



MINUTES
October 14, 2010
8:30 a.m. – 10:10 a.m.
Coca-Cola Community Room
605 Washington Street

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

Certified Public Manager Program – Scot Scobee

Scot presented information about the Missouri Certified Public Manager Program. The program is through the Management Development Institute, College of Business Administration, Missouri State University. The program is available to state, city and county staff members.

There are two phases to the program. Phase I is 56 hours of training, for which credit from other training programs can be applied with pre-approval. Phase II consists of 315 hours of training (CPM workshops; capstone project; and reading/assignments). The cost for Phase I is \$1395 and Phase II is \$3195. The cost for Phase II includes books, resource materials, access to online courses, etc.

Deadline for available merit scholarships is December 15, 2010, for sessions beginning January 24, 2011. The scholarship includes \$2795. The only cost would be \$400 for books. There will be three scholarships awarded to the state and two to city/county governments. The agency picks the candidate. The state scholarships were awarded to: Department of Corrections, Department of Mental Health, and the Department of Revenue. There is an at-large scholarship available to anyone who wants to apply. This scholarship awards \$400 to cover the cost of books and materials. The deadline is December 15, 2010.

The Powerpoint presentation and other information are available on the SHRMC website as attachments to these meeting notes. Scot's email address is: sscobee@missouristate.edu. Access to the application at the Missouri CPM website is: <http://mdi.missouristate.edu/66527.htm>.

E-Verify and Form I-9 – Cara Edgar-Wells

Cara is from the Office of Administration, Division of Personnel. She presented information on the Form I-9 and E-Verify. Cara also provided each department with a report available

from the E-Verify system showing the status of cases verified for the last federal fiscal year. Contact Cara if you are interested in her visiting your offices to discuss the E-Verify system with your human resource staff. Some of the major points of her presentation are:

- Ensure you are using the most up-to-date Form I-9. The most current revision is dated 08/07/09.
- Program Administrators should run reports for their department to monitor activity.
- It is imperative that cases are closed within the required three-days. These cases are reviewed at the federal level.
- Watch your comments in the reasons cases are not resolved timely. There are only two acceptable reasons for noncompliance.
- Many resources are available in the E-Verify system.
- If photocopies are made, they must be made for all new hires. Copies may only be used for verification and must be retained with the Form I-9.
- In any letters to new hires, be sure you do not specify the documents required.
- It is a good idea to keep the Form I-9 and supporting documentation separate from the employee file.
- Retain the Form I-9 for three years after the hire date or one year after employment ends.
- Sample letters are available in the system under Publications.
- The system has very specific requirements for password selection. A copy of those requirements is attached.
- Sanctions for noncompliance can be expensive and in severe cases involve imprisonment.

Lactation Law – Carrie Haley

Prior to the meeting Carrie distributed a questionnaire to each state department. The information gathered will assist the Department of Health and Senior Services with the presentation scheduled for next month's SHRMC meeting. She asked that responses be received by October 22.

She also distributed the U.S. Department of Labor, Wage and Hour Division, Fact Sheet #73: Break Time for Nursing Mothers under the FLSA.

Samples of two state department policies are provided with these meeting notes.

Bill Miller stated that OA has been working on a state policy; however, specific guidance from USDOL has not been forthcoming.

Office of Administration Update – Bill Miller

The Division of Personnel has been working on the EASE application. A team has been formed, and they are looking at ways to improve the system at minimal cost.

A team is also being formed to improve the PERforM system. Volunteers for the team may be recruited from various state departments.

The Division is also preparing the Employee Self Service Portal. Eventually, it is anticipated that the system will be interactive for the employee to make an address change for example.

Center for Management and Professional Development – Allan Forbis

The training and development unit is now the Center for Management and Professional Development.

The Center is working on a project to assist supervisors and managers meet the requirements of the mandatory training rule. For the Compliance Testing Pilot Project, the Center is exploring potential vendors who can provide online compliance training. The program will be accessed by individual employees from their own work computers and will include testing features to ensure application and comprehension of content.

The Center is also exploring the outreach to include public sector participants in training programs the Center provides. The most recent “Foundations” brochure produced by the Center includes new classes.

Training will also be available in the various regions of the state through the Unified Communication Center. This program will reduce travel costs by providing an alternative for employees to attend training other than in Jefferson City.

Allan suggested visiting the new website: www.training.oa.mo.gov. They are also active on Facebook and Twitter.

Office of Administration Accounting Update – Libbie Farrell

- W2 envelopes are now available through the state print shop. The form number is MO 300 1815 with a revision date of April 2010. The placement of the state and the employee addresses on the W2 forms has also been revised to accommodate mailing. The W2s will be 8 ½ x 11.
- The IRS notified the state that the healthcare contribution to employees is not required on the W2 for 2011.
- State Sponsored vendors such as ING (Deferred Comp) and MoVLIC (Voluntary Life Insurance) may come into state buildings to discuss their products with employees. These meetings must be scheduled in advance. Vendors that do not qualify for inclusion in the Cafeteria Plan may not demand meetings with employees.
- Employees should check their January 15 paycheck for accuracy of the cafeteria plan deductions. Changes can be made in January if errors have occurred. Employees need to cancel the product if they do not want it. These are individual policies.

Additional Business

- Carrie reminded the group that the December meeting will include a Stress Management program and a pot luck breakfast.
- The next meeting is scheduled for November 18 at the Coca Cola Community Room.

The meeting was adjourned.

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