

DESE  
MASWM Meeting Report  
January 26-27, 2010  
By  
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This report is provided to the MASWM Board of Directors and General Membership of the Missouri Association of Sheltered Workshop Managers on relevant issues and activities of the Extended Employment Sheltered Workshop section of the Missouri Department of Elementary and Secondary Education. The key topics and activities are as follows:

**Budget:**

The amount budgeted for Sheltered Workshop state aid in FY-10 is \$24, 786,000. Currently there is a \$778,580 withhold leaving a total balance of \$24,007,420 for this fiscal year. As of this writing, a total of \$14,774,021 has been paid (January payment on December data) leaving a balance of \$9,233,399 for the remaining five months of the fiscal year. The average monthly amount paid in state aid is \$2,110,574. At the latter average monthly rate of expenditure, there appears to be projected funding for 4.375 months. The previous calculation does not take into consideration any future events due to weather or other extraordinary occurrences that might be a cause for a Workshop to close.

**US Department of Labor:**

Since there was no increase in Missouri's minimum wage, the next prevailing wage survey should be done/completed in August 2010 (conducted at least once per year). Remember that all DOL commensurate wage certificates are due in 2010 and that you should check the expiration dates to be sure that you have plenty of time to complete them. Should you need assistance to see that they are complete and accurate, you may give the TFS plenty of time to do check them over before submittal.

We have noticed an increase in DOL "14 (c) compliance audits" recently in the Workshops. This was discussed last year but it appears that now they have added several new "compliance officers" and they are beginning to make a presence out in the field. It appears that they are concentrating on checking the validity of Prevailing Wage audits, the application of current prevailing wages to current piece rates, the validity and regularity (at least once every six months) of productivity studies for hourly workers and they are conducting random time studies for verification of industrial standards. You are required and expected to be in compliance as always, no exceptions. The TFS's have been directed to take a closer look at this required element in their upcoming "field audits" of your organizations. Should the Workshop receive notification of a US-DOL audit, I recommend that you contact your TFS.

**Training:**

We have recently expanded the DESE training library with new videos. Please consult the updated library posted on the web. We will soon have all VHS presentations converted to DVD; for the time being, make sure that you specify which version/format you need when ordering training material.

For clarification purposes, there are two types of training; they are:

1. *Regulatory*: which is defined as training that is required by federal and/or state agency through legislation or regulation. The primary example of federal regulatory training is the OSHA (BBP, LO/TO, Hazard Communication, etc., etc.) programs pertaining to your work operations. The training and records requirements are something that you should all be familiar with; if in doubt, check with your TFS.

2. *Vocational*: which is defined as training that is related to a work environment, tasks or expectations related to work. The primary examples may be such things as development of fine/gross motor skills to perform expected tasks, following sequential instructions, time-on-task, quality, productivity, etc., etc. When conducting this type of training you are expected (as in the regulatory training) to have a written training program that defines the training parameters (purpose and goals), the training elements, the training methodology, the training standards and a system to maintain training records, among others.

For the purposes of requesting limited state aid, the above two types of training are those that meet the regulatory requirements.

New Manager Training is planned again for this Spring. We will try to coordinate this with the annual MASWM conference; if this is not possible, we will arrange to have it in Jefferson City at the DESE offices as we did last year.

**Personnel:**

No word yet as to whether the Western District TFS position will be filled in FY-11. In case urgent matters occur that require DESE presence, the requesting Workshop must send a written request to the director for review and approval prior to committing personnel, travel and time cost allotments to the effort.

Mr. Dale Carlson, Division Coordinator-SE, has announced his retirement effective April 1, 2010. Dale has been a strong supporter and "believer" in the Missouri Sheltered Workshops Program. Please join me in wishing him well as he goes to the greener pastures in the sky...he will be missed.