

# 2023 Benefit Committee Calendar Year Plan

## Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
<b>January</b>	<b>First Quarter</b>	
<b>18<sup>th</sup> 9-11</b>	<b>Benefit Committee Meeting – Quarterly Review</b> RFI Financial Services Provider – Employee Education/Coaching	David/Kaitlyn/ Rebecca/Shelley
<b>February</b>	<b>Wellness Subcommittee Meeting</b>	
<b>22<sup>nd</sup> 1:30 –3:30</b>	<b>Review and evaluate current Wellness Program, discuss changes for 2024 Wellness Program</b> Wellness Strategy Plan Incentives	David/Kaitlyn/UHC/Rebecca/Angela/ Shelley/C. Long/M. Knipstein, C. Mendoza
<b>April</b>	<b>Financial Planning Meeting</b>	
<b>19<sup>th</sup> 9-3</b>	Budget Outline - Tentative Numbers	David/Actuary/Julie /John BC Chair/ Rebecca/Shelley
<b>May</b>	<b>Second Quarter</b>	
<b>3<sup>rd</sup> 9-3, Full Day</b>	<b>Benefit Committee Meeting – Quarterly Review</b> Budget Proposal, Renewal/Changes Benefit Plans/EE Rates – Medical/Dental/Vision, Potential RFP Financial Services Provider – Employee Education/Coaching, Wellness Strategy for 2024 Benefit Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court	David/Actuary/ Rebecca/Shelley
<b>17<sup>th</sup> – 11-1, Half Day</b>		
<b>August</b>	<b>Third Quarter</b>	
<b>TBD</b>	<b>Open Enrollment Meetings – Webinars Leadership, 2024 Benefit Plan</b> Changes, Rates for Employees/Retirees	Laurie Macina/ BC Committee/ Benefits Team
<b>TBD</b>	<b>In Person OE Meetings – 2024 Benefit Plan Changes for these Departments</b> (URS/Fleet, Building Maintenance, Corrections, Juvenile Services)	Angela/Shelley
<b>September</b>	<b>Third Quarter</b>	
<b>9/25 – 10/6</b>	<b>Open Enrollment Period</b>	Wilco Benefits Team
<b>27<sup>th</sup></b>	<b>Benefit Fair In-person – Georgetown Annex, Second Floor</b>	Shelley/Wilco Benefits Team
<b>November</b>	<b>Fourth Quarter</b>	
<b>1<sup>st</sup> 9-11</b>	<b>Benefit Committee Meeting –Quarterly Review, OE Wrap Up, regular</b> agenda items and Financial Reports.	David/Kaitlyn/ Rebecca/Shelley

## Detailed Activity Plan

<b>Color Code:</b>	<b>Yellow – Broker Consultant Action</b> <b>Grey – Benefit Committee Meetings</b>	
<b>Month/Key Dates:</b>		<b>Leader</b>
<b>January</b>	<b>First Quarter</b>	
<b>Week of the 11<sup>th</sup></b>	<b>Call/Meet with David/ to Review Agenda</b>	David/Kaitlyn/Shelley
<b>18<sup>th</sup></b>	<b>Benefit Committee Meeting – Quarterly Review</b> Prepare RFI: Financial Services Provider – (Employee Education/Coaching) Employee 1 <sup>st</sup> Qtr., Financial Reports, regular agenda Items	David/Kaitlyn/Shelley/BC Committee
<b>January/February</b>	<b>RFI – Financial Services Provider</b>	<b>David/Kaitlyn/Rebecca/Angela/Shelley</b>
<b>February 22<sup>nd</sup></b>	<b>Wellness Subcommittee Meeting</b>	<b>David/Kaitlyn/Rebecca/Angela/Shelley/Wellness Subcommittee</b>
<b>April</b>	<b>Second Quarter</b>	
<b>19<sup>th</sup> 9-3</b>	<b>Financial Planning Meeting - Budget Outline – Work Planning Meeting, Tentative Budget Numbers</b>	David/Actuary/Kaitlyn/UHC/BC Chair, John/Julie Rebecca/Shelley
	<b>Budget Numbers entered Power Plan – will use High bid # Received then adjust down for final numbers.</b>	Rebecca/Shelley
<b>May</b>		
<b>3rd– 9 -3, Full Day</b>	<b>Benefit Committee Meeting – Quarterly Review</b> Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2024 Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court.	David/Kaitlyn/Actuary/Rebecca/Shelley/BC Committee
<b>17<sup>th</sup> 9-3, Half Day</b>	<b>Benefit Committee Meeting</b> Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Kaitlyn/Rebecca/Shelley/BC Committee
<b>June</b>	<b>Third Quarter</b>	
<b>TBD</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>TBD</b>	<b>Meet with Commissioners (Cook, Boles, Covey) Review Plans, ER Contribution &amp; EE Rates</b>	Rebecca/Shelley
<b>TBD</b>	<b>Commissioners Court Presentation and Approval of Benefits 2024 Plan Year: (Med/Den/Vision, FSA/HSA Cafeteria Plan – Plans &amp; Rates.) Once approved Holmes Murphy to update Wilco Benefit Guide.</b>	David/Rebecca/Shelley
	<b>Final Budget – Power Plan</b>	Rebecca/Shelley
<b>July</b>		
<b>10<sup>th</sup></b>	<b>Finalize 2024 Benefit Guide due by July 10<sup>th</sup></b>	Holmes Murphy – Kaitlyn/David
	<b>2024 OE Communications Prep: Benefit Guide, &amp; Benefit Portal Updates for Open Enrollment</b>	David/Kaitlyn/Shelley/Angela/

		UHC/Benefits Portal
<b>August</b>		
TBD	UHC/Shelley Schedule Leadership/Elected Officials/HR Liaisons Present 2023 Plan Changes – Webinars	Laurie/Shelley/ Rebecca/Benefits Team
TBD	In Person OE Meetings – 2024 Benefit Plan Changes for these Departments (URS/Fleet, Building Maintenance, Corrections, Juvenile Services)	Angela/Shelley
	Budget Adopted	Rebecca/Shelley
30 <sup>th</sup>	All Open Enrollment Communication Materials Finalized	Shelley, UHC, Benefits Portal
<b>September</b>		
Week of - TBD	Holmes Murphy to Schedule Call with Rebecca/Shelley, Review Agenda for BC Agenda Publication on Sept. 27 <sup>th</sup> Items to be included: Stop Loss RFP Draft/Review	David/Kaitlyn/ Rebecca/Shelley
25 <sup>th</sup> – 30 <sup>th</sup>	Open Enrollment Period	Shelley/Benefits Team
27 <sup>th</sup>	Benefit Fair – Georgetown Annex, 2 <sup>nd</sup> Floor	Shelley/Benefits Team
<b>October</b>	<b>Fourth Quarter</b>	
1 <sup>st</sup> – 7 <sup>th</sup>	Open Enrollment Period	Employees/ Retirees
<b>November</b>		
TBD	Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Bids & Make Recommendation to Committee	David/Kaitlyn/ Rebecca/Shelley/ Review Committee
1 <sup>st</sup> 9 -11	Benefit Committee Meeting –Quarterly Review, regular agenda items and Financial Reports.	David/Kaitlyn/ Rebecca/Shelley/ BC Committee
<b>December</b>		
TBD	CC Court Approval Stop Loss RFP	Rebecca/Shelley