**NBER Staff Meeting Agenda**

**December 7, 2022 – 11:00am**

1. **Last Day of Open Enrollment (Diane)**
2. **Change in BCBS Pharmacy Benefits Provider: CVS Caremark instead of Express Scripts (Alterra and Diane)**
3. **Revised COVID-19 Office Restrictions (Alterra, Diane & Jim)**
4. **Holiday Schedule for 2023 (Diane and Jim)**
5. **IT Update (Erin)**

**\* Reminder About Personal Security Training**

**\* Piloting Staff VPN**

1. **Holiday Luncheon: Next Tuesday December 13 (office close 12:30)**
2. **Early Closing Day: Friday December 23 (close at 1pm)**

**Next Meeting: Wednesday January 4 2023 at 11:00am**