MEETING NOTES
December 14, 2017

In Attendance:

Sandy Doyle – MGC  Terri Haake – MDA  Kara Cracraft – DMH
Lisa Kauffman – SOS  Heather Kaiser – SOS  Katy Lacy – MOSERS
Jean Padgett – DOLIR  Michelle Jacobson – DOLIR  Peggy deMeurers – MCHCP
Stephanie Roberts – DSS  Victoria Hillstrom – Lottery  Gina Hall – Public Def.
Richelle McDowell – DOC  Pam Schmidt – DMH  Teragram Denkers – DSS
Curtis Forck – OA  Marian Buschjost – OA  Kim Johnson – OA
Gloria Kliethermes – DNR  Gwen Petet – DHSS

1. **Welcome and Introduction of Presenter:** Sandy Doyle

2. **Presentation:** Member Education Specialists Julie West presented information on an expanded service that is being offered by Missouri Consolidated HealthCare. Julie explained they are making themselves available to travel to agencies for the purpose of conducting one-on-one meetings with employees who may have questions related to their healthcare benefits. The specialists will also make themselves available to address groups, who may have similar concerns or questions related to their insurance benefits. She distributed a map depicting the territorial assignments of each of the education specialists. (Territorial Map Attached)

   In the near future emails will be sent to HR points of contact requesting they canvas their employees to determine if there is interest in a visit and if so the visit can be scheduled. Due to frequent hazardous weather conditions, the specialist probably won’t begin traveling until mid to late February.

   If there are specific issues with claims, they will provide as much information as possible but will likely bring the claims back to their office for a determination.

3. **Office of Administration Personnel Update:** Marian Buschjost

   a. Two new employees have been added to the Position Maintenance Section – Theressa Mello and Karen Schraer.
   b. Advised that the input received from the email sent in November requesting comments, is currently being used to revise the Position Description Form. Hope to implement in early 2018.
   c. Personnel Advisory Board has given approval for class specifications items to be effective on both the 1st and the 16th of the month.
d. HR managers who are not receiving emails related to classification reviews should contact Chris Maupin and request he add you to the group.

e. OA employees responsible for position reviews are cross-training so you may see new signatures or contacts on correspondence related to reviews. However, each agency will continue to have assigned analysts to work with on day to day items.

f. HR personnel should use the email address: OA.PERSSPECS@OA.MO.GOV to send communications related to class specification items.

4. Office of Administration Accounting Update: Curtis Forck

a. Reminder that calendar year-end actions are coming up soon, to include W-2 preparation and distribution. He requested that HR employees ensure all wages are entered up to date and mailing addresses are correct.

b. The 1099’s will display only the last 4 digits of employee's social security number while the W2’s will display the entire number.

c. OA personnel will place the 1099C’s in envelopes this year for distribution.

5. MOSERS Update: Katy Lacy

a. The pre-retirement schedule for 2018 is scheduled for placement on the MOSERS website very soon. Soon thereafter an email will go out to all employees advising everyone that the schedule for 2018 has been established and inviting them to schedule a session. Employees should use the secure member’s website to register.

b. Reminder that as of January 1, 2018, employees with a minimum of 5 years credible service will be considered as “vested.” The buy-out was completed with approximately 4,000 people taking advantage of the program.

c. MOSERS has scheduled partial day training on January 24th and January 31st for HR employees who may be involved in employee benefits or using reports. Use the email: employers@mosers.org to schedule this training.

6. Round Table Discussion:

Is PerForm going to go away?

Marian stated she had no knowledge of that; however, she invited members to consult with Melissa Theis if there were further questions.

Chairperson Change: Thank you to Laura Hoskins and Kara Cracraft who have agreed to serve as Co-Chairs for the SHRMC Group beginning January 2018.

NEXT MEETING
January 11, 2018