



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 031-15HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Open Enrollment Dates and Benefit Fairs

DATE: July 24, 2015

Attached please find information from the Department of Management Services, Division of State Group Insurance, with important Open Enrollment and Benefit Fairs dates.

Please do not hesitate to contact your Benefits Coordinator at benefits@justiceadmin.org or (850)488-2415 if you have questions.

Thank you.

MANAGEMENT ADVISORY 15-005

DATE: July 24, 2015
TO: Agency and University Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Chief of Operations
SUBJECT: Open Enrollment Dates for the 2016 Plan Year

Event	Dates	Comments
OE Kickoff Meeting for HR Offices	August 26	Betty Easley Conference Center starts at 9 a.m. in room 152
OE Conference Call for HR Offices call-in information forthcoming	August 26	For those who are unable to attend the August 26 meeting time
OE Election Period	October 19 – November 6	Ends at 6 p.m. Eastern time
Correction Period	November 9 – November 20	Participants who need to make a correction must call the Service Center

The Benefit Fair Schedule is on page 2.

Benefit Fair Schedule for the 2016 Plan Year

Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites require paid parking and photo identification.

TALLAHASSEE			
Monday	October 19	Tallahassee	The Betty Easley Center, 4075 Esplanade Way
Tuesday	October 20	Tallahassee	Florida State University, Oglesby Union Ballroom, 75 N Woodward Ave. (10 a.m. to 2 p.m.)
Wednesday	October 21	Tallahassee	Donald L. Tucker Civic Center, 505 W. Pensacola St.
Thursday	October 22	Tallahassee	Florida A&M University, Jake Gaither Athletic Complex, 1835 Wahnish Way (10 a.m. to 2 p.m.)
Friday	October 23	Tallahassee	Department of Revenue, 2450 Shumard Oak Blvd., Building 2, Room 1250
TAMPA BAY AREA / WEST COAST			
Monday	October 19	Tampa	Department of Children and Families, 9393 N. Florida Ave. (at I-275 and Busch Blvd.)
Tuesday	October 20	Tampa	USF Tampa, Marshall Student Center Ballroom, 4202 E. Fowler Ave., MSC 2100
Wednesday	October 21	St. Petersburg	USF St Petersburg, University Student Center, 200 6th Ave., South (ends at 3 p.m.)
Thursday	October 22	Ft. Myers	Fort Myers Regional Service Center, 2295 Victoria Ave.
Friday	October 23	Sarasota	USF Sarasota-Manatee, Selby Auditorium, 8350 N. Tamiami Trail
WEST FLORIDA			
Monday	October 26	Pensacola	Pensacola Bay Center, 201 E. Gregory St.
Tuesday	October 27	Pensacola	University of West Florida, 11000 University Parkway, Building 22 (10 a.m. to 3 p.m.)
SOUTH FLORIDA			
Tuesday	October 27	Ft. Lauderdale	North Broward Regional Service Center, 1400 W. Commercial Blvd., Room 195
Wednesday	October 28	Boca Raton	Florida Atlantic University, Live Oak Pavilion, 777 Glades Road, (east of I-95)
Thursday	October 29	Miami	Florida International University (S), Graham Center, 11200 SW 8th St.
Friday	October 30	Orlando	University of Central Florida, Student Union, Pegasus Ballroom, 127175 Pegasus Drive (ends at 2 p.m.)
GAINESVILLE			
Wednesday	October 28	Gainesville	University of Florida, Touchdown Terrace, 157 Gale Lemerand Drive (ends at 3 p.m.)
Thursday	October 29	Gainesville	Tacachale, Agency for Persons with Disabilities, 1621 NE Waldo Road
CENTRAL FLORIDA / EAST COAST			
Monday	November 2	Daytona Beach	Volusia County Health Department, 1845 Holsonback Drive (off Bill France Blvd.)
Tuesday	November 3	Orlando	Crowne Plaza Orlando Downtown, 304 W. Colonial Drive
JACKSONVILLE AREA			
Monday	November 2	Jacksonville	Department of Health, 1217 N. Pearl St., (off I-95)
Tuesday	November 3	Jacksonville	Department of Children and Families, 5920 Arlington Expressway
Wednesday	November 4	Macclenny	John J. Crews Activity Center, 7487 S. State Road 121