

DESE  
MASWM Meeting Report  
January 27-28, 2009  
By  
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This report is provided to the MASWM Board of Directors and General Membership of the Association on the relevant issues and activities of the Extended Employment Sheltered Workshop Section of the Missouri Department of Education. The key topics and activities are as follows:

**DESE Announcement:**

On September 15, 2008 Chuck Reade announced his retirement. His last day of work will be January 30, 2009. Due to the current uncertainties of the budget throughout the state's Departments, DESE has put the process to replace this position on "hold" until such time that we have a clearer picture of finances. The importance of the position for the support of the Extended Employment Sheltered Workshop program is acknowledged by the Department and I am not aware of any plans to eliminate the position.

In order to maintain contact and support of the workshops in the western portion of the state that has been served by Chuck Reade, the EESW section has distributed the region among the remainder of the field staff. A map indicating the assignments has been provided to the members of the MASWM Board of Directors. A map will be e-mailed to all Workshops by January 30, 2009. Due to the limited time, personnel and travel budget, the staff has been directed to concentrate its support efforts to those Workshops corporations that have been identified as being in need. At the present time, field audits will continue to be conducted although we may alter the methodology of the process.

**FY-09 Budget:**

At the current rate of expenditure (\$75/30-hr workweek--\$15/6-hour Sat-Sun work) a nearly \$400,000 surplus of funds is projected; please keep in mind that this does NOT account for any additional closures due to snow, ice, floods, layoffs, etc. At the rate of \$85/30-hour workweek--\$17/6-hr Sat-Sun work a \$2.4 million shortfall is projected.

An FY-08 analysis has been completed. A copy of the report is presented to the MASWM Board of Directors. An electronic copy will be e-mailed to all workshops and posted on the DESE site by January 30, 2009. The most obvious point of the report is that a 17.2% drop in sales is reported to confirm the negative impact that the downturn of the economy has had on the Sheltered Workshop system.

**US Department of Labor-Wage and Hour Division:**

All Workshops are reminded that due to the recent increase of the Missouri minimum wage that went into effect January 1, 2009, the US-DOL is requiring that:

1. A Prevailing Wage survey is to be conducted after February 1, 2009,
2. If an increase in the prevailing wage is determined by the result of the survey, then
  - a. Certified employee receiving hourly/piece rate commensurate wages are to be recalculated reflecting the increase
  - b. Increases are to be paid the following pay period after the determination of increase and
  - c. paid retroactively to January 1, 2009.

Be sure to follow recommended procedures in conducting the Prevailing Wage Survey and keep written records, documentation and calculations made regarding the responses and the findings.

**Training:**

**New Manager Training:** We are hoping to provide training at the Spring/annual MASWM conference. We may have to alter the presentation due to budget and staff restrictions but we hope to coordinate the effort with the Association's training committee. DESE and the Association will keep you posted.

**Safety Training:** State wide safety training is being coordinated with SWIM and, hopefully, with MASWM. Again, due to budget and personnel constraints, DESE has requested that the regional sessions start after July 1, 2009.

Certified Employee Training: In a growing number of Workshops the depressed economic conditions has caused them to place some, or all, the certified workforce on “training” activities as an alternative to layoffs. However, there are restrictions and limitations as to the amount of training time that can be claimed for the purposes of receiving state aid. Please read the regulations and conditions; a handout will be distributed at the meeting and an e-mail copy will be sent to all Workshops. Hopefully, there will a productive discussion and sufficient guidance provided to make it work for all parties.

**Medicaid Waiver:**

MACDDS has approached the Workshop Section as to whether we (DESE) would consider reviewing information for the sponsorship and/or implementation of the Medicaid Waiver for the Missouri Sheltered Workshops. I am currently waiting for specific information on what it would entail and whether DESE could/would consider participation. However, I do believe that the Workshops are the ones that need to receive this information and decide whether it would be in the best interest of persons with disabilities FIRST, and whether it is in the best of the corporations’ finances, SECOND and how some potential legal/procedural/philosophical/operational points of conflict can be addressed and resolved. Contact and communication between MACDDS and MASWM is encouraged.

**Other:**

All Managers are reminded to conduct a regular review of the accuracy of their respective Workshop’s roster of “certified employees”. If the employee is not in “WORKING” status on the web-system, you **cannot** request state aid for that person. Further, if the employee is nowhere in the system’s listings (e.g., Working, Terminated or Waiting), you need to presume that the person is NOT certified and you will need to contact the Certification Specialist in your area or call Lindsay for Assistance.

When you transfer/hire/terminate an employee in the system, the date you perform the action is the date that will appear in the system. If you need the date changed, you will need to contact Lindsay for assistance.

The web payment screen is up and working. Some workshops are calling in and requesting that we enter the data manually but **you** can submit your request for payment online each month. State aid payment requests are due **no later** than 2:00 PM on THE THIRD WORKING DAY OF THE MONTH.

If someone other than the workshop Manager does the state aid request, please be sure that Lindsay has their name and e-mail address so that she can send reminders and notices to them on related matters that pertain to this process.

If you haven’t already done so, please be sure to review the Web User Manual that Lindsay sent out. This manual is very useful when navigating/using the web application system.

Please remember that the DESE-EESW is to be notified, in writing, within five days of any notification of non-compliance with any federal, state or local law, ordinance or regulation as well as any personnel changes in the Manager/CEO of the workshop corporation