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MINUTES  
October 8, 2009  
8:30 a.m. – 10:30 a.m.  
Missouri Department of Conservation

The meeting was called to order at 8:30 a.m. by Cathy Harris.

**Non-Resident Alien Taxes – Tammy Childress**

- PowerPoint presentation  
Please refer to the pdf file “NonresidentAliensForeignNationsDataRequestForm[1].”

**MOST – Janet Kottman**

- PowerPoint presentation  
Please refer to the pdf file “MOST Presentationemployee”.

**MCHCP – Tina Lear**

Tina did a question and answer presentation.

**OA Personnel – Guy Krause**

Guy discussed that they discovered some leave balances hanging out there. These balances belong to individuals who are no longer working, hopefully this is a mistake and we don't owe someone annual leave or comp time.

Guy introduced Alan who handles Training and Development. Alan discussed that on November 3, there is an Employment Law Seminar titled “Human Resources in the Era of Change”, Sue Willman will be the presenter. Alan also discussed a new system called “MyQuickCoach”. To obtain a one year access to some of the world's best business coaches it would only cost \$125.00. Some of the variety of topics it covers are: creativity and organizational innovation; strategy, planning and alignment; supervision and management skills; self development; organizational and personal performance; leadership characteristics and skills; coaching, mentoring and feedback; communication and negotiation; and customer service and marketing.

## **OA Accounting – Cara Edgar-Wells**

Cara discussed I-9's and the E-Verify system. All Departments need to be verifying I-9's and completing all the following steps:

- Employment Authorized
- Resolve Case
- Submit Resolve Case
- Print Case Details
- Close

There were some changes made to the E-Verify system in July, if you have any problems or questions, contact Cara.

## **Other Business**

**The next meeting will be November 12, 2009 at Runge Nature Center Auditorium.**

The meeting was adjourned.