

Benefit Committee 2021 Calendar Year Plan

Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
January	First Quarter	
20th – 9-11	Benefit Committee Meeting – Quarterly Review RFP Finalize Web Based Enrollment System RFP or discuss approval for final renewal year: UHC Medical/Dental/Vision, & FSA/HSA, RFP EAP and Broker Consultant RFP, other agenda items and Financial Reports.	David/Kaitlyn/Shelley/Rebecca
February	Special Meeting – Vendor Presentation and Selection	
17th – 9-11	Presentation of top finalists – Web Based Enrollment System	David/Kaitlyn/Shelley/Rebecca
April	Financial Planning Meeting	
TBD 9-3	Budget Outline - Tentative Numbers Wellness Strategy Plan Incentives	David/Actuary/Julie/BC Chair/Rebecca/Shelley
May	Second Quarter	
5th - Full Day & 9-3 26th - Half Day 9-11	Benefit Committee Meeting – Quarterly Review Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2022 Benefit Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court Review Stop Loss RFP for publication in September	David/Actuary/Shelley/Rebecca
October	Third Quarter	
1st – 9-11	Benefit Committee Meeting –Quarterly Review, OE Communication Plan, regular agenda items and Financial Reports.	David/Shelley/Rebecca
Oct. 4th – 15th	Open Enrollment Meetings – Webinars Employees/Retirees	Laurie Macina/Benefits Team
Oct. 4th – 15th	Benefit Fair – In Person or Virtual	Shelley/Wilco Benefits Team
Oct. 18th – Oct. 29th	Open Enrollment Period	Wilco Benefits Team
November	Fourth Quarter	
17th – 9-11	BC Meeting – Finalize Stop Loss RFP Selection	David/Shelley/Rebecca

Detailed Activity Plan

Color Code:	Yellow – Broker Consultant Action Grey – Benefit Committee Meetings	
Month/Key Dates:		Leader
January	First Quarter	
Week of the 11th	Call/Meet with David/ to Review Agenda	David/Kaitlyn/Shelley
20th	Benefit Committee Meeting – Quarterly Review Finalize RFP: Web Based Benefit Enrollment Portal Prepare RFP: EAP 1 st Qtr., Broker Consultant – 3 rd Qtr., Final Renewal – UHC due by 2 nd Qtr., Financial Reports, regular agenda Items	David/Kaitlyn/Shelley/BC Committee
February	Special Meeting – Vendor Presentation and Selection	
17th	BC Committee – Selection of Vendor Web Based Enrollment System	David/Kaitlyn/Shelley/BC Committee
April	Second Quarter	
TBD	Budget Outline – Work Planning Meeting, Tentative Budget Numbers Wellness Strategy Plan Incentives Additions/Changes 2022	David/Actuary/Kaitlyn/UHC/BC Chair/Rebecca/Shelley/Julie
	Budget Numbers entered Power Plan – will use High bid # Received then adjust down for final numbers.	Rebecca/Shelley
May		
5th - Full Day & 9-3 Plan for whole day Schedule	Benefit Committee Meeting – Quarterly Review Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2022 Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court. Finalize RFP Selections: Renewal 2 Yr. for UHC & Admin Fee Changes, Finalize EAP RFP	David/Kaitlyn/Actuary/Rebecca/Shelley/BC Committee
26th – Half Day Plan minimal ½ day to finalize budget	Benefit Committee Meeting Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Kaitlyn/Rebecca/Shelley/BC Committee
June		
1st	Holmes Murphy to Schedule call with Rebecca/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court.	Shelley/Rebecca/David/Kaitlyn
2nd – 4th	Meet with Commissioners (Cook, Boles, Covey) Review Plans, ER Contribution & EE Rates	Rebecca/Shelley

8th, 15th or 22nd	Commissioners Court Presentation and Approval of Benefits 2021 Plan Year: TPA, Medical, Dental, Vision, & FSA/HSA Cafeteria Plan – Plans & Rates. Upon approval Holmes Murphy to update Wilco Benefit Guide.	David//Rebecca/Shelley
	Final Budget – Power Plan	Rebecca/Shelley
July	Third Quarter	
	Finalize 2022 Benefit Guide due by July 10th	Holmes Murphy – Kaitlyn/David
	2021 OE Communications Prep: Benefit Guide, Video Updates & Benefit Portal Updates for Open Enrollment	David/Kaitlyn/Shelley/UHC/Benefits Portal
August		David/Shelley
	Budget Adopted	Rebecca/Shelley
September		David/Shelley
Week of Sept. - 20th	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 (UHC) David to work with Diane West of Purchasing on required renewal documents for other Benefit Contracts	David/Kaitlyn/Rebecca/Shelley
27th	Publish BC Agenda	Shelley
27th – 30th	UHC/Shelley Schedule Leadership/Elected Officials/HR Liaisons – Present 2022 Plan Changes - Webinar	Rebecca/Shelley
25th	All Open Enrollment Communication Materials Finalized	Shelley, UHC, Benefits Portal
October	Fourth Quarter	
1st	Benefit Committee Meeting –Quarterly Review Approval to Publish Stop Loss RFP, Review/Approve all Contract Renewals, to submit to Commissioners Court for Final Approval	David/Kaitlyn/Shelley/BC Committee
4th – 15th	UHC/Shelley Schedule Employee OE Meetings – Present 2022 Plan Changes & Benefit Fair	Laurie/Shelley/Rebecca/Benefits Team
18th – 29th	Open Enrollment Period	Employees/Retirees
November		
Week of 1st	Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Bids & Make Recommendation to Committee	David/Kaitlyn/Rebecca/Shelley/ Selection Committee
Week of 15th	BC Meeting – Finalize Stop Loss RFP	BC Committee
December		
14th	CC Court Approval Stop Loss RFP	Shelley/Rebecca