



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-036

June 21, 2004

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

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: **Lunch & Learn Workshop**

LASERS Self-Directed Drop
Janet Harris, LASERS
Glenn Ortego, Deferred Compensation Plan
Wednesday, July 7, 2004, 11:30 a.m. - 1:00 p.m.
State Library Seminar Center

On January 1, 2004, LASERS implemented the Self-Directed Plan (SDP) for employees entering DROP or for employees selecting the Initial Benefit Option (IBO). At the end of the DROP participation or when the IBO is chosen, 100% of the participants balance is transferred to the SDP. Accounts are then set up for participants and monies are transferred into a Stable Value Fund, which is a fund generated against investment loss. Participants will then be able to choose how to allocate their balances from a menu of investment options. Great-West Retirement Services is the third-party provider of the SDP.

To learn more about Self-Directed Drop, you are invited to attend a Lunch & Learn workshop on July 7, 2004 at the State Library Seminar Center presented by Janet Harris, Retirement Education Representative with LASERS and Glenn Ortego, Senior Account Executive with the state's Deferred Compensation Plan.

If you are interested in attending, please register on Channel Z or complete the attached registration form and submit it to the Human Resources Office no later than 2:30 p.m. on Friday, July 2, 2004. Employees can order a boxed lunch from "Blimpie" or bring their own lunch. You must provide your own soft drink. We encourage you, if possible, to pay by check or with exact change. The same deadline applies for cancellations that must be phoned in to us.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachment

Please Post and Circulate

LASERS SELF-DIRECTED PLAN
Janet Harris, LASERS
Glenn Ortego, Deferred Compensation Plan
Wednesday, July 7, 2004, 11:30 a.m. – 1:00 p.m.
Seminar Center, State Library

REGISTRATION FORM

Please Print
Name _____

Department _____ **Phone #** _____

_____ **Include me in the Box Lunch for \$6.25** (*Price includes 9% tax.*)

*** **NOTE:** 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.

Lunch Choices from Blimpie:

All boxes include a 6" sub, bag of chips, and a cookie.

_____ **Turkey** on wheat dressed with lettuce, tomato, mustard and mayonnaise, baked lays and a cookie.

_____ **Club**, ham, turkey and swiss, on white dressed with lettuce, tomato, mustard and mayonnaise, plain lays and a cookie.

_____ **Roast Beef** on white dressed with lettuce, tomato, mustard and mayonnaise, plain lays and a cookie.

Payment Choice:

_____ Check for the lunch amount payable to **Blimpie** is attached. (Please be sure your check includes your address, home and work telephone number, and driver's license number.)

_____ I will pay at the meeting.

OR

_____ I will attend the presentation but will not participate in the lunch.

Signatures:

EMPLOYEE _____ **Date** _____

SUPERVISOR _____ **Date** _____