



MINUTES

December 12, 2007

8:30 a.m. – 10:30 a.m.

Missouri Department of Mental Health, Conference Room B

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

It was stated that Sue Wohlford, the representative from CareerBuilder, no longer works for them. (She was the guest speaker at the November meeting).

OA Personnel Update – Gary Fogelbach

Gary talked about several bills, including:

Senate Bill 782 (Reinstates federal standards for overtime wages)

In this bill federal overtime was reinstated. He mentioned that state overtime is calculated under state law at 40 hours and over. Federal law is the same as state law, in exception to police officers, correctional officers, etc. due to the nature that their work week may include flexible days but may be more than 40 hours per week. This primarily will affect troopers and corrections.

Senate Bill 796 (Entitles employees to take unpaid leave from work on the day of an election to serve in the election)

An employee has the right to time off without pay in order to work or campaign for elections. If this employee asks for time off seven days in advance, then they cannot be denied.

House Bill 1318 (Employee Protections)

Employers will be protected from being sued when providing information on an employee's job performance to other employers.

Senate Bill 837 (Creates the Public Employee Due Process Act)

A public employee cannot appeal a dismissal or demotion if the employee has a right to appeal under the State Personnel Law or if the employee is in a policy making position without a right to appeal.

Senate Bill 867 (Requires state employee salaries to be annually adjusted by the consumer price index)

State employees will receive a raise based on the increase in CPI. The increase will be rounded to the nearest hundred dollar.

Gary stated that the \$6.65 minimum wage will become effective January 1, 2008.

He also mentioned that on December 13, 2007 there will be a Division of Personnel Meeting with the following agenda items:

- Quick overview of Perform
- Succession planning
- Recruitment Center
- CareerBuilder
- Discount card for state employees

OA Accounting – Libbie Farrell

Libbie stated that the deductions/files for 2008 healthcare are being loaded, and there will be a separate file for cafeteria plans. They are also in the process of loading the charitable campaign deductions.

W-2's will be processed the weekend of January 18th. Her office is hoping to have them out by January 25th. She mentioned there will be a different design so social security numbers do not show through the window envelopes.

They have had a good response for employees filing out pay cards.

A question was brought up regarding hourly employees. If they do not get paid every pay cycle then how does an agency know if they have direct deposit?

Electronic W-2's were discussed. Libbie was not sure of which phase this process will be completed in.

Identity Theft – Travis Ford, Attorney General's Office

Travis covered several topics including:

Consumer Complaints

Travis discussed various aspects of consumer complaints. As a consumer, look to see what you can do or accomplish and whether or not you have jurisdiction. For example, you would not have jurisdiction over banking and insurance complaints.

When dealing with fraud one has to remember the lawsuit charges, the investigation process and the subpoenas that go along with making a complaint.

If a credit bureau reports incorrect information on your credit report, the Attorney General's office can help with that.

Travis stated that his office returns \$5 to \$6 million a year in restitution.

Know Your Rights

Travis talked about several lists a consumer can put their name on, including:

1. Junk Mail – lets you delete your name from many direct mail lists
2. Pre-approved credit card offers – credit bureaus allow you to “opt out” of having pre-approved offers of credit and insurance sent to you
3. No Call List – prohibits telemarketers, with some exceptions, from calling households on the list

Travis also covered existing account fraud, which is the easiest to detect. The thief takes your social security number, bank account numbers and other information and causes problems, like charging money to your bank account or credit card. He mentioned to check credit-card and bank statements monthly and watch for unauthorized charges.

Travis talked about new account fraud, which is the most difficult to detect and stop. The thief takes your personal information and opens a new account in your name whether it be a new credit card, a new loan, or even to rent an apartment. One way to detect this is to check your free credit report three times a year and watch for unauthorized entries. Also, if you receive bills or collection calls that are not yours, or if you get a surprising rejection from a creditor, then these may be signs of fraud.

Prevention

Travis gave the following tips on preventing identity theft:

1. If you initiate contact then it is okay to give out your social security number and/or other personal information.
2. Shred all sensitive mail.
3. Do not carry all of your credit cards everyday.
4. Do not carry your social security card.
5. Freeze your credit report – no credit is issued unless you authorize it.

Business ID Theft

Travis gave a brief overview of tips for businesses when dealing with ID Theft. Those tips are as follows:

1. Federal Safeguards Rule
 - a. For businesses that provide “financial products”
 - b. Choose employee(s) for securing information
 - c. Create and test a safeguards program
 - d. Adapt as necessary
 - e. Require security from partners
2. Safeguards – suggestions
 - a. Background check employees
 - b. Train staff on laws and policies
 - c. Limit access to customer information
 - d. Strong passwords
 - e. Lock employee computers
 - f. Cut off terminated employees

3. Dealing with Customers
 - a. Share you security policy
 - b. Warn them about phishing
 - c. Authenticate non-cash transactions (ex. Ask for ID with credit card)
 - d. Ask for social security number only when necessary

4. Federal Disposal Rule – applies to companies that use consumer reports
 - a. Destroy documents
 - b. Destroy electronic files
 - c. Hire document destruction company

5. Breach notification
 - a. Notify customer
 - b. Notify law enforcement
 - c. Notify businesses affected
 - d. Designate staff and system

Travis briefly summarized his presentation and took questions.

The next meeting will be January 9th, at 8:30 a.m. at the Missouri Department of Higher Education.

The meeting was adjourned.