



EARTH DAY JUST MAKES SENSE

BY BILL RITTER, JR

For many of us, we are often asked to do more with less, particularly at work during this difficult economic time.

But one area where we can do less and actually save more is by being better stewards of the environment. Using less actually saves the state money, and most often it doesn't come as a sacrifice or decrease the quality of services provided to the citizens of Colorado.

In 2007, I called upon all of state government to reduce energy, petroleum, paper and water usage. I directed our state agencies to be more energy efficient and consider renewable energy. These "greening government" goals were ambitious, and after three years, we've made significant progress. For instance, the state has reduced its petroleum use 11.6 percent, keeping us well on target to meet our goal of a 25 percent reduction by 2012. We are saving money, reducing pollutants and doing better by using less.

On April 22, we'll celebrate the 40th annual Earth Day. All state employees can be proud of the work we are doing to reduce our impact and footprint through energy efficient buildings, renewable energy installations, xeriscaping and many other efforts.

In honor of Earth Day, let's be mindful of the easy steps we can take every day to make a difference. I'm asking all employees to take a few simple steps that will continue to move Colorado forward. Thank you!

Energy Saving Tips - Let's make every day count for Earth Day:

Energy

- Turn off power to appliances, lights, computers, printers and copiers when not in use.
- Use ENERGY STAR equipment and appliances.

Purchasing

- Follow the Environmentally Preferable Purchasing policy (www.colorado.gov/dpa/dfp/spo/index.htm).

- Minimize purchases of bottled water if water supply and reusable containers are readily available.
- Follow guidelines for responsible recycling of electronic equipment.

Petroleum Reduction

- Use alternative fuels such as E-85 or biodiesel whenever possible.
- Increase the state fleet's hybrids, flex-fuel and alternative-fueled, and low-consumption vehicles.
- Follow eco-driving procedures: slow starts and stops; lighten loads, check tire inflation, remove luggage and ski racks, consolidate trips.

Energy Efficiency

- Replace incandescent bulbs with CFLs or LEDs.
- Consider relaxation of dress code during hot summer days to minimize air conditioning loads.

Paper

- Set defaults for printers and copiers for duplex printing.
- Encourage fewer print jobs: use on-line forms, remind staff to consider printing needs.
- Use scanning rather than printing for document management.

Water

- Take actions to conserve where possible: dish and clothes washing, landscape irrigation.
- State agency buildings should have low-flow toilets, faucet aerators, smart landscaping.



In October 2009, Governor Ritter helped flip the switch on Sieman's Energy's new 2.3-megawatt wind turbine at the National Renewable Energy Laboratory's National Wind Technology Center. The turbine is the centerpiece of a new multi-year research project to study the performance and aerodynamics of a new class of large turbines and is part of the biggest public-private partnership for wind generation in the U.S.

The people of Colorado are counting on us to serve them well and work together to chart a clear path forward.



PUBLIC SERVICE RECOGNITION WEEK

BY RICH GONZALES
DPA EXECUTIVE DIRECTOR

As the State Personnel Director, I have plenty of opportunities to meet and work with a wide variety of state employees and I have to say I am consistently impressed with the level of professionalism and dedication I see in the individuals I meet. Good thing too, our state's citizens count on us to keep our roads safe, to ensure that the food we purchase in restaurants and grocery stores is of safe quality, to make sure Colorado's children are receiving good educations and that employers treat their workforce in a fair and ethical manner. These are just a few examples of how we directly impact people's lives everyday. This is the reason behind the national Public Service Recognition Week, which is the week of May 3-7, 2010. Each year the first week of May is aside to honor public employees and to educate the public about the many ways government workers make life better for all citizens.

Specifically, State Employee Appreciation Day is on Wednesday, May 5th and I would like to ask each of you to take a minute on that day to thank one of your fellow state employees for the service they provide you and those you care about. The Office of the Governor and the Department of Personnel and Administration are spearheading Colorado's state-level celebration which will focus on recognizing all government employees for the invaluable contributions they make to the quality of life in our state. We will promote public awareness through a proclamation by Governor Ritter and other types of promotions.

It is also important that YOU receive recognition for your efforts in the interest of our state and to that end Joann Nelson, our Statewide Recognition Program Coordinator, has worked with both the Colorado Rapids and the Colorado Springs Sky Sox to offer all State of Colorado employees discounted tickets for the following games:

- [Colorado Rapids v. LA Galaxy](#), Wed, May 5, 7:30pm at Dick's Sporting Goods Park, in Commerce City
- [Colorado Springs Sky Sox v. Fresno Grizzlies](#), Wed, May 5, 6:05pm at Security Service Field, in Colorado Springs

Additionally, **each state agency is invited to pursue at least one activity to recognize employees during the week of May 3-7.** To assist in planning this activity, below is a list of ideas for your consideration. Many of these suggestions cost little or no money, but they can have an important positive impact on workplace morale. This is a great opportunity to express appreciation to your agency's employees and to the thousands of other dedicated men and women who devote their careers to serving the people of



Colorado.

For more ideas and guidance, refer to Technical Assistance - Guide to Incentive and Recognition Programs at www.colorado.gov/dpa/dhr/TechGuides or contact Joann Nelson at joann.nelson@state.co.us or 303-866-4250.

Recognition Activity Ideas

- Thank each employee personally. If you can't thank them in person, draft a hand-written note, send an e-mail, or make a phone call.
- Allow an employee to cross-train in a field of personal interest or provide other training opportunities.
- Reward group performance by encouraging an off-site team or unit meeting at a park or other location.
- Allow a high-performing individual the option to work away from the office for a day or two (flexplace) or work a compressed work week (flextime).
- Place a special message on Intranet sites.
- Offer a dress-down day to state employees.
- Ask senior managers to attend a staff meeting when recognizing employees.
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.
- Hold a drawing for a restaurant gift certificate.
- Award a "traveling trophy" that is given to a different employee each year.
- Post a "Recognition Bulletin Board" in each department or division and encourage employees to write accolades about co-workers.
- Establish a "Wall of Fame." Post complimentary correspondence from customers.
- Offer a month of free parking.

This list is not all inclusive: come up with your own ideas to show your appreciation for your employees.

I would also like to get you up-to-date on the status of our health and dental insurance contracts. As you may know from my previous article, at the end of this fiscal year the State's current contracts for health and dental insurance will expire. In early 2009, we began the arduous task of meeting with stake holders such as employees and certified public employee organizations to determine our criteria for new providers. We then put out a Request for Proposals (RFP) to the health and dental insurance community. We had tremendous response

Please See Recognition, page 3

Recognition, from page 3

and a dedicated committee of five individuals, representing the employee organizations, the Judicial Branch and the Administrative branch, spent months reviewing the proposals and choosing which vendor to award the contracts. There were a total of three vendors chosen; one for our self-funded state health plan, a fully insured health plan and a dental insurance provider.

Once intent to award notices were sent out we received appeals, one of which was upheld. The issue was rectified and a new selection committee chose the same vendor as the initial selection committee. With the finalization of the appeal process, we will be entering into a contract with United Healthcare to provide the state's self-funded plan, Kaiser Permanente to provide the fully-insured plan and Delta Dental to provide our dental plans.

Today we published issue of *Healthline*, which discusses the plans available, any changes put in place and most importantly the employee portion of premiums (the cost to you) - this publication can be accessed at www.colorado.gov/dpa/dhr/benefits, just click on the fourth box on the pull-down menu on the left of the page.

Finally, on a personal note, I share my name with another state employee and therefore our email addresses are similar. He has received a number of email messages intended for me and as the State Personnel Director it is not unusual for correspondence intended for me to be confidential. Fortunately for me and the sender, Mr. Richard Gonzales is a very conscientious and considerate individual and he forwards these messages my way ASAP. I just want to make those of you trying to email me aware that if you are trying to reach me, please send your email to Rich Gonzales, not Richard Gonzales. Again, my correct email address is rich.gonzales@state.co.us.

CREDIT UNION OF COLORADO GOLF TOURNAMENT JUNE 4TH

Credit Union of Colorado will host its 19th annual golf tournament to benefit the Colorado State Employee Assistance Program (C-SEAP) Emergency Assistance Fund on Friday, June 4, 2010 at the Meadows Golf Course in Littleton, CO. The fund helps state employees in crisis situations by providing them with short-term financial assistance for such items as groceries and living expenses.

The cost per player is \$110, which includes greens fees, a golf cart for every two players, a buffet lunch and a donation to the C-SEAP Emergency Assistance Fund. Golfers have a chance at two hole-in-one prizes. There will be various team prizes, closest to the pin, and longest drive prizes; individual prizes will be awarded for both men's and women's categories as well.

Golfers may sign up on an individual basis or as a group, with a maximum of 144 golfers. The registration deadline is **May 19, 2010**. Reservations may be made by visiting www.cuofco.org or by calling the Credit Union of Colorado Marketing Department at 303-812-1872 or 1-800-444-4816 extension 71412. Sponsorships and donations are being accepted from those who are not able to participate.

2010 STAR AWARDS

The Governor's State Top Achievement Recognition (STAR) Awards are coming - watch for information the week of **May 3rd**. Due to the financial concerns there will not be a luncheon this year, but award winners will be recognized by the Governor and receive a trophy at a presentation ceremony at the State capitol.

So get ready to nominate your fellow employees for the great job they do everyday.

MARK YOUR CALENDAR NOW FOR THE CFMA/CSMA SPRING EDUCATIONAL SEMINAR: FORT2: FORGING OPPORTUNITY IN TOUGH TIMES

The Associations' Spring Seminar committee is currently planning another great conference. Plan now to join us on May 6th and 7th at the Hilton in Fort Collins. Seminar registration is open. The registration fee will be \$80, if you register before April 9. The fee will go up after this date.

Please visit the website at http://colofma.com/index.php?p=1_16_Spring-Seminar, click on the registration button to preview the agenda and register.



Individuals will be responsible for their own lodging reservations. Lodging costs are \$90 per night. Please reserve your hotel room at the Hilton in Fort Collins at http://www.hilton.com/en/hi/groups/personalized/FNLCOHF-ASC-20100505/index.jhtml?WT.mc_id=POG. Please let them know you are with the CFMA/CSMA Spring Conference. Regulatory Ethics will be offered at this Seminar to satisfy that important component of Continuing Professional Education Credits.

COLORADO COMBINED CAMPAIGN 2009

BY MICHELE LIST, 2009 CCC CHAIRPERSON

As the 2009 Colorado Combined Campaign (CCC) draws to a close, so does my tenure as Chairperson. I would like to express my sincere gratitude to Jeanie Ritter, Colorado's First Lady for kicking off our 2009 campaign with her message of hope and inspiration, to the Advisory Committee for all their hard work to ensure a positive and transparent campaign, to the lead coordinators who are the backbone of each Department's campaign and most of all to the generous employees of the State of Colorado.

The selfless acts I have witnessed this year by state employees, who were faced with limited work resources and mandated furloughs and yet continued to give of their money and time, were truly heartwarming. I believe that we are only as fortunate as the least fortunate among us. It appears I am not alone in that belief. It is truly amazing the collective power we have as a community of state employees when we join together to make a difference. Our preliminary figures for 2009 indicate that we will reach our goal of \$1.5 million. Congratulations to everyone for a successful campaign!

I am also pleased to report the progress made by the Advisory Committee in its goal of "going green" as we move from paper donation forms and directories to online giving and the education of state employees to utilize this system. Our updated website is located at www.colorado.gov/cc and includes the directory of charities and the resource guide in its entirety, the CCC bylaws and the current CCC advisory committee listing which is comprised of 57 state agencies and Higher Education.

I would like to introduce you to the 2010 Executive Committee: Chele Clark, Chairperson (Public Health & Environment), Tim Villarosa, Vice-Chair (Regulatory Agencies) and Lea Ann Baker, Secretary (Personnel & Administration). I am confident that this Executive Committee will provide strong leadership for the Advisory Committee and I look for great things to emerge in 2010. I encourage you to attend one of the monthly meetings if you are interested in gaining a greater understanding of what we do.

Stateside

MattHolman



CMHIP EMPLOYEE OF THE YEAR



Gene Wilcoxson, Safety and Risk Manager, has been selected as Employee of the Year for the Colorado Mental Health Institute at Pueblo (CMHIP). Gene is an integral part of many vital areas of operations - safety, environment of care, haz-mat, emergency management, fire safety and disaster planning, just to name a few. He is a pacesetter in moving CMHIP and the Department of Human Services forward into new areas of safety enhancement and risk management. Gene started his career in Risk Management in 1986 and has been an employee of CMHIP since 2004.

From regulatory compliance and disaster planning, to physical plant operations and construction activities, Gene has proven to be the paramount professional in his involvement, leadership and genuine enthusiasm for successful outcomes. Many staff find that the Mastercard commercial applies to him: "A few minutes of consultation with Gene Wilcoxson: PRICELESS."

Congratulations, Gene!

WORK-LIFE EMPLOYEE DISCOUNT PROGRAM

Looking for a way to save money during these challenging economic times? You can take advantage of a variety of product and service discounts available to state employees through the Work-Life Employee Discount Program located at www.colorado.gov/dpa/discounts



PERA INFORMATION

While state employees are members of the Public Employees Retirement Association (PERA) program, it is not a state entity and we cannot answer questions on its behalf.

The PERA web site may be accessed at www.copera.org. You may also phone them at 303-832-9550 or 1-800-759-7372.

REHABILITATION SERVICES AT FITZSIMONS STATE VETERANS HOME

TURN NAVY VETERAN'S WIFE FROM SKEPTIC TO BELIEVER

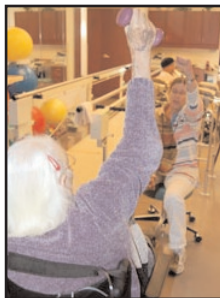
Within five weeks last fall, 83-year-old Freddy Sue Ellis broke her hip and had four cardiac arrests, a blood clot in her leg, fluid in her lungs and a near-death experience. A few weeks later, she slipped off her hospital bed and broke both bones in her left wrist.

When her University Hospital case manager wanted to send her for short-term rehabilitation at the State Veterans Home at Fitzsimons, Freddy was less-than enthusiastic. "I didn't know what I would be getting into at the veterans home," Freddy admitted. After touring several competing facilities, Freddy's children gave their vote to Fitzsimons' 21-bed rehab unit, so she agreed to give it a try.



Freddy soon discovered she liked the food, the modern building and her room, which had a television, telephone, bathroom, plenty of privacy and a large window allowing her to watch migrating geese. She also approved of her caregivers, who brought her food from the dining room when she didn't want to leave her room, allowed her dog, Patches, to come for visits and provided extensive therapy in Fitzsimons' 1,500-square-foot rehab gym, improving her strength and balance and preparing her to return home.

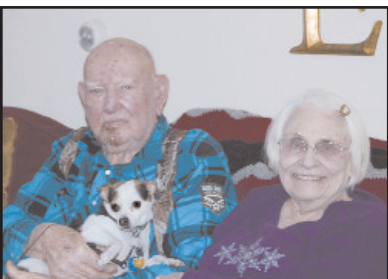
According to Administrator Brad Honl, the Fitzsimons' rehab unit has a strong track record. "Nearly 75 percent of the people who are admitted to our short-term rehabilitation unit we are able to discharge back home afterward," Honl said.



Freddy Sue Ellis worked with therapists up to two hours a day in the rehab gym at the State Veterans Home at Fitzsimons.

As the wife of a veteran, Freddy was eligible for care at Fitzsimons because up to 25 percent of residents at Colorado's State Veterans Homes - which provide both long-term care and short-term rehabilitation - can be veterans' spouses or "Gold-Star" parents.

Now back home with her husband, Freddy continues giving thanks to her former caregivers. "I can't say enough good things about the veterans home now," she said. "I had no idea it would be that nice."



Freddy, her husband, Harry, and their dog, Patches, enjoy life at Dayton Place, an independent living community for seniors.



State Veterans Homes can be found in Aurora, Rifle, Florence, Monte Vista and Walsenburg. The Trinidad State Nursing Home serves all eligible individuals, including veterans.

The Colorado Department of Human Services operates State Veterans Homes in Aurora (Fitzsimons), Rifle, Florence and Monte Vista as well as the Trinidad State Nursing Home.

For more information, go to: www.cdhs.state.co.us/svnh/

State Employee Couple Happy with Care Given Family Member at State Veterans Home



Brad Mallon and his wife, Melanie Reece, Ph.D., are just two state employees with a loved one residing at one of Colorado's State and Veterans Nursing Homes. Brad is director of the Division of Employment Affairs for the Department of Human Services; Melanie is a clinical research scientist at the University of Colorado Denver, Anschutz Medical Campus.

Melanie's father, Vern Reece, currently living at the State Veterans Home at Fitzsimons, is an Air Force captain who flew more than 25 bombing missions during World War II.

"It's nice to work for the Department of Human Services and have a family receiving care through the Department," Brad said. "We couldn't be happier with the care he has received at the veterans home."

In recent years, family members from all Colorado State Veterans Homes have reported satisfaction levels that have exceeded state and national averages on nearly all survey questions. The surveys are conducted by a national firm with the largest set of senior care satisfaction data in the nation.

To view a video about Fitzsimons, go to: www.fitzveterans.com/



PRESSURE POINTS



RESPONDING TO GRIEF IN THE WORKPLACE

Many of us have come to the disconcerting realization that our personal lives will have seasons of pain and crisis. We understand that part of having friends and family in our lives is that we will have the joy of celebrating in their successes, and also will need to support them in their crises and grief. What many of us are not prepared for is the reality that we may also need to support our co-workers in similar situations. The fact is that we often have more daily interaction and a need to rely on our co-workers, than we do with some of our friends and family.

Grief in the workplace occurs when you or a co-worker has experienced a personal loss or a workplace loss such as a death. How we respond to our co-workers can permanently change the dynamics of individual relationships and teams as a whole. How do we respond when we find out that one of our co-worker's daughters has been killed by a drunk driver or that a co-worker's husband has lost a 10-year battle with cancer? During times of crisis, we often measure people's caring and commitment to us by how they respond in our time of need. If we do not feel supported and cared for during a crisis, we may develop mistrust or resentment toward our co-workers and the organization. For example, a disengaged "Lone Ranger" team member, who is well supported during a time of crisis, may transform into a connected and integrated member of the organization, while a model team member who feels abandoned during their time of need, may begin to separate and distance him or herself from the team and its goals.

It is important to remember that everyone grieves differently and everyone needs time to adjust to the loss. There are five areas in which co-workers can support one another during a time of crisis and grief:

Acknowledge their pain and express your commitment. Grieving people often need to know that while you cannot completely understand their pain, you are grieving with them and caring for them through this difficult time. Some ways to do this are:

- Connect with those who are grieving, face-to-face when possible or phone calls.
- Acknowledge their loss with tangible expressions such as a card, a letter, flowers, or a donation. Let them know you have not forgotten them and/or your co-worker.
- Listen. Co-workers and employees may need to talk about the person who died for weeks or months to come. Simply say, "I am sorry," or "Words fail me," or "I will be thinking of or praying for you."
- Realize words are not always necessary. Share physical expressions of caring that you consider appropriate (a warm embrace, an arm around a shoulder, a squeeze of the hand to convey sympathy).
- Show that their grief is important to you by attending the funeral.



- Respect confidentiality and avoid gossip. If the deceased's family is private about the details, set that example for co-workers or employees. Honor the grieving person's need for privacy.
- Remember the grieving person throughout the year(s), especially on the holidays and anniversary dates of their loss. You may want to mark your calendar for periodic connections with the grieving person.
- Create a memorial board. Encourage your co-workers to post messages or memories that remind them of your co-worker.
- Consider holding a memorial service at your workplace. A brief service of remembrance can be helpful, even if it is just time set aside for you and your co-workers to acknowledge your unique relationships with your co-worker.
- Remember the person at staff meetings or annual events. These are times when grief reactions can resurface for you and your co-workers.
- Hold or join in a fundraiser for a special cause in memory of the deceased.

Assist them in their personal lives during the crisis of the first few days and weeks following the loss. People are often overwhelmed and in shock during the initial stage of crisis and grief. They may appreciate support with practical matters of things that need to be done such as:

- Offer practical everyday assistance (transportation, laundry, household cleaning, assistance with children).
- Provide meals and gift cards to local restaurants.
- Offer to assist in planning and carrying out the memorial service.
- Remember to extend your condolences to the forgotten mourners: children, siblings, grandparents, stepchildren, aunts and uncles, cousins, friends - anyone who was especially close.

Assist them in their professional lives following the loss. Often the transition from the crisis back to work can be difficult. Sensitive co-workers can make this transition much smoother by offering support such as:

- Share information about pertinent state/community resources, i.e., access to insurance and C-SEAP.
- Sacrifice for the co-worker. Pick up productivity slack. Offer to work extra to help catch them up.
- Empathize and try to put on their shoes. If it were you, how could your co-workers and managers support you?
- Respect privacy.
- Continue to invite them to social events that involve co-workers.
- Connect off company time. Show that you are more than a co-worker, but also a friend.

Please see "Pressure" on page 9

STATE PERSONNEL BOARD CHANGES - SALLY YERGER ELECTED

The Board is pleased to announce its new Board member, Sally Yerger, who has been elected by state employees for a term from July 1, 2010, to June 30, 2015.

Sally began her government service in 1968 as a Deputy Court Clerk and Court Reporter in Los Angeles County Superior Court. During her twenty-year career, she served as an officer of her professional organization, as a shop steward for Local 660 SEIU, and as part of a team that negotiated with management for the 50,000 employees of Los Angeles County.

With a group of other women, she created *Caring For Babies With Aids*, the first group home in Los Angeles for HIV positive children. For this work, UCLA awarded her the Chancellor's Humanitarian Award in 1992. Prior to her state service, Sally worked as a staff member for both the Colorado Coalition for the Homeless and Boulder Housing Partners.

Until her retirement in December 2009, Sally was a state employee who worked as a Housing Compliance Investigator for the Colorado Civil Rights Division, where she conducted investigations of predatory lending and other types of discrimination in housing. She was also deeply involved in education and outreach work on fair housing issues and participated in internal committees reviewing employment discrimination cases.

Sally has been an active member of Colorado WINS since it founding. In 2009, she represented Colorado WINS on the Colorado Health Benefits Partnership Committee and as the chairperson of the 2009 Colorado WINS Constitutional Convention.

Pressure from page 8

- Always err on the side of compassion.

Things to avoid when supporting a grieving co-worker. Often the wounds that strike the deepest, during a painful period of life, are actions done with good intentions, but poorly carried out. Some examples of verbal or behavioral responses that are typically not helpful or desired are:

- Avoid the person, because you don't know what to say.
- Say, "Don't cry" or "Be brave." (This may cause the grieving person to repress their feelings.)
- Use trite statements or euphemisms. (Avoid statements like, "He's at rest." or "Be glad it is all over." or "Time heals all wounds." or "God knows what is best." or "I know how you feel.")
- Pity the person.
- Be pushy offering support.
- Use the situation to push your life philosophy, spiritually or religion.
- Judge the grieving process of the person, i.e., length of time someone grieves, how they are grieving.

Supervisor's role in supporting grieving employees:

- Recognize the importance of your role as a leader.
- Show care for the person not just the position. (Contact employee off company time; acknowledge and support the family.)
- Collaborate with Human Resources on how to best communicate company policies and benefits. Inform the employee of the Human Resource contact person and phone number for assistance.
- Provide clarity on workplace expectations for the individual and the team.



- Acknowledge that grief likely will affect the performance of the individuals and the team, and that with time, affected employee(s) will return to normal production.
- Routinely check in with the affected employee(s) after the crisis.
- Offer to be a source of information to the team, when appropriate and helpful.
- Err on the side of compassion and confidentiality.

If you are experiencing difficulty coping with feelings of loss, or if you are a supervisor and your team has experienced grief or trauma issues, please contact the Colorado State Employee Assistance Program (C-SEAP) for professional counseling and/or supervisor consultation. All State employees are eligible for C-SEAP services at no cost. C-SEAP staff members are also available for on-site presentations or group meetings regarding grief and loss as well as a wide variety of other topics.

Colorado State Employee Assistance Program
303-866-4314
1-800-821-8154

STATELINE WANTS

TO HEAR FROM YOU!

If you have any comments, concerns, questions you want answered or want to share a story idea, drop us a line at any of the following email addresses:

dpacomments@state.co.us; or
julie.postlethwait@state.co.us

**Please be sure to put STATELINE
in your email subject line**

C-SEAP SERVICES PROVIDED STATEWIDE

Number of Clients	Feb 396	March 357
Total Client Contacts	558	539
Number of Workplace Consultations to Individual Supervisors/Managers	81	95
Total Workplace Consultation Contacts	157	156
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	44	42
Number of Employees Participating in Organizational Development Services	538	551
Total Number of Clients, Workplace Consultations and Organizational Development Participants	1,015	1,003

**NEW DATES FOR FY11 OPEN ENROLLMENT:
MAY 4 - MAY 20, 2010**

Medical options will be from United Healthcare (self-funded plan), Kaiser (fully-insured plan); Dental will be with Delta Dental. This will be a mandatory open enrollment for both medical and dental insurance, meaning employees' current medical and dental choices WILL NOT roll over into the FY11 plan year. If employees do not make medical and dental insurance choices during open enrollment, they will not have coverage come July 1, 2010. The FY11 plan year will be July 1, 2010 - June 30, 2011.

More information may be found at the Division of Human Resources homepage at www.colorado.gov/cs/Satellite/DPA-DHR. Employees must remember to participate during **May 4 - May 20** open enrollment, and choose the coverage that is right for them and their families.

COLORADO STATE EMPLOYEE ASSISTANCE PROGRAM PRIVACY NOTICE

The Colorado State Employee Assistance Program (C-SEAP) takes your privacy very seriously. Professionally, all C-SEAP employees work under strict confidentiality laws and maintain high ethical standards of practice. In addition, C-SEAP is required under the Medical Privacy Rules of the Health Insurance Portability and Accountability Act (HIPAA) to notify all state employees that the C-SEAP Privacy Notice is available on the C-SEAP website. To read or print this notice, please visit the **C-SEAP Web site** at [C-SEAP Web site](#) and click on "HIPAA Privacy Notice."

If you would like a hard copy of the C-SEAP Privacy Notice, please contact your office of Human Resources or call C-SEAP at 1-800-821-8154.

BREAST CANCER PEER SUPPORT GROUP FOR COLORADO STATE EMPLOYEES

A monthly meeting for patients & survivors to connect and share their needs, concerns, and experiences

New Location!

DAY: 3rd Tuesday of each month
 TIME: 5:45 p.m. - 7:00 p.m.
 PLACE: 940 Broadway, Denver, CO 80203

Park in upper parking lot in any available slot, and call the number posted on the glass door to gain entry.

A light meal will be provided!

For more information, contact support group facilitator:
 Randi C. Wood, Breast Cancer Survivor
 303-866-4314 or randi.wood@state.co.us

The mission of Breast Cancer Network of Strength is to ensure, through information, empowerment and peer support, that no one faces breast cancer alone.

www.networkofstrength.org

