

# PUBLIC EMPLOYEE COMMITTEE MEETING

March 10, 2015

10:30 A.M.

## AGENDA

1. Opening Remarks
2. Communications Strategy - Update

Annual Enrollment: April 13 – May 1, 2015

Enrollment Information Sessions: April 6 – April 24, 2015

Element	Delivery	Key Messages	When
<b>Letter to Leadership &amp; Talking Points</b> <ul style="list-style-type: none"><li>• PEC</li><li>• Managers/Supervisors</li><li>• Personnel Officers</li><li>• Union leaders</li></ul>	Email	<ul style="list-style-type: none"><li>• Announce upcoming annual enrollment period</li><li>• Provide brief overview of changes and timeline</li><li>• Provide rationale for changes</li><li>• Enlist leaders' vocal and visible support</li><li>• Assure leaders that resources will be available</li></ul>	March 16
<b>Enrollment Announcement</b> 2 Different versions for <ul style="list-style-type: none"><li>• Active employees &amp; non-Medicare retirees</li><li>• Medicare retirees</li></ul>	Postcard Email HUB Internet	<ul style="list-style-type: none"><li>• Announce upcoming enrollment period</li><li>• If participants don't want to change plans, they don't have to take any action</li><li>• Actions to take if participants do want to change plans</li><li>• Announce more information coming soon</li></ul>	Week of March 30
<b>Enrollment Kit</b> <ul style="list-style-type: none"><li>• Cover Letter/Letter to Retirees</li><li>• Benefit Planner</li><li>• Newsletter (including dates/times for Info Sessions &amp; FAQ page)</li></ul>	Email Print & Mail HUB Internet	<ul style="list-style-type: none"><li>• Who's eligible</li><li>• Overview of medical plan options (including opt-out option)</li><li>• Benefit changes</li><li>• Actions to take if participants do want to change plans</li><li>• Side-by-side comparison chart of plan benefits</li><li>• Be on the lookout for dependent verification messaging from medical plan carriers</li></ul>	Week of April 6
<b>Enrollment Information Meeting(s)</b> <ul style="list-style-type: none"><li>• Active employees &amp; Non-Medicare retirees</li><li>• Retirees</li></ul>	Announcement sent via email, HUB, internet, mail, posters, etc.	<ul style="list-style-type: none"><li>• Detail benefit changes and provide rationale for changes</li><li>• Describe actions to take if participants want to change plans</li><li>• Answer questions</li></ul>	Weeks of April 6, 13, 20
<b>Enrollment Reminder</b>	Postcard/Email HUB/Internet	<ul style="list-style-type: none"><li>• Reminder that enrollment ends May 1</li><li>• Reminder of what happens if you take no action</li></ul>	April 22

3. Other Business
4. Date of next PEC Meeting

Due to the Enrollment Information Sessions, the next PEC meeting scheduled for Tuesday, April 14, 2015 at 10:30am will need to be canceled.