

WSHIP 2023 General Board Schedule and Work Plan

Updated: 10-30-23

JANUARY / FEBRUARY Board Meeting: January 11, 2023

Standing Activities		Responsible	Projects		Responsible
✓	S1. Approve 2023 Board Schedule and Work Plan	Board	✓	P1. Begin RFP process for Administrator	EC / RFP Com
✓	S2. Approve 2023 Budget	Board			
✓	S3. Survey Member Plans for 12/31 enrollment (due 3/1)	OIC			
✓	S4. Legislative session begins; monitor & testify as needed; continue communication activities (ongoing activity)	ED / Board			
Notes: Vendors: First Choice Health Network					

MARCH / APRIL Board Meeting: March 8, 2023

Standing Activities		Responsible	Projects		Responsible
✓	S5. Recommend Board officer nominations	Gov Com	✓	P1. Review responses to Administrator RFP (April/May)	RFP Com
✓	S6. Initiate Board election process and Governor appointments	ED / Admin			
✓	S7. Review 2022 Operating Report & Care Management Report	Board			
✓	S8. Review 2022 Audited Financial Statements & 990	Board			
✓	S9. Approve Interim Assessment I (March Assessment)	Board / Admin			
✓	S10. Send carriers prelim. projections for 2024 assessments (4/1)	Board / Admin			
✓	S11. Submit Health Annual Statement to OIC (5/1)	ED			
Notes: Terms expiring in 2023 – By election #7 (Sheela Tallman), #9 (Karen Lewis Smith); By Governor appointment #3 (Jim Dixson), #8 (Mark Rose) Vendors: BML Note: Care Management & Auditor reports moved to May meeting)					

MAY / JUNE / JULY Board Meetings: May 10, 2023 & June 14, 2023

Standing Activities		Responsible	Projects		Responsible
✓	S12. Annual Member Plan Meeting and Elections (Positions 7 & 9)	ED / Admin	✓	P1. Select Successful Bidder for Administrator (June)	Board
✓	S13. Board Governor appointment (Positions 3 & 8)	Governor	✓	P2. Begin planning Board retreat	Gov Com
✓	S14. Elect Board officers	Board			
✓	S15. Provide Annual Report to policymakers & stakeholders	ED / Chair			
✓	S16. Review plan policies and benefit management activities	Planning Com			
✓	S17. Complete individual & full Board member evaluations	Gov Com			
✓	S18. Evaluate the need/potential timing for a Board Retreat	Gov Com			
✓	S19. Issue Annual Conflict of Interest Statements	ED			
✓	S20. Approve Interim Assessment II (July Assessment)	Board / Admin			
Notes: Vendors: Leif Associates, MedWatch, Auditor					

AUGUST / SEPTEMBER / OCTOBER Board Meeting: September 27, 2023

<i>Standing Activities</i>		<i>Responsible</i>	<i>Projects</i>		<i>Responsible</i>
✓	S21. Review preliminary 2024 rates (August)	EC	✓	P2. Board Retreat	Board
✓	S22. Assess need for 2024 Policy Agenda; draft, if indicated	EC			
✓	S23. Approve 2023 Auditor engagement letter	EC			
✓	S24. File 2024 benefit contracts and forms with OIC (August)	Admin / Leif			
✓	S25. Report PMPM costs to OIC (Sept)	ED			
✓	S26. Approve 2024 rates (Sept)	Board			
✓	S27. Initiate 2024 Assessment process	Admin / OIC			
✓	S28. Conduct 2024 Medicare Advantage Study (Reasonable Choice)	ED / Leif			
<i>Notes:</i>					
<i>Vendors: Leif Associates</i>					

NOVEMBER / DECEMBER Board Meeting: November 8, 2023

<i>Standing Activities</i>		<i>Responsible</i>	<i>Projects</i>		<i>Responsible</i>
	S29. Review 2024 Medicare Advantage Study	Board			
	S30. Approve Interim Assessment III (November) & True-Up	Board/Admin			
	S31. Approve Draft 2024 Policy Agenda, if indicated	Board			
	S32. Review preliminary 2024 Board Schedule & Work Plan	Board			
	S33. Review preliminary 2024 Budget	Board			
	S34. Initiate process for ED performance and salary review	EC			
	S35. Evaluate vendors, determine if RFPs are warranted	Planning			
<i>Notes:</i>					
<i>Vendors: Express Scripts, Leif Associates</i>					