

2021 Benefits Team Project Planner/May – December

Task	May	June	July	August	September	October	November	December
2022 Benefits Budget: Benefits Plan Design, Changes, Employee Benefit Rates Benefit RFP's	Finalize 2022 Benefits Budget: Benefits Plan Design/Changes Employee Benefit Rates BC Mtg. 5/5 & 5/26	Present 2022 Benefits Budget for approval by Commissioners Court	Finalize 2022 Benefit Plans, Rates for System Set Up & 2022 Communication Strategy Publish RFP's for EAP & Broker Consultant		Leadership Meetings, Wellness Leaders/ HR Liaison Meetings – 2022 Benefit Plans, Changes, EE Rates	BC Meeting Finalize RFP Recommendations: EAP & Broker Consultant		
2022 Employee Wellness Program & Wellness Platform	Redesign 2022 Employee Wellness Program, Mission/Goals and approval by Benefits Committee	Approval of 2022 Employee Wellness Program & New Wellness Platform by Commissioners Court	Implementation Starts				Leadership Meetings, Wellness Leaders/ HR Liaison Meetings – New Employee Wellness Program	All Employee Communications Virgin Pulse System – Go Live 1/1/2022
Benefit Focus Web Based Enrollment Portal System Set up, Implementation, & Go-Live	Implementation Starts					10/1 Go Live Date - Benefit Focus Web Based Benefits Portal		
Communication Strategy: Employee Communications	UHC Mailer: All employee Communication, engage in your wellness too include (HEB Gift Card Distribution)	Prepare 2022 Benefit Guide & Open Enrollment Presentation			Benefit Focus Portal Email Communications all employees/retirees 9/1/2021 – 2022 Final Benefit Guide Ready for Publication	Virtual Benefit Fair 4 th – 15 th (Open Enrollment All Employee Webinar Presentation) Open Enrollment Period: 18 th – 31 st		
Employee Events	Date TBD - April Million Mile Month Award Recognition	TBD - April Million Mile Month Award Recognition		Employee of the Year Celebration		Virtual Benefit Fair 4 th – 15 th		
Employee Wellness Education: Webinars/Activities/ Initiatives	UHC – Webinar/Pod Cast & Airrosti – Injury Prevention Webinars					October Virtual Benefit Fair		
	AG Department: “Step Up & Scale Down”							