



MINUTES

November 14, 2007

8:30 a.m. – 10:30 a.m.

Missouri Department of Mental Health, Conference Room B

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

Handouts were given concerning Form I-9 (Employment Eligibility Verification) and the Payroll and Employee Reimbursement Direct Deposit Application. Sue Wohlford, speaker from CareerBuilder, also had several handouts.

CareerBuilder – Sue Wohlford

Sue Wohlford of CareerBuilder was our speaker. She talked about some of the challenges of recruiting, such as diversity, bi-lingual challenges, years of experience, and finding enough qualified candidates to fill open positions. Sue went into detail about the State of Missouri's contract and various discounts given among job postings and products.

Sue also covered:

- Resume database which builds a funnel and allows one to search with key words
- Mapping – allows for an agency to put a symbol at the end of a job title on their website and your CareerBuilder representative and their team will check each night and will copy those jobs from the agency website to CareerBuilder.com
- Diversity Advertising – targets Hispanics, blacks, women and veterans
- Video Branding
- Customized employment magazine
- Their partnership with experience.com, which targets certain institutions for recent or upcoming graduates
- CareerBuilder's ability to send spreadsheets with names, addresses, phone numbers for all who applied to each particular job an agency posted at the end of each month
- Brand Builder – free product with State of Missouri contract (state seal), can change to agency logo for an additional amount

OA Personnel Update – Gary Fogelbach

Gary updated the committee on the increase of minimum wage to \$6.65/hour effective January 2008. He covered turnover reporting and the way by which people resign, either by agency or from the state. If resigning from one agency to another, Gary talked

about using transfer or promotion instead. This will help on determining the amount of turnover through the state.

If anyone had questions about the Division of Personnel Annual Report, let Gary know.

Gary also talked about an article in *Business Week* about overtime violations. There is a designation of non-exempt employees as exempt employees; also employers are not counting off the clock work as working time.

OA Accounting – Libbie Farrell

Libbie had a handout on the 'new application for payroll and employee reimbursement' that becomes effective January 1, 2008, anything prior is voluntary.

She talked about the pay card – letter of verification from the bank instead of cancelled checks.

It is the responsibility of the agencies to talk with employees who have yet to sign up for direct deposit or for a pay card. An employee must be in place for the January 31, 2008 pay date.

Libbie gave a handout on the new I-9 form which is now available for use. These documents must be kept three years after the hire date or one year after termination.

The next meeting will be December 12th, at 8:30 a.m. at the Missouri Department of Mental Health, Conference Room B.

The meeting was adjourned.