



---

## MEETING NOTES September 13, 2012

### In Attendance:

Anna Wainscott, DSS  
Brandy Jungmeyer, Gaming  
Bridget White, DOC  
Bryan Howard, DESE  
Carol Newguard, SAO  
Darlene Robinett, DOR  
Donielle Lawson, MODOT  
Donna Arnel, DHSS  
Gina Hall, Public Defender  
Guy Krause, OA  
Jessica Opie, OA  
Keith Dudenhoeffer, DIFP  
Kim Sandbothe, DIFP

Makele Ndessokia, MDA  
Mari-Jo Wilkes, DNR  
Michelle Jacobsen, DSS/DYS  
Mona Smith, DHSS  
Nickie Smith, DSS  
Peggy Demeurers, MSHP  
Penny Sehreel, DSS  
Stacy Jacobs, STC  
Tammy Cavender, DOLIR  
Terie Evers, DESE  
Tom Fast, OA  
Vicki Glenn, Gaming  
Yameni Laks, DSS

### DOLIR Unemployment Panel Discussion

Ron Miller, Cindy Guthrie, and Janet Lepper participated in a panel discussion and explained the unemployment process. Information provided at the meeting can be found on the Department of Labor's [web site](#).

Information for employers: Unemployment Insurance Facts  
<http://labor.mo.gov/DES/Forms/M-INF-149-AI.pdf>

Employers' Rights & Responsibilities  
<http://labor.mo.gov/DES/Forms/M-INF-151-AI.pdf>

What you need to know about unemployment insurance in Missouri  
<http://labor.mo.gov/DES/Forms/M-INF-170-11-AI.pdf>

Some new information and tips given during the discussion include:

- Agencies will be able to file all unemployment claims via the Internet in the near future. All claims will have a personal identification number attached that

agencies can enter into the system when filing a protest, wage error report, appeal information, etc. Agencies will have the ability to include attachment documents, if needed.

- When filing a protest to unemployment, the employer does have the option to include a statement that indicates if the agency would hire the person back, or will offer another position to the individual if one comes available.
- If an employee quits due to their spouses military orders he or she will be granted unemployment. If the orders are overseas, we now have the option to pay outside of the country.
- When an employee quits because of working conditions, he or she has to prove that the employer was aware of the conditions and did nothing to improve the situation in order to get a claim.
- It is not recommended to protest probationary terminations and layoffs, unemployment is usually approved.
- If an employer lets someone go due to misconduct and protests the claim, in order to win the appeal the employer will have to prove the misconduct.
- Performance appraisals can support continuing performance issues.
- When you receive hearing paperwork for a case, it is important to read the document carefully as to when and where the meeting will take place. It is very important to have the appeal paperwork with you at this meeting.
- You have two options if you decide to withdrawal from a case, simply don't show up to the hearing or you can contact unemployment to withdrawal from the case.
- The employer and claimant will get a letter regarding the outcome of the hearing, if one of the parties doesn't like the decision they have 30 days to appeal, but will not be allowed to bring additional evidence.
- The employer and claimant also have the option to appeal the Commission's decision in 30 days as well this can be done by filing an appeal to the Missouri Court of Appeals. Instructions on how to file this appeal will be sent by the Commission. A special form 8-B must be used and can be obtained from the Commission or downloaded for the Commission's web site. Again, no additional evidence will be allowed just hearing tapes from the original appeals.

### **OA Accounting Update**

- Libbie let us know that starting September 26<sup>th</sup> supplemental check requests go to [OASAMIIHR@oa.mo.gov](mailto:OASAMIIHR@oa.mo.gov) or can be faxed to Nickie Loethen or Dustin Allison.

### **OA Personnel Update**

- Jerri Denton is no longer working with labor relations, but has transferred into the position formerly held by Cara Edgar-Wells. Jerri will be working with employee relations issues. Noah Blythe has also left employment. OA is finalizing the job announcement to post the vacant position.
- OA is still working on eliminating the Merit testing. OA met with Workforce Development to see if "Work Keys" could be used in lieu of written exams.
- Bryan Howard asked if other agency Wellness Ambassadors were receiving e-mails regarding the wellness program, which actually included information that MCHCP needed to handle. After the meeting, it was brought to our attention, that the Wellness Ambassador mailbox was inactivated, so this is no longer an issue.

## **Statewide Policy Committee Update**

### **Bereavement Leave**

- Continuing to work as a group on this issue.

### **Next Meeting**

Topic: Public Loan Forgiveness Program

**October 11, 2012**

**Room 500 HSTOB**

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