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## MINUTES

October 8, 2008

8:30 a.m. – 10:30 a.m.

Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

### **Succession Planning (Department of Natural Resources) – Suzi Middaugh**

Suzi gave a presentation on succession planning and the importance of implementing a succession planning program. There were several handouts – PowerPoint, Core Classes & Methodology and Processes.

Suzi covered several areas in regards to succession planning. They are as follows:

- Why succession planning?
  - 61% of senior staff are eligible for retirement
  - Loss of talent and institutional knowledge
  - Demographics of the baby boomers
  - Private and public sectors are struggling and competing with the impending loss of large numbers of leaders.
- DNR set several goals in the program:
  - Develop a pool of qualified candidates
  - Develop a competency-based approach for each level of management
  - Help make DNR a great place to work in state government
- They were up against several factors:
  - Previous programs that have no ultimate goal
  - Mistrust and skepticism of staff
  - Confines of the merit system
  - Activities must be done within the normal 40-hour work week
- The aspect of succession planning:
  - Initially designed for front-line and mid-level managers
  - Nomination voluntary
  - Required a recommendation from a manager
  - Application consists of essay questions and an overall assessment

- The program consists of course work that is run every six weeks. It includes:
  - 12 core courses
  - Leadership is the most important
  - Stretch projects
  
- Feedback
  - For those not selected
    - Suggestions
    - Planning
  - For those selected
    - Interview (one-hour)
    - Career Development
    - Stretch projects ( find weaknesses & assign project)
  
- Several lessons learned:
  - A process in process
  - Keep director informed and involved
  - All management nominated candidates should be contacted by management
  - Staff should feel free to decline without fear of retribution
  - Focus on developing core training
  - Always review training prior to class presentation
  - Leadership should always be the first course
  - Every training module should begin with why this training is important
  - Use specific examples that are inclusive of all divisions
  - Require and use training evaluations
  - Know the makeup of each class
  - Confidentiality is important during training
  - Build SP competencies into the participants' performance plan
  - Succession planning training compliments the MTR
  - Do not assume
  
- How they measured success:
  - 36% of those who went through the training received promotions
  - Given strong positive feed back

\*\*For the complete presentation and additional handouts please see the attachments under the October meeting on the SHRMC website.

### **Telecommuting Agreement (MoDOT) – Kim Hickey & Sarah Bestgen**

Kim and Sarah presented the current Telecommuting Agreement for the Missouri Department of Transportation. After the rise in gas prices, managers and supervisors pushed for telecommuting for their employees, which allowed for flexible work hours and also for employees to work a couple of days from home.

For MoDOT, 38% of their 2,300 employees currently work four, ten hour days and over 30 employees are telecommuting on a regular basis.

There were several stipulations – there could be no cost to the agency, and the level of service could not diminish.

Along with their presentation, Kim and Sarah presented several handouts, they are as follows:

- MoDOT Telecommuting and Remote Work Policy
- FAQs for Flexible Work Arrangements
- Flexible Work Arrangements – Employee Guidance
- Flexible Work Arrangements – Supervisor Guidance
- Telecommuting Agreement
- Telecommuting Evaluation
- Telecommuting Worksite Safety Checklist
- Timesheet Coding Nine Hour Day Schedules

For a complete look at the handouts, please refer to the 'Meeting Minutes & Handouts' on the SHRMC website ([www.shrhc.mo.gov](http://www.shrhc.mo.gov)).

## **OA Personnel**

There were no agenda items from OA Personnel.

Several questions arose for OA Personnel to address at the next meeting:

- Questions on military leave.
- Release of information in regards to agencies checking employee references
  - Is there a list of HR directors/managers statewide?
  - Can agencies provide each other with employee information, such as conduct issues?
- Question on the recent pay-back lawsuit from probation and parole.

## **OA Accounting – Libbie Farrell**

Libbie mentioned that the system will be down today at 4 p.m. for a special update.

Even though November 28<sup>th</sup> is a holiday, the state pay day will not change. Paper checks can be handed out on November 26<sup>th</sup>, but employees will not be able to deposit into their bank until November 28<sup>th</sup>. The banks know to decline the checks.

In regards to the open enrollment voluntary vendors, OA accounting will load the files in January so the agencies do not have to.

Libbie also mentioned that the open enrollment voluntary vendors requested a list of employees' home addresses. Even though they cannot go to their homes, they had to give the list of names due to the Sunshine Law. Libbie wanted the HR managers to know that there is a box in SAM II that can be checked for employees to not have their home addresses released. Agencies themselves cannot run the list of employees who do not have their boxes checked, but OA Accounting will be running the list and sending out to the agencies.

## **HB 600 – Darlene Robinett**

Darlene gave a brief update on HB 600 in regards to non-compliant employees. An email was sent out yesterday from Kelli Horstman. Agencies should e-mail Kelly and provide their 45-day date for employees to comply. A noncompliant report will be generated on Day 46 and will then be forwarded on to the respective agencies.

## **Other information**

Darlene Robinett showed SHRMC members the new SHRMC website she has been working on. She asked that members go out and take a look at it.

Janelle and Bridget are looking for co-chair replacements for the upcoming calendar year. If anyone is interested please let them know. They are also looking for topics and/or speakers the committee would like to hear in the upcoming meetings.

**The next meeting will be November 12th, at 8:30 a.m. at the Missouri Department of Higher Education.**

The meeting was adjourned.