

August 15, 2011

**MEMORANDUM #67-11HR**

TO: Agency Administrators  
FROM: Bobbie Chappell, Director of Human Resources  
VIA: Rip Colvin, Executive Director  
RE: Open Enrollment – Circuit Contacts

As most of you are aware, Open Enrollment will begin September 26<sup>th</sup> and, as in years past, there will be many communications and updates. Please provide the following information for the individuals in your office that will be communicating Open Enrollment information to your employees:

**Contact Name:**  
**Contact Phone Number:**  
**Contact Email Address:**

If you have any questions please let me know.

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