



MEETING NOTES

October 20, 2011
8:30 a.m. – 10:00 a.m.
Coca-Cola Community Room
605 Washington Street

The meeting was called to order by Deanne Aholt.

Certified Public Manager Program – Scot Scobee, MSU

Scot presented information about the Missouri Certified Public Manager Program. The program is through Missouri State University's Management Development Institute. 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. Have your training section send a list of available courses to Scot for inclusion as Management Training Rule courses can count for Phase I. Phase II consists of more focused coursework including SPM workshops, reading assignments, and capstone projects.

Scholarships are available for this program. This year's scholarships were awarded to the Department of Higher Education, the Department of Labor and Industrial Relations, and the Missouri Department of Transportation.

For more information, please see the attached flyer. Scot's contact information is available on the flyer as well.

Worksite Lactation Support Program update – Carey Haley, DHSS

Carey talked briefly on this topic. DHSS has been conducting some surveys to coordinate resources across state agencies to provide these benefits. Janet Palmentere is DHSS' new breastfeeding coordinator. For more information, you can contact Janet at 751-6128 or Carey at 526-7872. DHSS is working through the Wellness Ambassador Program's Regional Reach workgroup to expand the Worksite Lactation Support Program outside of Jefferson City.

Office of Administration Accounting Update – Libbie Farrell

Changes are being made to the printing of advice statements for non-benefit eligible employees that will be effective with the November 15 payroll. Effective with the November 15th pay date, direct deposit advices will no longer print for non-benefit eligible (hourly, part-time or temporary) employees, when the agency has elected to stop printing advices by pay location or for the entire agency. Libbie encouraged employees to view their online pay stubs and payroll notices through their individual access on the Employee Self-Service Portal at <https://ess.mo.gov>.

Libbie also mentioned that the 2012 payroll processing schedule will be out soon. As we near the end of the year, be sure to get imputed wages into the system.

Libbie also spoke about the correct process to use when an employee is entered into SAM II with the wrong Social Security Number. Be sure to send the information to the Division of Accounting so that the change can be made with minimal duplication and back end work.

Office of Administration Personnel Update – Guy Krause

Guy said that MOSERS will continue to keep payroll advice statements through November 15 instead of the end of October. The ESS participation rate is still low at 60%.

Guy talked about trying to coordinate various webinars to bring the cost down and participation up. Instead of each individual viewing on their pc's, attempts should be made to have in a conference room with multiple people viewing.

There is more of a push again in the classification of employees versus independent contractors. Please review the independent contractors you may have and if you have questions, you can check with DOLIR.

Bereavement Leave was a topic of discussion. The discussion centered around if any one used relationships outside of those listed in the regulation and the discretion allotted to the appointing authority.

Office of Administration Center for Management and Professional Development – Alan Forbis

Alan spoke about upcoming training programs such as ADA Compliance and FLSA Hot Topics coming up on November 1. He also spoke on their In the Spotlight program (<http://spotlight.mo.gov/>) as well as changes to the WeSave program (<http://oa.mo.gov/pers/wesavemo.htm>). You can send suggestions or feedback on either of these programs to Alan.

Next Meeting

The next meeting will be at the Coca-Cola Community Room on November 10.

The meeting was adjourned.