



MINUTES
July 9, 2008
8:30 a.m. – 10:30 a.m.
Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

OA Accounting – Libbie Farrell

Libbie stated that SB1140 (Cafeteria Opt Out) has not yet been signed. She passed around a few handouts regarding this bill and how it will work. The last page of the handout is in reference to direct deposit. Agencies will not longer need to send in cancellation forms for terminated employees. OA expires their ACH transactions 60 days later, which has changed from the previous 90 days. The new direct deposit form is available and must be used.

Libbie asked that all directors encourage their employees to go to the MCHCP conference because there will be a lot of new information presented.

OA Personnel – Guy Krause

Guy touched based on several bills:

1. HB1549 (E-Verification): there is a legal requirement to start using electronic verification. There will be an impact on contractors that do business in the State of Missouri.
2. HB 1883/HB2041: Has been signed and reinstates overtime pay for the highway patrol and for firefighters.

Guy mentioned that OA would like to be more proactive earlier in the Pay Plan process rather than later.

A question was asked about whether or not agencies can look over the annual report put out by OA before being sent out? Guy thought there could be a possibility for this.

Safe at Home Program – Brenda Sites

Brenda gave a presentation about the Safe at Home Program.

Below is an overview of her presentation:

About "Safe at Home"

The Safe at Home program became law on August 28, 2007, as an act of the First Regular Session of the 94th General Assembly. (RSMo 589.660 – 589.683) (15 CSR 30-70)

The Safe at Home program is a vital service for survivors of domestic violence, rape, sexual assault, or stalking, who have relocated or are about to relocate, that helps keep their assailants from finding them.

The Safe at Home program provides for a designated address to use when creating new records with state and local agencies and the courts, and acts as a mail forwarding service. These services limit an assailant's ability to access public information which could identify the new location of a survivor who is in the program.

Safe at Home is not a witness protection program; rather it is a mail forwarding service.

How "Safe at Home" Works: It's as simple as 1, 2, 3!

A survivor of domestic abuse, rape, sexual assault, or stalking relocates to an address unknown to their assailant.

The survivor completes the Safe at Home application with the assistance of an Application Assistant registered by the Missouri Secretary of State. The applicant must have good reason to believe that she or he is a victim of domestic abuse, rape, sexual assault, or stalking and fears further violent acts from her or his assailant.

Once the applicant is approved by the Safe at Home Program, the applicant will be given a designated address. This address may be used by the participant as her or his address on records when an address is required by state and local agencies and the court.

Eligibility Requirements

Prospective "Safe at Home" Participants should...

- Have good reason to believe that she or he is a victim of domestic abuse, rape, sexual assault, or stalking and fears further violent acts from her or his assailant
- Be relocated or about to relocate to an address unknown to the assailant and that is not part of any public record
- Be a resident of Missouri or soon become a resident of Missouri
- Be at least 18 years old, or be a parent or guardian acting on behalf of a minor or incapacitated person
- Be willing to designate the Secretary of State as their agent to receive legal documents, service of process, and first-class and certified mail
- Understand there will be a 5 to 7 day mail delay (since mail first comes to Safe at Home and is then forwarded to her or his confidential mailing address)

Applying for Participation

- Individuals can apply through a registered Application Assistant who also provides counseling, referral, shelter or other specialized services to survivors of domestic violence, rape, sexual assault or stalking.
- Application is made in person with a registered Application Assistant at one of the qualified Safe at Home agencies.

Approval Process

- Upon receiving a properly completed Safe at Home application via an Application Assistant, the Safe at Home program manager certifies the applicant as a program participant for 4 years.
- The participant is assigned a designated mailing address, a voter code, and issued an authorization card that identifies the individual as a Safe at Home participant.

Agency Responsibilities

- Program participants use the designated address when creating new records with state and local agencies and the courts.
- When presented with the Safe at Home authorization card, state and local agencies and the courts must accept the designated address as the person's address.
- Agencies cannot require the participant to disclose his or her confidential address.
- State and local agency and court employees may photocopy the participant's authorization card.
- Questions regarding the use of the authorization card may be directed to the Safe at Home toll-free telephone number listed on the back of the card.
- Agencies that require verification of residency in a service area or district may request confirmation from the Safe at Home Program office and it may be verified without revealing the confidential address.
- Program regulations provide procedures for specific information requests from agencies or law enforcement.

Contact Information

Safe at Home
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www.MOSafeAtHome.com

A gift basket was presented to Gary Fogelbach in celebration of his retirement!

The next meeting will be August 13th, at 8:30 a.m. at the Missouri Department of Higher Education.

The meeting was adjourned.