

Sent: Thu, 23 Oct 2014 09:02:16 -0400

From: "Shull, Kathi" <kathi_shull@oa.eop.gov>

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Subject: Admin Contact Agenda
[AdminContactMonthlyMtgAgenda10232014.docx](#)

Good morning!

I am looking forward to our meeting this morning.

Please see the attached agenda.

Respectfully,

Kathi A. Shull

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Admin Contact Monthly Meeting

Thursday, October 23, 2014

10:00 a.m. – 11:00 a.m.

NEOB – CR-OA-550

Agenda:

- Introductions
- Commissioned Officers discussion – Lacy Kline
- Flexible Workplace Policies positive feedback update – Jennie Fay
- SLDCADA update – Don Sisler
- EOP Transportation Subsidy Annual Recertification Postmaster – Ceci Trujillo
- Update Personal Information for 2014 W-2s Postmaster – Ceci Trujillo
- CFC update – Nilsa Diaz
- Open Season Health Benefit Fair Dates – Kathi Shull
- WH Christmas Ornament Orders – Kathi Shull
- Admin contact meeting feedback: time, location, suggestions & topics – Kathi Shull
- **Reminders:**
 1. OA Supply Store will be conducting the annual inventory from 10/27 – 10/31
 2. 2015 Calendars are now available to order from RDS
 3. Use or Lose

