

# STAC Minutes

## May 15, 2006

Meeting held at DNR Conference Center

**In Attendance:**

	Adams, Cheri	x	Howard, Bryan		Snyder, Mary
	Anderson-Harper, Rosie		Jackson, James		Struempf, Beverly
x	Barnett, Sheila		Kempker, Judy		Verslues, Lisa
x	Bassett, Cindy		Krause, Guy		Webb, Becky
x	Benedict-Wiseman, Geri	x	Matthews, Mechelle	x	Wilson, Barbara
	Bode-Oliver, Elaine		Mixon-Page, Lorraine	x	Wolken, Gail
	Charrier, Jim		Mundell, Jessica	x	Yahnig, Ed
x	Distler, Karen		Oetting, Beth		
	Dudenhoeffer, Keith		Robinett, Darlene		
x	Forbis, Allan		Roesti, Jane		
	Hillstrom, Victoria	x	Schulte, Lisa		
	Horn, Denise		Scroggins, Cynthia		
		x	Smith, Pat		

Chairperson Karen Distler called the meeting to order and welcomed all members.

**Approval of Minutes/Agenda Additions**

The minutes from the March meeting were motioned and approved.

Additions to the agenda: There were no additions to the agenda.

**New Business**

Lisa Johnson from Department of Economic Development, Workforce Development will be joining STAC as a new member.

New dates for future STAC meetings have been set through June 2007, the time of 1:30pm to 3:30pm will remain the same for all meetings with the exception of the December meeting. Barb will reserve a DNR conference room for the meeting dates.

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|-----------------------------------|------------------|
| July 10, 2006                     | January 8, 2007  |
| August 14, 2006                   | February 5, 2007 |
| September 11, 2006                | March 12, 2007   |
| October 16, 2006                  | April 9, 2007    |
| November 13, 2006                 | May 14, 2007     |
| December 11, 2006 (11:00 to 3:30) | June 11, 2007    |

**Action:** Barb will reserve a DNR conference room for STAC meetings for the next fiscal year. (Barb has since secured the Route 66 room for all meetings next year.)

## **Committee Reports**

### **Communications:**

Karen distributed handouts of sample STAC logos that Darlene received from OA and asked committee members for feedback. Committee members discussed the sample logos; some were in favor of the shape of Missouri as the background graphic. Barb will forward a sample of a logo that is similar to a logo that she uses for training materials. Karen will forward to Allan and Barb the logo information that she received from Darlene.

**Action:** Barb will forward a sample of a logo that is similar to a logo that she uses for training materials.

Karen will forward to Allan and Barb the logo information that she received from Darlene.

### **Curriculum Development:**

Barb reported that the committee reviewed the Strategic Plan and addressed some of the objectives. On the objective of, "Analyze current training and identify similar programs," Barb suggested when agencies have available seats open in a particular "similar" course that is universal to agencies, such as Sexual Harassment, that they send notification to other agency training units to invite employees needing to attend that particular training. As long as the employees goes back to their agencies and review their department's policy. Barb also stated that if this procedure is established, a necessary timeline for enrolling employees in training would need to be established also. There would be no cost to agencies for this type of training exchange.

Karen stated the Department of Revenue is purchasing a 15-minute Sexual Harassment video that covers the basics: Quid-Pro-Quo and Hostile Work Environment. Karen also addressed that each agency has resources for these types of trainings. As STAC, we need to ask, "How do we share them among the agencies?" Barb asked what agencies have a training library. Cindy stated that she is brainstorming about how can we set up a sub group in the State Library just for the trainers. This can allow the cost of materials to be shared and not duplicated. The question is: how do we go about sharing the cost of these resources? Karen asked the Curriculum committee to research this topic further and to brainstorm ideas about how agencies can share the current training information/tools.

Barb stated their committee discussed the *Seven Habits* Train-the-Trainer class that STAC discussed last December and the possibility for this training to be offered for STAC members. It is a 3-day class that will cost approximately \$11,000 to \$15,000 for the 3-day session (this would then be slit for payment between each participating agency). The training kit is \$500 each and the program DVD are \$1,600.

There is also a 2-day general *Seven Habits* class in Jefferson City on June 26<sup>th</sup> and 27<sup>th</sup>. This class is open to the public and the cost is \$299 per person. (This is not a train-the-trainer program).

In addition, there will be an open facilitators class (to be a *Seven Habits* Facilitator) scheduled for August, in St. Louis. The cost is \$2300, which includes the trainers kit. The DVD's are \$1,600 and are not included in this cost. The training manuals, which are required to be purchased for training *Seven Habits*, cost \$110.

**Action:** Curriculum committee to research and brainstorm additional ideas about how agencies can share the current training information/tools.

### **Training Trends and Initiatives:**

Sheila reported that the TTI committee met and discussed the Strategic Plan and are making a suggestion to remove goal 3A from the Strategic Plan. STAC members discussed and decided instead of deleting goal 3A, to change the verbiage to read "publish research sites."

The TTI committee also suggested in the essence of all agencies workload, to eliminate the sub-committees meeting outside of STAC meetings and have sub-committees meet during the STAC meeting time.

The committee discussed concerns regarding publishing information on the STAC website to ensure that it is published only if it is a research paper or article.

Sheila also asked the STAC members if anyone was aware of the NIMS (National Incident Management System) training. STAC agreed that a brief overview session for STAC members would be beneficial. Sheila will talk with the TTI committee about getting this scheduled. Sheila and Barb will discuss scheduling a conference room for the overview.

**Action:** TTI will discuss scheduling a brief overview of the NIMS training. Sheila and Barb will discuss and schedule a location. (Scheduled for the June meeting.)

### **Policy Committee:**

Michelle reported that the Policy Committee met and discussed the 10 competencies and possibly adding a Diversity competency versus including it under the umbrella of the Workforce Management competency.

Allan stated that he sent a memo to Donna White about the issue of encompassing both Sexual Harassment and Diversity into one class. Briefly, Donna's response included that she does not favor a one-size-fits-all program. Karen asked Allan for a copy of the information he received from Ms. White to provide to Darlene to post under the research link on STAC's website.

Allan distributed copies of a draft Management Training Rule Reporting request for the STAC members to review and offer feedback. Members discussed and offered suggestions for clarification and asked for Allan to provide an example with the memo when it is sent.

**Action:** Karen will forward the information from Donna White to Darlene to post under the research link on STAC's website.

Allan will provide an example with the MTR Reporting memo when it is sent to agencies.

**Oversight:**

The letter to state departments not actively participating on STAC is finalized; Karen will forward it to agencies as soon as possible.

Karen, Cindy and Allan met with the Office of Administration I.T. Personnel regarding the STAC listserv. They discussed designated persons to have access to maintain it. The designated persons would be the STAC Chair, Co-Chair and one individual from the Office of Administration.

STAC members also discussed the importance of placing information on the STAC website that does not advocate specific web sites or companies which could be considered solicitation. One of the main functions for information placed on STAC's website is to trade ideas between STAC members.

**Action:** Karen will forward the letter of invitation to all agencies that are not currently participating on STAC.

**Reminders**

The next STAC meeting is scheduled on June 19 at 1:30 at DNR Conference Center, Route 66 Conference Room at 1738 E. Elm.