Mississippi State Personnel Board

Annual Report 2008

Fiscal Year Ending June 30, 2008

Table of Contents

State Personnel Board Members 1
Statewide Personnel System Overview 1
Legislative Advisors 2
Personnel Advisory Council 2
State Personnel Board Organizational Structure 3
Summary of Agency Services 4
Employees Paid with State Funds 7
Overview of State Government Workforce 8
Current Average Annual Full-Time Salary Comparison for State Employees in the Southeastern Region, July 2008 9
Salary Distribution Table, Full-Time Employees as of June 30, 2008 10
Average Monthly Strengths and Salaries for State Employees 11
Cost for a 1% Increase Based on FY 2009 Projection 12
Position/Employee Growth, Fiscal Years 2000-2008 13
FY-00/FY-08 Strength Comparison 14

Fiscal Year 2008 Summaries

Office of Recruitment and Selection 15
Office of Classification and Compensation 20
Office of Training 22
Management Information Systems 39
Office of Policy 40
Administrative Services 40
Office of General Counsel 40
Employee Appeals Board 41
Personal Service Contract Review Board 43
The Colonel Guy Groff State Variable Compensation Plan "Open to Change" 45
Overview of the Variable Compensation Plan 46
Monies Appropriated Since the Adoption of the VCP 49
Variable Compensation Plan, Fiscal Year 2008 Annual Legislative Report 50

2008 Travel Report

2008 State Personnel Board Travel Log 63

State Personnel Board Members

The Mississippi State Personnel Board provides policy guidance and administrative oversight to the State Personnel Director and staff. The Board is composed of five members, appointed by the Governor with the advice and consent of the Senate, who serve five-year terms. In addition, there are four legislative advisors to the Board, two each appointed by the Lieutenant Governor and the Speaker of the House of Representatives.

Bill Cossar, Chairman
3rd Supreme Court District

E. A. Allen, Vice-Chairman
2nd Supreme Court District

John Baas, Member
1st Supreme Court District

Donald G. Brown, Member
State-at-Large

Robert E. Jones, Member
State-at-Large

Statewide Personnel System Overview

Mississippi's statewide personnel system includes the members of the State Personnel Board, the State Personnel Director, administrative staff and employees who comprise the operating arm of the Board, and the members of the Mississippi Personnel Advisory Council.

The Mississippi State Personnel Board was established by the Mississippi Legislature in 1980. The State Personnel Board operates under the direction of a five-member board appointed by the Governor with the advice and consent of the Senate. Its mission is to provide the State of Mississippi with a skilled work force and a system of personnel administration that enables state agencies to provide mandated public services.

The State Personnel Board administers the state personnel system in accordance with the following principles as set in statute:

1. Recruiting, selecting, and advancing employees based on objective criteria.
2. Providing equitable and adequate compensation.
3. Training employees to ensure high quality performance.
4. Retaining employees on the basis of performance.
5. Ensuring fair treatment of applicants and employees without regard to political affiliation, race, national origin, sex, religion, creed, age, or disability.
6. Ensuring that employees are free from coercion for partisan or political reasons.

Legislative Advisors

Senator Terry W. Brown
District 17
Columbus, MS

Senator Perry Lee
District 35
Mendenhall, MS

Representative John O. Read
District 112
Gautier, MS

VACANT

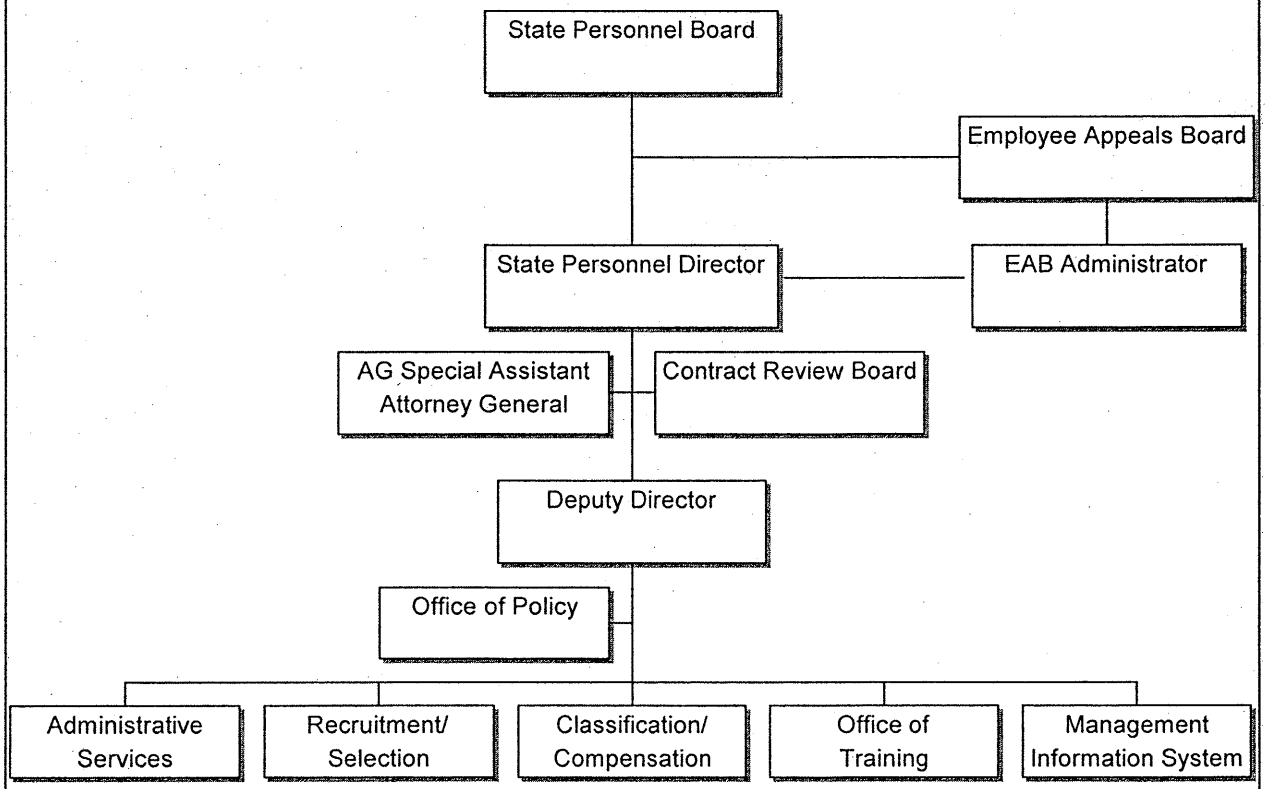
Personnel Advisory Council

The Mississippi Personnel Advisory Council advises the State Personnel Board in the development of policies, programs, rules and regulations which will improve public employment in the state. The council also assists in the promotion of public understanding of the purposes, policies, and practices of the state personnel system. The Council consists of personnel directors from five major state agencies. Members are appointed by and serve terms concurrent with that of the Governor.

State Personnel Board Organizational Structure

The functional areas that are designed to implement the mission of the State Personnel Board include:
Administrative Services
Recruitment and Selection
Classification and Compensation
Office of Training
Management Information Systems
Office of Policy
General Counsel
Contract Review Board

In addition, an independent administrative court, the Employee Appeals Board, serves under the Board to provide an impartial forum for employee hearings.



Summary of Agency Services

OFFICE OF RECRUITMENT AND SELECTION

- Implementation of Recruitment Programs
- Evaluation of Applicant for Minimum Requirements of Job:
  - Education/Experience Evaluation
- Certification of Eligibles Process
- Authorization of Appointment of Certified Eligibles
- Transaction Processing, Initial Hire and In-service Movement
- Policy Development and Administration
- Maintenance of Class Specifications

OFFICE OF CLASSIFICATION AND COMPENSATION

- Salary Certification for New Hire and In-Service Movement
- Transaction Processing for all Position and Personnel Data Changes
- Pre/Post-Audit Functions, Initial Hire
- Data Evaluations (Demographic/Fund/Status/Organizational Placement)
- Variable Compensation Plan
  - Salary Survey Process
  - Pay Range Determination
  - Establishment of Special Compensation Plans
  - Additional Compensation
- Policy Development and Administration
- Fiscal Year Budget Recommendations for:
  - Realignments
  - Experience Benchmark Awards
  - Additional Compensation
  - New Positions
  - Reallocations
  - Educational Benchmark Awards
  - Deletion of Positions
- Agency/Position Establishment and Abolishment (in accordance with legislative intent)
- Position Control
- Projection Control Files for Agencies/Position Data Projection Control Files for Program Designations and Program Assignments to Positions
- Job Analysis and Position Classification
- Development and Maintenance of Class Specifications
- Organizational Staffing Patterns and Charts
- Compliance Reports
- Organizational Studies

OFFICE OF TRAINING

- Management of Training Functions
- Certified Public Manager Program
- On-Site Training
- Basic Supervisory Course
- Administrative Support Certification Program
- Human Resources Certification Program
- Professional Development Courses
- Technical Assistance in Training and Development
  - Needs Assessment
  - Planning a Training Program
  - Training Evaluation
  - Development of Training Plans

ADMINISTRATIVE SUPPORT OFFICE (In-house Operation)

- Business Office Administration
  - Budget Preparation and Expenditure Control
  - Purchasing
  - Accounting
  - Payroll
- Telecommunication Systems Administration
- Administration of Printing and Duplication Operations
- Agency Personnel Administration
- Property Control
- Mail Distribution
- Office Supplies Distribution

OFFICE OF POLICY

- Development/Revision of SPB Policies and Procedures
- Administration/Interpretation of Policies
  - Employee Counseling
  - Agency and General Public Consultation
- Distribution of Policies and Procedures
- Maintenance of State Employee Handbook
- Special Projects

MANAGEMENT INFORMATION SYSTEMS

Designing and Implementation of Internet Reports and Information
Maintenance and Security of SPB's Web Based Application Databases
Support SPB's Wide Area Network and Applications
Development of Special Information Reports From Statewide Request
Provide Help Desk For Agency Computing Applications
Management of Data Security For Agency's Computers and Servers
Maintain and Upgrade SPB's Internet, WAN and LAN Hardware and Software Products

OFFICE OF THE GENERAL COUNSEL

Legal Advisor to State Personnel Director on EEO Charges, Legislative Process, Personnel Questions and Pending Litigation
Compliance with the Fair Labor Standards Act, Civil Rights Acts, and other federal and state employment laws
Coordination of Board Policy Development and Review, Ensuring Compliance with the Administrative Procedures Act, the Open Records Act and all Laws and Regulations Governing Policy Development and the Statewide Personnel System
Legal Services Contract Review
Review of Personal and Professional Service Contracts, submitted to the Personal Service Contract Review Board

EMPLOYEE APPEALS BOARD

Conducting Hearings and Rendering Decisions on Matters Affecting the Employment Status of State Employees

PERSONAL SERVICE CONTRACT REVIEW BOARD

Promulgation of rules and regulations governing the solicitation and selection of contractual services personnel which are consistent with sound business practices
Reviewing contracts in excess of $100,000.00 to ensure that the terms of the agreement are consistent with the rules and regulations promulgated by the board and to limit risk of loss to the state

Employees Paid with State Funds

(Full-Time and Part-Time)

32,641	State Service (Purview of State Personnel Board)
1,246	Governor's Office and Legislative Branch
17,593	Institutions of Higher Learning
6,132	Community and Junior Colleges
34,887	State Teachers
92,499	**TOTAL**

Overview of State Government Workforce

(State Service)

The purpose of this overview is to provide a summary of personnel management and employee compensation in agencies under the purview of the State Personnel Board at the close of Fiscal Year 2008, and to provide statistical information from other southeastern states. These figures exclude Mississippi Industries for the Blind, the Gulfport Port Authority, the Institutions of Higher Learning, the Community College System, and the Minimum Foundation Program Teachers, as these entities are not under the State Personnel Board's purview.

Full-Time Employee Profile as of June 30, 1993/2007/2008

	FY 93	FY 07	FY 08
Total Employees	27,459	31,483	31,965
Total Female Employees	15,126	19,212	19,490
Percentage of Female Employees	55.1%	61.02%	60.97%
Total Male Employees	12,333	12,271	12,475
Percentage of Male Employees	44.9%	38.98%	39.03%
Percentage of White Employees	61.3%	50.73%	50.37%
Percentage of Minority Employees	38.7%	49.27%	49.63%
Average Service Time	8 yrs. 3 mos.	9 yrs. 5 mos.	9 yrs. 6 mos.
Average Number of Years of Education	14.0 yrs.	14.0 yrs.	14.0 yrs.
Average Age of Employees	40 yrs.	43 yrs. 7 mos.	44 yrs. 1 mos.
Average Salary of Employees	$19,762	$32,450	$34,298
No. of Employees Earning Less than Avg. Salary	16,986	19,510	19,686
% of Employees Earning Less than Avg. Salary	61.8%	62.0%	61.1%

Current Average Annual Full-time Salary Comparison

For State Employees in the Southeastern Region
July 2008

	07/07	07/08
Louisiana	$39,513	$43,549
Virginia	$41,677	$43,342
Alabama	$40,547	$42,723
North Carolina	$38,978	$40,817
Kentucky	$38,752	$39,867
Tennessee	$39,517	$39,596
Florida	$38,200	$38,685
Georgia	$33,363	$37,727
Oklahoma	$37,180	$37,610
South Carolina	$36,676	$36,871
Arkansas	$34,911	$36,081
West Virginia	$32,940	$34,741
Mississippi	$34,075	$34,303
Missouri	$31,399	$33,322
Total Average	**$36,981**	**$38,517***

*Alabama, Arkansas, Louisiana, and Tennessee average equals $40,487.

Salary Distribution Table
Full-Time Employees
as of June 30, 2008

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
$100,000 and over	209	0.65%	$26,087,859.99	2.38%
$90,000 to 99,999.99	130	0.41%	$12,230,888.34	1.12%
$80,000 to 89,999.99	273	0.85%	$22,900,862.06	2.09%
$70,000 to 79,999.99	488	1.53%	$36,308,100.00	3.31%
$60,000 to 69,999.99	917	2.87%	$59,059,117.14	5.39%
$50,000 to 59,999.99	1,984	6.21%	$107,506,277.00	9.81%
$40,000 to 49,999.99	4,030	12.61%	$178,634,031.64	16.29%
$30,000 to 39,999.99	8,278	25.90%	$285,560,694.71	26.05%
$20,000 to 29,999.99	11,740	36.73%	$297,945,440.44	27.18%
$14,000 to 19,999.99	3,859	12.07%	$69,343,558.74	6.33%
$13,000 to 13,999.99	39	0.12%	$525,381,26	0.05%
$12,000 to 12,999.99	13	0.04%	$166,215.28	0.02%
$11,000 to 11,999.99	5	0.02%	$57,500.00	0.01%
$10,000 to 10,999.99	0	0.00%	$0.00	0.00%
$ 9,000 to 9,999.99	0	0.00%	$0.00	0.00%
Below $ 8,999.99	0	0.00%	$0.00	0.00%
Full Time Employee Totals	31,965	100.00%	$1,096,325,926.60	100.00%

Average Monthly Strengths and Salaries for State Employees

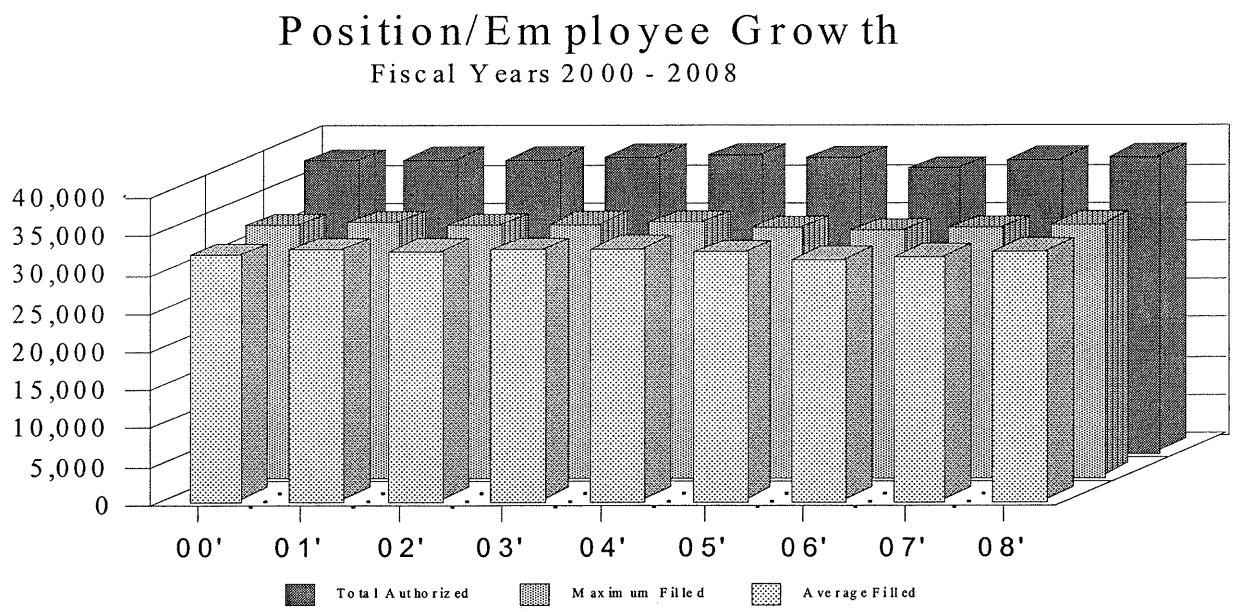
(Includes Part-Time Employees)

Month	Strength	Avg. Salary
01/05	32,008	$29,406
02/05	32,103	$29,425
03/05	32,094	$29,432
04/05	32,158	$29,431
05/05	32,047	$29,371
06/05	32,255	$29,411
07/05	31,837	$29,430
08/05	31,481	$29,501
09/05	31,217	$29,591
10/05	31,103	$29,602
11/05	31,169	$29,561
12/05	31,196	$29,592
01/06	31,053	$29,606
02/06	31,059	$29,618
03/06	31,020	$29,623
04/06	31,153	$29,629
05/06	31,050	$29,566
06/06	31,431	$29,444
07/06	31,196	$30,746
08/06	31,179	$30,865
09/06	31,397	$30,912
10/06	31,293	$30,947
11/06	31,371	$30,926
12/06	31,562	$30,906
01/07	31,627	$32,225
02/07	31,758	$32,227
03/07	31,852	$32,237
04/07	31,936	$32,238
05/07	31,878	$32,162
06/07	32,206	$32,167
07/07	32,046	$33,793
08/07	32,022	$33,851
09/07	32,132	$33,897
10/07	32,186	$33,918
11/07	32,313	$33,944
12/07	32,446	$33,944
01/08	32,315	$33,987
02/08	32,395	$34,002
03/08	32,380	$34,062
04/08	32,338	$34,116
05/08	32,466	$34,036
06/08	32,641	$34,012

Cost for a 1% Increase Based on FY 2009 Projection

Total Projected Personal Services Cost, Current Level*	$1,736,913,495
Less Vacant Positions	($243,851,507)
Less Salaries Set by Statute	($ 5,023,377)
Minus Projectable Additional Compensation	($16,136,077)
Adjusted Total Projection	$1,471,902,532
Total Cost of 1% Increase	$14,719,025
Cost of 1% General Fund Increase (49.61%)	$6,973,874
Cost of 1% Federal Fund Increase (19.17%)	$3,116,017
Cost of 1% Other Fund Increase (31.22%)	$4,629,133

*Total based on cost continuation for FY 2009 as of 07/31/2008. Report run 08/01/2008.



Year	Positions Authorized	Employees Maximum	Employees Average
00	37,848	32,538	31,853
01	37,977	32,856	32,507
02	37,967	32,448	32,280
03	38,317	32,750	32,552
04	38,505	32,812	32,638
05	38,249	32,255	32,055
06	36,806	31,837	31,231
07	37,974	32,206	31,605
08	38,358	32,641	32,306

FY 00/FY 08 Strength Comparison

	June 2000	June 2008	June 2000 to June 2008 Difference
Mental Health	8,237	8,959	722
Human Services	3,780	3,087	(693)
Department of Corrections	3,654	3,057	(597)
Department of Transportation	3,306	3,381	75
Department of Health	2,387	2,227	(160)
Wildlife & Fisheries	1,065	791	(274)
Department of Public Safety	1,031	1,366	335
Department of Rehabilitation Services	804	960	156
Department of Education	801	798	(3)
State Tax Commission	779	722	(57)
Employment Security Commission	742	711	(31)
Forestry Commission	697	501	(196)
Military Department	657	759	102
Division of Medicaid	482	925	443
Department of Environmental Quality	460	428	(32)
Department of Finance & Administration	362	385	23
Mississippi Development Authority	313	308	(5)
Agriculture and Commerce	248	203	(45)
Attorney General Office	212	253	41
Audit	180	151	(29)
Other Agencies	2,371	2,675	304
TOTAL**	**32,538**	**32,641**	**103**

**Denotes Full Time and Part Time Employees. Total Employees Including Escalated Positions.

Office of Recruitment and Selection

Responsibilities of the Office of Recruitment and Selection for Fiscal Year 2008 included the recruiting, screening, evaluating, and certifying of applicants for consideration by state agencies to fill vacancies in state government.

A program of equal opportunity recruitment and referral is conducted through a cooperative agreement with the Mississippi Department of Employment Security (MDES). The Mississippi Department of Employment Security has been designated as the primary referral source for job applicants. Job information and counseling is available to applicants at local Workforce Investment Network (WIN) Job Centers throughout the state.

Activities of the State Personnel Board's Recruitment Branch included attendance at career days and provision of information to placement offices of colleges and universities.

Sixty-six thousand one hundred twenty-four (66,124) applications were received during Fiscal Year 2008 from individuals seeking state government employment and from agencies for non-competitive promotions, new hires into positions exempted from the selection and certification processes, and new hires or promotions into non-state service positions.

Each valid application received by the Office of Recruitment and Selection was screened and evaluated by professional evaluators for eligibility and compliance with all job requirements. The applicant's score was derived from a computerized scoring system which takes into consideration the relatedness and quantity of the applicant's education and experience.

Once the evaluation process had been successfully completed, the names and numerical ratings of qualified job applicants were added to the appropriate lists of eligibles. Four (4) types of lists were maintained:

1. Reduction in Force (RIF)/Re-employment Employees in state service positions, laid off while in good standing, who submit a current Experience and Training Record within 12 months of termination date may be placed on this certificate.

2. Promotion/Transfer/Alternate Re-employment Permanent state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed six (6) months continuous employment, may be placed on competitive promotional and transfer certificates. Former state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed at least six (6) months of the probationary period and voluntarily terminated in good standing, may, within 12 months of termination date, be placed on the alternate reemployment certificate.

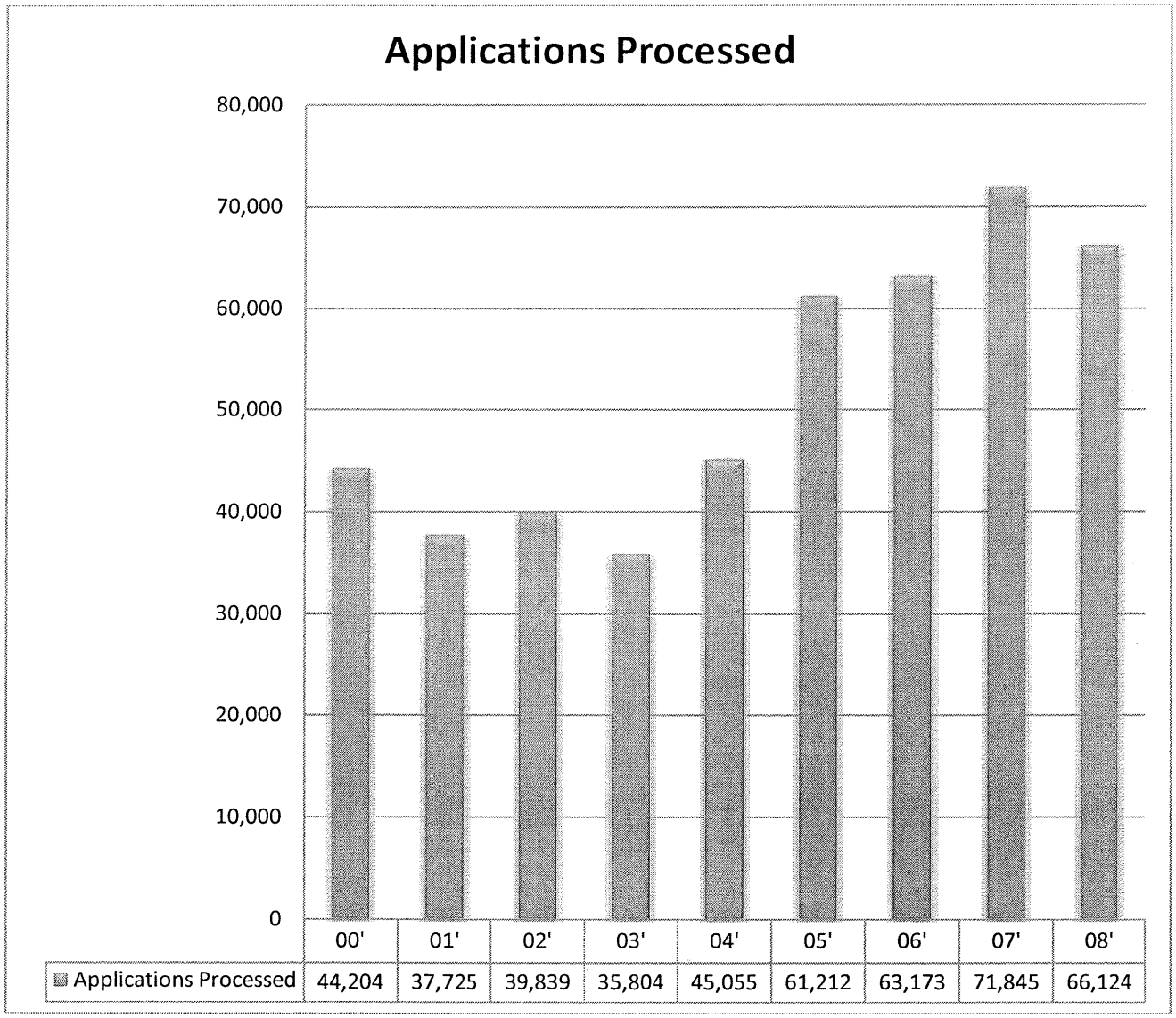
3. Open Competitive Individuals who have applied for a position during an announced recruitment period and who meet the selection criteria for specific job classifications on recruitment and who do not meet the criteria for other types of certificates may be placed on this certificate.

4. Agency Only Persons presently employed in a state service, part-time, time-limited or other State Personnel Board purview non-state service position by that agency and who have completed at least six (6) months of their probationary period and meet the selection criteria for the

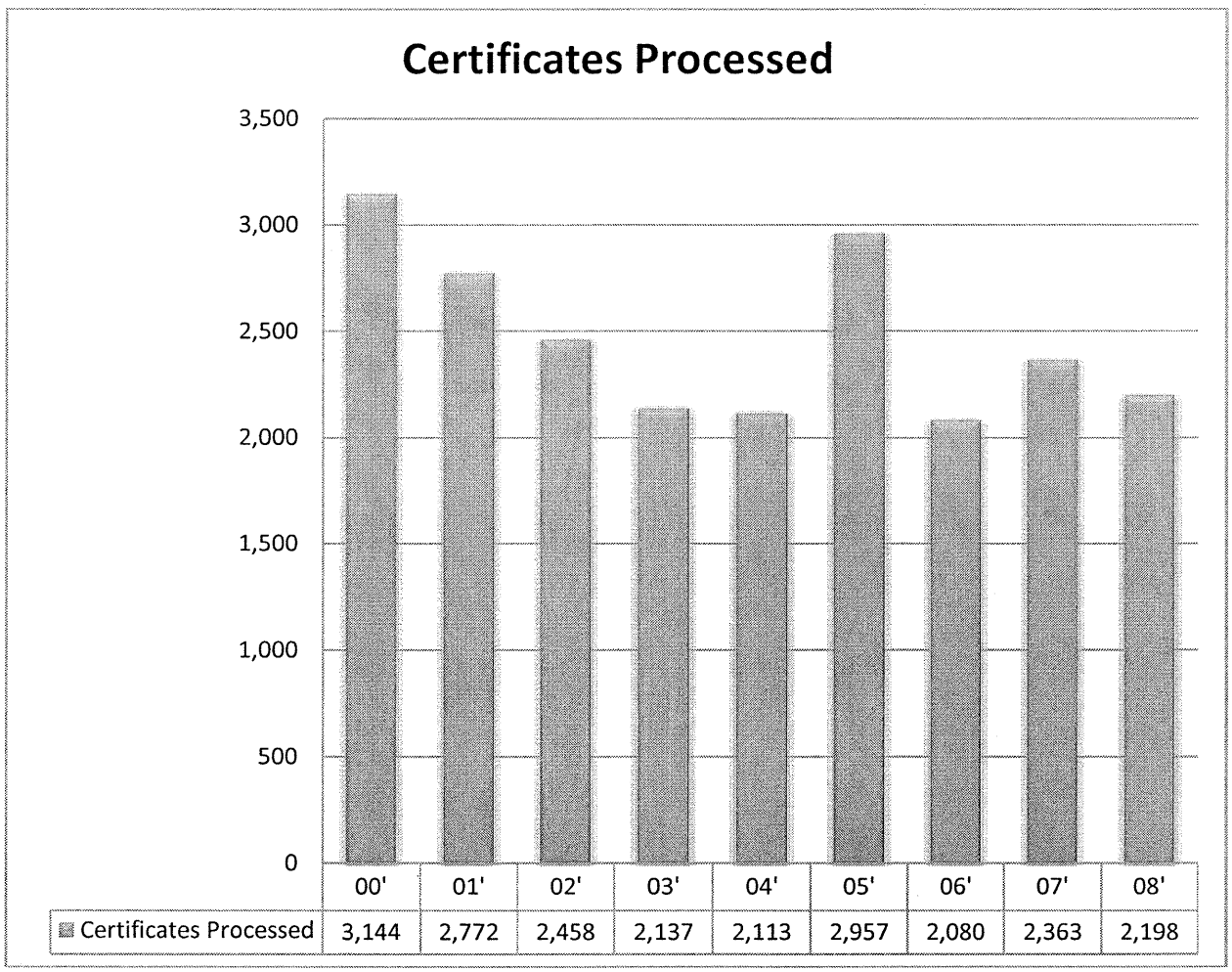
specific job classification may be placed on this certificate.

When an agency had a vacancy to fill, any one of the four (4) types of certificates could be requested. If the agency requested a Type 1 Certificate, all applicants were printed on one list. If a Type 2 Certificate of Eligibles was requested, the State Personnel Board then certified the names of the ten (10) highest scoring applicants on that list of eligibles. If a Type 3 Certificate of Eligibles was requested, the names of the ten (10) highest scoring applicants on the Type 2 list, as well as the names of the ten (10) highest scoring applicants on the Type 3 list, were provided. In addition, a Type 4 certificate was available which provided the names of the twenty (20) highest scoring applicants who were already employees of the requesting agency.

During Fiscal Year 2008, state agencies submitted 2,198 requests for Certificates of Eligibles which resulted in the appointment of 3,671 applicants.



	00'	01'	02'	03'	04'	05'	06'	07'	08'
Applications Processed	44,204	37,725	39,839	35,804	45,055	61,212	63,173	71,845	66,124



	00'	01'	02'	03'	04'	05'	06'	07'	08'
Certificates Processed	3,144	2,772	2,458	2,137	2,113	2,957	2,080	2,363	2,198

Office of Recruitment and Selection
Fiscal Year 2008 Summary

Recruitment Requests Processed/Job Announcements Removed 1,650
Applications Received 66,124
Applicants Added to Lists of Eligibles 19,344
New Requests for Certificates of Eligibles 2,198
Certificate Updates (New and Supplementals) 14,886
Number of Names Certified on Certificates 62,337
Number of Appointments from Certificates 3,671
Applications Evaluated 57,012

Recruitment and Selection Activities

	FY 06	FY 07	FY 08
Applications Received	63,173	71,845	66,124
Applicants Referred on Certificate	43,788	55,269	62,337
Valid Applications Evaluated	55,298	62,051	57,012

Office of Classification and Compensation

The Office of Classification and Compensation primarily is charged with the responsibilities delineated below. These program responsibilities are noted in the Mississippi Code of 1972, Annotated, as amended, Sections 25-9-103, 25-9-107, 25-9-119, 25-9-133, 25-9-135, 25-9-147, and 25-9-149.

A. Maintaining a statewide classification system based on objective job analysis to provide timely and consistent classification of all state service positions and to ensure fair treatment of applicants and employees by prohibiting known non-merit selection criteria in written minimum qualifications of job classifications.

B. Developing annual recommendations to the Legislature concerning salary ranges of all job classifications under the State Personnel Board's salary setting authority in order to recruit and retain quality employees in the state work force and to provide adequate and equitable compensation to state employees.

C. Providing budget recommendations to the Department of Finance and Administration and the Legislative Budget Office on October 1, of each year. Upward reallocations or realignments necessary to fill bona fide staffing needs that cannot be adequately addressed through normal budget procedures may be authorized by the State Personnel Board on a monthly basis, as needed.

D. Maintaining and/or implementing any necessary revisions to the Variable Compensation Plan.

E. Assisting in the preparation of the Variable Compensation Plan Policy outlining the policies that will govern personnel transactions during the upcoming fiscal year.

F. Administering rules and regulations governing the appointment and movement of all employees within the state service.

G. Providing position control of employment positions authorized in appropriation bills and escalations approved by the Department of Finance and Administration.

H. Developing documents to verify agency and position data. This is necessary to provide program budget information to the Legislature for manpower cost projections for the major expenditure category, Personal Services (salaries, wages and fringe benefits).

I. Assisting state agencies in the review of organizational structures, utilization of resources, and personnel administration.

J. Processing personnel action requests received from agencies which include actions such as new hires, transfers, promotions, demotions, and data revisions.

K. Analyzing agency requests for hiring, promotions, reclassifications, reallocations, and other personnel actions, prior to review by the State Personnel Director or the State Personnel Board.

Office of Classification and Compensation, As of 6/30/08

Personnel Transactions (Computer Generated)	89,761
Organizational Chart Audits	95
Budget Requests	*39
Desk Audits	25
Items Briefed to Personnel Board	140

*New Positions	160
Reallocations	727
Reviewed Realignment	2,149

Office of Training

The Office of Training of the State Personnel Board is responsible for assisting state agencies in improving the productivity, effectiveness and efficiency of public service employees through the coordination and provision of management training and professional development training programs.

The Office of Training accomplishes its assigned responsibilities by:

1. Providing high quality, cost effective training programs identified through the needs assessment process as top priorities throughout state government;

2. Providing these programs, whenever possible, on-site for agencies in order to minimize employee travel time and cost to the agencies;

3. Tailoring training programs to the needs of state government in general and for on-site agency programs to the agency and/or employees targeted;

4. Providing technical assistance to agencies in meeting the training needs of state employees and/or the agency such as design and development of training needs assessments, development and implementation of training programs, conducting successful training, evaluating training, and developing of comprehensive training plans. The primary aim of this assistance is to help agencies develop and carry out training plans and programs that are specific to their needs and cost-effective and which can be maintained internally; and

5. Serving as a statewide training referral source for such training resources as contract trainers, training programs and packages, training video and audio tapes, and training equipment in the development of educational programs for public service organizations.

During FY 2008, training programs offered through the State Personnel Board Office of Training included:

1. The Mississippi Certified Public Manager (CPM) Program, a comprehensive, extensive, nationally accredited management training program aimed at standardizing and professionalizing public management in Mississippi. This program places Mississippi among the leaders nationwide in the area of management training for state employees, in which more than 2,500 managers have participated since the inception of the program. During FY '08, a total of 961 public service managers were enrolled in the MCPM program. Two graduation ceremonies were held awarding 98 Supervisory Management certificates and 53 certificates to graduates completing the Certified Public Manager designation.

2. The Basic Supervisory Course (BSC) is a week-long, broad-based management development program, designed to provide public sector professionals with training experience that translates into maximizing the effectiveness of government organizations. The Basic Supervisory Course was conducted a total of 20 times during the fiscal year '08 with a total of 452 public service managers/supervisors participating and successfully completing the course requirements.

3. The Administrative Support Certification Program (ASCP), designed to increase knowledge and skills of administrative

support employees in the area of administrative functions of government, consists of three (3) core levels, required electives and job-related activities. A total of 322 administrative support employees were enrolled in the program.

4. Professional development courses, individual half and full day sessions, designed to provide more intensive training in the areas of management, supervisory, administrative and general employee competency development were provided a total of 97 times with 2,420 employees in attendance during the fiscal year.

5. The Human Resources Certification Program (HRCP) designed for government human resources professionals that function at the managerial level, consisting of five (5) four day modules, extended learning activities, examinations and capstone project was launched in June, 2007. The primary focus of this course is that of exposing participants to a wide spectrum of practical information, skills and techniques in human resources functions in the public sector. During FY '08, a total of 165 human resources professionals attended the HRCP and the prerequisite course, Overview of the State Personnel Board Services.

EMPLOYEES	FY 08
Agency Sponsored	1,688
Professional Development	2,420
Administrative Support	322
Basic Supervisory	452
Certified Public Manager	961
Human Resources Certification Program	165
TOTAL	6,008

TRAINING SESSIONS	FY 08
Agency Sponsored	88
Professional Development	97
Administrative Support	15
Basic Supervisory	20
Certified Public Manager	42
Human Resource Certification Program	7
TOTAL	269

Agency Sponsored Sessions
FY – 2008

Date	Agency	Session and #
July 11, 2007	Division of Medicaid	Team Bldg. – 10
July 16, 2007	Division of Medicaid	Sexual Har. – 23
July 17, 2007	Division of Medicaid	Sexual Har. – 22
July 19, 2007	Division of Medicaid	Sexual Har. 24
July 20, 2007	Division of Medicaid	Effective Coll. – 12
August 6, 2007	Division of Medicaid	Conquering Conflicts
August 8, 2007	Dept. of Education	Writing Adv. – 21
August 8, 2007	State Fire Academy	Myers-Briggs – 25
August 9, 2007	Division of Medicaid	Sexual Har. – 22
August 9, 2007	Dept of Educ.	Adv. Writing 25
August 17, 2007	City of Columbus	Conquering Conf.15
August 20, 2007	Dept. of Educ. –	Writ. Adv. 19
August 23, 2007	Auditor's Office -	Etiquette/Customer Service – 10
August 28, 2007	Div. of Medicaid -	Visions & Values 10
August 30, 2007	Dept. of Educ. –	Adv. Writing 14
August 31, 2007	Dept. of Health –	Present. Skills 15
September 10, 2007	City of Columbus	Building Blocks of Supervision 15
September 11, 2007	Div. of Medicaid –	Sexual Har. – 17
September 19, 2007	Div. of Medicaid –	Ropes Course 11
September 24, 2007	City of Columbus	Sexual Har. 15
September 26, 2007	Dept. of Educ.	Writing Adv. 22
September 27, 2007	Dept. of Educ.	Adv. Writing – 25
September 29, 2007	Dept. of Rehab.	Time Mgt. – 25
November 2, 2007	Div. of Medicaid –	Etiquette in Bus. 15
December 5, 2007	Dept. of Health	Customer Service 15
December 10, 2007	SPB -	Presentation Skills13
Dec. 10-11, 2007	Employ. Security	Strategic Planning15
December 19, 2007	Agric. & Comm	Performance Mgt.14
January 3, 2008	State Personnel Bd.	Present. Skills – 11
January 8, 2008 – am	Div. of Medicaid	Sexual Har. 16
January 8, 2008 – pm	Div. of Medicaid	Sexual Har. 15
January 9, 2008 – am	Div. of Medicaid –	Sexual Har.18
January 9, 2008 pm	Div. of Medicaid -	Sexual Har.18
January 15, 2008	Div. of Medicaid –	Sexual Har.15
January 16, 2008 am	Div. of Medicaid	Sexual Har. 16
January 16, 2008 pm	Div. of Medicaid	Sexual Har. 16
January 22, 2008 am	Div. of Medicaid	Sexual Har.24
January 22, 2008 pm	Div. of Medicaid	Sexual Har.23
January 23, 2008 am	Div. of Medicaid	Sexual Har.23
January 23, 2008 pm	Div. of Medicaid	Sexual Har.23
January 24, 2008	MDOT –	Crazy Busy 9
February 5, 2008	Division of Medicaid	Sexual Har. 13
February 2 2008	Division of Medicaid	Sexual Har. 12
February 13, 2008	Univ. Medical Ctr.	Team Bldg. 25
February 19, 2008	Univ. Medical Ctr.	Mot/Burnout 25
February 20, 2008	MDOT	Adv. Writing – 25
February 20, 2008	Div. of Medicaid	Sexual Har. 15
February 20, 2008	Division of Medicaid	Sexual Har. 16

February 22, 2008	DFA/MMRS	Crazy Busy – 23
February 25, 2008	Pearl River Vall.Wat.	Sexual Har. 21
February 26, 2008	Division of Medicaid	Sexual Har. 15
March 5, 2008	Division of Medicaid	Sexual Har. 17
March 5, 2008	Division of Medicaid	Sexual Har. 18
March 11, 2008	Division of Medicaid	Sexual Har. 18
March 11, 2008	Division of Medicaid	Sexual Har. 12
March 12, 2008	Division of Medicaid	Sexual Har. 17
March 12, 2008	Division of Medicaid	Sexual Har. 18
March 13, 2008	Pearl River Vall. Wat.	Sexual Har. 26
March 25, 2008	Pearl River Vall. Wat.	Sexual Har. 24
March 25-28, 2008	Retirement System	Grown up Grammar 120
March 27, 2008	MDOT	Adv. Writing 25
March 28, 2008	DFA/MMRS	Multiple Prior. 25
April 1, 2008	MDOT	Perf. Mgt. 16
April 7, 2008	Pearl River Vall.Wat.	Sexual Har. 29
April 16, 2008	Division of Medicaid	Sexual Har. 20
April 16, 2008	Division of Medicaid	Sexual Har. 19
April 17, 2008	Division of Medicaid	Sexual Har. 18
April 18, 2008	DFA/MMRS	Stress Mgt. 25
April 22, 2008	Library Commission	WOW Cus. Ser 10
April 23, 2008	Library Commission	WOW Cus. Ser 16
April 29, 2008	MS Dev. Authority	Grant Writing 10
April 29, 2008	Wildlife, Fisheries	Perf. Mgt. 25
May 7, 2008	Library Commission	Present.Skills 11
May 8, 2008	Library Commission	Present. Skills 11
May 9, 2008	PEER	Overview of Gov't.11
May 19, 2008	MDOT	Perf. Mgt. 25
May 20 2008	MDOT	Perf. Mgt. 23
June 4, 2008	PEER	Managerial Stress 7
June 17, 2008	Division of Medicaid	Sexual Har. 17
June 17, 2008	Division of Medicaid	Sexual Har. 16
June 18, 2008	Division of Medicaid	Sexual Har. 16
June 23, 2008	Insurance Dept.	Discipline/Corr. 28
June 27, 2008	Insurance Dept.	FMLA/ADA - 30
		TOTAL 1,688

Agency Sponsored
FY - 2008

Agency	Number of Sessions
Agriculture, Department of	14
Auditor's Office	10
City of Columbus	45
Division of Medicaid	712
Education, Department of	128
Employment Security, Department of	15
Finance & Administration/MMRS	73
Health, Department of	30
Insurance Department	58
Library Commission	48
MS Development Authority	10
Pearl River Valley Water Supply District	92
PEER	11
Public Employees Retirement System	120
Rehabilitation Services, Dept. of	25
State Fire Academy	25
State Personnel Board	24
Transportation, Department of	148
University of MS Medical Center	75
Wildlife, Fisheries & Parks, Department of	25
TOTAL	1688

Professional Development Courses
FY- 2008

MONTH	DATES	COURSE TITLE	LOCATION	PARTICIPANTS
JULY	July 30-Aug 1	7 Habits of Highly Effective People	State Personnel Board	14
	11	Advanced Writing	State Personnel Board	12
AUGUST	1	Overview of Government	Hattiesburg	26
	1	Cultural Diversity	Hattiesburg	19
	2	Writing Advantage	Hattiesburg	27
	7-9	PROFESSIONAL DEVELOPMENT CLUSTER I	State Personnel Board	90
	14	Time Well Spent	Jackson	23
	27	Time Well Spent	Jackson	14
SEPTEMBER	4 - 6	PROFESSIONAL DEVELOPMENT CLUSTER	State Personnel Board	62
	7	Advanced Writing	State Personnel Board	23
	25-28	PROFESSIONAL DEVELOPMENT CLUSTER II	State Personnel Board	110
OCTOBER	7	Writing Advantage	Jackson	24
	9	Overview of Government	Jackson	24
	9	Cultural Diversity	Jackson	18
	10	Overview of Government	Oxford	17
	10-12	HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CLUSTER	State Personnel Board	73
	11	Writing Advantage	Oxford	17
	25	Motivation/Burnout	Jackson	26
	25	Difficult Customers	Jackson	26
	26	Public Records Mgt.	Jackson	25
	26	Positive Work Environment	Jackson	24
	29	Writing Advantage	McComb	19
	30	Overview of Government	McComb	19
	30	Cultural Diversity	McComb	16
NOVEMBER	13-14	PROFESSIONAL DEVELOPMENT CLUSTER III	State Personnel Board	46
	14	Stress Management	Jackson	25
	14	Rights & Responsibilities	Jackson	25
	15	Adv. Cultural Diversity	Jackson	24
	16	Multiple Priorities	Jackson	26
	27	Time Well Spent	Jackson	19
	28	Advanced Writing	State Personnel Board	25
DECEMBER	4	Overview of Government	McComb	19
	4	Cultural Diversity	Jackson	26
	5	Writing Advantage	Jackson	23
	11	Performance Management	State Personnel Board	23
JANUARY	7	Stress Management	Hattiesburg	28
	7	Rights & Responsibilities	Hattiesburg	28
	8	Motivation/Burnout	Jackson	27
	8	Difficult Customers	Jackson	27
	8	Multiple Priorities	Hattiesburg	27
	9	Adv. Cultural Diversity	Hattiesburg	27

MONTH	DATES	COURSE TITLE	LOCATION	PARTICIPANTS
	9	Public Records Mgt.	Jackson	22
	9	Positive Work Environment	Jackson	24
	15	Stress Management	Jackson	23
	15	Rights & Responsibilities	Jackson	21
	16	Multiple Priorities	Jackson	26
	17	Advanced Cultural	Jackson	23
	27	Stress Management	Oxford	22
	28	Rights & Responsibilities	Oxford	22
	28	Advanced Writing	State Personnel Board	20
	29	Grown-up Grammar	State Personnel Board	20
	30	Adv. Cultural Diversity	Jackson	21
FEBRUARY	4	Time Well Spent	Jackson	25
	11	Time Well Spent	Hattiesburg	22
	19-20	Grant Writing & Management Cluster	State Personnel Board	38
MARCH	5	Time Well Spent	Oxford	14
	6	Writing Advantage	Jackson	25
	7	Overview of Government	Jackson	25
	7	Cultural Diversity	Jackson	23
	24-26	PROFESSIONAL DEVELOPMENT CLUSTER I	State Personnel Board	44
	31	Advanced Writing	State Personnel Board	23
APRIL	1	Grown-up Grammar	State Personnel Board	12
	14	Motivation/Burnout	Hattiesburg	38
	14	Difficult Customers	Hattiesburg	38
	15	Public Records Mgt.	Hattiesburg	38
	15	Positive Work Environment	Hattiesburg	37
	29-May 1	PROFESSIONAL DEVELOPMENT CLUSTER II	State Personnel Board	74
MAY	7	Motivation/Burnout	Oxford	15
	7	Difficult Customers	Oxford	15
	8	Public Records Mgt.	Oxford	16
	8	Positive Work Environment	Oxford	15
	14-16	PROFESSIONAL DEVELOPMENT CLUSTER III	State Personnel Board	65
	19	Advanced Writing	East MS State Hospital	19
	28	Stress Management	McComb	17
	28	Rights & Responsibilities	McComb	17
	28	Advanced Writing	State Personnel Board	21
	29	Adv. Cultural Diversity	McComb	17
	29	Grown-up Grammar	State Personnel Board	10
			TOTAL:	**2420**

Administrative Support Certification Program

Level I 2008 Program Participation – Total 90 – Number of Sessions 4

Arts Commission	1	Information Technology Services	2
Attorney General Office	1	Insurance Department	2
Banking & Consumer Finance		Medicaid, Division of	8
Bureau of Narcotics	2	MS Development Authority	9
City of Ridgeland	2	MS Municipal Airport Authority	1
Corrections, Dept. of	5	Public Employees Retirement System	1
Department of Mental Health		Social Workers/Marriage Therapists	1
Central MS Residential Center	2		
North MS Regional Center	2		
Education, Dept. of	2	State Aid Road Construction	1
Employment Security, Dept. of	3	State Fire Academy	2
Environmental Quality, Dept.	2	State Personnel Board	1
Finance & Administration, Dept. of	2	Transportation, Dept. of	38

Level II 2008 Program Participation – Total 131 – Number of Sessions - 6

Banking & Consumer Finance	1	Employment Security, Dept. of	2
Bureau of Narcotics	1	Environmental Quality, Dept. of	2
City of Gautier	2	Human Services, Dept. of	1
City of Greenville	2	Information Technology Services	1
City of Inverness	1	Insurance Department	3
City of Oxford	1	Library Commission	2
City of Waynesboro	1	Medicaid, Division of	9
Corrections, Dept. of	13	Medical Licensure, Board of	3
Department of Mental Health		MS Development Authority	8
Boswell Regional Center	5	MS Jackson Airport Authority	1
Central MS Residential Center	3	Professional Engineers & Land Surveyors	2
Hudspeth Regional Center	3	Public Employees Retirement System	2
MS State Hospital	2	State Fire Academy	2
North MS Regional Center	3	State Personnel Board	1
North MS State Hospital	2	Transportation, Department of	53
		MS Development Authority	8

Level III 2008 Program Participation – Total 101 – Number of Sessions - 5

Auditor's Office	1	Finance & Administration, Dept. of	2
Banking & Consumer Finance	1	Employment Security, Dept. of	3
Bureau of Narcotics	4	Environmental Quality, Dept. of	1
City of Gautier	2	Insurance Department	2
City of Greenville	3	Jackson Airport Authority	2
City of Hernando	1	Library Commission	1
City of Inverness	1	Medicaid, Division of	6
City of Oxford	1	Medical Licensure Board	3
City of Waynesboro	1	MS Development Authority	2
Department of Corrections	9	Office of State Aid Road Construction	3
Department of Mental Health		Professional Engineers & Land Surveyors	2

Boswell Regional Center	6	Public Employees Retirement System	1
Central MS Residential Center	3	State Fire Academy	1
Hudspeth Regional Center	2	State Personnel Board	1
North MS Regional Center	2	Transportation, Dept. of	30
North MS State Hospital	2	Veterans Home Purchase Board	1
South MS State Hospital	1		

Basic Supervisory Course
FY - 2008

Agency Name	# of Participants	Agency Name	# of Participants
Agriculture & Commerce Department	1	Health Board	21
Archives & History	4	House of Representatives	1
Attorney General	1	Information Tech Services	3
Banking & Consumer Finance Dept.	5	Insurance Department	2
Bolivar County Library System	1	Library Commission	1
City of Greenville	14	MDA-MS Development Auth.	9
City of Hattiesburg	2	Medicaid Division	10
City of Ridgeland	6	MH-Batesville Crisis Center	1
Corrections – Institutions	15	MH-Boswell Regional Center	25
DFA–Finance and Administration	6	MH-Central MS Resid. Services	2
DHS–Family & Children's Services	2	MH-Central Office	3
DHS-Youth Services	1	MH-Corinth Crisis Center	2
DPS-Division of Support Services	1	MH-East MS State Hospital	48
DPS-Narcotics Bureau	8	MH-Ellisville State School	50
DRS-Office of Disability Det. Services	1	MH-Hudspeth Regional Center	7
DRS-Office of Voc Rehabilitation	9	MH-Juvenile Rehab Facility	1
DRS-Special Disability Program	1	MH-MS State Hospital	7
DRS-Support Services	1	MH-North MS Regional Center	9
DRS-Voc Rehab for the Blind	1	MH-North MS State Hospital	12
Drug/Alcohol Section -Mental Health	1	MH-South MS State Hospital	1
DWFP-Wildlife and Fisheries	4	Office of State Auditor	8
Education – Consolidated Program	10	Personnel Board – State	7
Education-Blind /Deaf Schools	9	Public Employees Ret. System	6
Educational Television Authority	5	Public Service Commission	1
Emergency Management Agency	1	State Aid Road Construction	4
Employment Security	13	State Fire Academy	4
Environmental Quality	9	Tax Commission	15
Forestry Commission	4	Transportation	49
Governors Office Support	1	Veterans Affairs Board	1
		TOTAL # OF AGENCIES: 59 **TOTAL #OF PARTICIPANTS: 452**	

Basic Supervisory Course
Sessions FY - 2008

Date	Location	Session #	# Participants Attended
2007 July 23-27	Jackson	0801	18
2007 August 20-24	Jackson	0802	24
2007 August 27-31	Meridian	0803	24
2007 September 10-14	Jackson	0804	22
2007 September 17-21	Ellisville	0805	25
2007 September 24-28	Jackson	0806	21
2007 October 22-26	Tupelo	0807	28
2007 October 29-Nov. 2	Jackson	0808	25
2007 November 26-30	Jackson	0809	28
2008 January 7-11	Magee	0810	25
2008 February 4-8	Jackson	0811	21
2008 February 25-29	Jackson	0812	27
2008 March 10-14	Jackson	0813	25
2008 March 17-21	Meridian	0819	25
2008 April 21-25	Jackson	0814	27
2008 May 5-9	Jackson	0815	18
2008 May 12-16	Indianola	0821	12
2008 May 19-23	Ellisville	0820	26
2008 June 2-6	Jackson	0817	13
2008 June 16-20	Jackson	0818	18

Certified Public Manager Program
Sessions FY - 2008

MONTH	DATE(S)	COURSE TITLE	LOCATION	PARTICIPANTS
JULY	9-13	CPM LEVEL 4	State Personnel Board	24
*ADDED	17	Certified Public Manager Orientation	East MS State Hospital, Meridian, MS	24
	23-27	CPM LEVEL 2	State Personnel Board	26
	27	Certified Public Manager Orientation	State Personnel Board	21
*ADDED	July 30 – August 1	CPM LEVEL 1	East MS State Hospital, Meridian, MS	23
AUGUST	16	Certified Public Manager Orientation	State Personnel Board	26
	20-24	CPM LEVEL 3	State Personnel Board	23
	27- 31	CPM LEVEL 5	State Personnel Board	25
SEPTEMBER	6	Certified Public Manager Project Workshop	State Personnel Board	9
	17-21	CPM LEVEL 1	State Personnel Board	21
*ADDED	24	Certified Public Manager Orientation	State Personnel Board	28
OCTOBER *ADDED	1 – 5	CPM LEVEL 1	State Personnel Board	28
	9	Certified Public Manager Orientation	State Personnel Board	24
	15-19	CPM LEVEL 6	State Personnel Board	27
	22-26	CPM LEVEL 2	State Personnel Board	27
*ADDED	Oct 29 – Nov 2	CPM LEVEL 1	State Personnel Board	26
NOVEMBER	1-2	CPM Executive Seminar (only for Participants completing CPM Level 6)	State Personnel Board	28
	5-9	CPM LEVEL 3	State Personnel Board	15
	5-9	CPM LEVEL 4	State Personnel Board	25
DECEMBER	3-7	CPM LEVEL 5	State Personnel Board	25
JANUARY	7-11	CPM LEVEL 2	State Personnel Board	25
	10	Certified Public Manager Orientation	State Personnel Board	20
	14-18	CPM LEVEL 1	State Personnel Board	25
FEBRUARY	4-8	CPM LEVEL 2	State Personnel Board	27
	8	Certified Public Manager Orientation	State Personnel Board	22
	11-15	CPM LEVEL 4	State Personnel Board	23
	25-29	CPM LEVEL 1	State Personnel Board	25
MARCH	3-7	CPM LEVEL 3	State Personnel Board	28
	4	Certified Public Manager Orientation	State Personnel Board	11
	24-28	CPM LEVEL 2	State Personnel Board	26
	31 – 4/3	CPM LEVEL 2 at East MS State Hospital, Meridian – Agency Sponsored	East MS State Hospital, Meridian	18
APRIL	7-11	CPM LEVEL 5	State Personnel Board	24
	14-18	CPM LEVEL 1	State Personnel Board	22
	29- May 2	CPM LEVEL 2 – Compressed Session	State Personnel Board	22
MAY	5-9	CPM LEVEL 3	State Personnel Board	23
	9	Certified Public Manager Orientation	State Personnel Board	22
	19-23	CPM LEVEL 6	State Personnel Board	24
	27-30	CPM LEVEL 1- Compressed Session	State Personnel Board	24
JUNE	2	Certified Public Manager Orientation	State Personnel Board	6
	3- 4	CPM Executive Seminar (only for Participants completing CPM Level 6)	State Personnel Board	24
	16-20	CPM LEVEL 4	State Personnel Board	20
	23-27	CPM LEVEL 1	State Personnel Board	25
			TOTAL:	**961**

Certified Public Manager Program
Agency Participation – FY - 2008

AGENCY * indicates new agency	ACTIVE	GRAD-UATES	PERMANENT INACTIVE	AGENCY * indicates new agency	ACTIVE	GRAD-UATES	PERMANENT INACTIVE
Agricultural Aviation Board	0	0	1	Dept. of Public Safety	12	4	33
Archives and History	9	2	0	Department of Rehabilitation Services	26	20	9
Arts Commission	1	0	0	Dept. of Transportation	72	27	27
Board of Animal Health	0	0	1	Dept. of Wildlife, Fisheries and Parks	7	5	15
Board of Architecture*	0	0	1	Division of Medicaid	45	18	13
Engineers and Land Surveyors	0	0	1	Emergency Management	2	1	2
Board of Examiners	1	0	0	Forestry Commission	2	0	4
Board of Medical Licensure	3	1	0	Gaming Commission	16	2	3
Board of Nursing Home Admin.	0	0	1	Info. Technology Serv.	43	27	17
Board of Pharmacy	0	1	0	Itawamba Community College	1	0	0
City of Columbus	6	1	4	Jackson Municipal Airport	2	0	0
City of Hattiesburg	0	5	0	Jackson State University	1	0	0
City of McComb	0	1	0	Legislative Office of PEER	2	1	1
City of Ridgeland	4	0	4	Library Commission	1	0	2
City of Starkville Fire Department	1	0	0	L.I.F.E (Non-Profit - Rehabilitation)	0	1	0
City of Tupelo Fire Department	5	1	0	Madison County Fire Department	0	0	1
Delta State University	0	0	1	Motor Vehicle Commission*	0	1	0
Dept. of Agriculture & Comm.	3	3	4	MS Develop. Authority	27	19	13
Banking and Consumer Fin.	7	3	1	MS Military Department	0	1	2
Corrections	14	15	21	MS Public Broadcasting	7	0	0
Environmental Quality	80	33	30	MS Small Business Development Center	1	0	0
Education	3	4	10	MS Soil and Water Conservation Comm.	1	0	0
Employment Security	13	10	15	Office of Attorney General	0	1	10
Finance & Administration	30	20	4	Pat Harrison Waterway Dist	0	0	1
Department of Health	42	38	20	Pearl River Valley Water District	0	0	2
Department of Human Services	6	2	14	Public Contractors Board*	0	0	1
Department of Insurance	3	6	3	Public Employees Retirement System	31	15	7
Department of Marine Resources	4	1	7	Public Service Commission	0	1	1

Mental Health - Central Office	10	50	2	Secretary of State	1	0	3
+Boswell Regional Center	14	22	2	Senate*	2	1	0
+ Central MS Residential Ctr.	7	3	0	Southwest MS Mental Health Complex	0	1	0
+East MS State Hospital	38	7	7	State Aid Road Division	3	0	1
+Ellisville State School	19	19	3	State Auditors Office	7	6	4
+ Hudspeth Regional Center	13	24	4	State Fire Academy	6	5	4
+Juvenile Rehab. Facility	3	3	0	State Personnel Board	11	24	4
+MS State Hospital	22	21	8	State Tax Commission	24	24	11
+North MS Regional Center	10	30	7	Supreme Court	0	0	2
+North MS State Hospital	8	8	1	University Medical Ctr.	1	0	0
+South MS Regional Center	0	14	0	University of Mississippi	1	0	0
+South MS State Hospital	3	3	0	US Department of Justice	0	0	2
+Specialized Treatment Facility	2	1	2	Veterans Affairs Board	0	0	1
Weems Community Mental Health Center	0	1	0	Veterans Home Purchase Board	0	0	3
				TOTAL	739	558	378
				Left State Service and Other	243	165	427
				TOTALS	**982**	**723**	**805**
						GRAND TOTAL	**2510**

Human Resources Certification Program
FY - 2008

Module I – Total 23 – Number of Sessions- 1

Agriculture	1
City of Greenville	1
Corrections Institutions	1
Education Department	1
Finance and Administration	1
Gaming	2
Insurance Department	2
Medicaid	2
Mental Health	
Central Office	2
East MS State Hospital	1
North MS State Hospital	1
Personnel Board	1
State Auditor's Office	1
Transportation	6

Module II- Total 37- Number of Sessions- 2

Agriculture	1
Banking and Consumer Finance	1
City of Greenville	1
Corrections Institutions	1
Education Department	1
Educational Television Authority	1
Employment Security	1
Environmental Quality	1
Finance and Administration	2
Gaming	2
Information Technology	1
Insurance Department	2
Library Commission	1
Medicaid	3
Mental Health	
Central Office	2
East MS State Hospital	4
North MS State Hospital	1
MS Development Authority	2
Personnel Board	2
State Aid Road Construction	1
State Auditor's Office	1
Real Estate Commission	1
Rehabiltiation Services	2
Transportation	2

Module III – Total 19– Number of Sessions – 1

Banking and Consumer Finance	1
Educational Television Authority	1
Employment Security	1
Environmental Quality	1
Finance and Administration	1
Information Technology Services	1
Library Commission	1
Medicaid	1
Mental Health	
East MS State Hospital	2
North MS State Hospital	1
MS Development Authority	2
Personnel Board	1
Real Estate Commission	1
Rehabilitation Services	2
State Aid Road Construction	1
Transportation	1

Module IV- Total-19- Number of Sessions- 1

Banking and Consumer Finance	1
Educational Television Authority	1
Employment Security	1
Environmental Quality	1
Finance and Administration	1
Information Technology Services	1
Library Commission	1
Medicaid	1
Mental Health	
East MS State Hospital	2
North MS State Hospital	1
MS Development Authority	2
Personnel Board	1
Real Estate Commission	1
Rehabilitation Services	2
State Aid Road Construction	1
Transportation	1

Module V- Total 19 – Number of Sessions - 1

Banking and Consumer Finance	1	Mental Health East MS State Hospital North MS State Hospital	 2 1
Educational Television Authority	1	MS Development Authority	2
Employment Security	1	Personnel Board	1
Environmental Quality	1	Real Estate Commission	1
Finance and Administration	1	Rehabilitation Services	1
Information Technology Services	1	State Aid Road Construction	1
Library Commission	1	Transportation	1
Medicaid	1		

Human Resources Certification Program
FY- 2008 Program Partcipation

SPB Services Overview Course
Total- 51- Number of Sessions- 2

Agriculture	1
Archives and History	1
City of Greenville	1
Education Department	1
Employment Security	1
Forestry Commission	1
Gaming Commission	2
Health Board	1
Insurance Department	1
Medicaid	3
Mental Health Central MS Residential Central Office Ellisville EMSH MS State Hospital South MS State Hospital Specialized Treatment Facility	 1 3 3 1 1 1 1
Oil and Gas Board	1
PERS	1
Personnel Board	7
Rehabilitation Services	1
State Auditor's Office	1
Supreme Court	1
Transportation	15

Management Information Systems

The State Personnel Board responds to the increasing informational requirements of our state agencies, elected officials and general public with the proper usage of computing applications and technology. Management Information Systems Division (MIS) plays a critical role in SPB's emphasis to provide timely and accurate information concerning state employees, applicants for state employment, and agency organizational structures and positions. MIS is responsible for the data to produce special reports such as manpower cost projections for the Legislature and state agencies; agency monthly cost trend reports; providing information requested to fulfill legal requirements such as court orders; managing data for cost trend and analysis; and producing budget-related information for legislative and executive branches. The State Personnel Board provides state agencies with data from the computer databases on a regular daily, weekly, monthly, and annual basis. Often these agencies will request additional information that requires special computer programming.

The State Personnel Board, Division of Finance and Administration (DFA), and Information Technology Services (ITS) have completed the design and implementation of an automated Statewide Payroll and Human Resource System (SPAHRS). This system provides the information base to support Mississippi's payroll and human resources data needs well into the 21st century. For speed and accuracy, combined payroll and personnel data is available to all authorized customers using the latest electronic media. Management information from DFA and SPB may be obtained from a common computer database. SPAHRS is designed to minimize the dependency on the flow of paper, while maintaining the integrity required for sensitive payroll and human resource data systems. SPB joins with SPAHRS and Mississippi Executive Resource Library and Information Network (MERLIN) to incorporate the latest technology in order to furnish timely accurate information for all agencies and officials. The SPB utilizes high speed fiber data links to facilitate information flow within the state computing complex.

The SPB is continuously pursuing cost effective methods of increasing service to, and anticipating the needs of, our customers. We remain focused upon minimizing and reducing the flow of paper throughout the agency. The SPB uses the Internet and Fax servers to distribute AD-Hoc reports and information to requesting agencies and individuals. Various management and decision making reports are now available 24 hours a day from the State Personnel Board website via the internet. Any agency or individual (with appropriate authorization) may obtain job or agency information directly from SPB computers instead of paper copy or host resident data. The State Personnel Board continues to add additional management and decision making reports now, and in the future.

The SPB will continue to review and expand the quality and usage of the Internet as a vehicle to obtain and provide key personnel information. The SPB has developed a process that allows for the submission of job applications via the Internet. As implemented, anyone may send his/her application electronically to the SPB for processing. Hence, the time and cost of mailing applications has been cut considerably. Significant resources are being invested in the development and implementation of new applications on the SPB's Web site (www.spb.state.ms.us).

Office of Policy

The Office of Policy operates in a support capacity within the agency, maintaining responsibility for policy development/revision and interpretation of internal SPB policies and those contained in the Mississippi State Personnel Board Policy and Procedures Manual and the Mississippi State Employee Handbook. The office is also responsible for a variety of special projects.

Staff must have a working knowledge of all areas of operation of the State Personnel Board, with in-depth knowledge of the agency's policies and procedures, and particular expertise in the general policy areas, such as those addressing "Leave," "Discipline," and the "Grievance Process."

Administrative Services

The Office of Administrative Services is responsible for all business services necessary for the day-to-day operation of the Board, including, but not limited to, requisitions, purchasing, payroll, employee benefits, maintenance of all SPB personnel files, records, inventory, switchboard, mail, and accounts payable. The office is staffed by professionals with expertise in the operation of the Statewide Automated Accounting System (SAAS) and a thorough knowledge of the laws governing state purchasing and accounting operations.

Office of General Counsel

The Office of General Counsel is staffed by a Special Assistant Attorney General and an Assistant. The General Counsel provides advice and assistance to the State Personnel Board and the State Personnel Director on a variety of legal and policy matters including, but not necessarily limited to, Equal Employment Opportunity concerns, personnel policy inquiries, and issues surrounding various Federal and State laws including, but not limited to, Title VII of the Civil Rights Act of 1964 and the amendments thereto, the Civil Rights Act of 1991, the Age Discrimination in Employment Act, the Equal Pay Act, the Americans with Disabilities Act of 1991, the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, and the Fair Labor Standards Act of 1938, as amended. The Office of General Counsel also provides legal advice and assistance to the Employee Appeals Board and the Personal Service Contract Review Board and is responsible for analyzing contracts submitted to the State Personnel Board by state agencies for the engagement of private law firms and legal services. The Office of General Counsel also acts as a resource center for certain legal inquiries forwarded from various state agencies and the general public.

Employee Appeals Board

The Employee Appeals Board is composed of three (3) Hearing Officers. One Hearing Officer is appointed from each Supreme Court district in accordance with state statute. They are appointed by the five (5) members of the Mississippi State Personnel Board.

The purpose of the Employee Appeals Board is to provide a fair and impartial forum beyond the agency level. The Board holds hearings, compiles evidence, and renders decisions regarding agency actions or employee grievances.

Any permanent state service employee may appeal any action adversely affecting his or her compensation, employment status, or any grievable action set forth by policy. Any permanent state service employee, probationary employee in a state service position or non-state service employee in, or applicant for, an authorized employment position in an agency which employs state service employees may appeal alleged acts of discrimination based on race, color, creed, religion, national origin, sex, age, disability, or political affiliation in any personnel action or unlawful employment practice. They also may appeal alleged acts of retaliation based upon the employee's or applicant's reports of alleged improper government action to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

Proceedings before the Board are *de novo* and are heard before a single Hearing Officer. After a decision is rendered, either party may appeal to the Full Board. Either party may further appeal to the Circuit Court.

	FY07	FY 08
CASES FILED		
Initial Appeals		
Demotion	1	2
Suspension w/o Pay	9	13
Termination	46	65
Unresolved Grievances	25	23
En Banc	19	22
Circuit Court	5	8
TOTAL CASES FILED	**105**	**133**
ORDERS RENDERED		
Initial Orders Rendered		
Affirmed	34	40
Agreed	20	22
Dismissed/Appeal not Perfected	5	3
Dismissed/Lack of Jurisdiction	6	11
Dismissed/Motion of Appealing Party	8	6
Dismissed/Failed to Appear	2	5
Dismissed/Stale	4	3
Reversed	6	16
Partial Relief	4	2
En Banc Orders Rendered		
Affirmed	19	12
Dismissed	2	5
Reversed	0	0
Partial Relief	0	0
TOTAL ORDERS RENDERED	**110**	**125**

Personal Service Contract Review Board

During the 1997 Regular Session, the Mississippi Legislature enacted legislation creating the Personal Service Contract Review Board. Section 25-9-120 of the Mississippi Code of 1972, Annotated provides that the Board is to be composed of the State Personnel Director, the Executive Director of the Department of Finance and Administration, or his designee, the Commissioner of Corrections, or his designee, the Executive Director of the Mississippi Department of Wildlife and Fisheries, or his designee, and the Executive Director of the Department of Environmental Quality, or his designee. The State Personnel Director shall be Chair and shall preside over the meetings of the Board. The Personal Service Contract Review Board meets regularly once a month and as needed in order to accommodate special requests made by agencies.

Necessary clerical and administrative support for the Board is provided by the State Personnel Board. Currently, the staff consist of two Contract Analysts and an Administrative Assistant. During Fiscal Year 2008, the Personal Service Contract Review Board accomplished the following:

1. Revised policies and procedures to eliminate unnecessary paperwork and undue hardship on agencies;

2. Continued a series of statewide personal service contract procurement regulation training classes, including agency specific training;

3. Approved personal and professional service contracts involving the expenditures of funds in excess of One Hundred Thousand Dollars ($100,000.00);

4. Administered standards with respect to contractual services personnel which required invitations for public bid, requests for proposals, record keeping and financial responsibility of contractors;

5. Administered standards for the issuance of requests for proposals, the evaluation of proposals received, consideration of costs and quality of services proposed, contract negotiations, the administrative monitoring of contract performance by the agency and successful steps in terminating a contract;

6. Authorized personal and professional service contracts to be effective for more than one year, provided a funding condition was included in any such multiple year contracts;

During Fiscal Year 2008, there were 319 contracts approved for execution through Fiscal Year 2012 totaling approximately $256,776,748.96.

	FY 2007	FY 2008
Contracts Reviewed:	**231**	**319**
General Funds:	$157,161,730	$ 50,737,355.37
Federal Funds:	$214,667,512	$175,060,734.57
Other Funds:	$ 69,695,431	$ 30,978,659.02
Total:	**$441,524,673**	**$256,776,748.96**

The Colonel Guy Groff State Variable Compensation Plan "Open to Change"

Benefits

- Flexibility to Manage Wage and Salary Administration
- Abandons Traditional Grade and Step Format
- Annual Legislative Review and Funding
- Legislative Commitment Ensures Success

Components

- Realignment - Key Feature
- Productivity Awards Based on Job Performance
- In-service, Cost of Living Increase
- Longevity
- Reallocations and Reclassifications
- Additional Compensation, i.e., Shift Differential and Overtime
- Special Compensation Plans, i.e., Experience/Educational Benchmarks

Overview of the Variable Compensation Plan

Each position in state government is classified into one of approximately 2,000 job titles. Each job title in state service has a position description which outlines the characteristics of the job and the minimum educational and experience requirements needed to be considered for appointment to that job. Each job title has an assigned salary range. The salary range is based on the Mississippi relevant labor market and the four (4) contiguous states (Alabama, Louisiana, Tennessee, and Arkansas). The range from the entry salary to the maximum salary of a job classification is generally 75%. Since first adopted by the Legislature in 1981, the Variable Compensation Plan has been the primary instrument governing salary administration for state government employees. The following is an overview of the Variable Compensation Plan (VCP).

Realignment allows annual adjustments to the salary ranges of state jobs based on surveys of salaries for the same or similar jobs in surrounding states or the private sector in Mississippi. This component is targeted at keeping the starting and maximum salaries for state employees generally comparable with other southeastern states and the private sector in Mississippi. The key feature of realignment is the compensation of employees at a fair wage based on the prevailing regional labor market.

Productivity increases are performance based salary increases awarded at the discretion of the agency director and management. Productivity is the most flexible management tool in the VCP. When appropriated, it allows an agency director to reward employee excellence. More than any other component, productivity encourages the retention of an agency's top performers by reassuring them that their good work is being noticed and appreciated. It motivates and provides an incentive to other employees to put forth their best effort. Productivity promotes stability, thus reducing the direct and indirect costs of turnover and training. State Personnel Board regulations require that productivity increases be thoroughly documented by current performance appraisal ratings. The Performance Appraisal Review (PAR) was redesigned in 1994, effective January 1, 1996. The redesign was accomplished by an 18-member task force of professionals from a cross-section of agencies. The updated system simplified the prior appraisal process, yet retained all of the elements needed for effective supervisor/subordinate communication, as well as being legally defensible.

Since productivity salary increases are restricted to only the best performers, it is one of the best methods of cost containment available to the Legislature. In the short term, the exclusion of marginal and mediocre workers from its benefits provides an immediate economic savings over nonselective salary increases. In the long term, it reduces the tendency of agencies to request reallocations to higher salaried job classes strictly to award salary increases.

Primary Effects of the Failure to Fund Productivity

* Disparity among agencies in that some agencies were able to participate while others were not.

* Loss of effectiveness of the employee Performance Appraisal Review System (PAR) which was designed and marketed to state government as a "pay for performance" system.

* Decreased ability of agencies to provide high quality services to the people of Mississippi due to the difficulty in attracting and retaining high quality, productive employees at all levels.

* Loss of productivity and morale in state government due to the perception that the productive employee has no greater value than the unproductive employee.

* Creation of a management system in which managers have no control over one of the most powerful managerial tools, i.e., the ability to financially reward productive employees.

Reallocation allows a change in job classification based on a review of the duties performed, and is based upon documented need within the agency. Reallocations are concerned primarily with the job content of the position and not the salary. Reallocations are a necessary component when agencies experience reorganizations or increased responsibilities which require changes in job duties performed.

Reclassification allows agencies to automatically change the classification of employees who have successfully completed a period of training or received needed licensure or certification. Normally, the employee moves from a trainee position to the full classification, such as Correctional Officer Trainee to Correctional Officer I, and receives a salary increase consistent with the existing promotional formula.

Educational Benchmark awards provide compensation for achievement of significant, job related educational milestones which the employee has embarked upon in conjunction with the agency. The employee understands that the agency may provide a benchmark increase upon successful completion of the educational program. The amount of the benchmark is usually five (5) percent of the employee's base salary.

Additional Compensation (overtime or callback pay) is authorized for individuals who work additional hours beyond the established work schedule. Payment of overtime is needed in order to comply with provisions of the Fair Labor Standards Act.

New Hire Flexibility allows the agencies to hire an applicant at a salary above the starting salary of the pay range based on his/her superior education and/or experience as documented by the agency.

Recruitment Flexibility exceeds the flexibility offered for new hires and is based on documented recruitment difficulties. The award of recruitment flexibility must be approved by the State Personnel Board in all cases.

Longevity awards are lump sum payments given to employees who have reached the maximum salary allowed for their particular job class by State Personnel Board regulations. Longevity awards are given if the Legislature appropriates specific funding for that purpose.

In summary, **realignment** is the adjustment of the recommended starting salary and mandatory maximum salary for each job classification in state government. It is based on salary surveys of equivalent or similar jobs in Mississippi and the surrounding states which are conducted by State Personnel Board staff on an ongoing basis. **Productivity** is awarded to employees who are an agency's top performers. Through the use of PAR, agency management knows who its top performers are, and good managerial practice dictates that employees who do the best work are more deserving than the marginal or mediocre worker. **Reallocation** recognizes that job responsibilities and duties of a position may change over time or as a result of reorganization. If job responsibilities are changed to a significant degree, the position's job classification can be changed as well as the salary. Reallocation also allows an agency to change the classification of an existing position to better suit the needs of the agency. Under normal circumstances, the State Personnel Board approves and implements upward reallocations at the beginning of the fiscal year; however, under special circumstances, the Board considers justifiable upward reallocations on a case-by-case basis.

Monies Appropriated Since the Adoption of the VCP

Fiscal Year	Realignment	In-Service	Longevity	Productivity
82	$11,338,603	0	0	$26,578,284
83	0	0	0	*Authorized
84	$10,339,240	$13,448,267	0	$11,343,527
85	0	0	0	0
86	$15,956,534	$14,999,170	$248,619	$15,659,705
87	0	0	0	0
88	0	$24,143,898[1]	0	0
89	$38,079,820[2]	0	0	0
90	0	0	0	*Authorized
91[3]	$16,798,567	$38,678,357	$648,799	0
92	0	0	0	0
93	0	0	0	0
94[4]	$13,527,632	$55,905,784[5]	0	0
95	$25,647,207	$24,789,406[6]	$730,401	0
96[7]	$17,550,361	$14,053,384[5]	0	0
97	0	0	0	0
98	$13,364,949	$17,308,689[8]	0	0
99[5,9]	$33,360,025	0	0	0
00[5,10]	$24,763,487	$33,358,747	0	0
01	0	0	0	0
02	0	0	0	0
03[11]	$27,663,892	0	0	0
04	0	0	0	0
05	0	0	0	0
06	0	0	0	0
07[12]	$74,023,534	0	0	0
08[13]	$63,210,276	0	0	0
09	0	0	0	0

*Agencies required to fund through cutback management.

1. $75.00 per month or 4% of base salary, whichever is greater
2. 7.75% average increase for eligible positions
3. $125.00 per month or 5% of base salary or realignment, whichever is greater, for 9-month implementation
4. $133.33 per month or 4% of base salary or realignment, whichever is greater
5. Should an employee's base salary exceed the end step due to the Legislated pay increase, that portion exceeding end step is built into the employee's base salary.
6. In addition to realignment and $500.00 in-service, employees with a hire date of July 1, 1993, or earlier, received a 1% anniversary date increase. (Cost: $7,178,208)
7. Realignment or $700.00, whichever is greater, for employees hired on or before June 30, 1994
8. In addition to realignment and $300.00 in-service, employees with a hire date of June 30, 1996, or earlier, received a 1% anniversary date increase. (Cost: $5,124,318)
9. Minimum realignment of $600 and maximum realignment of $900, to next higher step, for all classifications. Also includes a $900 minimum realignment for Information Technology positions and an average of $1,500 realignment for MH-DCW classifications.
10. All classifications received a minimum $600 and maximum $1,600 realignment. Employees hired on or before December 31, 1998, received $900 in-service.
11. All classifications received a minimum $600 realignment, effective January 1, 2003.
12. All classifications received a minimum $900 realignment, plus $600 in-service, half July 1, 2006, half January 1, 2007
13. All classifications received a minimum $600 realignment, plus $900 in-service, effective July 1, 2007

Variable Compensation Plan

Fiscal Year 2008

Annual Legislative Report

Surveys mailed: 82 Surveys Received: 45

During Fiscal Year 2008, state agencies were authorized several components of the Variable Compensation Plan for which funds were generally or specifically appropriated. Please respond to this survey, answering questions regarding the effects of the VCP during Fiscal Year 2008.

I. The components contained in this table require annual funding by the Legislature. (Refer to the **'Policy Section'** in Annual Policy Memorandum 0208 for information regarding each component.) Please observe the following instructions for completion of this Section:

a. Select **'Y'** (Yes) or **'N'** (No) to indicate if the component was utilized within your agency. (Those components, whose implementation was mandatory, have been pre-marked.)

b. Grade each component (whether utilized or not) as a **concept of compensation** on a scale from 'A' to 'F', where 'A' indicates excellence and 'F' indicates failure.

c. Utilize the **'Comments'** section to express your favor or disfavor regarding the funding/non-funding of each component. Please also use the **'Comment'** section to explain those compensation components grades which are less than 'C'. (Grades of 'D' or 'F' with no accompanying explanation will be upgraded to 'C'.)

Note: Grades were calculated on a 4.0 grading system (where A=4.0 and F=0.0) to arrive at a numerical average.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
In-service COLA	C.2	45	0	11	10	20	0	4
				Avg: 2.53				

Comments

- It should be such that we would have a COLA each year so state employees could keep up with their peers. This is one thing that lets State employees get so far behind.
- Secondary to promotions, COLA allows employees to maintain their current way of living and survive in an ever-changing economy. Non-funding of this component only adds to the problem when funds are constantly being cut from an agency`s budget.
- Even though the concept of an in-service COLA is an excellent idea that is currently being utilized in Louisiana (4% per year), it has never been funded here.
- Cost of Living was given to employees in FY08. It was appreciated. However COLA increases must be continually awarded to ensure that employee`s salaries stay ahead of the rate of inflation. Without COLA increases, we are apt to lose good employees.
- The volatile economy and rapidly increasing costs for every day living necessitate a cost of living adjustment for every state employee in Mississippi.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
General Realignment	C.1	45	0	13	11	17	1	3
				Avg: 2.67				

Comments

- I have seen this work nicely to get the RN salaries up in the area of other RN`s along with the TDL.
- This component is the cornerstone to the VCP and should have priority funding.
- Allows the agencies to possibly compete with private sector in hiring and retaining qualified employees.
- General realignment is a positive tool when implemented based on the true competitive salaries in the region. To have any real impact, realignment must be consistently updated to keep up with changing conditions, instead of infrequent leaps.
- Realignment must be continually awarded to ensure that the pay range for jobs remain competitive with the prevailing wages in the relevant labor markets.
- Realignment is needed to keep compensation in line with the current market.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Longevity	C.4	0	45	8	7	25	0	5
				Avg: 2.29				

Comments

- Has not been funded for many years; however, it is an act of appreciation to those employees who are career employees. Further, with the workforce shrinking, longevity awards may retain many employees who are eligible and past eligible to retire.
- Reward should depend on the output of the individual employee. Reward based solely on surviving another year in the position is counterproductive.
- Employees should not get increases strictly on the number of years of employment. Increases should be based on work.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Productivity	C.5	0	45	10	7	24	0	4
				Avg: 2.42				

Comments

- This component fosters proper management by allowing productive employees to be rewarded and gives agency heads flexibility when other components are inadequate.
- Has not been funded for many years; however, if funded, would give employees a sense of appreciation. Further, would not reward poor performers across the board for a job "not done."

- A truly fair system that rewards stellar performance, not satisfactory performance, is needed at all levels of government.
- Being able to reward high performers is a great concept.
- Difficult to monitor.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Budgeted Reallocations	C.3	35	10	18	19	5	1	2
				Avg: 3.11				

Comments

- Based on my knowledge of reallocations, SPB has displayed great knowledge and assistance to the Mississippi Department of Employment Security in their efforts to achieve their personnel goals and objectives.
- SMSH has used this very successfully to get our agency positions that were needed for it to function according to what was needed to meet Joint Commission requirements.
- When utilized appropriately, reallocations are a good source for a salary increase; however, this component is often abused and could very well create inequity among employees due to this misuse.
- When an employee's duties have outgrown an employee's current title, reallocation is useful to ensure proper classification based on current and future duties, not previous duties.
- This process has been simplified over the past years. This is a great tool for agencies to utilize because it ensures that positions are properly classified.
- Agencies need the ability to correct misclassified positions. The agency`s work doesn`t stay the same forever and the ability to reallocate positions allows us to have the positions we need.-
- Very necessary component of the VCP.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
No Increase to Appropriated Dollars	C.6	45	0	8	11	20	2	4
				Avg: 2.57				

Comments

- This places a great burden on small agencies. Small agencies do not have the positions available to abolish or downward reallocate in order to free-up money.
- We were not able to utilize the use of the program.
- Hampers the agency`s ability to recruit and maintain qualified applicants/employees. Thus creates an inability to compete with private sector or federally funded agencies.
- This restriction does not account for situations that may arise after the beginning of a fiscal year. Small agencies with no attrition and no vacancies have no recourse when issues arise.
- A lump sum appropriation offers us flexibility so that we can better utilize the resources available to us.

- Unable to increase authority in compliance report with federal funds. The DFA budget and the federal agencies allow additional expenditures, so should the compliance report.
- While receiving funding for actions approved in our Personal Services Budgets would be best, the ability to manage our dollars within these guidelines is MUCH better than not being able to do any personnel actions within a year.

II The items in this table are **non-budgeted** and may be used upon the approval of the State Personnel Director and/or the State Personnel Board, as long as appropriate funds exist in the personnel services dollars funding categories. (Refer to the **'Policy Section'** in Annual Policy Memorandum 0208 for information regarding each component). Please observe the following instructions for completion of this Section. Components which have traditionally been available, but which were not authorized during Fiscal Year 2008 are also included.

a. Select **'Y'** (Yes) or **'N'** (No) to indicate if the component was utilized within your agency.

b. Grade each component (whether utilized or not) as a **concept of compensation** on a scale from 'A' to 'F', where 'A' indicates excellence and 'F' indicates failure.

c. Utilize the **'Comments'** section to express your favor or disfavor regarding the funding/non-funding of each component. Please also use the **'Comment'** section to explain those compensation components grades which are less than 'C'. (Grades of 'D' or 'F' with no accompanying explanation will be upgraded to 'C'.)

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Formula	D.2	36	9	22	16	4	1	2
				Avg: 3.22				

Comments

- Has worked very well.
- Someone needs to come up with a more equitable promotional formula that is not tied to the two starting salaries.
- Promotional formula gives agencies flexibility in awarding increases to employees who receive promotions, reclassification, and reallocations. Flexibility helps to ensure that salary inequities do not occur.
- Difficult to use and assistance was not as it should be when SPB was contacted.
- Necessary to recruit and retain in the public sector.
- Employees not losing their delta above start while being promoted is good.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Upward Reallocation	D.3.a	35	10	21	16	6	0	2
				Avg: 3.20				

Comments

- No comments

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Lateral Reallocation	D.3.b	35	15	16	14	14	0	1
				Avg: 2.98				

Comments

- No comments

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Downward Reallocation	D.3.c	24	21	20	15	10	0	0
				Avg: 3.22				

Comments

- We have had great success in our down reallocation processes.
- Have used once in past worked well.
- Again, this component of the VCP is a great tool for agencies to utilize because it ensures that positions are classified properly.
- Outstanding assistance from SPB.
- We need the ability to properly classify positions.---

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Non-Appropriated Realignment	D.3.d	8	37	13	14	14	1	3
				Avg: 2.73				

Comments

- SPB has provided great assistance in this area.
- Realignment is necessary to keep us competitive with surrounding states and private sector.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reclassification	D.4	30	15	21	17	4	0	3
				Avg: 3.18				

Comments

- More job classes need reclassification authority.
- Funding for reclassifications in a job series is paramount in keeping experienced staff.
- Works well for RN`s and ATT`s.
- For our agency, this component is essential in the retention of our environmental engineers, scientists and geologists.
- When we are able to hire staff with the understanding that they are in a career ladder that will progress their careers in the future, they are more willing to forgo a larger salary now with the understanding that they can move forward later.
- Reclass authority is good in some cases but should not be a given with additional years of experience. Employees should be doing the higher level of work.
- Absolutely critical to our every day personnel management system
- Excellent Results.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Salary	D.5.a	32	13	18	16	11	0	0
				Avg: 3.16				

Comments

- Some on the lower tier entry salaries can be adjusted for inflation.
- We need more flexibility in setting the salary of a new hire.
- Salaries for the specific licensed programmatic positions (i.e., Rec therapy, social worker, psychologist, and OT & PT) need to be addressed.-
- As long as realignment is funded then our new hire salaries should be close to what is needed for jobs.
- Believe beginning salaries should be higher across the board.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Flexibility	D.5.b	31	14	21	15	9	0	0
				Avg: 3.27				

Comments

- MDES is very satisfied with the use of New Hire Flexibility. MDES has been pleased with using this component. It has allowed MDES to attract highly skilled candidates for hire.
- Wish it could be for more than 5%.
- The option to provide flexibility to a candidate that exceeds the minimum qualifications has become a powerful recruitment tool. It would be even more effective if it were more than a maximum of 5% per area of experience.
- The ability to offer a more experienced or more educated applicant more $ is good.
- Should be a way to award more than 10 percent total.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Recruitment Flex	D.5.d	10	35	16	13	15	1	0
				Avg: 2.98				

Comments

- Worked well the one time it was used.
- Assistance was not good.
- Good to be able to offer $ for hard to fill positions.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Agency Head Flexibility	D.5.c	20	25	20	15	9	0	1
				Avg: 3.18				

Comments

- This is very promising to our agency. This allows the Agency Head to adjust salaries as needed to not only attract good candidates but to also retain the high level skills within the agency.
- Has the potential to work quite well.
- Provides agency directors with a tool to secure highly qualified individuals in some of the most crucial positions within an agency.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Appointments from Agencies not under SPB	D.6	9	36	14	14	17	0	0
				Avg: 2.93				

Comments

- No comments

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Appointment of Executive Directors	D.7	9	36	16	15	13	0	1
				Avg: 3.00				

Comments

- No Comments

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Special Comp Plans	D.10	15	30	19	12	11	0	3
				Avg: 2.98				

Comments

- This component is essential to our recruitment and retention of engineers and geologists. Without this, we would not be able to compete with the private sector in hiring engineers or geologists.
- These are great for our co-op students. We definitely get a benefit from this as an agency.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Additional Comp Plans	D.11	18	27	14	16	12	1	2
				Avg: 2.87				

Comments

- We use TDL, which is a type of additional comp that works well.
- This is needed for agencies with 24/7 operations.
- Could be higher amount

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Educational Benchmarks	D.9	29	16	23	12	9	0	1
				Avg: 3.24				

Comments

- The new Benchmark list is very good.
- Should not be part of compliance.
- Good source, but only affects a few employees.
- Educational Benchmarks are a great incentive for agencies to encourage their employees to continue their education and training.
- This component recognizes employees who have taken the initiative to improve their effectiveness and efficiency through specific training and/or educational opportunities.
- We place high value on continuing education and the benchmarks are needed.
- Excellent.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Transfers	D.8.a	31	14	20	17	8	0	0
				Avg: 3.27				

Comments

- Works well.
- Employees enjoy this component.
- Great for hiring new employees that already have experience in state government. It is an incentive for employees groomed in government to further their career with the state even if their current agency offers no opportunity for advancement.
- Excellent results
- If an employee isn't happy in the agency where they are, we need to be able to keep them in state government if they are good.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Lateral Transfers	D.8.b	21	24	17	15	12	0	1
				Avg: 3.04				

Comments

- Good idea if an existing employee wants to seek an opportunity within the state system instead of leaving it, even if no advancement is available.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Demotional Transfers	D.8.c	17	28	14	17	13	0	1
				Avg: 2.73				

Comments

- There is too much fear associated with utilizing a demotional transfer for this to be effective.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Salary Exceeding Agency Head	D.12	2	43	10	16	17	0	2
				Avg: 2.71				

Comments

- Agency head should be the top paid in an agency.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reappointments	D.13	5	40	15	11	19	0	0
				Avg: 2.91				

Comments

- Good to be able to get a good employee back who left state government but wants to return.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Return after Separation	D.14	11	34	13	11	21	0	0
				Avg: 2.82				

Comments

- This is excellent for returning Servicemen and Servicewomen to retain their positions.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
PAR Requirements	E	37	8	7	12	21	2	3
				Avg: 2.40				

Comments

- PARs can be improved and become more user-friendly.
- Should eliminate the requirement for PAR ratings when an employee goes from one level to another within a classification series. Way too much paperwork. The employee is just performing at a higher level of proficiency.
- If someone is just being re-classified, I do not think they need to have a PAR done, unless they will be doing a significantly different job and in our agency they are not.
- Supervisors find the rating constraints of 1, 2, 3, too confining.
- Requiring supervisors to rate their employees annually is a great policy but, the subjective factor that is still built into the current PAR system effects any future implementation of performance based increases.
- The PAR system is not effective.
- Should be a better way of tracking.
- Communication required with PAR is good. The system isn`t the best.
- It is hard to get truthful ratings without incentive.
- With the non-funding of productivity, PAR requirements have not been followed in a timely manner. PAR requirements in its present state add no value to a person's salary nor does it diminish it in any way.
- Would like to see PAR requirements and plans updated to make the process easier for management.
- PARs are not utilized for raises.

III Please answer the following questions regarding the Compliance Report.

Did your agency receive assistance on the Compliance Report from the State Personnel Board Staff?

Yes = 19 No = 26

Please make suggestions for improvement of the report.

- I would be interested in attending an annual training.
- Did not request any, but need to schedule some time with SPB to develop some more understanding about compliance and the "right side".
- The report is good and I appreciate it being updated daily.

IV Please answer the following questions concerning the Policy Memoranda.

a. Were the policies and procedures governing the VCP written understandably?

Yes = 41 No = 4

If not, please make suggestions for improvement.

- For the most part, I wish for the things that are not used often that there could be a class where all of that was gone over and explained briefly in case something comes up we may have some better ideas about how it might be handled.

- They are scrambled and not presented in a logical sequence.
- Put in terms for non-HR personnel. This is especially true for agencies too small to have HR Directors.

b. Are there instances in your agency where employees with less seniority and qualifications have higher salaries than more senior employees in the same job class?

Yes = 10 No = 35

If so, what compensation components contributed to these disparities?

- Some employees were not promoted due to the hiring freeze in 2006. New employees were promoted at higher levels based on PINS available.
- The year (possibly FY06) when we were able to replace someone at the old employee salary level, we had to fill a position that took advantage of the opportunity.

c. Please provide any other comments you may have regarding administration of the VCP.

- Classes on VCP would be nice for those who are new to State government and work in small agencies with no training available within the agency (knowledgeable employees).
- In my professional opinion, all salary increases should be tied to performance.

V Please answer the following questions regarding the separation of employees. Did your agency conduct exit interviews for all employees leaving state government?

Yes = 27 No = 18

If yes, please list (in summary) reasons for leaving state government.

- Higher paying jobs.
- Retirement
- Some employees were looking for better opportunities.
- Employees returning to schools, terminated and taking jobs in the private sector.
- Some people that are terminated are not interested in completing an exit interview. The highest reason for leaving is to take another job often with better pay, sometimes with better hours or in field of study due to graduation from school.
- Personal reasons and/or salary needs.
- Better job with higher salary and dissatisfaction with job duties
- Better advancement opportunities, to further education, better pay.
- Salary and lack of flexibility.
- Pay was more than we could offer to keep them. Went to private.
- Salaries are not competitive, benefits continue to decline and we don't receive raises to cover the rising costs of the benefits.
- Another job/better pay or another job out of state.

Agencies Responding to VCP Survey:

Agriculture and Commerce
Animal Health Board
Archives & History
Board of Registered Prof. Geologists
Department of Human Services
Department of Public Safety
Department of Rehab Services
Educational Television Authority
Emergency Management Agency
Employment Security
Environmental Quality
Finance and Administration
Forestry Commission
Funeral Services Board
Grand Gulf Military Monument
Information Technology Services
Insurance Department
Library Commission
Marine Resources
Medical Licensure Board
MH – Boswell Regional Center
MH – East MS State Hospital
MH – Ellisville State School
MH – Hudspeth Regional Center
MH – Juvenile Rehab Facility
MH – North MS Regional Center
MH – South MS State Hospital
MH – Specialized Treatment Facility
Mississippi Development Authority
Motor Vehicle Commission
MS Gaming Commission
Oil and Gas Board
Pat Harrison Waterway District
Pharmacy Board
Public Contractors' Board
Public Utilities Staff
Secretary of State
Social Workers/Marriage/Family Therapy Board
Soil and Water Conservation Commission
State Aid Road Construction
State Fire Academy
State Personnel Board
Tombigbee River Valley Water Mgt Dist
Workers' Compensation Commission
Veterans' Affairs Board

Agencies not responding to the VCP survey:

Architecture and Landscape Board
Arts Commission
Athletic Commission
Attorney General
Auctioneers' Commission
Audit Department
Banking and Consumer Finance
Barber Examiners
Cosmetology Board
Dental Examiners
Department of Corrections
Department of Education
Department of Health
Department of Transportation
Division of Medicaid
Fair Commission
Judicial Performance Commission
MH – Central MS Residential Center
MH – Central Office
MH – MS State Hospital
MH – North MS State Hospital
MH – South MS Regional Center
Nursing Board
Nursing Home Administrators
Pearl River Basin Development District
Pearl River Valley Water Supply District
Professional Engineers and Land Surveyors
Public Accountancy
Public Employees Retirement System
Public Service Commission
Real Estate Commission
State Treasury
Supreme Court
Tax Commission
Veterans' Home Purchase Board
Wildlife, Fisheries and Parks

Travel Report

2008 State Personnel Board Travel Log
Training - 3610

DATE	NAME	PLACE	COST
03/25/08	Jennifer Jasper	Purchase Training Refreshments	9.41
07/19/07	Julia Summers	Coordinate ASCP Training	99.91
08/09/07	Julia Summers	Coordinate Training	234.49
07/19/07	Jennifer Jasper	Purchase Training Refreshments	9.41
07/19/07	Jennifer Sledge	Conduct CPM Class	90.21
08/02/07	Shondra Houseworth	Coordinate CPM Class	96.13
07/24/07	Ronna Owens	Writing Advantage Cert Training	746.60
10/11/07	Lesly Lloyd	Annual MAPA Conference	335.45
05/13/08	Lesly Lloyd	Coordinate ASCP Training	342.79
04/17/08	Lesly Lloyd	Conduct Training Class	111.10
05/20/08	Lesly Lloyd	Annual CPM Conference	532.99
03/18/08	Jennifer Sledge	CPM Nat'l Consortium Meeting	295.00
09/18/07	Jennifer Sledge	CPM Consortium & AACPM Conf	919.23
05/27/08	Jennifer Sledge	Annual CPM Conference	526.94
10/11/07	Jennifer Sledge	Annual MAPA Conference	337.31
11/01/07	Julia Summers	Coordinate ASCP Training	99.91
06/03/08	Julia Summers	Coordinate ASCP Training	104.03
04/17/08	Julia Summers	Coordinate ASCP Training	126.76
02/05/08	Julia Summers	Coordinate ASCP Training	228.92
04/10/08	Julia Summers	Coordinate ASCP Training	466.62
09/18/07	Julia Summers	Coordinate ASCP Training	32.01
10/18/07	Julia Summers	Coordinate ASCP Training	197.88
05/13/08	Julia Summers	Coordinate ASCP Training	202.51
10/30/07	Julia Summers	Coordinate ASCP Training	121.73
01/10/08	Julia Summers	Coordinate ASCP Training	121.74
02/12/08	Julia Summers	Coordinate ASCP Training	121.74
12/06/07	Julia Summers	Coordinate ASCP Training	228.92
03/18/08	Julia Summers	CPM Consortium & AACPM Conf	350.66
06/19/08	Dianne Macon	Coordinate BSC Training	192.91
10/30/07	Dianne Macon	Coordinate BSC Training	312.71
09/11/07	Dianne Macon	Coordinate BSC Training	191.57
04/17/08	Dianne Macon	Coordinate BSC Training	93.12
02/21/08	Dianne Macon	Coordinate BSC Training	58.69
04/17/08	Ronna Owens	Coordinate ASCP Training	123.22
05/13/08	Ronna Owens	Coordinate ASCP Training	199.48

03/18/08	Ronna Owens	CPM Consortium & AACPM Conf	295.00
10/11/07	Ronna Owens	Annual MAPA Conference	538.15
09/18/07	Ronna Owens	CPM Consortium & AACPM Conf	948.80
05/27/08	Ronna Owens	Coordinate CPM Training	21.21
05/27/08	Ronna Owens	Annual CPM Conference	574.98
02/26/08	Ronna Owens	CPM Consortium Mid-Yr Mtg.	912.70
04/08/08	Shondra Houseworth	Coordinate CPM Training	105.39
06/19/08	Shondra Houseworth	Coordinate CPM Training	21.05
07/15/08	Jennifer Jasper	Coordinate CPM Training	19.59
05/27/08	Cheryl Cain	Coordinate Training	28.23
10/18/07	Cheryl Cain	Coordinate Training	65.86
05/27/08	Cheryl Cain	Coordinate Training	48.99
01/29/08	Cheryl Cain	Coordinate Training	56.45
			$ 11,898.50

STATE PERSONNEL BOARD – 3614

DATE	NAME	PLACE	COST
05/13/08	Frederick Matthes	Stennis Exec. Development Grad.	176.75
10/04/07	Frederick Matthes	Southeastern Salary Conference	10.00
12/18/07	Frederick Matthes	Legislative Marine Resource Forum	137.74
10/11/07	Frederick Matthes	Annual MAPA Conference	510.30
09/27/07	Frederick Matthes	Southeastern Salary Conference	889.62
05/01/08	Bob Fagan	American Bar Assoc Meeting	307.00
10/18/07	Bob Fagan	Annual MAPA Conference	309.38
03/13/08	Bob Fagan	FMLA/Cobra Training	48.50
03/25/08	Bill Tanner	Purchase Computer Supply	8.73
09/20/07	Martha Hartzog	Job Fair	126.10
10/11/07	Martha Hartzog	Annual MAPA Conference	456.77
10/04/07	Tirey Keaton	Job Fair	306.96
06/03/08	Tirey Keaton	Annual CPM Conference	439.50
10/11/07	Chantel Fox	Annual MAPA Conference	456.77
05/20/08	Iris Griffin	Job Fair	47.47
03/18/08	Iris Griffin	Recruitment Outreach	175.09
05/08/08	Iris Griffin	Job Fair	164.63
09/20/07	Iris Griffin	Recruitment Outreach	23.08
10/11/07	Peggy Williams	Annual MAPA Conference	288.96
04/01/08	Peggy Williams	Hearing	32.32
02/12/08	Gloria Addison	Desk Audit	45.64
08/14/07	Della Lockhart	Job Fair	44.13
10/11/07	Della Lockhart	Annual MAPA Conference	456.77
10/11/07	Hollis Baugh	Annual MAPA Conference	468.41
04/17/08	Hollis Baugh	MEMA Training	12.12
05/06/08	Hollis Baugh	MEMA Training	12.12
04/24/08	Hollis Baugh	MEMA Training	25.25
05/13/08	Hollis Baugh	Delivery to Surplus Property	20.20
03/13/08	Hollis Baugh	Training Seminar	21.99
10/11/07	Pat Smith-Powell	Annual MAPA Conference	456.77
05/01/08	W. Smith	Hearing/Full Board	88.38
04/08/08	W. Smith	Hearing/SPB Board Meeting	88.58
06/26/08	W. Smith	Hearing/SPB Board Meeting	90.90
02/12/08	W. Smith	Full Board/SPB Board Meeting	62.08
12/18/07	W. Smith	SPB Meeting/Hearings	381.70

11/13/07	W. Smith	Hearing/SPB Meeting/Full Board	118.34
03/11/08	Falton Mason	Hearings	143.56
02/19/08	Falton Mason	Hearings/Full Board	278.91
04/08/08	Falton Mason	Hearings	274.36
06/24/08	Falton Mason	Hearing	342.41
09/11/07	Falton Mason	Hearings	411.93
08/14/07	Falton Mason	Hearings/SPB Board Meeting	431.33
01/03/08	Falton Mason	Hearings	215.34
05/27/08	Falton Mason	Hearings/Full Board	343.33
10/18/07	Falton Mason	Hearings/Full Board	376.17
11/15/07	Falton Mason	Hearings/Full Board	239.59
06/10/08	Falton Mason	Hearings	398.68
10/04/07	Theresa Abadie	Salary Conference	886.74
11/13/07	John Mulholland	Annual MAPA Conference	144.48
10/11/07	John Mulholland	Annual MAPA Conference	312.29
08/02/07	John Mulholland	NASPE Conference	1255.70
06/10/08	Ingrid Williams	Hearings	172.81
03/11/08	Ingrid Williams	Hearings	184.30
05/06/08	Ingrid Williams	Hearings	200.37
09/11/07	Ingrid Williams	Hearings	365.01
11/13/07	Ingrid Williams	Hearings	299.78
02/05/08	Ingrid Williams	Hearings	327.28
06/26/08	Ingrid Williams	Hearing	36.16
04/17/08	Randy Dampeer	Job Fair	172.99
05/20/08	Randy Dampeer	Stennis Exec. Development Grad.	171.70
10/11/07	Randy Dampeer	Annual MAPA Conference	401.48
10/30/07	Mary Lewis	MAGPPA Conference	517.16
03/11/08	Mary Lewis	FMLA/Cobra Seminar	113.42
02/21/08	Patrice Stewart	MAGPPA Meeting	97.00
05/20/08	Patrice Stewart	CPM Conference	494.29
08/14/07	Patrice Stewart	NIGP Annual Forum	1090.61
06/26/08	Patrice Stewart	NIGP Annual Forum	518.50
03/11/08	Patrice Stewart	FMLA/Cobra Training Seminar	107.58
10/18/07	Patrice Stewart	MAGPPA Conference	521.33
08/23/07	Donald Brown	Board Meeting	45.59
03/25/08	Donald Brown	Board Meeting	47.47
04/22/08	Donald Brown	Board Meeting	47.47
10/18/07	Donald Brown	Board Meeting	45.59
11/15/07	Donald Brown	Board Meeting	45.59

07/19/07	Donald Brown	Board Meeting	45.59
09/25/07	Donald Brown	Board Meeting	45.59
12/18/07	Donald Brown	Board Meeting	45.59
01/29/08	Donald Brown	Board Meeting	45.59
02/19/08	Donald Brown	Board Meeting	45.59
05/20/08	Donald Brown	Board Meeting	47.47
06/24/08	Donald Brown	Board Meeting	47.47
09/11/07	Derek Caughman	Job Fair	95.28
06/26/08	Derek Caughman	Job Fair	161.60
10/30/07	Duan Carter	Job Fair	187.69
07/19/07	Bill Cossar	Board Meeting	176.50
09/25/07	Bill Cossar	Board Meeting	176.50
10/18/07	Bill Cossar	Board Meeting	176.50
02/19/08	Bill Cossar	Board Meeting	176.50
05/20/08	Bill Cossar	Board Meeting	182.50
12/18/07	Bill Cossar	Board Meeting	176.50
03/25/08	Bill Cossar	Board Meeting	182.50
01/29/08	Bill Cossar	Board Meeting	176.50
04/22/08	Bill Cossar	Board Meeting	182.50
06/24/08	Bill Cossar	Board Meeting	182.50
08/23/07	Bill Cossar	Board Meeting	176.50
11/15/07	Bill Cossar	Board Meeting	176.50
05/20/08	Stephanie Bradshaw	Purchase Supplies	86.05
06/26/08	Stephanie Bradshaw	Purchase Supplies	16.16
11/15/07	Stephanie Bradshaw	Purchase Supplies	83.18
05/20/08	Don Thompson	Annual CPM Conference	323.20
08/02/07	Don Thompson	NASPE Conference	1255.70
10/11/07	Don Thompson	Annual MAPA Conference	339.08
06/10/08	Don Thompson	Litigation Meeting	428.36
07/19/07	E.A. Allen	Board Meeting	152.29
05/20/08	E.A. Allen	Board Meeting	158.57
08/23/07	E.A. Allen	Board Meeting	152.29
09/25/07	E.A. Allen	Board Meeting	152.29
01/29/08	E.A. Allen	Board Meeting	304.58
03/25/08	E.A. Allen	Board Meeting	158.57
04/22/08	E.A. Allen	Board Meeting	158.57
10/18/07	E.A. Allen	Board Meeting	267.29
10/18/07	John Baas	Board Meeting	11.64
07/19/07	John Baas	Board Meeting	11.64

11/15/07	John Baas	Board Meeting	11.64
12/18/07	John Baas	Board Meeting	11.64
06/24/08	John Baas	Board Meeting	12.12
02/19/08	John Baas	Board Meeting	11.64
08/23/07	John Baas	Board Meeting	11.64
09/25/07	John Baas	Board Meeting	11.64
01/29/08	John Baas	Board Meeting	11.64
03/25/08	John Baas	Board Meeting	12.12
04/22/08	John Baas	Board Meeting	12.12
05/20/08	John Baas	Board Meeting	12.12
10/11/07	Ryan Beard	Annual MAPA Conference	472.29
01/29/08	Robert Jones	Board Meeting	13.58
10/18/07	Robert Jones	Board Meeting	13.58
12/18/07	Robert Jones	Board Meeting	13.58
07/02/08	Robert Jones	Board Meeting	14.14
07/19/07	Robert Jones	Board Meeting	13.58
08/23/07	Robert Jones	Board Meeting	13.58
02/19/08	Robert Jones	Board Meeting	13.58
04/22/08	Robert Jones	Board Meeting	14.14
02/12/08	Thomas Watson	Desk Audit	26.19
			$ 27,082.83

TOTAL TRAVEL	
FUND	**AMOUNT**
3610	**$ 11,898.50**
3614	**$ 27,082.83**
TOTAL	**$ 38,981.33**