

## CHAPTER 6

# EXECUTIVE DEPARTMENTS



John Marshall Swafford and an unidentified assistant tend to the fields with a team of mules near "The Mule Capital of the World" (Lathrop, MO) in 1910.  
(photo courtesy of Peggy Jean Swafford)



# Executive Departments

Government exists to serve, and a broad network of government organizations has been created to accomplish the purpose. The Missouri Constitution (Article II, Section 1) states: "The powers of government shall be divided into three distinct departments—the legislative, executive and judicial." This section also prohibits persons within each branch from exercising powers of the other branches. From these three branches spring the variety of organizations which deliver services of state government.

The many different names used by these groups—departments, divisions, agencies, boards, commissions, bureaus, units, sections, programs and others—can make it difficult to determine which area of government is responsible for certain services, and sorting out responsibilities or relationships within the governmental framework.

It is through the executive branch that the greatest proportion of state services are delivered. The Constitution (Article

IV, Section 12) and the Reorganization Act of 1974 have established a number of "executive departments" to deal with specific areas of interest. A chart showing the present state departments is shown on the following page.

The Missouri Constitution provides for 16 specific departments: the Office of Administration and the departments of Agriculture, Conservation, Corrections, Economic Development, Elementary and Secondary Education, Health and Senior Services, Higher Education, Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Mental Health, Natural Resources, Public Safety, Revenue, Social Services and Transportation.

Within each executive department exists a variety of offices of varying size and scope which deal with specific services. Traditionally, "divisions" are the next-largest organizations within departments and function to bring together smaller-sized groups, such as "bureaus," "sections" or "units." Divisions may be governed by a "board" or "commission" composed of members who are either appointed by the governor, made members by law or appointed by a department official. State agencies may administer certain sections of state law as defined by the Revised Statutes of Missouri, may develop their own rules and regulations as promulgated in the Missouri Register and Code of State Regulations or may institute programs and policies which address the needs of their areas of service.

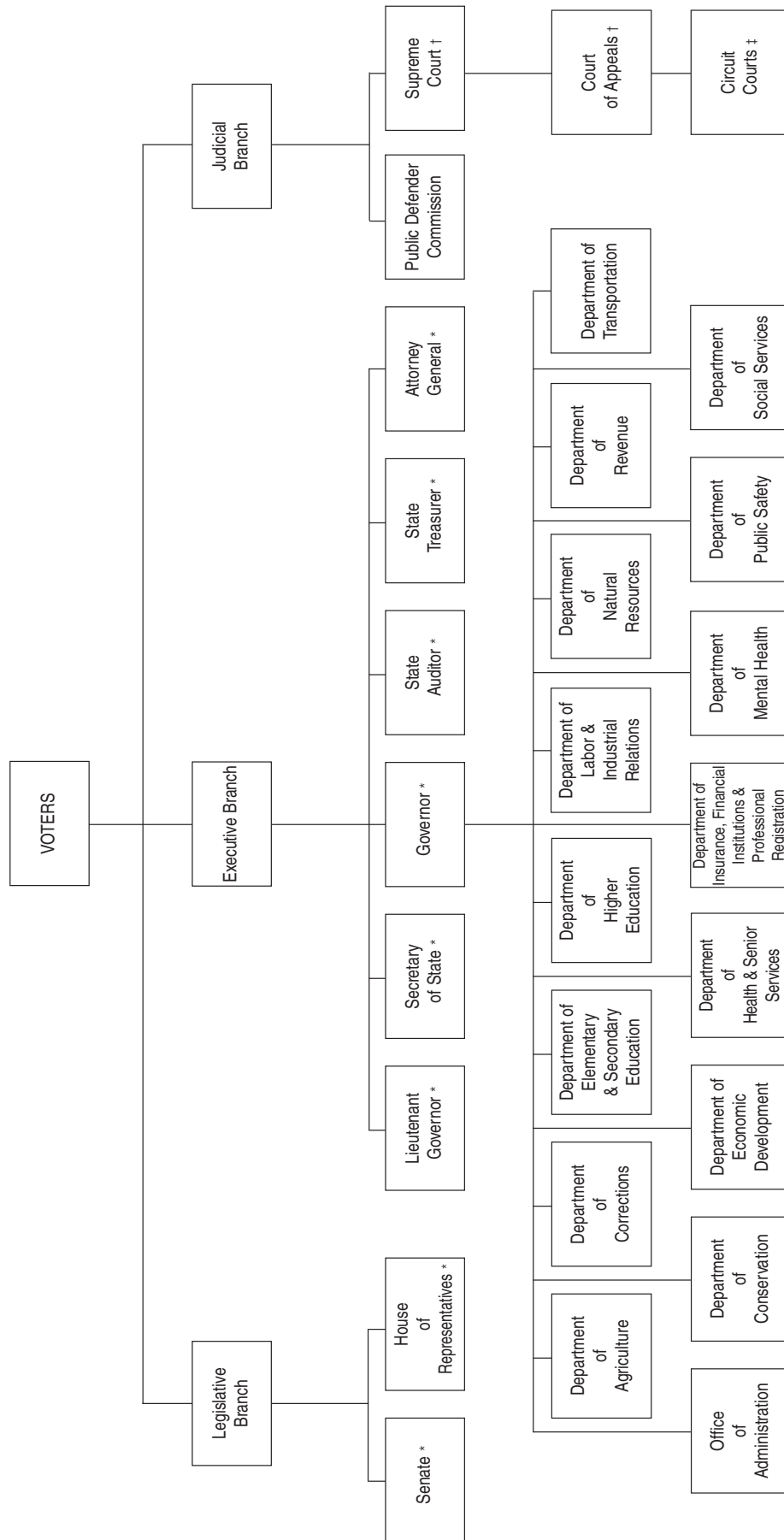
Generally speaking, the legislative and judicial branches rely on committees or other small, appointed groups to perform research, develop policy, provide advocacy services or handle administrative duties. In these two branches services are delivered through the offices of the elected officials themselves and not by related agencies.

## The Missouri Constitution

Since achieving statehood and joining the union on August 10, 1821, Missouri has operated under four Constitutions. The first was adopted in 1820 and was presented to Congress before Missouri was allowed to enter the union of states. The state's second Constitution, born in the bitterness and strife of the Civil War, was drafted and adopted in 1865. It was replaced by a third Constitution only ten years later, in 1875. Missourians approved their current Constitution in 1945, and it has been amended a number of times in order to meet the changing needs of our state and its people.

The Constitution of the State of Missouri is published by the Office of Secretary of State pursuant to the *Revised Statutes of Missouri* (RSMo 2.110). Copies of the Missouri Constitution, which also includes the text of the U.S. Constitution, are available without charge by contacting:

Secretary of State Robin Carnahan  
 Division of Publications  
 PO Box 1767  
 Jefferson City, MO 65102  
 Phone: (573) 751-4218 or (866) 716-0237  
[www.sos.mo.gov/pubs](http://www.sos.mo.gov/pubs)  
 Email: [publications@sos.mo.gov](mailto:publications@sos.mo.gov)



\* Indicates elected offices

† Indicates appointed offices subject to public vote for retention

‡ Some circuit court judges are elected. Others are appointed under the Missouri Nonpartisan Plan. All are subject to public vote for retention



# Office of Administration

State Capitol, Rm. 125  
PO Box 809  
Jefferson City 65102  
Telephone: (573) 751-1851 / FAX: (573) 751-1212  
[www.oa.mo.gov](http://www.oa.mo.gov)

The Office of Administration is the state's service and administrative control agency. Created by the General Assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the *Omnibus State Reorganization Act of 1974*.

The chief administrative officer is the Commissioner of Administration, who is appointed by the governor with the advice and consent of the Senate. The commissioner appoints the deputy commissioner, assistant commissioner, chief counsel and the directors of the divisions who report directly to him. The divisions are: Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; Personnel; and Purchasing and Materials Management.

The Office of Equal Opportunity (OEO) is a program within the Office of Administration. The OEO assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services and operation of facilities. The director of OEO reports to the Assistant Commissioner of Administration.

## Division of Accounting

Truman State Office Bldg., Rm. 570  
Telephone: (573) 751-2971 / FAX: (573) 526-9810  
[www.oa.mo.gov/acct](http://www.oa.mo.gov/acct)  
Email: [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

The Division of Accounting (ACCT) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. ACCT publishes annual financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings and Board of Unemployment Fund Financing and administers the Social Security coverage for all employees of the state and its political subdivisions.

## Division of Budget and Planning

State Capitol, Rm. 124  
Telephone: (573) 751-2345 / FAX: (573) 526-4811  
[www.oa.mo.gov/bp](http://www.oa.mo.gov/bp)  
Email: [bpmail@oa.mo.gov](mailto:bpmail@oa.mo.gov)

The Division of Budget and Planning (B&P) analyzes budget policy issues and provides information to the commissioner, the governor's office, the general assembly, Missouri's congressional delegation and state, local and federal agencies. The division prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues and conducts technical policy and program analyses. To assist in state government management, the division controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options and reviews federal issues and their impact on Missouri. The division coordinates preparations for,



KELVIN L. SIMMONS  
Commissioner



RENEE SLUSHER  
Deputy Commissioner /  
General Counsel



WALTER PEARSON  
Assistant Commissioner



EMILY SMITH  
Special Assistant to the  
Commissioner



LINDA LUEBBERING  
Director, Division of Budget  
and Planning



SHERRECE R. SMITH  
Executive Assistant

and assistance during, elected official transitions. The division compiles population estimates and projections, provides technical assistance during decennial reapportionment and is Missouri's liaison to the U.S. Bureau of the Census.

## Division of Facilities Management, Design and Construction

Truman State Office Bldg., Rms. 730, 740, 780 and 840  
Telephone: (573) 751-3339 / FAX: (573) 751-7277  
[www.oa.mo.gov/fmdc](http://www.oa.mo.gov/fmdc)  
Email: [fmdcmail@oa.mo.gov](mailto:fmdcmail@oa.mo.gov)

The Division of Facilities Management, Design and Construction (FMDC) operates, maintains and manages state-owned office buildings and other structures at the seat of government and other locations within the state. FMDC oversees leased property for agencies statewide and is also responsible for design, construction, renovation and repair of state facilities. Review of all requests for appropriations for capital improvements also falls under the responsibilities of FMDC.

The division's **Administrative/Legal Unit** consists of the following sections: Legal, Contracts, Fiscal/Accounting and Employee Relations. This unit has oversight of the division's overall administrative and fiscal issues. The Real Estate Services fiscal section is also a part of this unit. This unit provides budgeting and payment processing for an approximate \$150 million annual budget for state-owned and leased facilities.

The division's **Operations/Planning Unit** maintains state-owned buildings and grounds for agencies that are tenants in state-owned office buildings as well as buildings for the Department of Corrections, Elementary and Secondary Education, Mental Health, Youth Services and the Missouri Highway Patrol. The division manages 22 structures in the capitol complex comprising approximately 1.75 million square feet of usable space, including the State Capitol and the executive mansion. In addition, the unit operates state office buildings in St. Joseph, Kansas City, Springfield and St. Louis. These facilities contain approximately 535,000 square feet of usable office space. Institutional operations include providing maintenance management services for correctional, mental health, highway patrol, youth services and state school facilities. These services include providing the maintenance management staff and



NIKKI LOETHEN  
Legal Counsel



BRETT BERRI  
Legislative Liaison



WANDA SEENEY  
Public Information Officer



SARA VANDERFELTZ  
Administrative Assistant



STACY NEAL  
Director  
Division of Accounting



CATHY BROWN  
Director, Division of  
Facilities Management,  
Design and Construction

the authorization and administration of maintenance funding. This division is responsible for the maintenance of approximately 16 million square feet of institutional buildings.

In addition, this unit is responsible for the oversight of maintenance and repair as well as new construction projects at state facilities (excluding Higher Education, Conservation and Missouri Department of Transportation projects). The unit develops, contracts, reviews and has oversight of plans and specifications for statewide construction, selects architectural/engineering consultants and oversees expenditures of capital improvement appropriations statewide. The unit also has oversight of the state's ID Badge Security System.

The division's **Energy Unit** is responsible for monitoring energy consumption in state-owned buildings and continues to develop and implement programs to help departments comply with the Governor's *Executive Order 09-18*, mandating a reduction of energy consumption in state-owned buildings. This unit also assists the State Emergency Management Agency (SEMA) in providing emergency services during disaster relief efforts.

The division's **Real Estate Services Unit** coordinates real estate transactions on behalf of the state to include conveyance of state-owned property, purchase of property and granting easements. The unit also oversees leases within state-owned and leased space for state agencies throughout Missouri. The real estate services unit oversees approximately 500 separate contracts, providing 3.3 million square feet of leased space, for approximately 14,000 tenants.

## Division of General Services

Truman State Office Bldg., Rm. 760  
Telephone: (573) 751-0929 / FAX: (573) 751-7819  
[www.oa.mo.gov/gv](http://www.oa.mo.gov/gv)  
Email: [gsmail@oa.mo.gov](mailto:gsmail@oa.mo.gov)

The Division of General Services (GS) provides essential support services to state departments and to the Office of Administration.

The **Risk Management section** administers the Legal Expense Fund and workers' compensation programs covering state employees, purchases insurance when required and assesses exposure to loss.

The **Missouri Public Entity Risk Management Fund** (MOPERM) is a shared-risk pool offering liability and property coverages for Missouri public entities.

The **State Printing Center** provides agencies with a full range of printing and quick copy services.

**Central Mail Services** provides consolidated mail processing and interagency mail delivery for most state agencies in the Jefferson City area.

The **Vehicle Maintenance unit** operates a central maintenance facility to provide mechanical repairs and body shop services for state vehicles.

The **Fleet Management Program** establishes statewide policies governing state vehicle operations and serves as a resource for fleet management issues.



MARK S. KAISER  
Director, Division of  
General Services



DOUG YOUNG  
Chief Information Officer  
Information Technology  
Services Division



BILL MILLER  
Director  
Division of Personnel

The **Missouri State Employees Charitable Campaign** provides an annual opportunity for state employees to donate to any of more than 1,200 charities.

## Information Technology Services Division

Truman State Office Bldg., Rm. 280  
Telephone: (573) 751-3290 / FAX: (573) 751-3299  
[www.oa.mo.gov/itsd](http://www.oa.mo.gov/itsd)

The mission of the Information Technology Services Division (ITSD) is to provide technology and communication services and solutions to the state's departments and agencies so they can efficiently and effectively serve the citizens of Missouri.

Under the leadership of the Chief Information Officer, ITSD offers centralized staff and resources in a single unified entity, and supports 14 executive branch departments. The new organizational model allows for enterprise standards and guidance in the common areas of security, networking, data management, server administration, end user support, technical architecture, and application management while maintaining a department focused perspective on service delivery.

Working in tandem with other state agencies through the Information Technology Advisory Board and other committees, ITSD aims to deliver reliable and accessible IT systems and services in an environment striving for optimization, collaboration, productivity and cost savings.

## Division of Personnel

Truman State Office Bldg., Rm. 430  
Telephone: (573) 751-4162 / FAX: (573) 751-8641  
[www.oa.mo.gov/pers](http://www.oa.mo.gov/pers)  
Email: [persmail@oa.mo.gov](mailto:persmail@oa.mo.gov)

The Division of Personnel is responsible for the state's human resource management system and the Uniform Classification and Pay System, as established in the State Personnel Law (Chapter 36, RSMo).

The Missouri Merit System is based on the principles of merit and fitness as determined by competitive examinations for employment, as well as objective and consistent human

resource management policies and procedures. The system also grants employees the ability to appeal disciplinary actions. Approximately 32,400 state employees in six state departments and sections of three other departments comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in pay among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 35,000 employees of merit system agencies and employees from several other departments. The Division of Personnel is also responsible for the oversight of the statewide performance appraisal system.

The Division of Personnel is composed of three sections:

**Employee Services** reviews applications for employment; ensures employees are assigned to appropriate job classes; develops and administers position classifications for agencies covered by the UCP; and develops, updates and administers merit system examinations.

**Pay, Leave and Reporting** provides information on the UCP system pay plan; interprets policies on pay, leave and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; maintains lists of individuals from whom agencies can select for Merit System jobs; ensures personnel transactions are in compliance with state personnel law; coordinates labor relations activities statewide, and administers the Productivity, Excellence and Results for Missouri (PERforM) State Employee Online Appraisal System.

**The Center for Management and Professional Development** develops and delivers management and supervisory training programs, as well as administers statewide recognition programs. This section also coordinates the WeSave Employee Discount Program.

## Division of Purchasing and Materials Management

Truman State Office Bldg., Rm. 630  
Telephone: (573) 751-2387 / FAX: (573) 526-9815  
[www.oa.mo.gov/purch](http://www.oa.mo.gov/purch)  
Email: [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov)

The Division of Purchasing and Materials Management (PMM) is responsible for the procurement of all state-required supplies, materials, equipment and professional or general services. Certain agencies (e.g. MoDOT) are considered exempt in some areas. The division executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders.

The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. SASP is also responsible for the statewide in-house recycling program.

## Office of Equal Opportunity

Truman State Office Bldg., Rm. 630  
Telephone: (573) 751-8130 or (877) 259-2963 / FAX: (573) 522-8078  
[www.oeo.mo.gov](http://www.oeo.mo.gov)

The Office of Equal Opportunity (OEO) assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services and operation of facilities. OEO is currently drafting a new executive order, but under current *Executive Order 05-03*, OEO is responsible for assisting state agencies in promoting contracting and procurement opportunities for minority- and women-owned businesses. In addition, OEO continues to monitor the implementation of state employment practices to ensure that Missouri has a diversified and well-balanced



JIM MILUSKI  
Director, Division of  
Purchasing and Materials  
Management



CELESTE METCALF  
Director, Office of Equal  
Opportunity



ROD CHAPEL  
Commissioner  
Administrative Hearing  
Commission

state workforce. The OEO director reports to the Assistant Commissioner of Administration.

## Administrative Hearing Commission

Truman State Office Bldg., Rm. 640  
PO Box 1557  
Jefferson City 65102  
Telephone: (573) 751-2422 / FAX: (573) 751-5018  
[www.oa.mo.gov/ahc](http://www.oa.mo.gov/ahc)

The Administrative Hearing Commission (AHC) is a neutral, independent administrative tribunal that decides disputes involving state agencies and another party, usually a private person or corporation. The AHC typically decides the cases after a trial-type hearing. It hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC decision from the judicial branch.

The statutes authorize jurisdiction for the AHC to resolve disputes over decisions of more than 100 state agencies. Chief among them are the director of the Department of Revenue's tax decisions, professional licensing decisions of many boards of the Department of Insurance, Financial Institutions and Professional Registration and other departments, the Department of Social Services' decisions on payments to Medicaid service providers and the Missouri Health Facilities Committee's decisions on certificates of need. The statutes commit other specific matters to AHC also. AHC resolves about 2,800 cases per year.

AHC currently consists of four commissioners, appointed by the governor and confirmed by the Senate, who serve six-year terms.

## Commissioners, Administrative Hearing Commission

**Chapel, Rod**, presiding commissioner;  
**Dandamudi, Sreenivaso Rao**;  
**Nelson, Mary E.**;  
**Winn, Karen.**

## Board of Fund Commissioners

The Board of Fund Commissioners issues, redeems and cancels state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law.

The board is composed of the governor, lieutenant governor, attorney general, state auditor, state treasurer and commissioner of administration. The governor is president of the board, and the state treasurer is secretary. An executive secretary performs staff functions for the board.

## Board of Public Buildings

The Board of Public Buildings (BPB) is composed of the governor, lieutenant governor and attorney general. The governor serves as the chair, and the lieutenant governor is the secretary. The speaker of the House of Representatives and

the President Pro Tempore of the Senate serve as *ex officio* members of the BPB but do not have the power to vote.

Missouri law provides that the BPB has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities.

The board works with the Division of Facilities Management, Design and Construction and the Division of Accounting in carrying out its responsibilities.

### Board of Unemployment Fund Financing

The Board of Unemployment Fund Financing is composed of the governor, lieutenant governor, attorney general, director of the Department of Labor and Industrial Relations and the commissioner of administration. The governor serves as chair, the lieutenant governor serves as vice chair and the commissioner of administration serves as secretary. Staff support is provided by the Division of Accounting.

The board is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances.

### Children's Trust Fund

Truman State Office Bldg., Rm. 860  
PO Box 1641

Jefferson City 65102-1641

Telephone: (573) 751-5147 / FAX: (573) 751-0254

[www.ctf4kids.org/](http://www.ctf4kids.org/)

The Children's Trust Fund (CTF) works to prevent child abuse and neglect through grant distribution, education and awareness.

Established in 1983, CTF is a non-profit public/private partnership located within state government and governed by a 21-member board of directors. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on state income tax returns, sales of the CTF specialty license plates, general donations, interest income from the fund and other grants.

### Children's Trust Fund Board of Directors

**Vansaghi, Thomas M., Ph.D.**, chair, Kansas City, Sept. 15, 2011;

**Battle, Eric F.**, St. Louis, Sept. 15, 2012;

**Beetem, Nela**, Holts Summit, Sept. 15, 2012;

**Block, Susan E.**, University City, Sept. 15, 2012;

**Clay, Paula E.**, Columbia, Sept. 15, 2009;

**Cooper, Lynne, D. Min.**, St. Louis, Sept. 15, 2011;

**Dalen, Kathleen Boyle, Ph.D.**, Kansas City, Sept. 15, 2011;

**Harris, Jillian**, Jefferson City, Sept. 15, 2010;

**Harris, Robert J., M.D.**, Columbia, Sept. 15, 2011;

**Huss, Stephen F., Ph.D.**, Hillsboro, Sept. 15, 2010;

**Justus, Sen. Jolie**, Kansas City;

**Ladd, Dena**, St. Louis, Sept. 15, 2010;

**Lamping, Sen. John T.**, Ladue;

**McGhee, Rep. Mike**, Odessa;

**Mugg, Patrice**, Kirkwood, Sept. 15, 2010;

**Peterson, Martina L.**, Kansas City, Sept. 15, 2012;

**Schupp, Rep. Jill**, Creve Coeur;

**Smith, Charmaine**, St. Louis, Sept. 15, 2012;

**Staves, Regina M., Ph.D.**, Kansas City, July 23, 2012;

**Vacancies** (2).

### Citizens' Commission on Compensation for Elected Officials

State Capitol, Rm. 125

Telephone: (573) 751-1851 / FAX: (573) 751-1212

In 1994, Missouri voters approved the creation of the Missouri Citizens' Commission on Compensation for Elected



KIRK SCHREIBER  
Director  
Children's Trust Fund



THOMAS VANSAGHI  
Chair  
Children's Trust Fund



LINDA BAKER  
Executive Director  
Governor's Council on  
Disability

Officials. This commission was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by tax-paying citizens of the state.

Beginning in 1996 and every two years thereafter, the commission will review the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 22-member commission serves four-year terms.

### Members, Citizens' Commission on Compensation for Elected Officials

**Banwart, Elizabeth**, Liberal;

**Barrett, Robert**, Nevada;

**Benson, Vicki**, Kirksville;

**Bolz, Patricia**, Kirksville;

**Burch, Bill**, Sikeston;

**Burkholder, Andrea Marie**, Lathrop;

**Cotter, Erin**, St. Louis;

**Davidson, Judith**, Cottleville;

**Denekas, Gene**, Columbia;

**Gilbert, Phylis Lee**, Springfield;

**Hufker, Timothy A.**, St. Louis;

**Hurst, Julie**, Tarkio;

**King, Jerry**, Butler;

**McGuinn, Marion George**, Florissant;

**Mills, Don**, El Dorado Springs;

**Shirley, Cedric Levi**, Aurora;

**Shrout, Thomas**, St. Louis;

**Theiss, Thomas**, Independence;

**Walle, Paul**, Manchester;

**White, Mary Lou**, Bismarck;

**Winkler, Terry**, Miller;

**Vacancy** (1).

### Governor's Council on Disability

Truman State Office Bldg., Rm. 840

PO Box 1668

Jefferson City 65102

Telephone: (573) 751-2600 / FAX: (573) 526-4109

Toll-free: (800) 877-8249

[www.mo.gov/disability/gcd](http://www.mo.gov/disability/gcd)

The Governor's Council on Disability (GCD) serves as the voice and advocate in state policy making for 949,000 Missourians with disabilities. GCD educates people with disabilities about their rights and responsibilities; increases employment opportunities for job seekers with disabilities; and expands access to equal and full participation for all individuals with disabilities in their communities at the local, state and federal levels. GCD provides youth leadership programming for young people with disabilities.

In 1947, President Harry S. Truman issued an executive order establishing the President's Committee on Employment of the Handicapped. This federal agency was created to assist disabled World War II veterans with re-entry into the civilian workforce. Following President Truman's lead, Missouri estab-

lished the Governor's Committee in 1949 after it became obvious that a local network was needed to disseminate information about work-related problems facing people with disabilities.

The mission of GCD has naturally evolved from strictly promoting employment to addressing all of the barriers to employment and full participation in community life. To more accurately reflect the mission, the 1994 General Assembly renamed this agency the Governor's Council on Disability. GCD was transferred by executive order in 2004 from the Department of Labor and Industrial Relations (DOLIR) to the Office of Administration (OA) to better meet its mission.

The GCD consists of 21 council members, including the chair and one member from each state congressional district, as well as the executive director. The majority of GCD is comprised of people with disabilities representing various disability groups. Family members of people with disabilities, persons who represent other disability-related groups and other advocates fill the remaining positions.

The governor appoints the chair with the advice and consent of the Senate. The governor also appoints the 20 members-at-large. GCD meets at least quarterly to act as an advisory body to its staff and to discuss and suggest ways to address current issues affecting persons with disabilities in Missouri.

In the administration of its duties, GCD also offers assistance to help the various departments, divisions and branches of government to comply with all laws regarding persons with disabilities. To further that goal, the director of each state department designates at least one employee to act as a liaison with the council. The assistance offered includes educational programming and consultation on the rights of persons with disabilities.

## Missouri Minority Business Advocacy Commission

State Capitol, Rm. 125

Telephone: (573) 751-1851 / FAX: (573) 751-1212

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state and local governments. MMBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state and local governmental agencies that affect minority small businesses. The purpose of MMBAC is to increase economic opportunity for minority businesses so that we can improve the overall climate of the state of Missouri; and to develop and establish the inclusionary process for state departments so that they can meet or exceed the goals and objectives of the legislation and executive order designed to increase minority participation in state procurement.

## Missouri Minority Business Advocacy Commission Board Members

**Forrest, Sheila**, chair, (D), St. Louis;  
**Kennedy, Michael**, (D), Wildwood;  
**Wright-Jones, Sen. Robin**, (D), St. Louis;  
**Shariff, Dr. Adam R.**, (R), Ballwin;  
**Kerr, David**, director, Economic Development;  
**Simmons, Kelvin**, Office of Administration Commissioner;  
**Vacancies** (3).

## Missouri Health and Educational Facilities Authority

15450 S. Outer Forty Rd., Ste. 230

Chesterfield 63017

Telephone: (636) 519-0700 / FAX: (636) 519-0792



**SHEILA FORREST**  
 Chair, Missouri Minority  
 Business Advocacy  
 Commission



**NADIA CAVNAR**  
 Chair, Health and  
 Educational Facilities  
 Authority



**CONSTANCE GULLY**  
 Chair, Martin Luther King  
 Jr. State Celebration  
 Commission

The Health and Educational Facilities Authority of the State of Missouri was created in 1975 by an act of the Missouri General Assembly. It is empowered to make loans to qualified health or educational institutions and to refund outstanding obligations, mortgages or advances previously issued, made or given for the cost of such facilities and to do all things necessary to carry out the purposes of the act. The authority consists of seven members appointed by the governor with the advice and consent of the Senate. Each member must be a resident of the state and no more than four members may be of the same political party.

The mission of the authority is to provide access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions.

## Missouri Health and Educational Facilities Authority Board Members

**Cavnar, Nadia T.**, (D), chair, Springfield, July 30, 2007;  
**Thompson, Kevin L., CPA**, (R), vice chair, Elsberry, July 30, 2009;  
**Sarah R. Maguffee**, (D), treasurer, Columbia, July 30, 2013;  
**Carlson, Thomas J.**, (D), Springfield, July 30, 2010;  
**Scott, Judith Wangelin**, (R), Poplar Bluff, July 30, 2011;  
**Joseph A. Cavato**, (D), University City, July 30, 2013;  
**Vacancies** (1).

## Jackson County Sports Complex Authority

Harry S. Truman Sports Complex

8501 Stadium Dr.

Kansas City 64129

Telephone: (816) 921-3600 / FAX: (816) 921-3677

This bipartisan authority consists of five commissioners who are qualified voters of the state of Missouri and residents of Jackson County. The Jackson County Legislature submits a list of candidates to the governor to replace members of the authority whose terms have expired. The governor then appoints the succeeding members from that list of candidates. The commissioners serve staggered terms of five years and hold office until a successor has been appointed and qualified. No more than three members may be of the same political party. The authority is empowered to issue bonds.

The Jackson County Sports Complex Authority is authorized under the constitution and laws of the State of Missouri to plan, construct, operate and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities and other concessions within Jackson County; to negotiate and perform its obligations as landlord under lease agreements with the Kansas City Royals Baseball Corporation and the Kansas City Chiefs Football Club, Inc.; to oversee the maintenance and operation of the Harry S. Truman Sports Complex in a fiscally responsible manner, which will allow it to maintain its stature as a premier sports facility in the nation; to administer funds received from the State of Missouri, Jackson County, and the City of Kansas



City, Missouri, or any other sources which are to be used for furtherance of its statutory duties; to develop a land use plan for potential development of the sports complex and to recommend to the county appropriate long-term leasing arrangements for the sports complex facilities; and to work with other political subdivisions, agencies and commissions for the furtherance of all types of sports, either professional or amateur, commercial or private, within Jackson County.

### Members, Jackson County Sports Complex Authority

**Lopez, Beto**, (D), chair, Lee's Summit, July 15, 2010;  
**Winship, Gerry**, (I), first vice chair, Lee's Summit, July 15, 2014;  
**Gray, Jon**, (D), second vice chair, Kansas City, July 15, 2013;  
**Kemp, Garry**, (D), secretary, Lee's Summit, July 15, 2015;  
**Cherry, Deron**, (R), treasurer, Kansas City, July 15, 2011.

### Martin Luther King Jr. State Celebration Commission

3026 Laclède Ave.  
 St. Louis 63103  
 Telephone: (314) 340-3380 / FAX: (314) 340-3399

The commission considers and recommends to individuals and organizations appropriate activities for the recognition and celebration of Martin Luther King Day in Missouri. Created by executive order on December 2, 1985, the commission consists of 20 members who serve at the pleasure of the governor.

The Martin Luther King Jr. State Celebration Commission is a continuing commission and meets at the call of the chair.

### Members, Martin Luther King Jr. State Celebration Commission

**Gully, Constance**, chair, St. Louis;  
**Givens, Dr. Henry Jr.**, chair emeritus, St. Louis;  
**Banks, Anita**, St. Louis;  
**Buford, James H.**, St. Louis;  
**Cleaver, The Rev. Emanuel II**, Kansas City;  
**Gales, Merdean F.**, St. Louis;  
**Gates, Ollie**, Kansas City;  
**Hardin, Charlotte C.**, Springfield;  
**Jones, The Rev. Sammie**, St. Louis;  
**McBride, Jack**, Fulton;  
**Mensey, Myrtle**, St. Louis;  
**Middleton, Michael A.**, Columbia;  
**Nance, The Rev. Earl Jr.**, St. Louis;  
**Packnett, Dr. Gwendolyn D.**, St. Louis;  
**Slay, The Honorable Mayor Francis**, St. Louis;  
**Smith, Ruth**, St. Louis;  
**Thomas, Bertha A.**, Kirksville;  
**Thompson, Betty**, University City;  
**Thompson, Lessie J.**, Lee's Summit;  
**Vacancies** (2).

### Missouri Ethics Commission

3411-A Knipp Dr.  
 Jefferson City 65109  
 Telephone: (573) 751-2020 / FAX: (573) 526-4506  
[www.mec.mo.gov](http://www.mec.mo.gov)

The Missouri Ethics Commission (MEC) was created by the *Missouri Ethics Law of 1991* (Section 105.955, RSMo). The commission is charged with enforcement of conflicts of interest and lobbying laws (Section 105.450-498, RSMo) and campaign finance disclosure laws (Chapter 130, RSMo).

The MEC is composed of six members, not more than three of whom may be from the same political party. These members must be from different congressional districts, and no more than three can be from an odd- or even-numbered congressional district. The governor appoints the members of the commission with the advice and consent of the Senate.



JIM WRIGHT  
 Chair  
 Missouri Ethics Commission



JULIE ALLEN  
 Executive Director  
 Missouri Ethics Commission



CHARLES KEMPER  
 Chair, Missouri Public Entity  
 Risk Management Fund



DAVID KORMANN  
 Executive Director  
 Missouri Public Entity Risk  
 Management Fund

The commission elects a biennial chair and is assigned to the office of administration for budgeting purposes only.

The MEC receives and reviews complaints alleging violations of the conflict of interest and lobbying statutes and the campaign finance disclosure statute. After investigation of these complaints, the commission refers the complaints to the appropriate prosecuting authority or disciplinary authority along with recommendations for sanctions. The commission may also initiate judicial proceedings on its own.

The MEC reviews and audits reports required by the campaign finance disclosure law, the financial interest disclosure laws and the lobbying registration and reporting laws. The MEC acts as the public repository for such reports. The MEC provides information and assistance to lobbyists, elected and appointed officials, employees of the state and political subdivisions and the general public.

### Members, Missouri Ethics Commission\*

**Wright, Jim**, (R), chair, 2nd Congressional District, March 15, 2012;  
**Tweedy, James R.**, (D), vice chair, 8th Congressional District, March 15, 2012;  
**Davison, Jeffrey B.**, (R), 6th Congressional District, March 15, 2012;  
**Dawdy, Vernon**, (D), 3rd Congressional District, March 15, 2014;  
**Leonatti, Louis J.**, (R), 9th Congressional District, March 15, 2014;  
**Rose, Dennis**, (D), 1st Congressional District, March 15, 2014.

\*\$100 per diem.

### Missouri Public Entity Risk Management Fund (MOPERM)

PO Box 7110  
 Jefferson City 65109-7110  
 Telephone: (888) 389-8198 / FAX: (573) 751-8276  
[www.moperm.com](http://www.moperm.com)

The MOPERM board of trustees operates a shared-risk program offering tort liability, property and other coverages for participating public entities of the state.

Membership of the board consists of the attorney general, the commissioner of administration and four members appointed by the governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund. No more than two members appointed by the governor shall be of the same political affiliation. Members appointed by the governor serve four-year terms. Members of the board serve without compensation.

### MOPERM Board of Trustees

**Ellinger, Mark**, (R), chair, Jefferson City, July 16, 2011;

**Krasnoff, Dan**, (D), vice chair, St. Louis, July 15, 2010;

**Yarber, Donald**, (D), Cottleville, July 15, 2013;

**Spence, Larry**, (R), Willow Springs, July 15, 2012;

**Koster, Attorney General Chris**, (D);

**Simmons, Kelvin**, (D), Office of Administration Commissioner, Jefferson City.

### Missouri State Penitentiary Redevelopment Commission

*Truman State Office Bldg., Rm. 730  
Telephone: (573) 751-4174*

The Missouri State Penitentiary Redevelopment Commission was established in 2000, by authority of House Bill 621 of the 91st General Assembly.

The commission is composed of 10 members. Three commissioners, no more than two of whom shall belong to the same political party, are residents of Jefferson City and are appointed by the mayor, with the advice and consent of the governing body of that city; three commissioners, no more than two of whom shall belong to the same political party, are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, no more than three of whom shall belong to the same political party, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the governor with the advice and consent of the Senate. The governor appoints one of the commissioners who is not a resident of Cole County or Jefferson City as chair of the commission. No elected official of the state of Missouri or of any city or county in this state is appointed to the commission.

The director of the Division of Facilities Management, Design and Construction provides staff support for this commission. The commission may also employ staff or secure the services of consultants through contract for the purpose of conducting the business of the commission.

The purpose of the commission is to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for more than 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the city of Jefferson, the county of Cole and the state of Missouri as a whole.

To accomplish its purpose, the commission may perform the following functions:

- Acquire and hold title to the property historically utilized as the Missouri State Penitentiary;
- To acquire by gift or bequest from public or private sources property adjacent to the Penitentiary property and necessary or appropriate to the successful redevelopment;
- To lease or sell real property to developers who will utilize the property consistently with the master plan for the property;
- To hire employees necessary to perform the commission's work;
- To enter into contracts with private or governmental entities in connection with the acquisition by gift or bequest and in connection with the planning, construction, financ-

ing, leasing, subleasing, operation and maintenance of any real property or facility and for any other lawful purpose;

- To sue and be sued;
- To receive any rentals, or proceeds from the sale of real estate, contributions or moneys provided by any governmental entity and to apply for grants and other funding;
- To disburse funds for its lawful activities and fix salaries and wages of its employees;
- To borrow money for the acquisition, construction, equipping, operation, maintenance repair, remediation or improvement of any facility or real property to which the commission holds title and for any other property purpose and to issue negotiable notes, bonds and other instruments in writing as evidence of sums borrowed;
- To perform all other necessary and incidental functions, and to exercise such additional powers as shall be conferred by the general assembly;
- To purchase insurance, including self-insurance, of any property or operations of the commission or its members, director, officers and employees, against any risk or hazard, and to indemnify its members, agents, independent contractors, directors, officers and employees against any risk or hazard.

### MSP Redevelopment Commissioners

**Carr, Dan**, chair, gubernatorial, March 3, 2011;

**Berry, Michael**, vice chair, Jefferson City, May 25, 2011;

**Burkhead, Frank**, Cole County, March 31, 2014;

**Bushmann, Gene**, Jefferson City, Jan. 1, 2011;

**Gubernatorial Appointment**, (vacant);

**Meyer, Bob**, Cole County, March 31, 2012;

**Car, Dan**, gubernatorial, March 3, 2011;

**Peerson, Kathy**, Cole County, March 31, 2013;

**Roegner, Darrell B.**, gubernatorial, March 3, 2008;

**Sheehan, John**, Jefferson City, March 18, 2011.

### Office of Child Advocate

*PO Box 809*

*Jefferson City 65102-0809*

*Telephone: (573) 522-8680 / FAX: (573) 522-6870*

*Toll-free: (866) 457-2302*

*[www.oca.mo.gov](http://www.oca.mo.gov)*

The Office of Child Advocate (OCA) operates as an independent program under the Office of Administration. The OCA provides families/citizens with an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services/Children's Division.

There are three main duties of the OCA: 1) provide education to Missouri citizens regarding the child welfare process, including investigation, case management and the court system; 2) receive and investigate complaints from citizens regarding the child welfare system; and 3) make recommendations on improving the system.

### Personnel Advisory Board

*Truman State Office Bldg., Rm. 430*

*Telephone: (573) 751-4576 / FAX: (573) 751-8641*

*TDD: (573) 526-4488*

Within the Office of Administration, the State Personnel Law (Chapter 36, RSMo) provides for a Personnel Advisory Board (PAB) of seven members, six of whom are appointed by the governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer.

The board has oversight responsibility for the Missouri merit system and the Uniform Classification and pay system and has broad policy making authority in various areas of human

resources administration. Responsibilities also include meeting with appointing authorities regarding human resource management needs and making recommendations to the governor and the General Assembly regarding the state's compensation policy.

### Personnel Advisory Board\*

**McClure, Kenneth**, chair, Springfield, July 31, 2012;  
**Ferguson, Karen**, vice chair, Jefferson City, July 31, 2006;  
**Bloch, Paul D.**, California, July 31, 2010;  
**O'Bannon, Gary**, Kansas City, July 3, 2014;  
**Kincheloe, Duncan E. III**, Jefferson City, July 31, 2010;  
**Metcalf, Celeste**, Jefferson City;  
**Vacancy** (1).

\*Public members receive \$97.71 per diem.

### Missouri State Capitol Commission

*Truman State Office Bldg., Rm. 730*  
*Telephone: (573) 751-1034*  
[www.friendsofmsa.org/sscc](http://www.friendsofmsa.org/sscc)

The Missouri State Capitol Commission (MSCC) was established by the 91st General Assembly in 2001 by Senate Bill 470.

The purpose of the MSCC is to assure the future preservation and integrity of the capitol and to preserve its historical significance. The commission evaluates and recommends courses of action on the restoration and preservation of the capitol and the history of the Capitol, as well as evaluates and recommends courses of action to ensure accessibility to the Capitol.

The commission works with the Office of Administration, the Archives Division of the Office of the Secretary of State, the historic program within the Department of Natural Resources, the Division of Tourism within the Department of Economic Development, and the Historical Society of Missouri.



KENNETH McCLURE  
 Chair  
 Personnel Advisory Board

### Commission Member List

**Goode, Wayne**, chair, gubernatorial appointment, April 18, 2012;  
**Kehoe, Sen. Mike**, Senate member, majority;  
**Flannigan, Rep. Tom**, House member, majority;  
**Davis, Steve**, gubernatorial appointment, April 18, 2010;  
**Hearnes, Betty Cooper**, gubernatorial appointment, April 18, 2008;  
**Howerton, Jim**, Senate staff, appointed by the president pro tempore;  
**McClure, Kenneth**, gubernatorial appointment, April 18, 2012;  
**Conway, Rep. Pat**, House member, minority;  
**Simmons, Kelvin**, Commissioner of Administration;  
**Curls, Sen. Shalonn (Kiki)**, Senate member, minority;  
**Sappington, Keith**, House staff, appointed by the speaker of the house.