



## PERSONNEL CABINET

501 High Street, 3<sup>rd</sup> Floor  
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### MEMORANDUM

Steven L. Beshear  
Governor

Tim Longmeyer  
Secretary

### PERSONNEL MEMO 13-24

**TO:** Cabinet Secretaries  
Agency Heads  
Human Resource Administrators

**FROM:** Tim Longmeyer *TML*

**DATE:** September 23, 2013

**SUBJECT:** Active, Mandatory Open Enrollment: Health Insurance Benefit Fairs,  
2014 Plan Year

Open Enrollment for the Kentucky Employees' Health Plan (KEHP) is an active, mandatory enrollment for the 2014 plan year. The Personnel Cabinet has scheduled 17 health insurance Benefit Fairs throughout the state from October 1 – 18, 2013 (listing of locations is attached). At the Benefit Fairs, employees will be able to meet with representatives of Humana, HumanaVitality, Express Scripts and the Personnel Cabinet's Department of Employee Insurance. Information will be available about the health insurance plans, Health Reimbursement Accounts (HRAs) and Flexible Spending Accounts (FSAs) offered by the KEHP for 2014. Also, free flu shots and Vitality Checks (biometric screenings) are available on a first-come, first-served basis at all benefits fairs and enrollment kiosks are available at all but one location.

Please check the attached schedule for the dates, times and locations of the Benefit Fairs in your area. The fairs are for the benefit of state employees, as well as employees of local Boards of Education, Health Departments, KCTCS, the KET Foundation, other public employees, and eligible retirees in KRS, KTRS, and the Judicial and Legislative Retirement Systems.

Similar to the Kentucky Employees' Deferred Compensation Expos, we ask that you allow employees, upon request, up to two hours to attend a Benefit Fair during normal working hours. If employees ask the Personnel Cabinet about attending a fair during working hours, they will be advised that agencies will make those decisions on an individual basis and the decisions will be based on required service levels and agency needs.

We encourage you to carefully review any request to attend during work hours and, if possible, allow employees to attend.

Attachment: Benefit Fairs Schedule

# Benefit Fair Schedule

Representatives from KEHP, KRS, KTRS, Humana, HumanaVitality, and Express Scripts will be at all benefit fairs.

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**Oct. 1, Franklin, 8 a.m.— 6 p.m.**  
 State Office Building, 501 High Street,  
 Main Auditorium, Frankfort, KY 40601
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**Oct. 2, Rowan, 2 p.m. — 6 p.m.**  
 Maysville Community & Technical College,  
 609 Viking Drive, Morehead, KY 40351
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**Oct. 3, Boyd, 2 p.m. — 6 p.m.**  
 Ashland Community & Technical College,  
 1400 College Drive, Room 133 & 164 Rocky  
 Adkins Pavilion, Ashland, KY 41101
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**Oct. 4, Boyle, 2 p.m. — 6 p.m.**  
 Bluegrass Community & Technical College,  
 59 Corporate Drive, Danville, KY 40422
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**Oct. 7, Jefferson, 8 a.m. — 6 p.m.**  
 KY Fair and Expo Center, West Hall  
 Meeting Rooms 1 & 2, Louisville, KY 40233
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**Oct. 8, McCracken, 2 p.m. — 6 p.m.**  
 Western KY Community & Technical  
 College, Emerging Technology Center,  
 4810 Alben Barkley Drive  
 Paducah, KY 42001
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**Oct. 9, Christian, 2 p.m. — 6 p.m.**  
 Hopkinsville Community College, 720  
 North Drive, Hopkinsville, KY 42241
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**Oct. 10, Kenton, 2 p.m. — 6 p.m.**  
 Gateway Community & Technical College,  
 Edgewood Campus, Health and Science  
 Building, Room 144, Edgewood, KY 41017
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**Oct. 10, Madison, 2 p.m. — 6 p.m.**  
 Madison Central High School, 705 North  
 Second Street, Richmond, KY 40475

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**Oct. 11, Floyd, 2 p.m. — 6 p.m.**  
 Big Sandy Community & Technical College,  
 Magoffin Building, Room 120, 112, & 118,  
 1 Bert Combs Drive,  
 Prestonsburg, KY 41653
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**Oct. 14, Warren, 2 p.m. — 6 p.m.**  
 Greenwood High School Library,  
 5065 Scottsville Road,  
 Bowling Green, KY 42104
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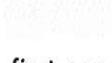

**Oct. 15, Hopkins, 3 p.m. — 7 p.m.**  
 Madisonville Community College, John H.  
 Gray Building, Room 225 & 219,  
 2000 College Drive, Madisonville, KY 42431
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**Oct. 16, Daviess, 2 p.m. — 6 p.m.**  
 Owensboro Board of Education, 450 Griffith  
 Avenue, Owensboro, KY 42301
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**Oct. 17, Laurel, 2 p.m. — 6 p.m.**  
 Somerset Community College, Laurel  
 Campus, 100 University Drive,  
 London, KY 40741
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**Oct. 17, Nelson, 2 p.m. — 6 p.m.**  
 Nelson County High School,  
 1070 Bloomfield Road,  
 Bardstown, KY 40004
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**Oct. 18, Pulaski, 2 p.m. — 6 p.m.**  
 Somerset Community & Technical College,  
 808 Monticello Street, Somerset, KY 42501
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**Oct. 18, Fayette, 2 p.m. — 6 p.m.**  
 Bluegrass Community & Technical College,  
 470 Cooper Drive, Lexington, KY 40506



Indicates free flu shots are provided on a first-come, first-served basis.



Indicates Vitality Checks® (biometric screenings) are provided on a first-come, first-served basis. For best results, please fast nine hours prior to your appointment. Earn up to 4,000 Vitality Points.



Indicates enrollment kiosk is provided.