

Benefit Committee 2020 Calendar Year Plan

Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
January	First Quarter	
29th	Benefit Committee Meeting – Quarterly Review Discuss potential RFP or renewal 1 yr. for Medical/Dental/Vision, review, other agenda items and Financial Reports.	David/Morgan/Shelley/Rebecca
April	Financial Planning Meeting	
22nd	Budget Outline - Tentative Numbers – 125% Wellness Strategy Plan Incentives.	David/Morgan/Actuary/Jay/Julie/Rebecca/Shelley
May	Second Quarter	
11th Full Day & 28th, Half to full Day	Benefit Committee Meeting – Quarterly Review - Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2021 Benefit Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court - Review Stop Loss RFP for publication in September	David/Morgan/Actuary/Shelley/Rebecca
October	Third Quarter	
2nd	Benefit Committee Meeting –Quarterly Review, OE Communication Plan, regular agenda items and Financial Reports.	David/Rob/Shelley/Rebecca
10/5 – 10/16	Open Enrollment Meetings – Employees/Retirees	Laurie Macina/Shelley
10/26 – 11/6	Open Enrollment Period	Wilco Benefits Team
28th	Benefit Fair	Wilco Benefits Team/Benefits Committee Members
November	Fourth Quarter	
9th or 12th	BC Meeting – Finalize Stop Loss RFP Selection	David/Rob/Shelley/Rebecca

Detailed Activity Plan

Color Code:	Yellow – Broker Consultant Action Mustard – Benefit Committee Meetings	
Month/Key Dates:		Leader
January	First Quarter	
17th	Call/Meet with David/Rob to Review Agenda	David/Morgan/Shelley
29th	Benefit Committee Meeting – Quarterly Review Broker Consultant Prepare RFP's for the following: Benefit Enrollment Portal, Group Term Life, Voluntary Life, Short Term/Long Term Disability, EAP, Financial Reports, regular agenda Items	David/Morgan/Shelley/BC Committee
April	Second Quarter	
22nd	Budget Outline – Work Planning Meeting, Tentative Budget Numbers Wellness Strategy Plan Incentives Additions/Changes 2022	David/Morgan/Actuary/Rebecca/Shelley/Jay/Julie
30th	Budget Numbers entered Power Plan – will use High bid # Received then adjust down for final numbers.	Shelley/Rebecca
May		
7th/8th	Call/Meet with David/Rob to Review Agenda	David/Rob/Shelley
11th Plan for whole day Schedule	Benefit Committee Meeting – Quarterly Review Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2021 Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court. Finalize RFP Selections: Renewal 1 Yr. for UHC & Admin Fee Changes, Benefits Enrollment Portal, Group Term Life, Voluntary Life, Short Term/Long Term Disability.	David/Rob/Actuary/Rebecca/Shelley/BC Committee
28th Plan minimal ½ day to a whole day to finalize budget	Benefit Committee Meeting Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Rob/Mark/Rebecca/Shelley/BC Committee
June		
1st – 2nd	Holmes Murphy to Schedule call with Rebecca/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court.	Shelley/Rebecca/David/Kaitlyn
3rd – 5th	Meet with Commissioners (Cook, Boles, Covey) Review Plans, EE Rates	Shelley/Rebecca
23rd	Commissioners Court Presentation and Approval of Benefits 2020 Plan Year: TPA, Medical, Dental, Vision, & FSA Cafeteria Plan – Plans & Rates. Upon approval Holmes Murphy to update Wilco Benefit Guide.	David/Rob/Rebecca/Shelley

10th	Finalize 2021 Benefit Guide due by July 10th	Holmes Murphy – Kaitlyn/David
30th	Final Budget – Power Plan	Shelley/Rebecca
July	Third Quarter	
1st – 9/30	2021 OE Communications Prep: Benefit Guide, Video Updates & Benefit Portal Updates for Open Enrollment	David/Kaitlyn/Rob/Shelley/UHC/Benefits Portal/GuideSpark/Winston
13th – 17th	UHC/Shelley Schedule Leadership/Elected Officials/Wellness Champions – Present 2021 Plan Changes	Rebecca/Shelley
August		David/Rob/Shelley
25th	Budget Adopted	Rebecca/Shelley
September		David/Rob/Shelley
7th – 11th	Holmes Murphy to Schedule Call with Rebecca/Shelley, Review Agenda for BC Agenda Publication on Sept. 27th Items to be included: Stop Loss RFP Draft/Review, Contract Renewals (Holmes Murphy) David to work with Diane West of Purchasing on required renewal documents for other Benefit Contracts	David/Kaitlyn/Rob/Rebecca/Shelley
27th	Publish BC Agenda	Shelley
30th	All Open Enrollment Communication Materials Finalized	Shelley, GuideSpark, UHC, Winston
October	Fourth Quarter	
2nd	Benefit Committee Meeting –Quarterly Review Approval to Publish Stop Loss RFP & Benefit Enrollment Web Based System, Review/Approve all Contract Renewals, to submit to Commissioners Court for Final Approval	David/Kaitlyn/Shelley/BC Committee
5th – 16th	UHC/Shelley Schedule OE Meetings with employees & Wellness Champions – Present 2021 Plan Changes	Laurie/Shelley/Rebecca
10/19 – 10/30	Open Enrollment Period	Employees/Retirees
10/28	Benefit Fair & Open Enrollment	Shelley/Benefits Team/Winston
November		
2nd – 4th	Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Bids & Make Recommendation to Committee	David/Kaitlyn/Rebecca/Shelley/Selection Committee
9th or 12th	BC Meeting – Finalize Stop Loss RFP	BC Committee
December		
1st or the 8th	CC Court Approval Stop Loss RFP	Shelley/Rebecca