

INTERNAL

Suspense: **08/14/15 (Noon)**

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Subject: Pre-Retirement Workshop – **KAUAI**

Originator: W. Ikemori 6-4971

To: DAs

From: PERS

Date: 07/30/15

Memo No. 1

The Department of Human Resources Development (DHRD) has announced that the County of Kauai, is inviting State employees to attend its annual Pre- Retirement Workshop on the island of **Kauai**.

**COURSE:** Pre-Retirement Workshop

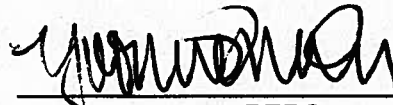
**DESCRIPTION:** DHRD notes, employees who are at **least 52 years** of age and plan to retire within the next **three (3) years** are eligible to attend. The agenda will be distributed at the workshop.

**SCHEDULE:** DATE: Tuesday, September 8, 2015  
TIME: 8:00 a.m. – 4:30 p.m. (registration 7:30a.m.)  
PLACE: Kauai War Memorial Convention Hall (Lihue)

**REGISTRATION:** Please submit a prioritized list of nominees on the DHS 104 Form, included with this announcement. Attendance will be restricted to those confirmed and registered, as **no walk-ins or late enrollments** will be permitted. Next to each nominee's name, please indicate the type of retirement plan that the employee has: **CO** = Contributory, **NC** = Non-Contributory, **HYB** = Hybrid. Kauai County **will not** accept any enrollments over the phone.

**COST:** None (Lunch is on your own)

**ACCOMMODATIONS:** The Kauai War Memorial Convention Hall in Lihue is accessible to persons with disabilities. Please direct any requests for reasonable accommodation (e.g., sign or other language interpreter, large print materials, van accessible parking) due to disability to Pualani R. Belmonte Kauai Department of Personnel Services at 241-4959, at least seven(7) calendar days prior to the event. Those who have questions concerning registration procedures please contact Pauline Chun at 586-4970/586-4959 (TTY).



PERS

c: DIR