

# 2026 Benefit Committee Calendar Year Plan

## Key Dates: Benefit Committee Voting Members

Month/Key Dates:	Activity	Leader
<b>January</b>	<b>First Quarter</b>	
7 <sup>th</sup> 9-11	<b>Benefit Committee Meeting – Quarterly Review</b> RFP EAP Employee Assistance Program, RFP Broker Consultant need to appoint review committee for both RFP's and discuss timeline, contract must be finalized by 1/12/27, EAP & Broker Consultant by 9/1 for potential implementation	David/Nikki/ Allen/Shelley
<b>February</b>	<b>Wellness Subcommittee Meeting</b>	
6 <sup>th</sup> 1 –4:30	<b>Review and evaluate current Wellness Program, discuss program modifications for 2027 &amp; 2027 Wellness Strategy Plan Incentives</b>	David/Nikki/UHC/ Allen/Angela/ Shelley/C. Long/C. Mendoza
<b>April</b>	<b>Financial Planning Meeting</b>	
17 <sup>th</sup> 9-3 Auditor's TBD	<b>Budget Outline - Tentative Numbers</b>	David/Actuary/Julie /John BC Chair/ Allen/Shelley/Auditor's Office – Julie, Jalyn and Ganae, UHC
<b>May</b>	<b>Second Quarter</b>	
8 <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, Wellness Strategy for 2027 Benefit Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court, in prep for Open Enrollment set up	David/Actuary/ Allen/Shelley
<b>August</b>	<b>Third Quarter</b>	
TBD	<b>Open Enrollment Meetings – Webinars Leadership, 2027 Benefit Plan Changes, Rates for Employees/Retirees</b>	Laurie Macina/ BC Committee/ Benefits Team
TBD	<b>In Person OE Meetings – 2027 Benefit Plan Changes for these Departments (URS/Fleet, Building Maintenance, Corrections, Juvenile Services)</b>	Angela/Shelley
<b>September</b>	<b>Third Quarter</b>	
9/21 - 10/2	<b>Open Enrollment Period</b>	Wilco Benefits Team
23 <sup>rd</sup>	<b>Benefit Fair In-person – Georgetown Annex, Second Floor</b>	Shelley/Wilco Benefits Team
<b>November</b>	<b>Fourth Quarter</b>	
18 <sup>th</sup> 9-11	<b>Benefit Committee Meeting – Quarterly Review</b>	Shelley/Allen/David/ Wilco Benefits Team

## Detailed Activity Plan

Color Code:	<b>Yellow – Broker Consultant Action</b> <b>Grey – Benefit Committee Meetings</b>	
Month/Key Dates:	Leader	
January	First Quarter	
Week of December 15 <sup>th</sup> , 2025	Call/Meet with David/ to Review Agenda	David/Nikki/ Shelley
7 <sup>th</sup> 9-11	<b>Benefit Committee Meeting – Quarterly Review</b> RFP EAP, RFP – Broker Consultant (exclude Holmes Murphy) Employee 1 <sup>st</sup> Qtr., Financial Reports, regular agenda Items	David/Nikki/ Shelley/BC Committee
TBD	RFP – EAP	David/Nikki/ Shelley/Allen/Purchasing/BC
TBD	RFP – Broker Consultant	Shelley/Allen/Purchasing/BC
February 6 <sup>th</sup> 1 – 4:30	Wellness Subcommittee Meeting	David/Nikki/ Allen/Angela/ Shelley/Wellness Subcommittee
April	Second Quarter	
	Wellness Week – Harbor Health, Bexa, Dexa, and Airrosti	Benefits Team
13 <sup>th</sup> or 17 <sup>th</sup> TBD 9-3, Full Day	Financial Planning Meeting - Budget Outline – Work Planning Meeting, Tentative Budget Numbers	David/Actuary/ Nikki/UHC/BC Chair, John/Julie Allen/Shelley
1st	Budget Numbers entered Questica – will use High bid # Received then adjust down for final numbers.	Shelley/Allen
May		
8 <sup>th</sup> – 9 -3, Full Day	<b>Benefit Committee Meeting – Quarterly Review</b> Proposal of Renewal Benefit Plans/EE Rates – Medical/Dental/Vision, Wellness Strategy for 2027 Plan Year – Must have final recommendation, Budget Initial #'s, for placement on CC Court.	David/Nikki/ Actuary/ Allen/Shelley/ BC Committee
15 <sup>th</sup> 9-12, Half Day	<b>Benefit Committee Meeting</b> Finalize Benefits Budget, ER Funding, EE Rates, Plan Design Changes, Wellness Actions.	David/Nikki/ Allen/Shelley/ BC Committee
TBD	<b>Meet with Commissioners (Cook, Boles, Covey) Review Plans, ER Contribution &amp; EE Rates</b>	Allen/Shelley
TBD	<b>Review Final Presentation – Holmes Murphy for CC Court</b>	Shelley/Holmes Murphy
June	Third Quarter	
2 <sup>nd</sup> or 9 <sup>th</sup>	<b>Commissioners Court Presentation and Approval of Benefits 2027 Plan Year: (Med/Den/Vision, FSA/HSA Cafeteria Plan – Plans &amp; Rates.)</b> Once approved Holmes Murphy to update Wilco Benefit Guide.	David/ Allen/Shelley
	Final Budget – Questica	Allen/Shelley
July		

10 <sup>th</sup>	Finalize 2027 Benefit Guide due by July 10 <sup>th</sup>	Holmes Murphy – Nikki/David
	2027 OE Communications Prep: Benefit Guide, & Benefit Portal Updates for Open Enrollment	David/Nikki/ Shelley/Angela/ UHC/Benefits Portal
<b>August</b>		
3 <sup>rd</sup>	All Open Enrollment Communication Materials Finalized	Shelley, UHC, Benefits Portal
TBD	Shelley Schedule Leadership/Elected Officials/HR Liaisons Present 2027 Plan Changes – Webinars	Shelley/Angela Allen/Benefits Team
TBD	In Person OE Meetings – 2027 Benefit Plan Changes for these Departments (URS/Fleet, Building Maintenance, Corrections, Juvenile Services, Parks)	Angela/Shelley
31 <sup>st</sup>	Budget Adopted	Allen/Shelley
<b>September</b>		
21 <sup>st</sup> – Oct. 2 <sup>nd</sup>	Open Enrollment Period	Shelley/Benefits Team
23 <sup>rd</sup>	Benefit Fair – Georgetown Annex, 2 <sup>nd</sup> Floor	Shelley/Benefits Team
<b>October</b>	<b>Fourth Quarter</b>	
1 <sup>st</sup> – 2 <sup>nd</sup>	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
<b>November</b>		
2 <sup>nd</sup>	RFP EAP & Broker Consultant Holmes Murphy & BC Selection Committee to Review RFP Stop Loss Quote & Make Recommendation to Committee	David/Nikki/ Allen/Shelley/ Review Committee
11 <sup>th</sup> 9 -11	Benefit Committee Meeting –Quarterly Review, regular agenda items and Financial Reports.	David/Nikki/ Allen/Shelley/ BC Committee
<b>December</b>		
TBD	CC Court Approval Stop Loss RFP	Allen/Shelley