

**KENTUCKY  
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CABINET**

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**THOMAS B. STEPHENS**  
SECRETARY

**MEMORANDUM**

**PERSONNEL MEMO 16-55**

**TO:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Thomas B. Stephens, Secretary *TBS*

**DATE:** September 23, 2016

**RE:** Open Enrollment: Health Insurance Benefit Fairs, 2017 Plan Year

The Personnel Cabinet has scheduled 13 benefit fairs throughout the Commonwealth from October 3 – October 14, 2016 (see attached).

Employees attending the benefit fairs will be able to meet with representatives from the Personnel Cabinet's Department of Employee Insurance, Kentucky Retirement Systems, Kentucky Teachers' Retirement System, and various vendors (Anthem, HumanaVitality, Vitals SmartShopper, WageWorks and CVS Caremark).

Information will be available about the health insurance plans, Health Reimbursement Arrangements (HRAs), and Flexible Spending Accounts (FSAs) offered by the Kentucky Employees' Health Plan (KEHP) for the 2017 plan year.

The fairs are for the benefit of state employees, as well as employees of local boards of education, health departments, KCTCS, KET, 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 (2) 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 working hours and, if possible, allow employees to attend.

# October 2016 Open Enrollment Benefit Fair Schedule

Online enrollment assistance will be available at all locations for active employees and KTRS retirees only. Flu shots will be available at Franklin and Jefferson County Benefit Fairs on a first come, first served basis.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>October 3</b> <b>Franklin County</b> <b>8 a.m. – 6 p.m.</b> State Office Building Auditorium 501 High Street Frankfort, KY 40601	<b>October 4</b> <b>Jefferson County</b> <b>8 a.m. – 5 p.m.</b> KY Fair & Expo Center North Wing Louisville, KY 40209	<b>October 5</b> <b>Madison County</b> <b>3:30 p.m. – 6:30 p.m.</b> B. Michael Caudill Middle School 1428 Dr. Robert Martin Bypass Richmond, KY 40475  <b>Laurel County</b> <b>2 p.m. – 6 p.m.</b> Laurel County Board of Education GC Garland Administration Building 710 N. Main Street London, KY 40741	<b>October 6</b> <b>Boyd County</b> <b>2 p.m. – 6 p.m.</b> Boyd County High School Media & Commons Area 14375 Lions Ln Ashland, KY 41102  <b>Christian County</b> <b>3:30 p.m. – 6:30 p.m.</b> Christian County Middle School 215 Glass Avenue Hopkinsville, KY 42240	<b>October 7</b> <b>Harlan County</b> <b>2 p.m. – 6 p.m.</b> Southeast Community & Technical College, Harlan Campus Conference Room 164 Ball Park Road Harlan, KY 40831
<b>October 10</b> <b>Hopkins County</b> <b>3:30 p.m. – 6:30 p.m.</b> Jesse Stuart Elementary School, 1710 Anton Road Madisonville, KY 42431  <b>Pike County</b> <b>2 p.m. – 6 p.m.</b> Pike County Central High School, Cafeteria 100 Winners Circle Drive Pikeville, KY 41501	<b>October 11</b> <b>McCracken County</b> <b>2 p.m. – 6 p.m.</b> Western KY Community & Technical College, Emerging Technology Center, Rooms 109 5100 Alben Barkley Drive Paducah, KY 42002	<b>October 12</b>	<b>October 13</b> <b>Warren County</b> <b>3 p.m. – 6:30 p.m.</b> Drakes Creek Middle School Cafeteria 704 Cypress Wood Way Bowling Green, KY 42104  <b>Fayette County</b> <b>3:30 p.m. – 6:30 p.m.</b> Tates Creek High School Cafeteria 1111 Centre Parkway Lexington, KY 40517	<b>October 14</b> <b>Boone County</b> <b>2 p.m. – 6 p.m.</b> Gateway Community & Technical College Center for Advanced Manufacturing 500 Technology Drive Florence, KY 41042

Note: All times listed are based on the area's local time zone.