



MEETING NOTES

Date: October 13, 2016

In Attendance:

Sandy Doyle – MGC	Amy Dinkins -	Jennifer Eddy – DNR
Jennifer Calvin – OA DOP	Heather Kaiser – SOS	Anna Wainscott – DSS
Carol Newgaard – SAO	Steve Beck – OA HRSC	Katy Lacy – MOSERS
Jennifer Hentges – AG	Gina Hall – Public Def	Dana Kixmiller – DHE
Amanda Renn – MSHP	Stacey Jacobs – STC	Josh Runyan – DOR
Kelly Gardner – FSD	Tom Fast – OA HRSC	James Nelp – DOR
Amanda Baker – DSS	Kim Johnson – OA HRSC	Carrie Haley – DHSS
Dwan Ruppel – DOC	JoAnn Looten – MOSERS	Guy Krause – OA-DOP
Curtis Forck – OA Acct	Trudie Royse-Keefe – DSS	

Welcome and introduction of presenter: Sandy Doyle

Presentation: Mr. Vince Fuemmeler and Kathy Burris from the IMS Technology Group, located in Mexico, Missouri, presented the advantages of using their products for document management. Handouts were provided. Points of contact for HR representatives who may wish to obtain further details: Vince@IMSsecure.com or www.IMSsecure.com 573-303-0039.

Office of Administration Personnel Update: Guy Krause

1. Resources are being devoted to coming up with a process that will permit employees to log into the Employee Self Service Portal and change their emergency contact information.
2. Advised agency hr representatives to consult their legal advisors for interpretation of House Bill 1432, which under special circumstances mandates a hearing for employees placed on administrative leave. Advised work is being done to develop a SAMII Code specifically for this event. Currently there's no published protocol for conducting a hearing nor is there an official effective date which agencies should begin conducting these hearings.

3. Although the revised Fair Labor Standards Act did not change the "duties test," OA is currently performing a review of duties associated with particular classifications to ensure they meet the specific criteria. Mr. Krause also encouraged non UCP agencies to do the same with their positions. He also advised against communicating changes to employees prior an official position which should be rendered prior to December 2016. Agencies should not rely on a "blank check" to cover the cost of the FSLA changes but should begin to research methods of minimizing cost associated with compensatory or overtime.

Office of Administration Accounting Update: Curtis Forck

1. A report documenting all hourly workers who have worked an average of more than 30 hours per week will be sent out soon. Employees shown on the report must be offered health insurance for 2017, beginning January 1, 2017.
2. W-2's will be generated soon. Asked that employers ensure all wages and other information necessary to produce a correct W-2 is entered into the system as soon as practicable.

Missouri State Retirement System (MOSERS) Update: JoAnn Looten

1. Ask that hr representatives review and work to correct the address discrepancy report, which has increased in numbers rather than getting smaller.
2. Reminder that October is the month in which employees can increase optional life insurance amounts without having to prove insurability. Employees can increase coverage throughout the year; however, insurability proof will be required in months other than October. One notice has been sent to employees and a second one is planned for release on Monday, October 24th.
3. Ms. Looten advised that she has the responsibility of coordinating Benefits U for 2017. She asked that anyone with ideas on presentations or an interest in being a presenter, contact her.

Deferred Compensation Update: Katy Lacy

1. Next week is National Retirement Security Week. There is a new savings initiative "Let's Do The Math." She encourages everyone to log on and review the resources available.
2. The flyer Ms. Lacy distributed to attendees listed hr as a resource that can answer questions and/or assist employees with making changes to their savings plan. She states it is permissible to have employees contact the plan administrators at 800-392-0925.

Reminders: **NOVEMBER**

- National Native American Month
- Military Family Appreciation Month
- Aviation History Month
- Veteran's Day – November 11th
- Thanksgiving Day – November 24th

NEXT MEETING
NOVEMBER 10, 2016
Room 500 HSTOB