune & Ed Greenslit

Ed Greenslit presented a demonstration on posting positions on the Missouri Career Center web site, www.jobs.mo.gov. He explained how the Missouri Career Center database could assist in narrowing down potential candidates for positions, based on criteria entered with each posting. Creating an account in the system takes approximately 30 minutes. A nice feature of this system is that it allows an employer to search through the candidates on file based on selection criteria entered, even if a position isn't posted at that time.

Cheri Tune was also present and discussed the National Career Readiness Certificate (NCR). Agencies can recognize certification in applicant selection. The NCR test takes applicants 3½ to 4 hours to complete and must be taken at a career center. The test is free the first time, but there is an approximate \$35 fee for additional testing. Sample tests can be found at www.act.org/workforce, under the *Quick Links* section.

An update after the meeting, showed that a couple of agencies created new registrations on the www.jobs.mo.gov web site and new job postings were created. In addition, Ed sends a special thank you to Somona Kosfeld from the Dept of Corrections for sending in a NCRC Letter of Partnership! A copy of the partnership letter is attached to these minutes.

Additional information received after meeting:

Following the meeting Ed and Cheri sent additional information requested by participants in the meeting and sent some additional resources.

A couple of additional programs available that agencies may be able to utilize if interested:

- **On-the-Job Training (OJT)**
This is a program where if an employer is willing to train, they could receive 50% wage reimbursement for a period of four weeks. The job must pay a minimum of \$10.50 per hour, & because it's a federally funded program, the applicant must qualify as a Dislocated Worker (see attached info sheet).
 - Ed asked the program administrator in Jefferson City if state agencies would be eligible and she said yes, as long as there are no layoffs and the jobs would be of permanent nature.

- **Youth Work Experience Program**
This program is for youth ages 14 through 21. The program pays 100% of the hourly wage, plus workers compensation & liability costs associated with the assignment. It is generally for a specific number of hours (160) and is designed to give youth the opportunity to learn to meet an employer's expectation for job retention & develop good work habits transferrable to future career development.

If interested in either of these programs, contact Judy Widner at (573) 526-8115 or Judy-Widner@showmeaction.org.

Statewide Policy Committee Update

Guy Krause is the chairperson of the Statewide Policy Committee. Currently, the committee is reviewing and discussing bereavement policies. The committee meets every two weeks. The next policy on the agenda to discuss is FMLA. If anyone is interested in being a part of the committee, notify Guy Krause.

OA Accounting Update

Libbie requested that all agencies review the Auto Enrollment report found on MOBIUS.

The July 1 general structure adjustment mass-transfer access database for non-table driven employees is due to OA by noon on July 16.

Discussion was held on whether agencies could give small increments above the 2% for non-table driven employees, if the agency was trying to keep these employees on a pay grid step. Guy confirmed that this should not be an issue and that he believe it had been approved and completed in past years. In addition, Guy felt it was okay if agencies wanted to round non-table driven salaries to the \$.50 or \$1.

OA Personnel Update

The PAB has approved the FY2014 pay plan recommendation proposal. The pay plan recommendation memo will be sent to agencies in the near future. The memo will outline a new three-tier within grade increase approach that has been recommended.

Guy mentioned the discussion from the last SHRMC meeting regarding the timing of ESMT approval by OA. OA is looking at expanding the view of the SUSE screen, which should help the approval timing of ESMTs. Enhancements could include the ability to see an effective date, PART code, and PACT codes.

Open Discussion

Discussion was held on deferred compensation, including the timing of uploads from SEBES and the ability for new employees to register in deferred compensation. If a personnel office enters a new hire in SEBES prior to 1 p.m., the new employee can enroll in his or her deferred compensation account the next day. The information will recycle as tapes are uploaded into SAM II HR, until the new hire is in the system.

Next Meeting

August 16, 2012

Room 500 HSTOB

8:30 a.m. to 10:30 a.m.