

**STAC Minutes  
August 14, 2006  
DNR Conference Center**

Attendance:

	Adams, Cheri
X	Anderson-Harper, Rosie
X	Barnett, Sheila
	Bassett, Cindy
X	Bode-Oliver, Elaine
	Charrier, Jim
	Dudenhoeffer, Keith
X	Forbis, Allan
X	Hillstrom, Victoria
	Horn, Denise
X	Howard, Bryan

	Jackson, James
	Kempker, Judy
	Krause, Guy
	Matthews, Mechelle
	Mixon-Page, Lorraine
	Mundell, Jessica
	Oetting, Beth
X	Robinett, Darlene
	Roesti, Jane
X	Sarver, Carla
	Scroggins, Cynthia

	Smith, Pat
	Snyder, Mary
X	Struempfler, Beverly
	Versluis, Lisa
X	Waller, Michele
X	Webb, Becky
X	White, Donna
X	Wilson, Barbara
X	Wiseman, Geri
X	Wolken, Gail
	Yahnig, Ed

Chairperson Carla Sarver called the meeting to order and welcomed all members and guests.

Guest Presentation – Missouri Employment and Diversity Collaboration

Rob Hoffman attended to provide information regarding work being completed by the Missouri Employment and Diversity Collaboration. This initiative is designed to improve the ability of the State to recruit, hire, and retain qualified applicants with disabilities. It is a project of the University of Missouri Kansas City Institute for Human Development and funded through the Missouri Planning Council on Developmental Disabilities. He shared that during the first year of the project, a focus was placed on helping applicants with disabilities understand how to navigate the merit system and how to apply for positions. A Leadership Committee has been formed and the STAC chair has been invited to serve on the committee. Focus is now being placed on developing training on disability awareness, ADA/reasonable accommodations, and compiling resource guides in these areas. Rob shared that the training being developed will be shared, at no cost, with interested parties in a train-the-trainer format and will come complete with power-point, handouts, etc. Mr. Hoffman solicited feedback from the group regarding the training that each agency currently conducts. He offered to provide a training demonstration to the group when it is finished.

Approval of Meeting Minutes

Upon review of the draft July meeting minutes, a suggestion was made for revision. The committee agreed to this and the remainder of the minutes were approved.

### Agenda Review

Carla shared that the Camtasia software presentation was being deferred to the September meeting.

### Announcements

Bev Struempf has agreed to serve as co-chair.

Donna White shared that she works with the Missouri Coalition of Women and Minority Businesses. Through this committee, she has become familiar with a business that offers customized diversity and customer service training. She shared that the training includes a pre-assessment, customized training to meet the agency's individual needs and a post-assessment. Donna asked interested individuals to contact her so that she could share more information regarding the company, training content, material, etc. Donna agreed to join the curriculum group.

### Office of Administration Update

Allan Forbis shared that the Missouri Public Employer and Labor Relations Association conference will be held on November 15 and 16, 2006. Once the agenda is finalized, he will share via the STAC distribution list. He shared that the STAC Report was sent to the Personnel Advisory Board. He attended the meeting to be available for questions, but none were raised at the meeting. Allan shared that agencies have been responding to their request for information regarding the Management Training Rule and reminded the workgroup that the deadline was set for August 31, 2006. Allan provided an update regarding the merit training that was recently held. Adjustments have been made based on feedback received during the first session. The next session is scheduled to be held the week following the meeting.

Allan discussed a new initiative that is being taken in the area of employee performance appraisals. The concept was presented to Human Resource Managers at a recent meeting. OA staff are working on more details and he will share more with STAC as these detailed are formalized. Implementation of the system will include a train-the-trainer package.

Allan shared that during the training – *How Full Is Your Bucket* – participants were asked if they were familiar with STAC. 51 of the 77 evaluations indicated that they knew of STAC before the training session.

Committee Workgroups – Each of the workgroups were given time to discuss on-going projects.

- ✓ Curriculum – The group would like to table the topic of a statewide sexual harassment training after learning that many agencies offer training already. 17 staff are scheduled to attend a 7-Habits training session to be held in the next week. Barb Wilson is working on meeting/facilitation skills training and requested information regarding what other agencies have to offer.

- ✓ Oversight – Cindy is working on a listserv for STAC. Darlene Robinett will continue assisting with keeping the web-site and listserv (when implemented) up-to-date.
- ✓ Policy – The training policy will be revised to include information as to how the committee leadership will be handled. Proposed questions regarding the Management Training Rule will be shared with all committee members prior to being distributed to all agencies.

Reminders

The next STAC meeting is scheduled on September 11, 2006 at 1:30 in Route 66 Conference Room, 1738 E. Elm.