

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense: 8/11/16 (COB)

Subject: Pre-Retirement Workshop – Island of Hawaii

Originator: W. Ikemori/6-4971  
PERS/TS

To: DAs/QC-Hilo

From: PERS

Date: 07/22/16 Memo No. 1

The Department of Human Resources Development has announced that the County of Hawaii, Department of Human Resources is inviting state employees to attend their Pre-Retirement Workshop on the island of Hawaii (Hilo).

**Description:** This workshop is recommended for members who are at least 52 years of age or are contemplating retirement within three years. The workshop agenda will be distributed at the workshop.

**Schedule:**  
**Date:** Wednesday, September 7, 2016  
**Time:** 8:00am – 4:00pm (check-in begins at 7:45am)  
**Place:** Aunty Sally Kaleohano's Luau Hale  
799 Piilani Street  
Hilo, Hawaii

**Registration:** Please follow appropriate division training authorization protocols and submit a prioritized list of nominees on a DHS 104 (Training Request Form) to PERS/TS. Please note, Hawaii County will not accept phoned-in requests, late enrollments and any state employee whose name is not on the official class roster.

**Cost:** None.

Aunty Sally's Luau Hale is accessible to persons with disabilities. Individuals with disabilities who wish to request use of an auxiliary aid or other type of reasonable accommodation to access this workshop may do so by contacting Waylen Leopoldino at (808) 961-8361 at the time of registration or no later than 10 days prior to the date of the workshop to make their request. Persons who have questions regarding registration procedures, please contact Pauline Chun 586-4970/586-4959(TTY).



PERS

Attachments  
c: DIR