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**MEETING NOTES**  
**November 12, 2015**

**In attendance:**

Tom Fast, OA	Dorothy Session, DOLIR	Meredith Curry, DHSS
Stacy Jacobs, STC	Tony Flannigan, MSHP	Darlene Robinett, DOR
Jennifer Terry, DNR	Amanda Renn, MSHP	Victoria Hillstrom, Lottery
Sherrie Brown, SAO	Nick Connery, DSS	Guy Krause, OA
Carol Newgaard, SAO	Dawn Plybon, DSS	Curtis Forck, OA
Jerri Denton, OA	Courtney Allen, DSS	Peggy deMeurers, MCHCP
Kim Johnson, OA	Anna Wainscott, DSS	
Brandy Klouzek, MGC	Trudie Royse-Keefe, DSS	

**Welcome – Tom Fast**

**Building an Inclusive Workforce – Rob Honan, Governor’s Council on Disability**

Rob Honan from the Governor’s Council on Disability gave a presentation on Business Leadership Networks and Building an Inclusive Workforce. This presentation focused on the employment gap of persons with disabilities, the benefits and impact that hiring persons with disabilities can have, and resources that can be utilized. Rob also talked of the services that his group provides, such as reviewing the accessibility of websites. The presentation as well as a list of agency contacts is attached.

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

Guy had no updates. He did mention that the HR workgroup on Hiring and Retention’s report was in progress but had not been finalized.

**Office of Administration Accounting Update – Curtis Forck**

A couple of reminders had recently been sent out through the SAM II distribution list. One of them involved changes to the supplemental cycle. Curtis reminded everyone of the need to ensure the allotment of cash available is adequate. Imputed wages are coming due as well.

With W-2's around the corner, it is important to make sure employees' addresses are correct and that all employees have pay locations entered and that they are correct.

The meeting was adjourned.

**Next Meeting**  
**December 10, 2015 – 8:30 a.m. to 10:30 a.m.**  
**Room 500 HSTOB**