

WSHIP 2023 General Board Schedule and Work Plan

Updated: 2-15-23

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	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, MedWatch

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

Standing Activities		Responsible	Projects	Responsible
	S12. Annual Member Plan Meeting and Elections (Positions 7 & 9)	ED / Admin	P1. Select Successful Bidder for Administrator	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, 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>				