Benefits Working Group

Meeting Minutes: May 22, 2024

Attendees

Chris Burns	Cythia Todhunter	Betty Gibson
Imelda Esparza	Janna Johnson	Mia Cisneros
Irma San Miguel	Hollie Trussell	Vicki Welch
Albert Rios	Jennifer Escamilla	Stacey Havel
Jennifer Valdez	Debbie Morrison	

Upcoming Changes

- Warning Validation to employees editing Ex Dependent relationship
- Benefit Plan Year Definition Delayed until Rates & Plans finalized
- Employer Contribution for Basic Life Defect Correction
- Adding new To Do step for ACA Eligible in Hire (With Staffing)

Discussion Items

Asana

- If you are not in Asana, please supply email address in chat or email Meredith or Vicky
- Covering the basics of Asana
  - Add new discussion items to "Discussion Items for Next Meeting"
  - Add yourself to *Approved By* field on items that you feel are priority.
- Meredith will move items to be discussed at the next meeting to "Agenda Items"

Open Enrollment

- Communications (Suggestions on what to send/when to send to employees)
  - If an employee created a dependent record and did not add them to Open Enrollment/has not submitted Open Enrollment
  - FSA Email – Reminder that if you want a spend account you must add/elect in Open Enrollment.
    - Already included in the OE Launch email
    - Proposed: Send an additional/separate email 1 day after launch or the Monday following OE Launch
  - Reminder email for unsubmitted OE
    - Every Monday starting the first Monday after OE launches?
    - Also on the 31st before OE closes
    - Include the time and date that OE will close (11:59 pm CDT on 8/31)

- Warning Validation or Email to anyone enrolling in Life Insurance that has not added a beneficiary
- Timing on the close of OE.
  - Tell they will close midnight 8/31 (Central Daylight Time)
  - Finalize OE 10am on 9/1
- Changes/Things for OE to run smoother
  - Partners requesting additional Guidance on 12 over 9 for benefits starting before 9/1 (would like training or a job aid)

Benefits Partner Dashboard

- Meredith demoed the dashboard as it currently exists
- Requesting Partners add suggestions in Asana for
  - What reports would be helpful
  - What links would be helpful
  - Any other ideas or information that would be useful

Add a To Do Step for HR18

- *Approved to Proceed (Add to Action Items)*
- Requesting a to do for anyone with an active TDA who needs this to release funds.
- Form is available on the website.
- Similar to HR15 for ORP

Cross-Functional Items

Staffing

- Job Change/Transfer do not trigger Benefits Start Date Question
  - *Approved to Proceed (Add to Action Items)*
  - Waiting on staffing to complete changes
  - Meredith will follow up on status
- Hire > Benefits on Hire reason
  - Requesting removal of this Hire Reason
  - Discussion/Decision through Staffing Working Group
  - *Will need to go through HAC for approval*

Reporting

- Adding UIN to all Benefits/Payroll Reports
  - Request Working Group members add the name of the reports still missing UIN to the card in Asana
- Adding Column on dependent screen to show Dependent Verification

- o   Meredith demoed adding an additional report to the Worker Profile Dependents tab with this information
- o   Requesting any additional useful information that should be included on the report to be added to the Asana Card

Action Items

- To Do Step for HR18
- Additional Dependent Information in Worker Profile
- Benefit Start Date question in Change Job
- Working Group Members add to Asana
    - o   Reports missing UIN
    - o   Suggestions for Benefits Partner Dashboard
    - o   Approved By on Priority Items
    - o   Discussion Items for Next Meeting