



MEETING NOTES

August 16, 2012

In Attendance:

Bridget White, DOC
Bryan Howard, DESE
Carol Newguard, SAO
Darlene Robinett, DOR
Donielle Lawson, MODOT
Gina Hall, Public Defender
Guy Krause, OA
Heather Kaiser, SOS
Judy Parrett, DSS/DYS

Kim Harris, MVC
Kim Sandbothe, DIFP
Laura Hoskins, DED
Libbie Farrell, OA
Michelle Jacobsen, DSS/DYS
Mona Smith, DHSS
Nickie Smith, DSS
Sandy Wankum, STC
Vicki Glenn, Gaming

Governor's Council on Disability – Linda Baker

Linda Baker, Executive Director, Governor's Council on Disability, presented on "A Strong Workforce is an Inclusive Workforce: What Can You Do?" During the presentation, Linda reminded us that even a verbal request for an accommodation requires action by both the employer and the employee. She asked us to think about our applications, training, etc. and ask how they invite customers. Do they have closed captioning, are they suitable for the visually impaired, do they include a lot of graphics, etc? Linda discussed the month of October and the Celebrate Disability Employment Month campaign. A toolkit is available at www.dol.gov/odep, which includes free posters and ideas for agency's participation. In addition, you can find a disability history and awareness resource guide at <http://dese.mo.gov/se/documents/se-admin-modishistresguide.pdf>. Information was also discussed on how to recruit for prospective employees with a disability, in which information and providers can be found at <http://dese.mo.gov/vr/vocrehab.htm>. Linda recommended employers use the Job Accommodation Network at www.askjan.org when questions come up about retaining and accommodating employees. Linda's presentation is available on the SHRMC [web site](#).

OA Accounting Update

Pay Card Reminders

- Libbie asked that we let our employees, requesting a pay card, know that they should watch their mailbox a week or so prior to pay day. The card will come from Skylight or Paycheck Plus and not be labeled with any notation that a pay card is inside.

- Libbie reminded us that employees should verify the mailbox listed on the application is accurate and that P.O. boxes are not allowed to be used as an address.
- Employees should consider which region they live in and select the card more suitable for that region. The Central Bank card is more suitable for those living in the central region.

W-2s

- This is the first year for health care reporting on the W-2. The actual versus cobra will be broken out. OA is working on information for employees about this change.
- Next year, employees making over \$200,000 will have an additional .9% Medicare tax deducted.

Deferred Compensation Auto Enroll

- There have been very few questions and everything seems to be moving along smoothly.

OA Personnel Update

ESMT Approval

- OA Personnel had a couple of meetings to discuss the timing of OA staff approving ESMTs. Guy feels they are doing better, but asked for feedback from the agencies.
- OA Personnel is working with ITSD to change the SUSE work list and add the effective date and action codes. This change should assist in speeding up the approving timeframes even further.
- Hopefully agencies are seeing improvement.

Merit Tests

- OA Personnel is working on converting written tests to employment and experience ratings for most jobs.
- There will be only 14 classes that remain as written tests.

Statewide Policy Committee Update

Bereavement Leave

- A summary of committee decisions and action items was sent to the committee representatives for response by the next meeting.
- The summary outlined proposed relationships and length of bereavement leave to grant, by relationship.
- Guy reviewed a summary report of all bereavement leave used for the last fiscal year. The total, which is conservative, was equivalent to 100 FTE.

FMLA

- The committee has started thinking about issues that need addressed, but will work more on FMLA after bereavement leave discussions conclude.
- If you are interested in working on the FMLA policy review, please let [Guy](#) know.

Open Discussion

If agencies are looking for volunteer internships or wanting to recruit for attorney positions, the MU School of Law recruitment office is interested in hearing from you. The program takes on campus resume collections and assists with attorney placement in the job force. For additional information, contact Linda Lorenz, Director of Public Service, Public Interest Law, at (573) 882-0940.

Next Meeting

Topic: Unemployment Panel Discussion

September 13, 2012

Room 500 HSTOB

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