Public School Employees' Retirement Board HCC Work Plan Items 2023	Start date	End date	Date Flexibility (can be earlier, but not later)	Frequency	Committee Action Item	Board Action Item	Training	January	February	March	April	May	June	July	August	September	October	November	December	Special Comments
Health Care Committee										x			x		x		x		x	**Meet at least 4 times a year**
The Committee Chair is to set the dates and times of the committee meetings.		1/20/23	No	Annually	No	No		x												Notification by Committee Chair for 2023 only
Elect Chair		TBD January 2024	No	Biennially	Yes	No														
Elect Vice-Chair		TBD January 2024	No	Biennially	Yes	No														
Conduct a self-evaluation of the Committee's performance as part of the Board's self-evaluation process.		TBD	Yes	Annually	No	No														Contingent on the development of the Board's self-evaluation process.
Review the Committee Charter at least every three years.	last reviewed 3/2022	TBD March 2025	No	Every 3 years	Yes	Yes														Any proposed changes are to be referred to the Governance and Administration Committee. If no proposed changes, then the Committee's report to the Board will document that the charter was reviewed and no changes were referred.
A. Activities Conducted on behalf of the Board																				
1. Conduct the search for the health plan consultant, with the assistance of staff, and make recommendations to the Board. The Committee should ensure that an RFP is issued for the health plan consultant contract at least every five (5) years unless the Board chooses otherwise.				Every 5 years	Yes	Yes														
1.a RFP for Pharmacy Medicare Part D Compliance Consultant		10/19/23	No	Every 5 years	Yes	Yes												x		The selection must occur by October 2023 to give time to negotiate the contract before the current contract expiration.
Review Statement of Work/evaluation criteria																				Executive session
Make recommendations of voting members of the evaluation committee to board chair																				Executive session
Make selection																				
1.b RFP for Health Care Consulting (HOP and PA)		2/1/25	No	Every 5 years	Yes	Yes														Contract expires 2/1/25
Review Statement of Work/evaluation criteria																				Executive session
Make recommendations of voting members of the evaluation committee to board chair																				Executive session
Make selection																				
2. Evaluate the performance of all health plan service providers necessary or desirable for the administration of the health plan annually.			Yes	Annually	No	No														Staff meet with vendors and consultants monthly to review.
2.a Identify all plan service providers for HOP		6/8/23	Yes	As Needed, specify date	No	No							x							
2.b Develop the standards of evaluating performance, i.e. SLAs, metrics, benchmarking, etc.		12/14/23	Yes	As Needed, specify date	Yes	Yes													x	
3. The Committee should ensure that RFPs are conducted for each key service provider contract at least every five (5) years unless the Board chooses otherwise.			No	Every 5 years	Yes	Yes														

3.a RFP for HOP Third Party Administrator		12/31/25	No	Every 5 years	Yes	Yes														
3.b RFP for Vision		12/31/25	No	Every 5 years	Yes	Yes														
3.c RFP for Dental		12/31/25	No	Every 5 years	Yes	Yes														
3.d Silver Sneakers (SoleSource)		12/31/25	No	Every 5 years	No	No														
3.e RFP for Prescription Drug Provider		1/1/28	No	Every 5 years	Yes	Yes														Current contract is effective 1/1/2023
B. Recommend direction and policy to the full Board:																				
1. Annually identify anticipated health insurance policy priorities and establish a calendar of anticipated policy decisions and discuss with the Board.				Annually	Yes	Yes														
1.a Identify HOP strategic plan priorities for 2023			Yes	Annually	Yes	No														Tied to strategic plan. For future years, the development of the priorities should be set either in December or January. Future topic: investment policy for the HOP fund.
1.b Establish calendar of policy decisions for 2023			Yes	Annually	Yes	No														Incorporate into the work plan
1.c Discuss and recommend policy decisions for 2023 with the Board			Yes	As Needed, specify date	Yes	Yes													x	Bring any recommendations to the Board for consideration.
2. Review and recommend vital signs and metrics for health insurance and identify tolerances for acceptable vs. unacceptable variability in performance.		12/14/23	Yes	As Needed, specify date	Yes	Yes													x	The vital signs need to be developed and agreed upon. Once determined, the committee will need to develop a review of the vital signs. All other reporting would be exception based reporting under the Oversee Board-approved direction section.
C. Recommend approval of key decisions:																				
1. Make recommendations to the Board regarding changes to the health insurance programs and to the Premium Assistance Program, including, but not limited to, changes to the type or level of benefits offered to retirees and the scope of the health insurance programs; and shall recommend the annual administrative budgets for the health insurance and Premium Assistance Programs.																				
Approve proposed 2024 HOP Value Medical Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2024 HOP Pre-65 Medical Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2024 HOP Enhanced Medicare Part D Rx Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2024 HOP Basic Medicare Part D Rx Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2024 HOP Value Medicare Part D Rx Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2024 HOP Medical Plan & Rates		6/8/23	No	Annually	Yes	Yes							x							
Approve proposed 2023 HOP Budget		12/14/23	No	Annually	Yes	Yes													x	Calendar Year Budget for premiums and claims, HOP Administration, and PDP Administration
Identify and approve any revisions to previously approved rates		TBD	Yes	As Needed, specify date	Yes	Yes														Contingent on CMS action
Recommend approval of the staffing complement for the administration of the HOP.		6/8/23	Yes	Annually	Yes	Yes							x							This recommendation is for when the Board approves budget for next fiscal year in October. NOT IN CHARTER BUT IN OTHER CHARTERS
D. Oversee Board-approved direction (see committee charter for scope)																				
1. Monitor and review the operations of the health insurance programs which the System offers to its retirees and their dependents.																				
Receive update on Dental/Vision Plan plans and rates		8/17/23	Yes	Annually	No	No								x						

Receive MCO Report Medicare Advantage plans and rates		8/17/23	Yes	Annually	No	No									x					
2. Monitor and review the Premium Assistance Program which the System administers for the purpose of reimbursing eligible retirees for out-of-pocket health insurance premium expenses																				
E. Obtain independent verification.																				
1. Periodically obtain appropriate health plan benchmarking information which compares the PSERS health insurance program to peer programs with respect to cost and outcomes and to present the results to the Board.																				
Receive Enrollment Report and Market Comparisons		3/30/23	Yes	Annually	No	No				x										
Training																				
HOP/PDP & FWA Training			Yes	Annually	No	No	Required										x			Whole Board training
Inflation Reduction Act (IRA) Workshop/Educational Session			Yes	As Needed, specify date	No	No	Decision-Making													Building block for possible future impact on rate changes and plan design