



**State of Delaware
Executive Department
Office of Management & Budget
Contact List/Primary Responsibilities
(Revised December 10, 2012)**

**Brenda Lakeman
Director**

**Dawn Davis
Secretary**

**Faith Rentz
Deputy Director**

**Mary Thuresson
Administrative Specialist**

**Leslie Ramsey
Benefits Manager**

**Address:
Duncan Center
500 W. Loockerman Street, Suite 320
Dover, DE 19904
Telephone: (302) 739-8331 or 1-800-489-8933
Facsimile: (302) 739-8339**

**SLC: D620
Website: www.ben.omb.delaware.gov**

Receptionists

Janice Crawford/Marti Evans
(CMS Demands to the attention of: Janice Crawford)

Benefits Administration

Primary Responsibilities

Leslie Ramsey

Benefits Manager
Disability Insurance Program Administration
Minnesota Life GUL Program
HIPAA Privacy/Security

Durae Johann

Return To Work Coordinator (Short Term/Long Term)
Disability Insurance Program

Dianna Stotler

Vision Plan Administrator
Training/Communications
Annual Benefits Open Enrollment, eBenefits
Benefits Surveys
COBRA Administrator



Ann Skeans	Group Health Plan Administration
Larry Frank	Customer Service – Health, Dental and Prescription Dental Administration Flexible Spending Account Administration Pre-Tax Commuter Benefit Administration Employee Assistance Program (EAP)
Lois Houston	Customer Service – Health, Dental and Prescription Prescription Plan Administration Medicare Part D Policy
Laurene Eheman	RFP and Contract Coordinator FOIA
Theresa Strawder	Statewide Wellness Administrator Dela WELL
Aaron Schrader	Health Promotions Dela WELL University

Benefits Accounting Unit

Primary Responsibilities

Colleen Kondelis	COBRA Administration Vision Eligibility and Enrollments Vision Refunds and Adjustments Vision Reconciliation
Mary (Fran) Nichols	Dental and Blood Bank Eligibility and Enrollments Dental and Blood Bank Reconciliation Dental Refunds and Adjustments
Tina Shulties	Health Eligibility and Enrollments Health Refunds and Adjustments Health Reconciliation
Debbie Willoughby	Spousal COB Adult Child Dependent COB

Contact for Non-Payroll Groups

Gail Hudson at Financial Operations, OMB
Telephone: (302) 672-5232

COBRA Questions

Ceridian Benefits Services
Customer Service 1-800-877-7994