



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 03-074

August 26, 2003

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** **A Lunch & Learn Workshop**  
(Another in our series of informational meetings on health, safety, & well being.)

**“Diabetes Management”**  
**Pat Crabtree, RN, Certified Diabetes Instructor**  
**Ochsner Health Plan Diabetes Management Program**  
**Tuesday, September 9, 2003, 11:30 a.m. – 1:00 p.m.**  
**Seminar Center, State Library**

Many of us know someone with diabetes. Some of us may even have fears about contracting this disease if diabetes runs in the family. But how many of us know the real facts about diabetes, the causes, the warning signs, and how to manage it if it's diagnosed.

On Tuesday, September 9, 2003, Pat Crabtree, RN, with Ochsner Health Plan, will present a workshop on Diabetes Management. This program is open to all employees and is not limited to Ochsner Plan members. Ms. Crabtree will provide handout materials, answer questions, and will stay after the workshop to meet individually with anyone who wants to talk privately (agenda attached).

If you are interested in attending, please complete the attached registration form and submit it to the Human Resources Office or register on-line on “Channel Z” no later than 12:00 noon on Monday, September 8, 2003. Lunch will be catered by Bonanno's Fine Catering due to popular demand. You must provide your own soft drink. ***Cancellations must be phoned in to us at (225) 342-0880 before the deadline, or the reservation will be considered a guarantee of payment.***

Attachments

**Please Post and Circulate**

## A "LUNCH AND LEARN" WORKSHOP

### "Diabetes Management"

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Ochsner Health Plan Diabetes Management Program  
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## REGISTRATION FORM

Please Print

Name \_\_\_\_\_

Department \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Include me in the Lunch Buffet

**IMPORTANT:** If you are unable to attend after making a reservation and fail to notify us, please understand that we must consider this registration a guarantee for your payment.

**The Buffet Menu Selection for the day will be:**

- Crawfish Etouffee
- Sensation Salad
- Garlic Bread
- Dessert

**The approximate cost of the lunch will be \$5.50.**

**Final amount cannot be determined until all registrations are in.**

**An e-mail will be sent the day before the Lunch & Learn with the final cost.**

**Check One:**

\_\_\_\_\_ I will pay at the meeting (*please pay by check or exact change*).

**OR**

\_\_\_\_\_ I will attend the presentation but will not participate in the lunch.

**Signatures:**

**EMPLOYEE** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_ **Date** \_\_\_\_\_