

ADMINISTRATIVE SUPPORT PROFESSIONAL ALLIANCE

MACA Office • 2014 William Street • Jefferson City, MO

MEETING AGENDA

Wednesday, August 31, 2011

- 1:00 PM Open Meeting and Introductions, Becky Hopper, ESC, Rotating Chairperson
- 1:15 PM Update on CAPLAW conference, Jami Lewis, CAPSTJOE
- 1:30 PM How to Conduct an HR Audit, Rhonda McNeese, Power Group
- 2:30 PM Break
- 2:45 PM How to Conduct an HR Audit (continued)
- 3:30 PM Round table discussion on Worker's compensation changes
- 4:30 PM Adjourn

Thursday, September 1, 2011

- 8:30 AM Network News
- 8:45 AM Disaster Preparedness Plans – *if your agency has a disaster plan, please bring a copy with you*
- 10:00 AM Break
- 10:15 AM Round table
1. Employee stress and workload caused by funding changes
 2. Retirement/early retirement
- 11:15 AM IRCPA presentation by Kathy Daugherty, EMAA
- 11:45 AM Business Meeting
- Choose chairperson for November 15-16, 2011 meeting and discuss topics
- Set dates for 2012 meetings
- 12:00 PM Adjourn

*Network News replaces the MACA Report on Professional Alliance meeting agendas. MACA believes one way we can improve relationships and partnerships is to hear from you! We want Network News to be an interactive sharing opportunity where you as valued network members will come prepared to share with the group your success stories, anything new, exciting, and/or innovative that is happening in your program or at your agency (please bring any handouts, brochures, newspaper articles, letters of appreciation, and/or any other documents you want to share). During this time MACA staff will also share information that we are aware of either from the MACA office or from the network.

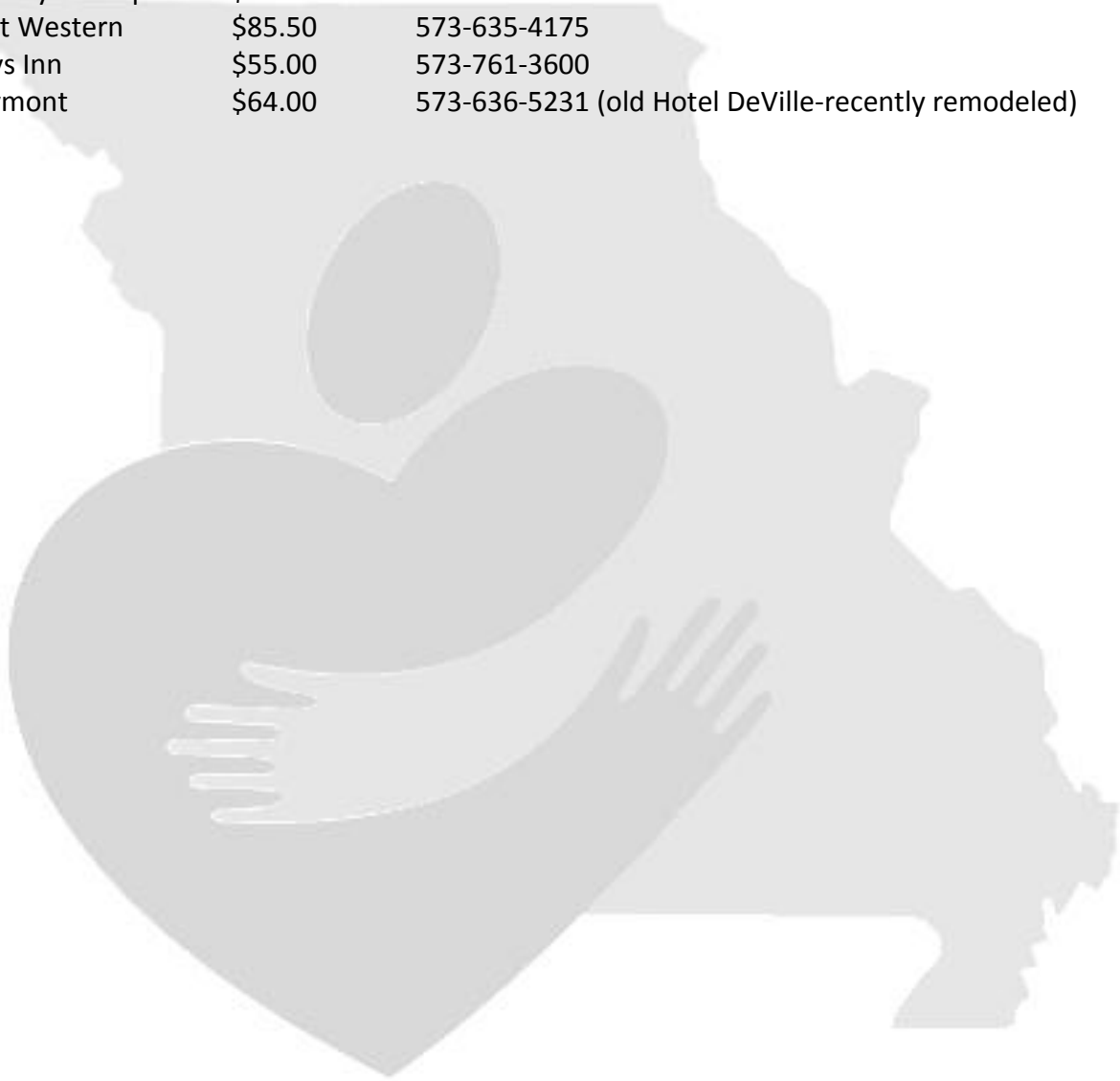
MACA's Mission: To be an effective advocate in policy and program development which impacts low-income families and to strengthen the capacity of the Missouri Community Action Agencies.

Network Vision: United in purpose, the Missouri Community Action Network will inspire and engage people to ensure that all families and communities thrive.

Hotel information

There is no block of sleeping rooms reserved for this meeting. However, the following hotels will honor the following rates if you tell them you are attending a MACA meeting:

Capitol Plaza	\$93.00	573-635-1234
Holiday Inn Express	\$78.00	573-634-4040
Best Western	\$85.50	573-635-4175
Days Inn	\$55.00	573-761-3600
Baymont	\$64.00	573-636-5231 (old Hotel DeVille-recently remodeled)



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