

**STAC Minutes**  
**April 9, 2007 – 1:30 p.m.**  
**DNR Conference Center**

Attendance (X denotes attendance):

	Adams, Cheri	X	Negussie, Zemichael
X	Anderson-Harper, Rosie		Oetting, Beth
	Barnett, Sheila		Robinett, Darlene
X	Bassett, Cindy		Rockers, Paul
X	Beermann, Barbara	X	Roesti, Jane
X	Bode-Oliver, Elaine		Scroggins, Cynthia
X	Charrier, Jim		Smith, Pat
	Dudenhoeffer, Keith		Snyder, Mary
	Forbis, Allan		Stixrud, Mary
	Hicklin, Carla	X	Struempf, Beverly
	Hillstrom, Victoria		Verslues, Lisa
	Horn, Denise	X	Waller, Michele
X	Howard, Bryan	X	Webb, Becky
	Jackson, James	X	White, Donna
	Kempker, Judy		Wilson, Barbara
	Krause, Guy	X	Wiseman, Geri
X	Matthews, Mechelle		Wolken, Gail
	Mixon-Page, Lorraine		Yahnig, Ed
	Mundell, Jessica		
X	Murphy, Sara		

Elaine Bode-Oliver called the meeting to order and welcomed all members and guests.

**Approval of Meeting Minutes**

- ✓ March meeting minutes were distributed and feedback was requested.

**Announcements**

- ✓ Mental Health Awareness Day – April 18<sup>th</sup> – State Capitol – South Lawn and 1<sup>st</sup> and 3<sup>rd</sup> Floor Rotunda of the State Capitol.
- ✓ Mechelle Matthews discussed that her agency has a requirement that sexual harassment training be conducted periodically and is seeking additional resources for trainers. Donna White offered to provide resources from agencies and mentioned a group in the Jefferson City area -- Bafa Bafa. Donna also referenced training that would be available through the Employee Assistance Program (Magellan) at a cost of \$140.00 per hour on-site. She referenced the vendor directory that is available on the OSWD web-site to access more information. Jim Charrier was seeking training in various training sites for a small group of staff needing civil rights and diversity training.
- ✓ Michele Waller requested that survey results from the Training Trends and Initiative Committee be returned as soon as possible so that results could be compiled.

### **Chris Egbert – Department of Corrections**

- ✓ Manages the Planning Section for the Department of Corrections. They manage any major changes occurring in the department. DOC has designated “change agents” that work on department-wide initiatives.
- ✓ They have about 8 on-going projects at this time. Projects are set on an annual basis. They can generally handle approximately 5 change initiatives in six months. In the Fall of the year, the group takes a “report card” into Executive Staff to provide an annual report.
- ✓ A couple of years ago, there was a Change Agent Academy offered by Ken Miller to about 50 employees. Of that 50, less than 10 remain as practitioners. Bill Bott was associated this project as well. DOC would like to develop some more meeting facilitators.
- ✓ Chris has developed a facilitator’s training course around the tools that he uses on a daily basis. This is a 4-day course. The first day is rudimentary – setting up rooms, idea prompts, brainstorming processes, data reduction, prioritization, use of chart paper, use of tools/materials, etc. The second day is spent talking about how to sort through issues, implementation processes/timelines; measurements; risk assessment; etc. The third day is spent on tools used to gain group consensus, understanding group dynamics and teamwork. The fourth day is spent working through scenarios.
- ✓ Employees from other state agencies are welcome to attend. There is no cost for the training course, but there is a minimal training material cost.
- ✓ There was interest throughout the group so it was agreed that Bev Struempf would contact Chris and find out more information regarding upcoming dates; how payment would occur; and, whether participants would be required to attend change agent training in addition to the facilitator training.

### **Agency Roundtable**

Elaine asked members to describe what projects they were working on. All gave very interesting updates about continuing and new initiatives in their agencies.

### **Reminders**

The next STAC meeting is scheduled on **May 14, 2007** at 1:30 in the Route 66 Conference Room located at 1738 E. Elm Street.