

**STAC MEETING**  
**Conservation Credit Union**  
**July 13, 2009**

Members in attendance:

|                                      |  |
|--------------------------------------|--|
| Joshua Bentley<br>(for Bev Struempf) | Department of Social Services              |
| Elaine Bode-Oliver                   | Department of Health and Senior Services   |
| Ed Yahnig                            | Department of Corrections                  |
| Karie Mengwasser                     | Missouri Consolidated Health Care Plan     |
| Geri Wiseman                         | Lottery                                    |
| Barbara Wilson                       | Department of Natural Resources            |
| Jane Roesti                          | Missouri Department of Conservation        |
| Barbara Beermann                     | MOSERS                                     |
| Paula Diller                         | Department of Revenue                      |
| Allan Forbis                         | Office of Administration                   |
| Sheila Barnett                       | Missouri Department of Transportation      |
| Roxy Flores                          | Office of Administration                   |
| Keith Dudenhoeffer                   | Department of Insurance                    |
| June McElroy Bradshaw                | Department of Labor & Industrial Relations |
| Pat Smith                            | Department of Natural Resources            |

Welcome:

Roxy Flores, Co-Chair, welcomed everyone to the meeting and explained that Mechelle Matthews, Chair, could not be in attendance today. Elaine Bode-Oliver was asked to take minutes. Jane Roesti gave administrative details about the Conservation Credit Union (CCU) facility. Jane also explained that the various snacks are her personal contribution to STAC meetings held at the CCU (we appreciate the snacks!). The agenda was changed with the omission of Sarah Irwin's presentation; she also could not be in attendance. Roxy asked that everyone introduce themselves since there were returning members and a substitute present.

Minutes:

The minutes from the April 13, 2009 meeting were presented and Roxy asked for any changes/corrections. None were given. Minutes for April 13<sup>th</sup> were approved as written.

OA Updates:

- Management Training Rule (MTR) has been presented to the Personnel Advisory Board (PAB) and the changes were approved. A public hearing for comments will be held on August 11<sup>th</sup>; and on August 12<sup>th</sup> or 13<sup>th</sup> the

MTR will go to the docket of the Joint Committee on Administrative Rules (JCAR). Then, it takes about three months for the revisions to take effect.

- “My Quick Coach” pilot participants would all like to continue participating in the five – seven minute supervisory videos.
- “Liveclicks Webinar” workshops (such as “Relationship Trust” – based on Franklin-Covey materials) are taking off.
- Upcoming program: “Crucial Confrontations” - \$169.
- Certified Public Managers (CPM) program is still going. The first cohort group could happen in September. On July 16<sup>th</sup> at 1:30 p.m., there will be a complimentary conference call; Jeff Scott will describe the benefits of the CPM program.
- Governor’s Award for Quality & Productivity is coming up.
- Work continues on the “We Save” employee discount program.
- Agencies will be asked to report their training accomplishments for OA’s annual report. It will continue to be in a “narrative” style.
- “Employment Law” seminar will occur on November 3<sup>rd</sup>.
- See the following OA website for details of all training services and features:  
<http://www.training.oa.mo.gov/>

#### Committee Reports:

Policy: Allan Forbis explained that he heard from only one agency regarding the “comments process” for revisions to the Management Training Rule (MTR). The agency’s **primary** concern is that although the MTR is something important to do, the word “enforce” possibly could be interpreted as “encouragement,” but taken literally, it is difficult to “enforce,” since it locks the agency into something it may not be able to do. The impression of STAC members attending today’s meeting is that “enforce” should stay in the MTR. And the meaning of the word “enforce” would be left up to interpretation by individual agencies.

Allan led a discussion of other MTR revisions and STAC members joined in the discussion including the following topics:

(MTR *Section # 5*) – A second concern from the one agency responding to the revisions was the MTR recommendation of taking training in more than one (of a

total of 24) competencies. When supervisors receive training in more than one competency per year it gives them a broader spectrum of effectiveness, and enhances management skills. However, how will an agency identify specific competencies trained if the agency does not track competencies, or even training in general? (Competencies have been in the MTR since the 2001 revision.) The impression of STAC members is that competencies are directly related to the supervisory job and should be pursued.

(MTR *Section # 8*) – The “harassment” item is very important, even number one with STAC members as a training priority.

Allan indicated that the PAB will rely on STAC for thoughtful and complete answers that are asked by the PAB.

Training, Trends, & Initiatives: Ed Yahmig described synchronous online training – Web X DOC has “Management Skills & Development for the Future.” (Synchronous is “live,” and asynchronous is “recorded.”) “Management Skills & Development for the Future” is online; 24 managers across the state are involved now, with projects in between sessions that are two – three weeks apart. Web cam is included in the learning process. Breakout groups are online. The learner can record aspects of the training and use playback. Also, online demos are available. It was mentioned that the Department of Revenue has Adobe Connect.

STAC agreed that several examples of synchronous online training could be sent to STAC members for review before the next meeting. Or better yet, STAC agreed that actual demos could be presented at the next meeting. If this is planned, Ed Yahmig and Geri Wiseman will let Roxy Flores & Mechelle Matthews know how long the demos will be. Both classroom and online learning have advantages; new ideas are welcome while keeping traditions.

Roxy mentioned that an online diversity training (perhaps a pilot) needs to be offered by the vendor that would present the most consistent information to all participants.

Communication and Membership: No report.

Oversight: No report.

Meeting adjourned at 2:50 p.m. The date of the next STAC meeting will be e-mailed to STAC members.

Respectfully submitted,  
Elaine Bode-Oliver