

WSHIP 2017 General Board Schedule and Work Plan

Updated: 5-1-17

JANUARY / FEBRUARY Board Meeting: Jan 11, 2017

Standing Activities		Responsible	Projects		Responsible
✓	S1. Approve 2017 Board Schedule and Work Plan	Board	✓	P1. Continue PBM Audit	ED
✓	S2. Approve 2017 Budget	Board	✓	P2. Begin Benefit Evaluation Project	Planning Com
✓	S3. Survey Member Plans for 12/31 enrollment (due 3/1)	OIC			
✓	S4. Legislative session begins; review & testify as needed	ED / Board			
✓	S5. Recommend Board officer nominations	Gov Com			
<i>Guests: Leif Associates, BMI</i>					

MARCH / APRIL Board Meeting: Mar 8, 2017

Standing Activities		Responsible	Projects		Responsible
✓	S6. Initiate Board election process and Governor appointments	ED / Admin	✓	P3. Begin planning Board Retreat	Gov Com
✓	S7. Review 2016 Operating Report & Care Management Report	Board			
✓	S8. Review 2016 Audited Financial Statements & 990	Board			
✓	S9. Approve/send Interim Assessment I (March Assessment)	Board / Admin			
✓	S10. Send carriers prelim. projections for 2018 assessments (3/1)	Board / Admin			
✓	S11. Submit Health Annual Statement to OIC (by 5/1)	ED			
<i>Notes: S6. Terms expiring in 2017 – By election #7 (Jamie); By Governor appointment #3 (Andi) and #8 (Mark)</i>					
<i>Guests: BMI, MedWatch, Auditor</i>					

MAY / JUNE / JULY Annual Meeting: May 10, 2017

Standing Activities		Responsible	Projects		Responsible
	S12. Annual Member Plan Meeting and Election (Position 7)	ED / Admin		P1. Complete PBM Audit	ED
	S13. Board Governor appointments (Positions 3 & 8)	Governor		P2. Review Benefit Evaluation recommendations	Board
	S14. Elect Board officers	Board		P3. Board Retreat (rescheduled to October)	Board
	S15. Provide Annual Report to policymakers & stakeholders	ED / Chair		P4. Review Rate-Setting Principles	Board
	S16. Review plan policies and benefit management activities; recommend updates if indicated	Planning Com			
	S17. Evaluate vendors; determine if RFPs are warranted	EC / Planning			
	S18. Issue Annual Conflict of Interest Statements	ED			
	S19. Approve/send Assessment II (July Assessment)	Board / Admin			
<i>Notes: P3. Board Retreat has been rescheduled to October</i>					
<i>Guests: Express Scripts</i>					

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AUGUST / SEPTEMBER / OCTOBER Board Meeting: Sept 27, 2017

<i>Standing Activities</i>		<i>Responsible</i>	<i>Projects</i>		<i>Responsible</i>
S20.	Review preliminary 2018 rates (August)	EC	P2.	Approve Benefit Evaluation recommendations	Board
S21.	File 2018 benefit contracts and forms with OIC (August)	Admin			
S22.	Complete individual Board member evaluations	Gov Com			
S23.	Conduct full-Board self-evaluation	Gov Com			
S24.	Evaluate the need/potential timing for a Board Retreat	Gov Com			
S25.	Initiate RFP process for vendor(s), if indicated	ED			
S26.	Initiate 2018 Assessment process	ED / OIC			
S27.	Report PMPM costs to OIC (Sept)	ED			
S28.	Approve 2018 rates (Sept)	Board			
S29.	Assess need for 2018 Policy Agenda; draft, if indicated	EC			
S30.	Approve 2017 Auditor engagement letters	EC			
S31.	Conduct Reasonable Choice Med Advantage Analysis	ED / Leif			
S32.	Begin process for ED performance and salary review	EC			
<i>Notes:</i>					
<i>Guests: Leif Associates</i>					

NOVEMBER / DECEMBER Board Meeting: Nov 8, 2017

<i>Standing Activities</i>		<i>Responsible</i>	<i>Projects</i>		<i>Responsible</i>
S33.	Approve Interim Assessment III (November) & True-Up	Board/Admin			
S34.	Review Draft 2018 Policy Agenda, if indicated	Board			
S35.	Review 2018 Medicare Advantage Study	Board			
S36.	Review preliminary 2018 Board Schedule & Work Plan	Board			
S37.	Review preliminary 2018 Budget	Board			
S38.	Complete ED performance and salary review	EC			
<i>Notes:</i>					
<i>Guests: First Choice Health Network</i>					