

WSHIP 2017 General Board Schedule and Work Plan

Updated: 9-19-17

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: S13. Governor appt. for Position 8 is completed; appt. for Position 3 is still pending. P3. Board Retreat has been rescheduled to October.</i>					
<i>Guests:</i>					

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

Standing Activities		Responsible	Projects		Responsible
✓	S20. Review preliminary 2018 rates (August)	EC	n/a	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

Standing Activities		Responsible	Projects		Responsible
	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, Express Scripts</i>					