

2022 Benefit Committee Calendar Year Plan

Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
January	First Quarter	
19 th – 9-11	Benefit Committee Meeting – Quarterly Review RFP Finalize TPA (Medical, Dental, Vision, FSA, HSA) Virgin Pulse Implementation & EAP Implementation	David/Kaitlyn/ Rebecca/Shelley
March	Special BC Meeting Finalize RFP TPA	
TBD Tentative: 23 rd	Benefit Committee Meeting – Special Meeting Finalize RFP TPA	David/Kaitlyn/ Rebecca/Shelley
April	Financial Planning Meeting	
18 th 9-3	Budget Outline - Tentative Numbers Wellness Strategy Plan Incentives	David/Actuary/Julie /John BC Chair/ Rebecca/Shelley
May/June	Second Quarter	
5/18 – 9-3, Full Day & 6/1 – 1-4, Half Day	Benefit Committee Meeting – Quarterly Review Proposal of new TPA/Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2023 Benefit Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court	David/Actuary/ Rebecca/Shelley
September	Third Quarter	
5 th – 9 th	Open Enrollment Meetings – Webinars Leadership, Employees/Retirees	Laurie Macina/ Benefits Team
9/26 – 10/7	Open Enrollment Period	Wilco Benefits Team
28 th	Benefit Fair In-person – Georgetown Annex, Second Floor	Shelley/Wilco Benefits Team
October	Fourth Quarter	
4 th – 6 th	Virtual Benefit Fair	Shelley/Wilco Benefits Team
November	Fourth Quarter	
Reschedule from the 10/7 to 11/10, 9 -11 – Judge Gravell	Benefit Committee Meeting –Quarterly Review, OE Communication Plan, regular agenda items and Financial Reports.	David/Kaitlyn/ Rebecca/Shelley

Detailed Activity Plan

Color Code:	Yellow – Broker Consultant Action Grey – Benefit Committee Meetings	
Month/Key Dates:		Leader
January	First Quarter	
Week of the 3 rd	Call/Meet with David/ to Review Agenda	David/Kaitlyn/ Shelley
19 th	Benefit Committee Meeting – Quarterly Review Appoint Review Committee and Prepare RFP: TPA (Medical, Dental, Vision, FSA/HSA) 1 st Qtr., Financial Reports, regular agenda Items	David/Kaitlyn/ Shelley/BC Committee
January/ February	Review Committee Meeting – RFP TPA – Third Party Administrator	David/Kaitlyn/ Rebecca/Shelley/RC
TBD	Review RFP Template, and review proposals	
March		
TBD Tentative – 23 rd / (Exclude week of 14 th)	Special BC Meeting – Finalize RFP TPA (Medical, Dental, Vision, FSA/HAS)	David/Kaitlyn/ Shelley/BC Committee
April	Second Quarter	
18 th	Budget Outline – Work Planning Meeting, Tentative Budget Numbers Wellness Strategy Plan Incentives Additions/Changes 2023	David/Actuary/ Kaitlyn/UHC/BC Chair, John/Julie Rebecca/Shelley
	Budget Numbers entered Power Plan – will use High bid # Received then adjust down for final numbers.	Rebecca/Shelley
May		
18 th - 9 -3, Full Day	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
TBD	Holmes Murphy to Schedule call with Rebecca/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court.	Shelley/Rebecca/Da vid/Kaitlyn
June		
1 st – 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
1 st	Holmes Murphy to Schedule call with Rebecca/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court. Approve TPA Contract Award	Shelley/Rebecca/Da vid/Kaitlyn

2 nd – 10 th	Meet with Commissioners (Cook, Boles, Covey) Review Plans, ER Contribution & EE Rates	Rebecca/Shelley
14 th or 21 st	Commissioners Court Presentation and Approval of Benefits 2023 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	
10 th	Finalize 2023 Benefit Guide due by July 10th	Holmes Murphy – Kaitlyn/David
	2023 OE Communications Prep: Benefit Guide, & Benefit Portal Updates for Open Enrollment	David/Kaitlyn/ Shelley/Angela/ UHC/Benefits Portal
August		
	Budget Adopted	Rebecca/Shelley
30 th	All Open Enrollment Communication Materials Finalized	Shelley, UHC, Benefits Portal
September		
5 th – 9 th	UHC/Shelley Schedule Leadership/Elected Officials/HR Liaisons Present 2023 Plan Changes – Webinars	Laurie/Shelley/ Rebecca/Benefits Team
Week of - TBD	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	David/Kaitlyn/ Rebecca/Shelley
26 th – 7 th	Open Enrollment Period	Shelley/Benefits Team
28 th	Benefit Fair – Georgetown Annex, 2nd Floor	Shelley/Benefits Team
October	Fourth Quarter	
4 th – 6 th	Virtual Benefit Fair	Shelley/Benefits Team
TBD	Open Enrollment Period	Employees/ Retirees
November		
Week of 1 st	Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Bids & Make Recommendation to Committee	David/Kaitlyn/ Rebecca/Shelley/ Review Committee
Reschedule from the 10/7 to 11/4, 9 -11	Benefit Committee Meeting –Quarterly Review, regular agenda items and Financial Reports.	David/Kaitlyn/ Rebecca/Shelley/ BC Committee
December		
14 th	CC Court Approval Stop Loss RFP	Rebecca/Shelley