

WSHIP 2021 General Board Schedule and Work Plan

JANUARY / FEBRUARY Board Meeting: January 13, 2021

Standing Activities		Responsible	Projects	Responsible
✓	S1. Approve 2021 Board Schedule and Work Plan	Board		
✓	S2. Approve 2021 Budget	Board		
✓	S3. Survey Member Plans for 12/31 enrollment (due 3/1)	OIC		
✓	S4. Legislative session begins; seek bill sponsor/support for 2021 Board Policy Agenda; review & testify as needed; continue outreach and communication activities (ongoing activity)	ED / Board		
✓	S5. Recommend Board officer nominations	Gov Com		
Notes:				
Vendors: First Choice Health Network, Leif Associates				

MARCH / APRIL Board Meeting: March 10, 2021

Standing Activities		Responsible	Projects	Responsible
✓	S6. Initiate Board election process and Governor appointments	ED / Admin	✓ P1. Monitor 21 st Century Cures Act impact to WSHIP Medicare program	Planning Com
✓	S7. Review 2020 Operating Report & Care Management Report	Board		
✓	S8. Review 2020 Audited Financial Statements & 990	Board		
✓	S9. Approve Interim Assessment I (March Assessment)	Board / Admin		
✓	S10. Send carriers prelim. projections for 2022 assessments (4/1)	Board / Admin		
✓	S11. Submit Health Annual Statement to OIC (5/1)	ED		
Notes: S6. Terms expiring in 2021 – By election #2 (Sarah Kwiatkowski, #10 (Kristen Walter Wright); By Governor appointment #4 (Alison Mondri)				
Vendors: BML, Auditor				

MAY / JUNE / JULY Annual Meeting: May 12, 2021

Standing Activities		Responsible	Projects	Responsible
✓	S12. Annual Member Plan Meeting and Elections (Positions 2 & 10)	ED / Admin	✓ P2. Begin planning Board retreat	Gov Com
✓	S13. Board Governor appointment (Position 4)	Governor		
✓	S14. Elect Board officers	Board		
✓	S15. Provide Annual Report to policymakers & stakeholders	ED / Chair		
✓	S16. Review plan policies and benefit management activities; recommend updates if indicated	Planning Com		
✓	S17. Issue Annual Conflict of Interest Statements	ED		
✓	S18. Approve Interim Assessment II (July Assessment)	Board / Admin		
Notes:				
Vendors: Leif Associates				

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AUGUST / SEPTEMBER / OCTOBER Board Meeting: September 29, 2021

Standing Activities		Responsible	Projects		Responsible
✓	S19. Review preliminary 2022 rates (August)	EC	✓	P2. Board retreat	Board
✓	S20. Assess need for 2022 Policy Agenda; draft, if indicated	EC			
✓	S21. Approve 2021 Auditor engagement letter	EC			
✓	S22. File 2022 benefit contracts and forms with OIC (August)	Admin / Leif			
✓	S23. Complete individual Board member evaluations	Gov Com			
✓	S24. Conduct full-Board self-evaluation	Gov Com			
✓	S25. Evaluate the need/potential timing for a Board Retreat	Gov Com			
✓	S26. Report PMPM costs to OIC (Sept)	ED			
✓	S27. Approve 2022 rates (Sept)	Board			
✓	S28. Begin process for ED performance and salary review	EC			
✓	S29. Initiate 2022 Assessment process	Admin / OIC			
✓	S30. Conduct 2022 Medicare Advantage Study (Reasonable Choice)	ED / Leif			
<i>Notes:</i>					
<i>Vendors: Express Scripts, Leif Associates</i>					

NOVEMBER / DECEMBER Board Meeting: November 10, 2021

Standing Activities		Responsible	Projects		Responsible
✓	S31. Review 2022 Medicare Advantage Study	Board			
✓	S32. Approve Interim Assessment III (November) & True-Up	Board/Admin			
✓	S33. Approve Draft 2022 Policy Agenda, if indicated	Board			
✓	S34. Review preliminary 2022 Board Schedule & Work Plan	Board			
✓	S35. Review preliminary 2022 Budget	Board			
✓	S36. Evaluate vendors, determine if RFPs are warranted	EC / Planning			
✓	S37. Initiate vendor RFP development and process, if indicated	ED			
✓	S38. Complete ED performance and salary review	EC			
<i>Notes:</i>					
<i>Vendors:</i>					