

# 2025 Benefit Committee Calendar Year Plan

## Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
<b>January</b>	<b>First Quarter</b>	
16 <sup>th</sup> 9-11	<b>Benefit Committee Meeting – Quarterly Review</b> RFP Financial Services Provider – Employee Education/Coaching	David/Nikki/ Allen/Shelley
<b>February</b>	<b>Wellness Subcommittee Meeting</b>	
7 <sup>th</sup> 1:00 –4:30	<b>Review and evaluate current Wellness Program, discuss changes for 2025</b> Wellness Program Wellness Strategy Plan Incentives 2025	David/Nikki/UHC/ Allen/Angela/ Shelley/C. Long/C. Mendoza
<b>April</b>	<b>Financial Planning Meeting</b>	
17 <sup>th</sup> - Auditor's  9-3	Budget Outline - Tentative Numbers	David/Actuary/Julie /John BC Chair/ Allen/Shelley/Auditor's Office – Julie, Jalyn and Ganae, UHC & Holmes Murphy
<b>May</b>	<b>Second Quarter</b>	
9 <sup>th</sup> 9-3, Full Day  15 <sup>th</sup> 9-12, Half Day	<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/ Allen/Shelley
<b>August</b>	<b>Third Quarter</b>	
TBD	<b>Open Enrollment Meetings – Webinars Leadership</b> , 2024 Benefit Plan Changes, Rates for Employees/Retirees	Laurie Macina/ BC Committee/ Benefits Team
TBD	<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>	
9/22 – 10/3	<b>Open Enrollment Period</b>	Wilco Benefits Team
24 <sup>th</sup>	<b>Benefit Fair In-person – Georgetown Annex, Second Floor</b>	Shelley/Wilco Benefits Team
<b>November</b>	<b>Fourth Quarter</b>	
14 <sup>th</sup> 9-11	<b>Benefit Committee Meeting –Quarterly Review</b> , OE Wrap Up, regular agenda items and Financial Reports.	David/Nikki/ Allen/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 13<sup>th</sup></b>	<b>Call/Meet with David/ to Review Agenda</b>	David/Nikki/Shelley
<b>16<sup>th</sup></b>	<b>Benefit Committee Meeting – Quarterly Review</b> Prepare RFP: Financial Services Provider – (Employee Education/Coaching) Employee 1 <sup>st</sup> Qtr., Financial Reports, regular agenda Items	David/Nikki/Shelley/BC Committee
<b>24<sup>th</sup></b>	<b>RFP – Group Life Vendor, Voluntary Life, Short Term, Long Term Disability</b>	<b>David/Nikki/Shelley/</b>
<b>February 7<sup>th</sup></b>	<b>Wellness Subcommittee Meeting</b>	<b>David/Nikki/Allen/Angela/Shelley/Wellness Subcommittee</b>
<b>April</b>	<b>Second Quarter</b>	
<b>17<sup>th</sup> 9-3, Full Day</b>	<b>Financial Planning Meeting - Budget Outline – Work Planning Meeting, Tentative Budget Numbers</b>	David/Actuary/Nikki/UHC/BC Chair, John/Julie Allen/Shelley
<b>1<sup>st</sup></b>	<b>Budget Numbers entered Questica – will use High bid # Received then adjust down for final numbers.</b>	Shelley/Allen
<b>May</b>		
<b>9<sup>th</sup>– 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/Nikki/Actuary/Allen/Shelley/BC Committee
<b>15<sup>th</sup> 9-12, Half Day</b>	<b>Benefit Committee Meeting</b> Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Nikki/Allen/Shelley/BC Committee
<b>TBD</b>	<b>Meet with Commissioners (Cook, Boles, Covey) Review Plans, ER Contribution &amp; EE Rates</b>	Allen/Shelley
<b>June</b>	<b>Third Quarter</b>	
<b>TBD</b>	<b>Holmes Murphy to Schedule call with Allen/Shelley, Review Holmes Murphy Presentation and finalize Agenda for Posting on CC Court.</b>	Shelley/Allen/David/Nikki
<b>3<sup>rd</sup> or 10<sup>th</sup></b>	<b>Commissioners Court Presentation and Approval of Benefits 2026 Plan Year: (Med/Den/Vision, FSA/HSA Cafeteria Plan – Plans &amp; Rates.) Once approved Holmes Murphy to update Wilco Benefit Guide.</b>	David/Allen/Shelley
	<b>Final Budget – Questica</b>	Allen/Shelley
<b>July</b>		
<b>10<sup>th</sup></b>	<b>Finalize 2026 Benefit Guide due by July 10<sup>th</sup></b>	Holmes Murphy – Nikki/David
	<b>2026 OE Communications Prep: Benefit Guide, &amp; Benefit Portal Updates for Open Enrollment</b>	David/Nikki/Shelley/Angela/UHC/Benefits Portal
<b>August</b>		

1 <sup>st</sup>	All Open Enrollment Communication Materials Finalized	Shelley, UHC, Benefits Portal
TBD	UHC/Shelley Schedule Leadership/Elected Officials/HR Liaisons Present 2023 Plan Changes – Webinars	Shelley/Angela Allen/Benefits Team
TBD	In Person OE Meetings – 2024 Benefit Plan Changes for these Departments (URS/Fleet, Building Maintenance, Corrections, Juvenile Services, Parks)	Angela/Shelley
31 <sup>st</sup>	Budget Adopted	Allen/Shelley
September		
22 <sup>nd</sup> – Oct. 3rd	Open Enrollment Period	Shelley/Benefits Team
24 <sup>th</sup>	Benefit Fair – Georgetown Annex, 2 <sup>nd</sup> Floor	Shelley/Benefits Team
October	Fourth Quarter	
1 <sup>st</sup> – 3rd	Open Enrollment Period	Employees/ Retirees
Week of - TBD	Holmes Murphy to Schedule Call with Allen/Shelley, Review Agenda for BC Agenda Publication on Sept. 27 <sup>th</sup> Items to be included: Stop Loss RFP Draft/Review	David/Nikki/Allen/Shelley
November		
1 <sup>st</sup>	Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Quote & Make Recommendation to Committee	David/Nikki/Allen/Shelley/ Review Committee
14 <sup>th</sup> 9 -11	Benefit Committee Meeting –Quarterly Review, regular agenda items and Financial Reports.	David/Nikki/Allen/Shelley/ BC Committee
December		
TBD	CC Court Approval Stop Loss RFP	Allen/Shelley