



## MEMORANDUM

PRESTON L. DOERFLINGER  
DIRECTOR  
SECRETARY OF FINANCE, ADMINISTRATION,  
AND INFORMATION TECHNOLOGY

HCM 15-08

LUCINDA MELTABARGER  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

Date: Sept. 10, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Voluntary Payroll Deduction (VPD) Vendor Expo

The State Employees Flexible Benefits Act, statutorily cited as 74 O.S., § 1344 (G), requires agencies to invite vendors that have approved voluntary payroll deduction status to employee benefits information meetings, and mandates that the information meetings be held no less than 30 working days prior to the annual deadline for making changes to state employees' benefits packages. Furthermore, agencies are required to allow each active employee a minimum of 60 minutes during the work day to attend the information meetings.

To assist state agencies in meeting the statutory requirements, Human Capital Management has scheduled a one-day Voluntary Payroll Deduction (VPD) Vendor Expo from 9 a.m. to 4 p.m., Tuesday, Sept. 15, 2015, in the State Capitol 1st floor Rotunda. Agencies in the State Capitol Complex and Oklahoma City metropolitan area may choose to use the expo as their one-day benefits information meeting.

Each agency is responsible for advising vendors of the date, time and location of their one-day benefits information meeting, whether the agency utilizes OMES's VPD Vendor Expo or conducts its own informational meeting on a different date. Vendor contact information may be accessed on the OPM web site at OPM Voluntary Payroll Deduction Program.

Please note that the Employees Benefits Department will include links to the Voluntary Payroll Deduction (VPD) vendors' websites under the Benefits tab of the website.

Health Fair - As many of you are aware OK Health will not be sponsoring a Health Fair at the Capitol this year. OK Health will have a booth at the Vendor Fair this year and we have invited the health, dental and vision providers to join us as well.

Food Trucks - OK Health has also arranged for food trucks with healthy options to be at the Capitol from 11 a.m. to 1:30 p.m. the day of the Vendor Fair in the south parking lot. The food trucks that have committed are Green & Grilled and Smokin' Greens.