



MEETING NOTES

December 9, 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 Tammy Cavender. A pot luck breakfast was shared. Thanks to all who brought goodies.

Stress Management

Cornell Dillard, Human Relations Officer, Department of Labor and Industrial Relations, presented a Stress Management training session. Agencies interested in Mr. Dillard conducting a presentation for their agency should contact Mr. Dillard at 573-751-1339 or cornell.dillard@labor.mo.gov or the Department's Speaker's Bureau @ 573-751-1514.

MSEP 2011 Information

JoAnn Looten and Scott Simon from MOSERS were present to discuss any concerns with the MSEP 2011 retirement plan processing for new hires. Tammy Childress with OA distributed a list of the MOSERS Retirement Codes for informational purposes only. HR representatives will not need to enter these codes; MOSERS will do most of the code work.

JoAnn asked that any separations be forwarded to MOSERS as soon as possible. The deadline is end of day today. Also, January is an extremely busy time (with 400 retirements) and MOSERS asked that information be submitted as quickly as possible.

Agencies were asked to work the SAM II address match report to resolve any issues before January 1 so that addresses on W2s would be correct.

Optional life insurance changes will be available soon to review employee coverage.

The MOSERS website has been updated to include forms for the MSEP 2011 Plan. JoAnn accessed MOSERS website during the meeting to show where some helpful information can be found.

- An explanation as well as a table comparing the three retirement plans are available.

- Examples and FAQs are provided.
- A brochure is available for employees who are in the MSEP 2011 Plan.
- Brochures and handbooks are color coded for the three different plans.
- Two of the forms ready for the 2011 plan:
 - A beneficiary form for the contribution, which is different from the life insurance; and
 - Request for Refund of Contribution, which is used for employees leaving employment before being vested (10 years). A refund request will not be processed until 90 days after termination.
- In the employers area HR representatives will be able to enter information about the employee and the system will respond with the retirement plan for which the employee will be eligible.
- After the 15th the new version of SEBES will be available along with the retirement plan lookup.

Next week a newsletter is expected to go out to all members. Hopefully, this will help clarify questions among current employees.

Office of Administration Personnel Update – Guy Krause

OA is developing a work place violence policy/procedure. Guy asked that if agencies already have a policy/procedure to please forward it to Susan Nichols.

PAB will meet next week with a full agenda. Rules and regulation revisions will be reviewed and discussed. The revisions will hopefully address agencies' concerns and help serve as a guide. After approval, these changes will then be discussed with the Commissioner.

ESS is looking toward February 2011 for the rollout. They are working with the benefit administrators to work out security issues.

A memo will be coming out soon from Bill Miller providing updates on the changes to PERforM, EASE, and training.

Office of Administration Accounting Update – Tammy Childress

Tammy asked agencies to watch for the deadlines for calendar year end payroll processing. A memo dated December 3, 2010, distributed to HR representatives contained those deadlines.

Next Meeting

The next meeting is scheduled for January 13 at the Coca Cola Community Room.

The meeting was adjourned.

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