



MINUTES
July 15, 2010
8:30 a.m. – 10:30 a.m.
DHSS Wild Oak Conference Room
930 Wildwood

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

Energy Efficiency Outreach – Dalena Hardy

Dalena Hardy, Public Information Specialist for the Department of Natural Resources, presented information on “Power Down,” a State Building Energy Efficiency Program. Executive Order 2009-18 directs the state to reduce energy consumption by at least two percent each year. “Power Down” is a campaign to educate state employees about energy consumption and costs, and how they can save energy.

DNR has included some energy efficiency tips in their new employee orientation, and Dalena asked that other agencies do the same. She offered to share that portion of the presentation. A campaign will begin next month with an email to all state employees providing eight efficiency tips.

A website and other promotional materials are forth coming.

Revenue “Leave Track” – Darlene Robinett

Darlene demonstrated the electronic timekeeping system used by the Department of Revenue. Some features include:

- Daily interfaces with SAM II.
- Leave balances downloaded from SAM II daily.
- Has four categories:
 - Employee
 - Supervisor
 - Timekeeper
 - Human Resources
- Color coded status for request forms and time sheets.
- Component for designating funding source.
- FMLA designation causes emails to Personnel staff.

- Reports available on types of leave.
- Automatically populates fields with supervisor.
- Supervisor information downloads from SAM II PUD3.

Contact Darlene for additional information.

Office of Administration Personnel Update – Guy Krause

- Fair Labor Standards Act 29 USC 207(R) has been amended concerning break time for women to express breast milk. Employers are required to provide a location other than a rest room. Provisions for exempt and nonexempt employees are not the same. OA is working on a statewide policy.
- Closer analysis is required for FMLA concerning the parental relationship. The parental relationship is no longer required to be a legal or biological. (2010-3 USDOL Wage and Hour Division Administrator's Opinion).
- The new retirement plan passed in special session. The MOSERS website contains information for employees. The bill contained no retirement incentives for current employees. Some changes include:
 - Mandatory for employees new to MOSERS after January 1, 2011.
 - Vested after 10 years.
 - Four percent of earnings go to retirement plan.
 - No backdrop provisions.
 - The subsidized purchase of service provisions are eliminated.
- The PAB is working with the AHC to transition hearings to the AHC. This action is effective August 28. OA is revising affected CSRs. Training is a possibility for attorneys on both sides of the arbitration. For now, continue to provide the PAB packet with disciplinary and dismissals.

Office of Administration Accounting Update – Libbie Farrell

- OA is working on the PACC cleanup. The deadline is noon today.
- FYE changes are completed.
- Savings Bond changes occur January 1. All current deductions for savings bonds will expire with the December 15 pay check. OA has not completed the guidelines for the new Treasury Direct system.

Upcoming Seminars – Lisa Verslues

- Benefits U: September 8, 2010. Registration is open until July 30. Details are available on the MOSERS website. Two new sessions include:
 - No Monkey Business: Criminal History Information Myths & Misunderstandings.
 - NEO Safari—The Hunt for Information.

- SHRM Missouri State Conference: August 4 - 6, 2010. Details are on the website www.mo-shrm.org.

Other Business

- There were 1,098 participants in the National Employee Health and Fitness Day in May.
- The next meeting will be August 12, 2010, at the Coca-Cola Community Room located at 605 Washington Street.

The meeting was adjourned.

mj

POWER DOWN

State Building Energy Efficiency Program

2010

There are thousands of state employees in Missouri. With dwindling budgets and staff, state government needs to conserve resources and maximize employee productivity. The value of sustainability activities in the workplace is at an all time high.

Executive Order 2009-18 directs us to reduce energy consumption by a minimum of 2 percent each year. As a result of the order, the state has seen a 6 percent reduction in its energy bills since the order took effect.

Power Down is a behavior campaign that aims to educate state employees about energy consumption and outline key practices that will help us reach our state energy goals.

These key practices include:

- Powering down computers,
- Dimming monitor brightness,
- Unplugging unused devices
- Reducing use of overhead lights
- Scheduling meetings during regular hours

The call to action -- Small actions add up when many employees collectively choose to reduce energy.

Why we are reaching out? In order to create a culture of sustainability throughout state government we are reaching out to you to find ways engage employees during and post campaign.

- We are looking to incorporate the behaviors into new employee orientation.
- To better understand the various sustainability programs occurring in departments.

Contact:

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