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## MEETING NOTES

November 18, 2010  
8:30 a.m. – 9:45 a.m.  
Coca-Cola Community Room  
605 Washington Street

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

### **Lactation Law Update**

Karen Schenk, Sharmini Rogers, and Steve Cramer from the Department of Health and Senior Services attend the meeting to present information on the recent federal lactation law. The PowerPoint Presentation is attached at the end of the meeting notes. The last slide of the presentation contains a listing of resource websites.

Karen routed a brochure, "The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite." It's available at <http://www.womenshealth.gov/breastfeeding/government-programs/business-case-for-breastfeeding/easysteps-breastfeeding.cfm>

Samples of two state department policies and the U.S. Department of Labor, Wage and Hour Division, Fact Sheet #73: Break Time for Nursing Mothers under the FLSA are provided with last month's meeting notes on the SHRMC website.

Representatives from the Department of Health and Senior Services are available to assist state agencies with development of policies and implementation support. Contact information:

- Karen Schenk, Public Health Nurse Consultant – [Karen.Schenk@dhss.mo.gov](mailto:Karen.Schenk@dhss.mo.gov) 751-6429
- Steve Cramer, Program Coordinator – [Steve.Cramer@dhss.mo.gov](mailto:Steve.Cramer@dhss.mo.gov) 751-8506
- Sharmini Rogers, Bureau Chief – [Sharmini.Rogers@dhss.mo.gov](mailto:Sharmini.Rogers@dhss.mo.gov) 751-6266

## **Office of Administration Personnel Update – Guy Krause**

Cara Edgar-Wells asked Guy to mention that Homeland Security has contacted one state agency concerning E-Verify. Agencies are better with complying with requirements, but are cautioned to be timely with entries and closing cases.

Guy thanked the agencies contributing to the Employee Self Service Portal team. There have been some issues with the single sign-on that will prevent an early rollout. February 2011 is the estimated initial roll out.

Process improvement teams have been formed and are working on EASE and PERforM.

## **Office of Administration Accounting Update**

Libbie Farrell was unable to attend, but forwarded the following announcements to Carrie:

- All Savings Bond deductions on the SAVB window will be expired after we run payroll for the December 15 pay date.
- It will be late December before agencies can enter the new deductions on the MISC window, but we will let you know the exact date closer to that time.
- Retirement codes, with the exception of PSRS codes, have been moved from the MISC window to the ENRL window.
- Imputed Wages – please make sure all imputed wages for 2010 are entered prior to the GTN cycle on December 22.

Libbie will be on the December meeting agenda to discuss retirement codes.

## **Additions to Agenda**

- 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. Agencies need to contact State Printing to set up the address and get a photo ready copy and send that to MVE for printing.
- The AHC scheduled hearings for personnel issues in January 2011.
- Tammy Cavender asked if other agencies had a “trading post” for employees. DED has a “Market Place” where employees can post items to buy, items to sell, and areas of interest. Areas of Interest include postings about local events or charitable campaigns. They have a disclaimer on the front page. Laura Hoskins will email that to Tammy.
- Tony from MSHP asked about military leave payouts. Some agencies payout up front. Most seem to ask the employee what they prefer. Payouts are always made by the end of the federal fiscal year.

## **Next Meeting**

- Carrie reminded the group that the December meeting will include a Stress Management program and a pot luck breakfast.
- Carrie will bring plates, napkins, forks, and knives.
- Business will be conducted.
- The next meeting is scheduled for December 9 at the Coca Cola Community Room.

The meeting was adjourned.

Mj