

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: August 30, 2007

Time: 9:00 a.m. to 12:00 a.m.

Location: DOC South Conference Room, 2729 Plaza Drive, Jefferson City Mo.

AGENDA TOPICS:	PERSON RESPONSIBLE:
• Call meeting to order	Micki Knowles
• Pledge of allegiance	Attendees
• Introduction of Commission	Commissioners
• Introduction of staff	Staff
• Introduction of attendees	Attendees
• Public comments	Micki Knowles
• Up-Date on Job Task Analysis	Patty Cornell
• Up-Date on Career Development Program	Vicki Myers
• Up-Date on Certification policy	Vicki Myers

OUTCOME:

If this were a successful meeting it would result in ... (what?) an up-date to the Commission on the Certification Policy, Career Development Program and Job Task Analysis.

KEY POINTS:

CALL MEETING TO ORDER

Commissioner Micki Knowles called the meeting to order at 9:00 a.m. The following Commissioners were present: David Topash, Greg White, Danny Patterson, Bob Davis, and Sam Shipman.

PLEDGE OF ALLEGIANCE

The Commission recited the Pledge of Allegiance.

INTRODUCTION OF COMMISSION

All Commission members introduced themselves.

INTRODUCTION OF STAFF

Chris Egbert and Tessa Wilmsmeyer were present from the DOC Planning Section introduced themselves.

INTRODUCTION OF ATTENDEES

Department of Corrections (DOC) Division of Human Resources Director Vicki Myers and Marleen Richardson, from DOC Personnel introduced themselves.

PUBLIC COMMENTS

Commissioner Micki Knowles asked if there were anyone from the public that wished to address the Commission. There were no public comments.

UP-DATE ON JOB TASK ANALYSIS

Chris Egbert reported to the Commission that all components of the Job Task Analysis (JTA) have been addressed. High school diploma and having a valid driver’s license have already been implemented.

The JTA team has identified all of the components of the physical fitness requirements and the DOC Legal Department has this requirement under review. After a decision by the Legal Department the JTA Team will start the process of purchasing the equipment needed to administer the exam. Incumbent officers will be tested to determine the physical fitness cut off score.

The Planning Section will keep the commission updated on the Job Task Analysis progress.

UP-DATE ON CO-1 CAREER DEVELOPMENT PROGRAM

Vicki Myers reported to the Commission that the Career Development Program was in last fiscal years budget request and was not approved for funding. She went on to report that DOC is again asking for funding in this year’s budget request.

UP-DATE ON CERTIFICATION POLICY

The Commission reviewed D2-12-9 Custody Employee Certification policy. Based on the concerns and comments by the Commissioners, Vicki Myers will make adjustments to the following sections:

- 3. H. 1 COI promoted to COII without management training at the end of three year period
- 3.I. Staff being off of work due to workers comp or FMLA

Vicki Myers informed the Commission that she planned to make the final changes suggested and some additional changed suggested at the 8-29-07 meeting of the Custody Employee Certification Team and have the policy signed by October1, 2007 with an effective date of January 1, 2008.

Other

The Commission was provided a memo to Tom Reiss, Director of Boards & Commissions, from DOC Director, Larry Crawford, regarding the appointments as commission members with expired terms. Director Crawford recommended that the current members be reappointed to serve another term.

The meeting adjourned at 10:00 a.m.

COMMISSION MEMBERS NOT ATTENDING:

Walter Foster

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Tessa Wilmsmeyer	ASAP
Make appropriate adjustments to Procedure	Vicki Myers	ASAP
Keep Commission updated on the Job Task Analysis	Planning Section	As needed

<p>NEXT MEETING: Date: To Be Determined Time: Location:</p>
