

invoice

Invoice Date: Feb 11, 2022
Invoice Number: 20220211-00003

Invoice For:

Mississippi Public Broadcasting
Beth Ann Wann
3825 Ridgewood Road Jackson, Mississippi 39211 United States
PH: 6014326565
beth-ann.wann@mpbonline.org

Send Payment To:

MC Box 4010
Clinton, MS 39058

Details:

Charges

Career Day 2022 Registration (Standard) | March 08, 2022 (1.00 @ 150.00)
Subtotal:

Cost

\$150.00
\$150.00

Balance Due:
Payment Due On:

\$150.00
Mar 01, 2022

Only Visa or Master Card accepted.
Follow the link below for online payment.
https://secure.touchnet.net/C21055_ustores/web/classic/store_cat.jsp?STOREID=10&CATID=48

Current

4400 Massachusetts Ave. NW
Washington, DC 20016-8122
+1 2028856412
rogers@current.org
www.current.org



INVOICE

INVOICE # 22-1078
DATE 03/02/2022
DUE DATE 03/04/2022
TERMS Net 30

BILL TO

Beth Ann Wann
Mississippi Public Broadcasting
3825 Ridgewood Rd.
Jackson, MS 39211

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/29/2022	Career Fair Enhanced Visibility Booth, earlybird Local Station Enhanced Visibility, until March 11	1	600.00	600.00

Thank you for "keeping Current".

BALANCE DUE

\$600.00

Current is a service of the American University School of Communication.
Make checks payable to Current.
To pay online look for "Pay an Invoice" link at Current.org (top of the web page).

You are invited to participate in the Public Media Virtual Career Fair

Dear Teresa,

On March 29, hundreds of jobseekers will come to Current's online career fair, hoping to meet with recruiters from your station. This event is an ideal opportunity for your company to connect with **diverse** jobseekers from around the U.S. who are eager to start or advance their careers in public media. Last year, over 700 ambitious early and mid-career professionals attended the fair and we expect even more this year.

Now more than ever, public media needs to attract and retain talented people who embrace our public service mission. The Public Media Virtual Career Fair is here to support your recruitment efforts. Let your hiring managers know you want to do this!

Reserve your booth **today, before the early bird rate expires!**

Have questions? Get in touch!

Julie

Julie Drizin
Executive Director
julie@current.org
240.432.1726

RESERVE MY BOOTH

Bobby Wicker

From: Beth Ann Wann
Sent: Wednesday, March 2, 2022 10:55 AM
To: publicmediajobs@current.org
Subject: RE: Exhibitor registration

Thank you. I was able to get registered. Do you know when a link will be sent for the event?



Beth Ann Wann | Human Resources Director
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
beth-ann.wann@mpbonline.org | 601-432-6273 www.mpbonline.org

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From: PublicMediaJobs.org <publicmediajobs@gmail.com>
Sent: Wednesday, March 2, 2022 8:26 AM
To: Beth Ann Wann <beth-ann.wann@mpbonline.org>
Subject: Exhibitor registration

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Beth-Ann,

Thanks for your message. The link below should take you to the right place to register. If you are still having trouble, let me know and I'll call you this afternoon.

Thanks,
Amanda

https://docs.google.com/forms/d/e/1FAIpQLSffd_LPGi7IMilXn1qivm6bJ2K5ZpPKtdRcK0HgzhdobgoxXA/viewform

Amanda Iannuzzi
Account Manager, Classified Ads, Publicmediajobs.org 412-780-9014

Invoice: #489



Hello,

Your invoice has arrived! Jackson State University has invoiced you for your Fall 2022 Career Expo career fair registration. Your total comes to \$500.00.

[View Registration](#)

Registration Date: August 4th 2022
Employer: Mississippi Public Broadcasting
Registrant: Beth Ann Wann

Please contact the career fair host for any questions:

Name: Nicole Jointer
Email: nicole.jointer@jsums.edu

Itemized List

Item	Date/Time	Cost
Fall 2022 Career Expo	Thursday, Sep 29, 9:00 am - 12:30 pm CDT	\$450.00
Additional Representatives	Thursday, Sep 29, 9:00 am - 12:30 pm CDT	\$50.00

Total Cost: \$500.00

Less Amount Paid: \$0.00

Amount Due: \$500.00

Jackson State University has indicated that they'll be able to manually accept payments for this career fair.

If paying with Check, Send payment to: JSU Career Services Center P.O. Box 17280 Jackson, MS 39217 If paying by Credit Card, Click on:
https://epay.jsums.edu/C20107_ustores/web/product_detail.jsp?PRODUCTID=734

Best,
The Handshake Team

Handshake

The University of Southern Mississippi

Career Services

RECEIPT

Date 3/24/2022

Employer: Mississippi Public Broadcasting

Invoice #: 1529

Registrant: Beth Ann Wann

Registration Date: 3/14/2022

Item	Cost
2022 Spring Career & Internship Expo - Late Registration	\$475.00

CC 0246719072

Total	\$475.00
Less Amount Paid	\$475.00
Remaining Balance	\$0.00

Lewayna Nichols

From: Cindy Walker <Cynthia.Walker@usm.edu>
Sent: Thursday, March 24, 2022 12:52 PM
To: Beth Ann Wann; Lewayna Nichols
Cc: Kathy Killam
Subject: REC #1529 MS Public Broadcasting 22S Expo
Attachments: MS Public Broadcasting 22SCIE.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I've processed your payment for our 2022 Spring Career & Internship Expo and attached a payment receipt for your records.

We hope to work with you again in the future!

Best,

Cindy

Cindy Walker

Office Manager, Career Services
The University of Southern Mississippi
118 College Drive #5014
Hattiesburg, MS 39406
Tel: 601.266.4153
Fax: 601.266.4160



 Handshake

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Mississippi Public Broadcasting

Mississippi is Our Mission



wants you

MPB is currently seeking qualified candidates for internship positions in these majors, or related field:

- Public Relations
- Mass Communications
- Film Theatre
- Marketing
- Education
- Graphic Arts
- Technical Services
- Digital Media

Submit your application by visiting MPBonline.org/more/careers/internships and downloading the application. Applications can be mailed, emailed, or hand delivered to the address below. Internships may be used for academic credit and may require approval by your school or university. Mississippi is an Equal Opportunity Employer.

Attn: MPB Student Internship Program
3825 Ridgewood Road, Jackson, MS 39211
or email it to
careers@mpbonline.org

For more details, or questions about our internship openings call 601.432.6565

Application Procedures Check List

- ↓ Complete and forward the application
- ↓ Obtain the signature of the Department Chair person prior to each semester, if necessary
- ↓ Academic faculty recommendation

STUDENT
Internships
PROGRAM





internships

The highly competitive Mississippi Public Broadcasting internship program for students enrolled in high schools, institutions of higher learning or vocational/trade school has been in existence since 1990. There are seven departments available for internship opportunities. Interns are expected to be available for up to 10 to 20 hours a week; start and end dates are negotiable and flexible. The program is specifically designed to provide training and experience for students interested in broadcasting. Most MPB internships are non-salaried, unless otherwise indicated.

Communications

The Communications Department oversees all public relations, marketing and promotion of MPB programs and initiatives. Interns can gain experience in public relations, social media, digital media, writing, marketing, graphic art design, event planning and public relations research. The department is looking for interns majoring in public relations, journalism, marketing, creative writing or other related fields.

Digital Media

The Digital Media Department of Mississippi Public Broadcasting provides support to all departments by creating and distributing content via digital platforms. Students will be introduced to, and assist with internal and external digital communications, including social media, web and digital signage.

Education Services

The Education Services internship is designed to acquaint students with Early Childhood, Educational Technology, Adult Education, and Community and Family Engagement. Students will assist with various educational and community outreach projects and programs.

News and Public Affairs

Students who intern in the MPB News department will gain exposure and experience in all phases of news gathering. This includes:

- Audio production and editorial skills
- Researching and reporting experience
- Multi-media, writing and production skills

Radio

Public Radio in Mississippi was established to provide radio programming for the purpose of educating, entertaining and expanding the culture and social awareness of listeners. The intern will be involved in radio productions, on-air work, copy writing, promotion, programming and operating broadcast audio equipment.

Technical Services

Interning with Technical Services is your chance to learn about the essential parts of broadcasting- signal delivery. You will experience monitoring and maintaining digital microwave links and high voltage power transmitters for Radio and Television broadcasting.

Television

The Television production internship introduces students to all phases of TV production, from pre-production concept development, scripting, and scheduling; to production videography, lighting, and sound recording; to post-production editing, color correction, and sound mixing. Students will have the options of focusing on one or more technical skills while working on multiple projects, or focusing on individual projects from concept through completion.

MPBonline.org/more/careers/internships



Application

Please print

Full Name -

Address -

Telephone Cell -

Home Address -

Work Address -

School Name (if attending) -

Area of Interest -

Most Recent Address -

Expected graduation -

Current television station -

Intern hours per week -

Student's grade -

Applications may be submitted through the online form at mpbonline.org/more/careers/internships contact our 1-822-6565 if you have any questions.





Key:

SOURCE	COLLEGE/PROGRAM	STATUS
--------	-----------------	--------

-  Administration/Business Services
-  Communication (Digital Media & PR)
-  Education (MIVN-E-Learning)
-  News/Public Affairs (Southern Remedy)
-  Production (Filming/Editing)
-  Radio
-  Support Services (Technology & Legal)

Jackson State University	Complete *
MDES	Complete *
Hinds Community College	Complete *
Delta State University	Complete *
Mississippi College	Complete *
Mississippi State University	Complete *
Mississippi State University	Complete *
Madison Central High School	Complete *
Brandon High School	Complete *
	Complete *
Belhaven University	Complete *
Hinds Community College	Complete *
Hinds Community College	Complete *
Jackson Prep- 6-3-2021	Complete *

PENDING *

Active

Pending

g intern.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 9
- 10
- 11
- 12

Southern Miss Career Services

Dear Employer:

I would like to take this opportunity to thank you for attending the **2022 Spring Career & Internship Expo at The University of Southern Mississippi**. Included in this packet is valuable information you will need for your visit to Southern Miss. Please print and retain for reference, or give to the person attending the event.

INCLUDED: Mailing address for your materials, driving directions, map, and a parking pass.

The Career Fair will be held on Wednesday, March 23rd, in the Thad Cochran Center, on the Hattiesburg campus of Southern Miss, from 12 noon to 4 pm. Below is a schedule of events:

Schedule

9:00 am to 11:00 am – Employer arrival, sign-in, set-up and light refreshments

11:00 am to 12:00 pm – Employer Lunch (please be sure to have your booth manned by 12 noon)

12:00 noon to 4:00 pm – Event open to students

4:00 pm – Event closes (please stay for entire event to allow all students access to your valuable information. Move out assistance is available after 5)

Reserved parking is on a first come first serve basis. Once the Thad Cochran parking lot is full, parking is available in the parking garage. Feel free to unload your materials at the curb and then park your vehicle. Move-in assistance is available from 9:00 to 12 noon. Be sure to print out and display your parking pass on your vehicle dash!

Have you thought about On-Campus-Interviews? This allows you to interview all possible candidates from Southern Miss in one day. Many recruiters conduct On-Campus Interviews on the day following the Career Fair, while they are in the area. If you are interested or would like more information, log into your Handshake account and build a schedule or me at kathleen.killam@usm.edu for assistance.

A map of the campus, with directions to campus, is included in this document. The event is being held in the Thad Cochran Center, the star on the map indicates the location of the building and parking. A campus map can be found **HERE!** When you receive your parking pass, please print this out and display on your dashboard upon arrival on March 23rd.

For lodging and area information click [Hattiesburg](#)

If you have any questions or concerns, please feel free to contact me. I look forward to seeing you March 23rd.

Kathy

Kathy Killam, M.S.
Assistant Director, Career Services
The University of Southern Mississippi
118 College Drive #5014
Hattiesburg, MS 39406-0001

Tel: 601.266.4153 Fax: 601.266.4160

Kathleen.Killam@usm.edu
<http://www.usm.edu/cs/>

The mailing address for your materials and/or display will be:

Career Services/Career Fair

The University of Southern Mississippi

2609 West 4th Street

Hattiesburg, MS 39401

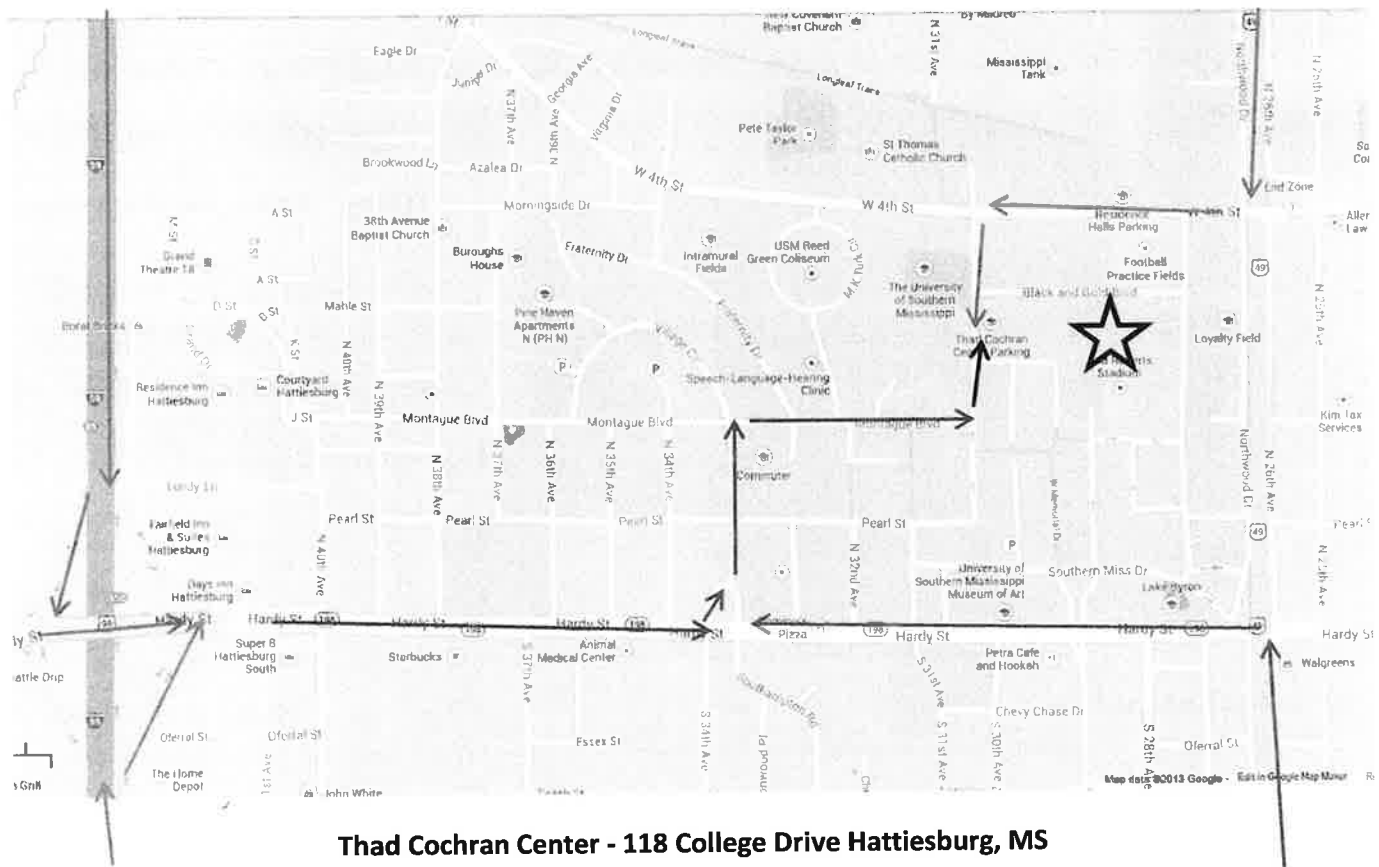
FedEx and UPS provide shipping service to the campus. Please be sure to include your return label or provide it at the Career Fair.

I look forward to seeing you March 23rd.

DRIVING DIRECTIONS

From the north on I59

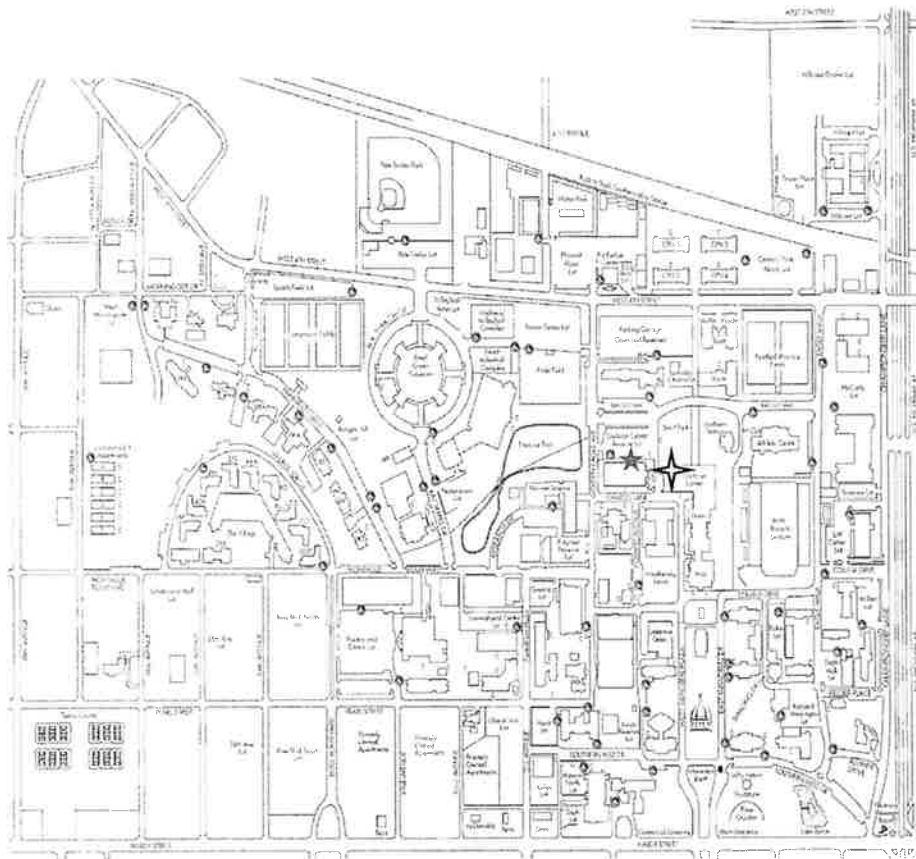
From the north on Hwy 49



Thad Cochran Center - 118 College Drive Hattiesburg, MS

From the south on I 59

From the south on Hwy 49



Parking and Transit Services

Special Event Parking Pass

**Cochran Center Reserved
Lot/Parking Garage
levels 2-5 only
121 West Memorial Drive
Hattiesburg, MS 39406**

MARCH 23, 2022 2022 SPRING CAREER AND INTERNSHIP EXPO CAREER SERVICES



DRIVING DIRECTIONS

Traveling from Jackson on Hwy 49 S

- Less than one mile after traveling under I59, look for a sign on the right showing exit to the Coliseum and W. Fourth Street.
- Take right onto W. Fourth Street
- On W. Fourth Street, take left at first traffic light onto Golden Eagle Ave.
- After passing parking garage, turn left into the visitor parking lot.

Traveling on Hwy 49 N

- At the Hwy. 49 / Hardy Street Intersection, turn left onto Hardy St.
- Take immediate right on to the service road follow to traffic light.
- Take left onto W. Fourth Street
- On W. Fourth Street, take left at first red light onto Golden Eagle Ave.
- After passing parking garage, turn left into the visitor parking lot.

****Please avoid the individual, marked with letters/numbers, spaces in this lot**
This Special Event Pass is not valid for Faculty, Staff or Students of The
University of Southern Mississippi.**

If reserved spaces are filled, additional parking is available in the parking garage. Please avoid the other **RESERVED AREAS**, service areas, no parking areas, fire lanes and handicap parking (unless properly displaying a federal or state-issued handicap placard or license plate) print and place face up on dashboard.

**Parking & Transit
118 College Drive #5149
Hattiesburg, MS 39406
Phone: 601.266.4948
Fax: 601.266.5331
usm.edu/parking-transit-services**



**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI.**

EOE/F/M/VETS/DISABILITY

The University of Southern Mississippi

Career Services

RECEIPT

Date 3/24/2022

Employer: Mississippi Public Broadcasting

Invoice #: 1529

Registrant: Beth Ann Wann

Registration Date: 3/14/2022

Item	Cost
2022 Spring Career & Internship Expo - Late Registration	\$475.00

Total \$475.00

CC 0246719072 **Less Amount Paid** \$475.00

Remaining Balance \$0.00

Bobby Wicker

From: Alicia Harris
Sent: Wednesday, September 8, 2021 3:52 PM
To: Beth Ann Wann; Blake Barnes; Joseph Hall; tamara@mpbfoundation.org
Subject: CPB EverFi Training

Within the next week, each of you should receive an email from the Corporation for Public Broadcasting (CPB) regarding our annual Harassment and Bias Prevention Program Training through EVERFI. This training is required for all MPB employees and must be completed before September 30, 2021. Once you receive your email, please create your EVERFI account and complete the training. It shouldn't take more than 30 minutes to complete.

Please let me know if you have any questions.

Thanks,
Alicia



Alicia Harris | Chief Financial Officer,
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
Alicia.Harris@mpbonline.org | 601-432-6770 www.mpbonline.org

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Bobby Wicker

From: Alicia Harris
Sent: Wednesday, September 8, 2021 4:06 PM
To: Ronnie Agnew; Beth Ann Wann
Subject: CPB Harassment Training

Ronnie,

I've been through the CPB training list and we are 93% complete. We've had four new hires (3 for MPB and 1 for the Foundation) since Scott's last review. I've requested access for each of them, but it could take up to a week for their access to be granted. There are three employees whose training is still in progress. I've emailed each of them to complete the training before September 30.

I just wanted to make sure each of you knew.

Thanks,
Alicia



Alicia Harris | Chief Financial Officer,
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
Alicia.Harris@mpbonline.org | 601-432-6770 www.mpbonline.org

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Prepare Data for Dow.. Course
Yes All

Training Period
Default Training Peri..

Assignment Name
All

Progress Status
All

Participation Status
All

2021

See All Filters

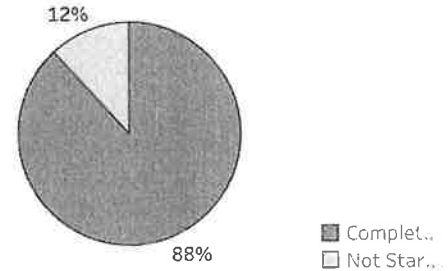
Completion Rate

Preventing Harassment and
Discrimination: Gateway

88%

101 Learners

Progress Status



Learner List

Show Top
100

Search by Name
All

Email	First Name	Last Name	Course
adam.chance@mpbonline.org	Adam	Chance	Preventing Harassment and Discrimination: Gateway
alan.burford@mpbonline.org	Alan	Buford	Preventing Harassment and Discrimination: Gateway
alicia.harris@mpbonline.org	Alicia	Harris	Preventing Harassment and Discrimination: Gateway
andy.caston@mpbonline.org	Andy	Caston	Preventing Harassment and Discrimination: Gateway
angela@mpbfoundation.org	Angela	Ferraez	Preventing Harassment and Discrimination: Gateway
anna.neel@mpbonline.org	Anna	Neel	Preventing Harassment and Discrimination: Gateway
antonio.mack@mpbonline.org	Antonio	Mack	Preventing Harassment and Discrimination: Gateway
art.mcalpin@mpbonline.org	Art	McAlpin	Preventing Harassment and Discrimination: Gateway
ashley.norwood@mpbonline.org	Ashley	Norwood	Preventing Harassment and Discrimination: Gateway
barin.vonforegger@mpbonline.org	Barin	VonForegger	Preventing Harassment and Discrimination: Gateway
beau.richards@mpbonline.org	Arthur	Richards	Preventing Harassment and Discrimination: Gateway

Bobby Wicker

From: Beth Ann Wann
Sent: Monday, May 2, 2022 9:23 AM
To: All_Group
Subject: CPB Harassment and Prevention Training
Attachments: EVERFI Instructions for Individual Users - FY 2022.pdf

Good morning. You should have received an email this morning from CPB regarding the Harassment and Prevention Training. If not, you should receive it at some point today. It is very likely this email either went to your junk folder or was caught by the spam filter (those emails that come from Kevin). If the latter is the case, you will need to release or permit the email to come through. This training is mandatory and must be completed by all employees in order for MPB to continue to receive funding from CPB. Instructions are attached.

CPB has provided an online harassment prevention training course through the EVERFI platform for all stations to access. **Mississippi Public Broadcasting** has set up this web-based training course for each of its employees, which is designed to increase your awareness and knowledge of applicable laws surrounding harassment and bias prevention and how they impact your current job responsibilities.

All learners that have been assigned to this training will receive an email from EVERFI with a tokenized link, inviting them to complete the course. Later, the following link can also be copied and pasted into your web browser to log in: https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in. **If you have forgotten your password to this platform, please click the "Forgot Password" link to receive a temporary link to access your account. Please check your junk mail if you do not see this email in your main inbox.**

The training is approximately 30 minutes and includes various scenarios and exercises to help develop each person's knowledge of acceptable and unacceptable conduct. At the end of the training, employees will be able to download a certificate showcasing an individual's completion of the training module.

Attached are step-by-step instructions on how to access the course. We suggest that you save the attachment to reference later if needed. The course automatically saves as you progress which allows you the flexibility to complete the training in more than one session.

If you have any questions, then please contact **Beth Ann Wann**. Thank you in advance for your cooperation and participation in this important training program.

Thank you,
Beth Ann



Beth Ann Wann | Human Resources Director
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
beth-ann.wann@mpbonline.org | 601-432-6273 www.mpbonline.org

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Prepare Data for Dow.. Course
Yes All

Training Period
CPB FY 2022 Training..

Assignment Name
All

Progress Status
All

Participation Status
All

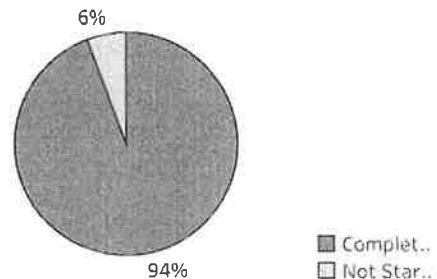
See All Filters

Completion Rate

Preventing Harassment and
Discrimination: Gateway

94% 88 Learners

Progress Status



Learner List

Show Top
100

Search by Name
All

Email	First Name	Last Name	Course
alicia.harris@mpbonline.org	Alicia	Harris	Preventing Harassment and Discrimination: Gateway
andy.caston@mpbonline.org	Andy	Caston	Preventing Harassment and Discrimination: Gateway
angela@mpbfoundation.org	Angela	Ferraez	Preventing Harassment and Discrimination: Gateway
anna.neel@mpbonline.org	Anna	Neel	Preventing Harassment and Discrimination: Gateway
antonio.mack@mpbonline.org	Antonio	Mack	Preventing Harassment and Discrimination: Gateway
art.mcalpin@mpbonline.org	Art	McAlpin	Preventing Harassment and Discrimination: Gateway
beth-ann.wann@mpbonline.org	Elizabeth Ann	Wann	Preventing Harassment and Discrimination: Gateway
bill.ellison@mpbonline.org	Bill	Ellison	Preventing Harassment and Discrimination: Gateway
blake.barnes@mpbonline.org	Blake	Barnes	Preventing Harassment and Discrimination: Gateway
bobby.carruthers@mpbonline.org	Bobby	Carruthers	Preventing Harassment and Discrimination: Gateway
brittanv.brown@mpbonline.org	Brittany	Brown	Preventing Harassment and Discrimination: Gateway

Bobby Wicker

From: Downs, Sarah <sdowns@cpb.org>
Sent: Monday, December 4, 2023 4:20 PM
To: Bobby Wicker
Subject: FW: Harassment Training
Attachments: FY 2023 Pulling a Training Progress Report on EVERFI.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Bobby,

I recall sending you this email on how to pull training reports for this past year. I am looking into how you can pull the reports for 2022, and 2021, and will let you know how to pull those as soon as my IT team gets back to me.

As far as CSG Training Compliance goes, here is the list of who attended sessions from FY 2021, FY 2022, and FY 2023. Please reach out to me if you have any further questions.

FY 2021:

Intro to Financial Reporting: Alicia Harris: October 9, 2019

Intro to Financial Reporting: Fred Wicke: October 9, 2019

SABS Reporting: Alicia Harris: January 22, 2020

SABS Reporting: Fred Wicke: January 22, 2020

SAS Reporting: Alicia Harris: January 23, 2020

SAS Reporting: Fred Wicker: January 23, 2020

CPB ISIS 101: Alicia Harris: 2020

CSG Requirements and Resources: Alicia Harris: 2020

FY 2022:

SABS All Sections: Alicia Harris: December 2020

SABS All Sections: Scott Stinson: December 2020

CSG Requirements and Resources: Alicia Harris: September 2021

How to Certify your Grant Offer: Alicia Harris: September 2021

Intro to Financial Reporting: Alicia Harris: September 2021

FY 2023:

Intro to Financial Reporting: Alicia Harris: October 2021

SAS Reporting: Beth Ann Wann: January 2022

PMBA Attendance June 2022: Fred Wicke and Alicia Harris

CSG Requirements and Resources: Alicia Harris: September 2022

Please reach out to me if you have any further questions regarding the training information above. And I will follow up with you on prior years access in EVERFI.

Sarah Downs
CSG Project Coordinator
Office of Grant Administration
sdowns@cpb.org
(202) 879-9607

Gearlletha Stevens

From: Henry Williams
Sent: Thursday, August 09, 2018 3:19 PM
To: All
Subject: Harassment Prevention Training - REQUIRED

All,

In January 2017, Governor Bryant issued **Executive Order 1392** requiring all state employees to complete the "*Sexual Harassment Awareness and Prevention*" training course.

The Corporation of Public Broadcasting (CPB) has taken further steps by requiring all recipients (MPB) of the Community Service Grant (CSG) to comply with Federal laws and regulations that prohibit employment discrimination, and harassment of any kind in the workplace.

Workplace harassment is often unnoticed and/or not reported. All organizations, large or small, must systematically reinforce their employees' understanding and intolerance of workplace harassment.

CPB now requires annual harassment prevention training as a condition of CSG eligibility. CPB will provide the training online through the learning management system (LMS) with **NAVEX Global**.

The online training course is called "**Workplace Harassment 7 General Edition**", and includes the following:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment when it occurs; and
- How to report and respond to violations.

All MPB employees will receive (via email) individualized training licenses...assigned under MPB station call letters **WMPN-FM**.

SAMPLE email will include;

NAVEX Global Training Link: <https://cpb.lms.navexglobal.com>

Username – john.doe@mpbonline

Password – WMAH

-Username and Password can be changed after initial login

Also, each training license can only be used once/one license per employee.

Your email should arrive soon. Please have the online training complete by **September 7, 2018**.

Let me know if you have questions.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens

From: Gearlletha Stevens
Sent: Monday, November 25, 2019 1:06 PM
To: All; 'Angela Ferraez'; 'Bill@mpbfoundation.org'; Debra Kassoff; Mark Young
Subject: Enterprise Security Awareness Training- Action Required

Greetings All,

The State of Mississippi Enterprise Security Policy (ESP) requires each state agency to implement a security awareness program for all agency employees; trusted partners; and individuals authorized to operate, manage, or use the state's assets. User behavior is a critical factor in an organization's security posture, and users are often the first line of defense when it comes to protecting data and IT resources. ITS developed a computer-based training called *Enterprise Security Awareness Training* as a part of this program. This interactive security training consists of a series of short tutorials designed to educate users on how to improve their cybersecurity posture, and help minimize security risks to the organization. This training is required annually.

You will receive an email from Infosec IQ Notifications to start your security awareness training course.

The email will read:

You've been enrolled in the Annual Security and Privacy Awareness Training course, courtesy of MS Public Broadcasting. Please complete the training within the next 14 days.

Start your training here: link will be attached

Please be sure that this course has been completed by December 7, 2019.

NOTE: You will receive an email from Infosec IQ Notifications once you have completed the training, and you do not have to provide us with "proof of completion" information. HR has system access to verify this information.

If you have any questions, please let us know.

Regards,

Gearlletha Stevens

Human Resources Specialist



Gearlletha Stevens

From: Gearlletha Stevens
Sent: Friday, January 05, 2018 11:13 AM
To: All; 'Angela Ferraez'; Bill Ellison; Debra Kassoff; Mark Young
Subject: Active Shooter Situation Training - Mandatory for All Employees

Active Shooter Preparedness: What's Your Plan

Almost never is there an Emergency Action Plan (EAP) in place for such emergencies. As a result, all state employees are now required to complete a *Active Shooter Situation Webcast* training. In this 20-minute training, you will learn steps you can take to prepare for and respond to such an emergency that will protect yourself and your workplace in the instance of an armed attack.

All state employees are **required** to take the online training by accessing it on the MSPB website at the following link:

[Active Shooter Situations Webcast](#)

Note: Once the course is completed and successfully passed— **print, sign, and date** a copy of the final quiz results slide— send copy to me to be filed in your personnel file.

If you have questions about the webcast, please let me know.

Sincerely,

Gearlletha Stevens

Personnel Officer

Mississippi Public Broadcasting
Human Resources
3825 Ridgewood Rd.
Jackson, MS 39211
☎(601) 432-6202 📠(601) 432-6311
gearlletha.stevens@mpbonline.org
www.mpbonline.org



Mississippi Public Broadcasting



Home » [eLearning](#)

eLearning

****For best results, view presentations in Internet Explorer.****

If you have questions about any of these webcasts, please contact MSPB Communications at 601-359-2701 or via email at MSPB.Communications@mspb.ms.gov.

[Workplace Discriminatory Harassment Awareness and Prevention](#)

Duration: 16 minutes

This course is an overview of workplace harassment. This updated course provides an overview of law and policy regarding harassment (including sexual harassment), examines procedures for responding to alleged harassment, reviews action steps for supervisors, and offers examples to illustrate concepts.

[Active Shooter Situations: What Should You Do?](#)

Duration: 20 minutes

This webcast is intended to assist state agencies and employees in recognizing and appropriately responding to instances of workplace violence in the event of an active shooter.

[Ethics in State Government](#)

Duration: 17 minutes

The purpose of this course is to familiarize you with certain prohibitions and mandates within the ethics law and to educate you about your obligations as a State employee. Examples presented within this course are derived from previous Advisory Opinions issued by the Mississippi Ethics Commission.



Administrative Services Certificate Program



What is ASCP?

The Administrative Services Certification Program (ASCP) is a comprehensive training and certification program for support staff of governmental entities. The program combines classroom training and hands-on learning to develop teamwork, leadership, and customer service skills. Many agencies choose ASCP as their primary method for training support staff due to the results achieved by graduates. ASCP graduates are highly regarded team members in their agencies and the State of Mississippi.

Who Should Attend?

ASCP is designed for those who provide administrative support within government agencies. The training benefits administrators, clerks, receptionists, and those who support agency managers. All support staff of state agencies are eligible for ASCP.

Topics Covered

ASCP uses practical job-related learning activities to join theory and real-world experience. Some of the topics covered in ASCP are:

Level I

- Day 1 - Working Together / MBTI
- Day 2 - Generations in the Workplace
- Day 3 - Difficult Conversations

Level II

- Day 1 - Growth Mindset
- Day 2 - Working in Teams
- Day 3 - Conflict Resolution

Level III

- Day 1 - Daily Interpersonal Communications
- Day 2 - Climate and Culture
- Day 3 - A Look at Change

To become certified, participants must successfully complete:

- Two (2) job-related projects
- One (1) reading assignment
- Three (3) written exams
- Requires ten (10) electives

Course Information

- Length

- Each level consists of three (3) days.
- There are 3-4 weeks between each level

- Frequency

- Each level is offered twice per semester / four times per year.

- Requirements

- All support staff of state agencies are eligible for ASCP.

Registration/Contact Information

For information about the Administrative Services Certification Program, contact Dionne Young at 601-359-2768 or via email at dionne.young@mspb.ms.gov.

To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog" option. Then click on the "Administrative Services Certification Program" link. Scroll down to find the class you are looking for. Click on it. Please change the course dates box from 90 days to 365 days to show all the upcoming available dates. Click on the scheduled date and then click "Request Participation."

Please note that MAGIC registration is first come, first served basis. Just requesting registration in MAGIC does not hold you a seat in the class. You must be approved by your agency, and there has to be an available seat at the time of this approval in MAGIC. We cannot hold a seat for a participant. Please do not pre-book a class. MSPB does not process pre-bookings. You must request registration in MAGIC

[Administrative Services Certification Program Participant Information Sheet](#)

[Administrative Services Certification Program Computer Competency Certification Form](#)

[Administrative Services Certification Program Individual Development Plan Form](#)

[Administrative Services Certification Follow Up Form \(Level I\)](#)

[Administrative Services Certification Program Report - Post Session Summary \(Level II\)](#)

[Administrative Services Certification Program Required Reading Form \(Level III\)](#)

[Executive Services Certification Program Required Reading Book Form \(Level V\)](#)

[Executive Services Certification Program Impact Essay \(Level VI\)](#)

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[Registration And Class Schedule](#)

Basic Supervisory Course



Course Description

The Basic Supervisory Course (BSC) is designed to develop leadership and supervisory skills for frontline supervisors of governmental entities. The program includes discussion of a wide range of topics with an emphasis on practical application in state government. The program combines classroom training and hands-on learning to reinforce the fundamentals of supervising people and managing programs. Many government employees have chosen BSC to gain the skills required to become a more effective supervisors and to develop the tools needed to advance within their organization. This one-week intensive training session also encourages networking opportunities for participants through interactive, team-based learning activities.

Who Should Attend?

BSC is ideal training for all supervisors in state government regardless of the number of individuals supervised. BSC is specifically designed for:

- Newly promoted supervisors;
- Supervisors new to state government; and
- Experienced supervisors who need to expand their skills.

Topics Covered:

Day 1

- **Traits of an Ideal Supervisor/Leader**
- **Leadership Roles**
- **Emotional Maturity**
- **DiSC – A Tool for Understanding**

Day 2

- **Interpersonal Communication**
- **Organizational Communication**
- **Teams in Conflict**

Day 3

- **Guide to State Government**
- **Legal Rights and Responsibilities**
- **Performance Management**

Day 4

- **Hidden Bias**

Day 5

- **Coaching**
- **Delegation**

Length

- **The BSC course is five(5) days in length**

Frequency

- **The BSC course is offered once per month**

Requirements

- **None**

Registration/Contact Information

- For more information on Basic Supervisory Courses, contact Jennifer Jasper at 601-359-2761 or via email at jennifer.jasper@mspb.ms.gov.
- To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog". Then click on the "Basic Supervisory Course" link. Click on the scheduled date and then click "Request Participation."
- To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog". Then click on the "Basic Supervisory Course" link. Click on the scheduled date and then click "Request Participation."
- Please note that MAGIC registration is first come, first served basis. Just requesting registration in MAGIC does not hold you a seat in the class. You must be approved by your agency, and there has to be an available seat at the time of this approval in MAGIC. We cannot hold a seat for a participant. Please do not pre-book a class. MSPB does not process pre-bookings. You must request registration in MAGIC.

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Executive Services Certification Program



What is the ESCP?

MSPB developed the Executive Services Certification Program (ESCP) for administrative professionals to continue their professional development. Participants earning the ESCP designation have completed the three levels of the ASCP curriculum and three additional levels of coursework. ESCP encourages administrative professionals to cultivate existing skills, contribute to their organization's vision within their individual roles, and enhance leadership skills.

Course Topics:

Level IV

- Day 1 - Emotional Intelligence
- Day 2 - Leadership Development Plan
- Day 3 - Coaching Session (30-min coaching session with a MSPB coach)

Note: Leadership Development Plan due one week after class session ends.

Level V

- Day 1 - The Impact of Perception
- Day 2 - The Changing Role of Support Staff
- Day 3 - Finding Your Strengths
- Day 4 - +30 min Coaching Session

Note: Required reading report and personal mission statement are due one week after class session ends.

Level VI

- Day 1 - Leadership Skills
- Day 2 - How Body Language Shapes Your Life
- Day 3 - Team Presentation – each group presents a problem with a solution to a MSPB panel

Note: ESCP 5-page essay due two weeks after class session ends.
Nine (9) electives for ESCP

Length

- Each level is three (3) days in length. There is approximately six (6) weeks between each level.

Frequency

- ESCP is offered once per semester / twice per year.

Requirements

- Participants must have completed ASCP.

Registration / Contact Information

- For information about the Administrative Services Certification Program, contact Dionne Young at 601-359-2768 or via email at dionne.young@mspb.ms.gov.
- To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog." Then click on the "Executive Services Certification Course" link. Scroll down to find the class you are looking for. Click on it. Please change the course dates box from 90 days to 365 days to show all the upcoming available dates. Click on the scheduled date and then click "Request Participation."

- Please note that MAGIC registration is first come, first served basis. Just requesting registration in MAGIC does not hold you a seat in the class. You must be approved by your agency, and there has to be an available seat at the time of this approval in MAGIC. We cannot hold a seat for a participant. Please do not pre-book a class. MSPB does not process pre-bookings. You must request registration in MAGIC

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Certified Public Manager® Program



What is MCPM?

Note: to view CPM with Excellence, click [here](#)

The Mississippi Certified Public Manager® (MCPM) Program is a nationally recognized leadership development program for public managers and supervisors. The federal government and 42 states participate in the National CPM Consortium, which accredits and establishes the Certified Public Manager® designation requirements.

Many governmental entities have chosen MCPM as their primary method for training current leaders and developing future leaders.

Who Should Attend?

MCPM is designed for managers, experienced supervisors, and project team leaders who work in a state agency and have direct or functional supervision of people, projects, or programs.

What Will Participants Learn from MCPM?

MCPM curriculum covers the full spectrum of management and leadership skill building, beginning with individual performance and expanding to broader organizational and public policy issues. The training style uses practical, hands-on learning activities to successfully join theory with practical application, including six one-week levels of classroom instruction, three job-related projects, elective courses based on developing key management and leadership skills, two readings, and an Executive Seminar. Participants will receive individual coaching to create a leadership development plan that documents competency skill development. In addition to earning credits toward a CPM designation, several colleges and universities accept the MCPM Program as credit for the upper division baccalaureate degree (15 semester hours) or the graduate degree (9 semester hours) in Public Administration, Management, or HR.

Course Agenda

Level I(5-day) (30 hours)

- Day 1: Personal Styles/MBTI
- Day 2: Interpersonal Communications
- Day 3(AM): Ethics in the Workplace
- Day 3(PM): Manager or Leader: Changing Behavior or Changing Minds
- Day 4: Leadership in a Changing World
- Day 5: Leadership Development Planning

Level II(5-day) (30 hours)

- Day 1: Employee Engagement
- Day 2: Coaching for Excellence
- Day 3: Creating Effective Teams
- Day 4: Conflict Management
- Day 5: Leadership Development Planning

Level III(5-day) (30 hours)

- Day 1: Understanding and Managing Organizational Climate: Part 1
- Day 2: Understanding and Managing Organizational Climate: Part 2
- Day 3: Legal Liabilities of the Public Manager
- Day 4: Managing Organizational Change
- Day 5: Project Management and Your Organizational Change Management

Level III Related Assignments:

- Level III Project – Individual or Joint – Must submit topic – Requires Positive Action with ROI in the workplace
- Reading – Required management-related book
- 30 Hours of electives

- Leadership Development Plan – Completed in Level 1 – Updated in Level II
- Advanced Writing – MCPM Advanced Writing – 6 hours
- Certificate in Supervisory Management

Level IV(5-day) (33 hours)

- Day 1: Organizational Culture
- Day 2: Power and Influence
 - On the afternoon of Day 2, participants receive their team assignments which include current topics affecting state government (Well-being, Stress Management, Workforce Retention, Workforce Recruitment, Workforce Violence, Suspected Abuse of Prescription Medicine. These topics periodically change.)
- Day 3: The CPM Level 4 teams work on their team assignment.
- Day 4 AM: The CPM Level 4 teams work on their team assignment.
- Day 4 PM: The CPM Level 4 teams present their recommendations to the MCPM Level 4 Instructors, HR panelists, and SMEs.
- Day 5: Individual Evaluation sessions with instructors (During this time, each participant has a designated time to meet with the Level 4 instructors to discuss how the week went and what improvements we can make in CPM Levels 1-4.)

Level IV Project:

Implementation of Level IV project with ROI

Level V(5-Day) (33 hours)

- Day 1: Strategic Planning
- Day 2: Government Resources: Human Capital
- Day 3: Government Resources: Financial Resources
- Day 4 AM: Government Resources: Tax Revenues
- Day 4 PM: Measuring Government Performance
- Day 5: Measuring Government Performance (cont)

Level VI(5-day) (36 hours)

- Day 1: History of State Government, Government Consulting, Public Policy Process, and Management, Executive Seminar Planning
- Day 2: The 5 Generations of the Workplace, the Role of Mississippi Public Employee's Retirement System, Employee Law Update, The Professional Supervisor
- Day 3: The Role of the Judicial Branch in Public Policy, Discussion with MSPB Executive Director, An Overview of the State Workforce under MSPB Purview, The Role of the MS Ethics Commission
- Day 4: Crisis Communication for Public Sector Managers, Media Panel: The Relationship between the Local Media and State Government, the Role of Public Relations in State Government, Case Studies in Handling Crises: Public Relations in State Government
- Day 5 AM: Recap of CPM Levels 1-6 and Comprehensive Essay Information by MCPM Program Director

Level VI Related Assignments

- Submit a comprehensive essay
- Executive Seminar – 14 hours – (not included in the 58 elective hour requirement)
- 58 hours of electives
- Required management-related book
- Projects – Two job-related projects

Length

There are six (6) levels in CPM. Each level is one week in length and there are approximately 3-4 weeks between each level.

Frequency

CPM is offered twice per semester, four times per year.

Requirements

Levels 1-3 require 30 hours of electives (i.e BSC)

Levels 4-6 require 58 hours of electives (i.e. Professional Development Courses)

CPM Documents

[Certified Public Manager® Participant Handbook](#)

[Certified Public Manager® Project Handbook](#)

[Certified Public Manager® Program Level III Project Proposal Form \(PDF\)](#)

[Certified Public Manager® Program Level III Project Proposal Form \(Word\)](#)

[Certified Public Manager® Program Required Reading Form](#)

[Required Reading List](#)

Registration / Contact Information

- For more information about the CPM Program, contact Shondra Houseworth at 601-359-2715 or via email at shondra.houseworth@mspb.ms.gov.
- To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog." Then click on the "Certified Public Manager Program" link. Scroll down to find the class you are looking for. Click on it. Please change the course dates box from 90 days to 365 days to show all the upcoming available dates. Click on the scheduled date and then click "Request Participation."
- Please note that MAGIC registration is first come, first served basis. Just requesting registration in MAGIC does not hold you a seat in the class. You must be approved by your agency, and there has to be an available seat at the time of this approval in MAGIC. We cannot hold a seat for a participant. Please do not pre-book a class. MSPB does not process pre-bookings. You must request registration in MAGIC.

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Human Resources Certification Program



What is HRCP?

The Human Resources Certification Program (HRCP) is designed to develop well-trained human resources practitioners in the Mississippi state government by providing a comprehensive training program specifically tailored to human resource professionals at both the technical and managerial levels.

Who should attend?

Participants must either work in the field of human resources in state government or be selected by their agency to participate as part of the agency's succession, retention, and talent management efforts.

Course Topics

HRCP focuses on the application of key human resources rules, regulations, policies, procedures, and practices.

Level I - Human Resources Overview(4 days)

- Overview of the state workforce
- History of state government employment
- History of human resources
- Top trends in HR
- Overview of MSPB, PERS
- HR Competencies
- Records Management
- Crucial Conversations®

Level II - The Employee Life Cycle (3 days)

- Recruitment/interviewing/selection/orientation/employee separation/onboarding
- Effective interviewing skills
- Federal regulations
- Injury/illness leave administration
- Workplace investigations
- Myers-Briggs in Organizations

Level III - The MSPB Processes (3 days)

- MSPB Classification
- Defining the individual job
- Determining job classification
- Position Management
- Understanding appropriations bills
- RIFs/Furloughs
- NEOGOV

Level IV - Budgets and Law Updates (3 days)

- Acquiring and Managing Government Resources
- Human Resources and Agency Budget Process
- MAGIC
- Personal Services Contract Review Board (PSCRB)
- Joint Legislative Budget Office (JLBO)
- Joint Committee on Performance Evaluation and Expenditure Review (PEER)
- Department of Finance and Administration (DFA)
- Employment Law updates
- Title 7

Level V - Essential Tools for Human Resources Successes

- Ethics for Human Resources Professionals
 - PRS
 - Legislative Updates
 - Identifying Fraud and Deception
 - Succession Planning
 - Panel Discussion on Career Success in HR
-

Length

HRCP consists of five (5) levels – each level is 3-4 days in length – approximately one month in between levels

Frequency

Offered one (1) x per year (Oct-Apr)

Requirements

- Attend the five levels of classroom instruction, each lasting three days.
 - Receive a passing score on the written test at the completion of Levels 2 and 3.
 - Submit two sections of the Application Report after Level 3.
 - Complete an HR-related project from one section of the Competency Report and present it to agency management between levels 4 and 5.
-

Registration / Contact

- For more information on the Human Resources Certification Program, contact Jennifer Jasper at 601-359-2761 or via email at jennifer.jasper@mspb.ms.gov.
- To register in MAGIC: Select the "Employee Self-Service" tab at the top of the page. Then on the lower left side of the screen, select the "State Personnel Board Catalog." Then click on the "Human Resources Certification Program" link. Scroll down to find the class you are looking for. Click on it. Please change the course dates box from 90 days to 365 days to show all the upcoming available dates. Click on the scheduled date and then click "Request Participation."
- Please note that MAGIC registration is first come, first served basis. Just requesting registration in MAGIC does not hold you a seat in the class. You must be approved by your agency, and there has to be an available seat at the time of this approval in MAGIC. We cannot hold a seat for a participant. Please do not pre-book a class. MSPB does not process pre-bookings. You must request registration in MAGIC



Mississippi LEAD: Leadership Excellence and Development

*****Applications are available at this link. APPLY HERE.*****

Who is eligible for this course?

While we know there are leaders in all levels of state government, Mississippi LEAD participants must:

- Be an employee of a Mississippi state government agency
- Be in one of our Top 3 pay grades of each pay plan (Mississippi General Pay Plan – Grades 18, 19, 20; IT Pay Plan – Grades 10, 11, 12; Medical Pay Plan – Grades 9, 10, 11)
- Be willing to commit to the two-year commitment to finish the course
- Agree to complete all course requirements entirely and on time
- Be nominated by his or her agency head
- Complete the application stating why he or she should be considered for this program



Are there any prerequisites to apply for this course?

No. While the participant should have some prior management or leadership training, it is not required.

What platform does the course use?

For this purpose, the Mississippi LEAD course will be offered on a new Learning Management System (LMS) acquired by MSPB. This online platform will house all course materials and allow each participant to see their progress and tasks in the course. Participants can log in to the LMS anytime to review their progress and complete coursework. Because the system is online, participants will need access to an internet connection to utilize the platform.

How much time is required to complete the coursework?

Each month, there will be a new leadership topic, such as accountability, change management, problem-solving, etc. Each month's topic will have an eLearning course, videos, and articles on the subject. To complete all coursework should take no more than 90 minutes per month.

If the participant is interrupted during their progress, they can save their progress and return and finish at any time.

Each quarter, there will be a live, online event on a topic specific to Mississippi state government. These topics include the legislative process, legal updates, and understanding appropriations bills. During these events, participants will be able to ask questions of the presenter. The length of these presentations will last approximately one hour.

If a participant cannot attend the live virtual event, the event will also be recorded, and the participant can view it later.

What if something comes up, and I can't complete that month's coursework?

If the participant cannot complete the month's coursework, they will not be able to advance to the following month's topic until completion of the previous month's coursework. Months behind, they will be removed from the program.

What happens if I am in the program and switch agencies?

If a participant is enrolled in the program and their role or agency changes, they can continue.

If the participant leaves state government, they will be removed from the program.

When does the program start?

The first cadre of Mississippi LEAD starts the first week of January 2024. The class will end in December 2025.

What kind of certificate will I receive if I complete the course?

Participants who complete the course will receive a certificate from the Mississippi State Personnel Board as a "Mississippi Leadership Excellence and Development (LEAD) Strategic Leader."

How do I apply?

On November 15, on our website at mspb.ms.gov, you will find an application form. You and your agency head must complete this form. Your agency head must recommend you, and you need to explain why you should be considered for this course.

Only 30 nominees will be selected for the first class.

Completed applications should be sent to:

Michael Finley
MSPB Director of Training & Development
mslead@mspb.ms.gov



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

LIZ WELCH
EXECUTIVE DIRECTOR

TO: Board Members and Member Agencies
FROM: Mississippi State Agencies Self-Insured Workers' Compensation Trust
DATE: September 23, 2021
SUBJECT: 2021 Annual Members' Meeting – Virtual

The Mississippi State Agencies Self-Insured Workers' Compensation Trust is pleased to announce the 2021 Annual Members' Meeting will be held **virtually** on Thursday, October 21, 2021 starting at 10:00 a.m. Since this year's meeting will be conducted by conference call, we will not present continuing education/training sessions; and we will limit the call to our annual business meeting only. Additional information including meeting materials and details on how you will be able to access the meeting will be provided once finalized.

The Board consists of five members who are elected from among the agencies to serve a five-year staggered term. This year, the term of Board member **Col. Phil Hardy will expire** on October 2021. Phil serves as the Director of Human Resources with the Mississippi Military Department and he has been nominated to serve an additional term on the Board. (See attached bio.)

The Nominating Committee is still receiving nominations through October 1, 2021. If you are interested or if you know someone who is interested in serving on the Board, please send an email to dinah.wilson@mdfa.ms.gov by the close of business on **October 1, 2021**. Dinah will forward all nominations to the Nominating Committee.

We hope you will be able to join us virtually on October 21st. Your signed registration forms may be emailed to dinah.wilson@dfa.ms.gov. If you are unable to participate, please complete and return the attached proxy form to dinah.wilson@dfa.ms.gov by **October 8, 2021** so we can ensure a quorum. If you have any questions, please contact Dinah at (601) 359-6543 or toll-free at (866) 586-2781.

Thanks and stay safe!

Attachments

**MISSISSIPPI STATE AGENCIES
SELF-INSURED WORKERS' COMPENSATION TRUST**

2021 Annual Members' Meeting

October 21, 2021

Registration Form

NAME OF AGENCY: _____

MAILING ADDRESS: _____

PERSONS ATTENDING: _____

CONTACT PERSON: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

FAX: _____

To ensure your registration, please scan and email your completed form **no later than October 8, 2021** to dinah.wilson@dfa.ms.gov.

If you have any questions, please call Dinah at (601) 359-6543.

Bobby Wicker

From: Beth Ann Wann
Sent: Friday, September 24, 2021 2:40 PM
To: Ronnie Agnew
Subject: RE: 2021 Annual Members' Meeting – Virtual

No, but I was planning on attending when I was still at AGO. I'll be glad to attend.

From: Ronnie Agnew <Ronnie.Agnew@mpbonline.org>
Sent: Friday, September 24, 2021 2:23 PM
To: Beth Ann Wann <beth-ann.wann@mpbonline.org>
Subject: FW: 2021 Annual Members' Meeting – Virtual

Not sure if this is something that you've attended. I never have. Just passing along.

From: Dinah Wilson <Dinah.Wilson@dfa.ms.gov>
Sent: Thursday, September 23, 2021 4:52 PM
To: Ronnie Agnew <Ronnie.Agnew@mpbonline.org>
Subject: 2021 Annual Members' Meeting – Virtual

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

On behalf of the Mississippi State Agencies Self-Insured Workers' Compensation Trust, please see the attached registration packet for the October 21, 2021 meeting. Please review the packet and complete the appropriate forms by the dates indicated on each form.

If you have any questions or concerns, please do not hesitate to contact me.

Best regards,
Dinah

Dinah Wilson
Director of Special Programs
Office of Insurance
Department of Finance and Administration
Dinah.Wilson@dfa.ms.gov
601-359-6543 Office

P. O. Box 24208 Jackson, MS 39225-4208
501 N. West St. Jackson, MS 39201

Bobby Wicker

From: Beth Ann Wann
Sent: Monday, September 27, 2021 9:14 AM
To: Dowdle, Lindsay
Subject: RE: Register Now: 2021 Mississippi Labor & Employment Seminar

I just registered. Thank you so much for telling me about this. I'm excited!



Beth Ann Wann | Human Resources Director
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
beth-ann.wann@mpbonline.org | 601-432-6273 www.mpbonline.org

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From: Dowdle, Lindsay <ldowdle@joneswalker.com>
Sent: Sunday, September 26, 2021 8:24 AM
To: Beth Ann Wann <beth-ann.wann@mpbonline.org>
Subject: Register Now: 2021 Mississippi Labor & Employment Seminar

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Beth Ann,

It was great to see y'all yesterday! The information about the seminar is below. I'd love to see you and please forward to any other folks that might be interested.

Lindsay Thomas Dowdle | Partner
Jones Walker LLP
D: 601.949.4944
ldowdle@joneswalker.com

From: Jones Walker LLP <joneswalker@joneswalker.com>
Sent: Tuesday, September 7, 2021 1:58 PM
To: Hepp, Sophia <shepp@joneswalker.com>
Subject: Register Now: 2021 Mississippi Labor & Employment Seminar

Interested in attending this seminar at an alternate location? We're also offering a program in Louisiana and Alabama. For more information, please email [Marguerite Henry](#).



October 27, 2021
Hilton New Orleans
Airport
901 Airline Dr
Kenner, LA 70062



November 10, 2021
Renaissance Ross Bridge
4000 Grand Ave
Birmingham, AL 35226

This program is valid for 5 PDCs for the SHRM-CPSM or SHRM-SCPSM. This activity has been submitted to the HR Certification Institute and is pending approval.

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Bobby Wicker

From: Beth Ann Wann
Sent: Tuesday, September 28, 2021 11:07 AM
To: Gearlletha Stevens
Subject: RE: Orientation & MAPA

This is just copied and pasted from something. Do you have the actual email that you can forward to me? Whether you sent it or someone else.

From: Gearlletha Stevens <Gearlletha.Stevens@mpbonline.org>
Sent: Tuesday, September 28, 2021 11:05 AM
To: Beth Ann Wann <beth-ann.wann@mpbonline.org>
Subject: RE: Orientation & MAPA

Below is the tentative program guide/agenda.

2021 MAPA Conference October 6, 2021 Program

9:00 AM

Opening
President's Welcome
Current Officers
New MAPA Members
Mayor Welcome
Vendor Recognition

9:30 AM

Introduction of Speaker by Billy Bullock
Terence Norwood

10:00 AM

Introduction of Speaker by Kandace Griffin
Tyra Duren

11:00 AM

Introduction of Speaker by Michelle Mangum
Dr. Thomas Dobbs

11:00 AM

MAPA Awards
Recognition

11:30 AM

Door Prizes Sponsors

Labor & Employment Seminar Series

Wednesday, September 29, 2021 | Ridgeland, MS



Labor & Employment Seminar Series

Join Jones Walker LLP's Labor & Employment team as we present our annual seminar for **human resources professionals and managers**. Topics will include wage and hour concerns, disability and leave laws, employee benefits concerns, COVID-19 vaccination issues, employment law compliance, and more.

Registration is complimentary, but space is limited. Please click below to view an agenda with detailed topics and presenters and to complete your registration.

We anticipate returning to our in-person programming this fall. We are monitoring federal and local guidelines regarding COVID-19 and will update attendees in advance of the seminar of any changes or applicable precautions.

[View seminar information](#)

When: Wednesday, September 29, 2021 | 8:30 a.m. to 3:30 p.m.
Breakfast and lunch will be provided.

Where: Embassy Suites | 200 Township Place | Ridgeland, MS 39157

Questions: Marguerite Henry | margueritehenry@joneswalker.com

Register Now

Interested in attending this seminar at an alternate location? We're also offering a program in Louisiana and Alabama. For more information, please email [Marguerite Henry](#).

Bobby Wicker

From: Pamela Hughes
Sent: Wednesday, January 12, 2022 1:18 PM
To: Beth Ann Wann
Subject: FW: EEO Report

Hey, Gee had the following training classes as me. I know she had some other SHRM and CARA meetings.

MAPA Quarterly training.....March 10, 2021
Harassment-Bias Prevention Training.....May 17, 2021
MAPA Quarterly training.....June 9, 2021
PERS training August 4, 2021
MAPA Quarterly training.....September 8, 2021



Pamela Hughes | Payroll Manager,
MS Public Broadcasting
3825 Ridgewood Road Jackson MS 39211
Pamela.Hughes@mpbonline.org | 601-432-6585 www.mpbonline.org

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From: Alicia Harris <Alicia.Harris@mpbonline.org>
Sent: Wednesday, January 12, 2022 12:35 PM
To: Pamela Hughes <Pamela.Hughes@mpbonline.org>; Reanetta Brown <Reanetta.Brown@mpbonline.org>
Subject: EEO Report

Ladies,

Beth Ann just learned about the EEO report, so there's a quick turn-around on this....sorry.

Will both of you send me your trainings attended from 02/01/21 through 01/31/22 no later than close of business tomorrow? These can include trainings via zoom, online webinars, or in-person. I need the date(s) attended, who offered the training (MAPA, MAGPPA, CPB, etc,) and what the training was for (quarterly meeting, CPB AFR, etc.).

Thank you!
Alicia

Bobby Wicker

From: Beth Ann Wann
Sent: Thursday, September 30, 2021 2:21 PM
To: spuckett@mdot.ms.gov
Subject: FW: Updates from MSPB: September 2021

FYI – in case you didn't get this.

From: MSPB Communications <MSPB.Communications@mspb.ms.gov>
Sent: Thursday, September 30, 2021 2:07 PM
Subject: Updates from MSPB: September 2021

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Updates from MSPB: September 2021

Project SEC² Updates



A State Employee Transition & Compensation Initiative

As we approach the January 1 project implementation date, we ask that you play close attention to the following updates regarding what to expect during the coming months. As you will see, agency HR departments are an integral part of this project, and we could not do this without your support. We will be working to support you and equip you with the information you need as the project is implemented:

Important Dates

- **October 21 (10:00 a.m.)** - New Project SEC²/Variable Compensation Plan is presented to the Mississippi State Personnel Board for approval
- **October 26 (9:30 a.m. - 11:30 a.m.)** - HR Training #1: Overview of Project SEC² and the New Variable Compensation Plan*
- **November 9 (9:30 a.m. - 11:30 a.m.)** - HR Training #2: Project SEC² Q&A**
- **December 2 (9:30 a.m. - 11:30 a.m.)** - HR Training #3: Policy and Procedures Chapters 3&4 (Recruitment and Selection in the new plan)
- **December 9 (9:30 a.m. - 11:30 a.m.)** - HR Training #4: Policy and Procedures Chapters 5&6 (Classification, Compensation, and Staffing Management in the new plan)
- **December 10 (midnight)** - All job postings in NeoGov will be scheduled to close at midnight on December 10. All lists will be referred on December 13. The last day to process hires in NeoGov will be December 13 in order to give them time to transfer into SPAHRS overnight and be approved in SPAHRS on December 14.
- **December 14 (Close of Business)** - SPAHRS and NeoGov Lockout for Conversion to the New VCP and Launch of MAGIC Phase II***
- **December 16 (10:00 a.m.)** - Updated Policy and Procedures Manual presented to the Mississippi State Personnel Board for approval
- **January 1, 2022** - Project SEC²/New VCP is implemented.
- **Early January 2022** - SAP and MAGIC will reopen after conversion.

**All HR director trainings listed above will be virtual. If you are unable to attend, please have a representative attend on behalf of your agency. Registration information is forthcoming.*

***Your questions from the first training will be addressed at this session. All questions should be emailed to sec2@mspb.ms.gov.*

****See this morning's email from DFA for additional information. If you did not receive this email, please email mash@dfa.ms.gov and ask to be added to the distribution list. **MMRS will communicate important information regarding MAGIC Phase II through their distribution list.***

Information Posted on MSPB Website

Later this month, there will be an opportunity to schedule a meeting with MSPB to discuss any disagreements regarding your employees' classification assignments. Sign-up information will be distributed at a later date.

Save the Date! IPMA-HR Meeting - October 14

The next IPMA-HR virtual meeting will be Thursday, October 14 at 11:00 a.m.. This meeting's topic is "Workplace Harassment" presented by Pam Confer. If you have not attended a previous meeting and would like to be added to the distribution list, you can request to join [here](#).



Quarterly HR Spotlight: Lauren Armstrong



Lauren Armstrong

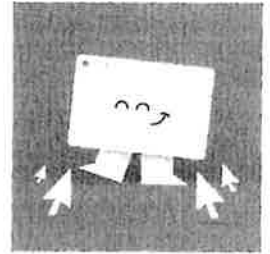
Secretary of State's Office

Chief Administrative Officer

1

Lauren has 13 years of work experience in state government. She spent the first 11 years of her career at the Secretary of State's Office where she served as Executive Assistant to the Chief of Staff and later, Deputy Human Resources Director. In 2018, Lauren left the Secretary of State's Office to join the Mississippi Department of Agriculture and Commerce where she served as the Human Resources Director. In January 2020, Lauren joined the staff at the Office of the State Treasurer as Chief Administrative Officer, where she assisted with State Treasurer David McRae's transition into office. In August

All information and publications regarding Project SEC² have been posted on the project page on MSPB's website at <https://www.mspb.ms.gov/project-sec2.aspx>. This includes information presented to the project steering committee, the Mississippi State Personnel Board, and the Joint Legislative Budget Committee. We will continue to update this page as needed.



New Email Address for Project SEC² Questions

MSPB has established an email account that is designated specifically for questions related to Project SEC². Questions may be submitted to sec2@mspb.ms.gov. Please note that questions will be addressed at the November 9 HR training. MSPB staff will not be responding to questions until they are publicly addressed on November 9 at the training.

This email address was created for use specifically for HR personnel and designees, so please do not distribute this email address to your agency's employees.

Responding to Employee Questions: Please Update Your Agency Designees If Needed

MSPB anticipates many calls and questions from state employees regarding Project SEC² implementation as it relates to their salaries and classifications. Our policy for answering employee questions will be:

1. MSPB staff will discuss Project SEC² with your agency's HR designees. If you need to update your agency's designees, [complete this form](#) and email it to mspb.communications@mspb.ms.gov.
2. All other questions from state employees regarding their salaries, classifications, or other specific questions related to their position will be directed to their agency's HR department.

Opportunity to Discuss Final Employee Assignments