

## Benefit Committee 2020 Calendar Year Plan

### Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
<b>January</b>	<b>First Quarter</b>	
<b>29th</b>	<b>Benefit Committee Meeting – Quarterly Review</b> Discuss potential RFP or renewal 1 yr. for Medical/Dental/Vision, review, other agenda items and Financial Reports.	David/Morgan/Shelley/Rebecca
<b>April</b>	<b>Financial Planning Meeting</b>	
<b>22<sup>nd</sup></b>	Budget Outline - Tentative Numbers – 125% Wellness Strategy Plan Incentives.	David/Morgan/Actuary/Jay/Julie/Rebecca/Shelley
<b>May</b>	<b>Second Quarter</b>	
<b>11<sup>th</sup> Full Day &amp; 28<sup>th</sup>, Half to full Day</b>	<b>Benefit Committee Meeting – Quarterly Review</b> <ul style="list-style-type: none"> <li>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</li> <li>Review Stop Loss RFP for publication in September</li> </ul>	David/Morgan/Actuary/Shelley/Rebecca
<b>October</b>	<b>Third Quarter</b>	
<b>2<sup>nd</sup></b>	<b>Benefit Committee Meeting –Quarterly Review, OE</b> Communication Plan, regular agenda items and Financial Reports.	David/Rob/Shelley/Rebecca
<b>10/5 – 10/16</b>	<b>Open Enrollment Meetings – Webinars</b> Employees/Retirees	Laurie Macina/Shelley
<b>10/19 –10/30</b>	<b>Open Enrollment Period</b>	Wilco Benefits Team
<b>28<sup>th</sup></b>	<b>Benefit Fair</b>	Wilco Benefits Team/Benefits Committee Members
<b>November</b>	<b>Fourth Quarter</b>	
<b>9<sup>th</sup></b>	<b>BC Meeting – Finalize Stop Loss RFP Selection</b>	David/Rob/Shelley/Rebecca

## Detailed Activity Plan

<b>Color Code:</b>	<b>Yellow – Broker Consultant Action</b> <b>Mustard – Benefit Committee Meetings</b>	
<b>Month/Key Dates:</b>		<b>Leader</b>
<b>January</b>	<b>First Quarter</b>	
<b>17th</b>	<b>Call/Meet with David/Rob to Review Agenda</b>	David/Morgan/Kaitlyn/Shelley
<b>29th</b>	<b>Benefit Committee Meeting – Quarterly Review</b> 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/Kaitlyn/Shelley/BC Committee
<b>April</b>	<b>Second Quarter</b>	
<b>22<sup>nd</sup></b>	<b>Budget Outline – Work Planning Meeting, Tentative Budget Numbers</b> Wellness Strategy Plan Incentives Additions/Changes 2022	David/Morgan/Actuary/Kaitlyn/Rebecca/Shelley/Jay/Julie
<b>30th</b>	<b>Budget Numbers entered Power Plan – will use High bid # Received then adjust down for final numbers.</b>	Rebecca/Shelley
<b>May</b>		
<b>11<sup>th</sup></b> <b>Plan for whole day Schedule</b>	<b>Benefit Committee Meeting – Quarterly Review</b> 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/Kaitlyn/Rob/Actuary/Rebecca/Shelley/BC Committee
<b>28<sup>th</sup></b> <b>Plan minimal ½ day to a whole day to finalize budget</b>	<b>Benefit Committee Meeting</b> Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Rob/Kaitlyn/Mark/Rebecca/Shelley/BC Committee
<b>June</b>		
<b>1<sup>st</sup> – 2<sup>nd</sup></b>	<b>Holmes Murphy to Schedule call with Rebecca/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court.</b>	Shelley/Rebecca/David/Kaitlyn
<b>3<sup>rd</sup> – 5th</b>	<b>Meet with Commissioners (Cook, Boles, Covey) Review Plans, EE Rates</b>	Rebecca/Shelley
<b>23<sup>rd</sup></b>	<b>Commissioners Court Presentation and Approval of Benefits 2020 Plan Year: TPA, Medical, Dental, Vision, &amp; FSA Cafeteria Plan – Plans &amp; Rates. Upon approval Holmes Murphy to update Wilco Benefit Guide.</b>	David/Rob/Rebecca/Shelley

<b>10th</b>	<b>Finalize 2021 Benefit Guide due by July 10<sup>th</sup></b>	Holmes Murphy – Kaitlyn/David
<b>30th</b>	Final Budget – Power Plan	Rebecca/Shelley
<b>July</b>	<b>Third Quarter</b>	
<b>1<sup>st</sup> – 9/30</b>	<b>2021 OE Communications Prep: Benefit Guide, Video Updates &amp; Benefit Portal Updates for Open Enrollment</b>	David/Kaitlyn/Rob/Shelley/UHC/Benefits Portal/GuideSpark/Winston
<b>13<sup>th</sup> – 17<sup>th</sup></b>	<b>UHC/Shelley Schedule Leadership/Elected Officials/Wellness Champions – Present 2021 Plan Changes - Webinar</b>	Rebecca/Shelley
<b>August</b>		David/Rob/Shelley
<b>25<sup>th</sup></b>	<b>Budget Adopted</b>	Rebecca/Shelley
<b>September</b>		David/Rob/Shelley
<b>7<sup>th</sup> – 11<sup>th</sup></b>	<b>Holmes Murphy to Schedule Call with Rebecca/Shelley, Review Agenda for BC Agenda Publication on Sept. 27<sup>th</sup></b> 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
<b>27<sup>th</sup></b>	Publish BC Agenda	Shelley
<b>30<sup>th</sup></b>	All Open Enrollment Communication Materials Finalized	Shelley, GuideSpark, UHC, Winston
<b>October</b>	<b>Fourth Quarter</b>	
<b>2nd</b>	<b>Benefit Committee Meeting –Quarterly Review</b> 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
<b>5<sup>th</sup> – 16<sup>th</sup></b>	<b>UHC/Shelley Schedule OE Meetings with employees &amp; Wellness Champions – Present 2021 Plan Changes</b>	Laurie/Shelley/Rebecca
<b>10/19 – 10/30</b>	<b>Open Enrollment Period</b>	Employees/Retirees
<b>10/28</b>	<b>Benefit Fair &amp; Open Enrollment</b>	Shelley/Benefits Team/Winston
<b>November</b>		
<b>2<sup>nd</sup> – 4<sup>th</sup></b>	<b>Holmes Murphy &amp; BC Selection Committee to Review RFP Stop Loss Bids &amp; Make Recommendation to Committee</b>	David/Kaitlyn/Rebecca/Shelley/Selection Committee
<b>TBD</b>	<b>RFP Benefit Web Based Online Portal Selection Committee, meet to review Specs, and Publish RFP (Jay Schade, Cynthia Long, Minnie Beteille, Rebecca</b>	David/Kaitlyn/Rebecca/Shelley/Selection Committee
<b>9<sup>th</sup> or 12<sup>th</sup></b>	<b>BC Meeting – Finalize Stop Loss RFP</b>	BC Committee
<b>December</b>		
<b>1st or the 8th</b>	<b>CC Court Approval Stop Loss RFP</b>	Shelley/Rebecca