



**To:** Dr. Mike Riggle  
Board of Education

**From:** Ms. Alice Raffles  
Mr. Brad Swanson  
Dr. R.J. Gravel

**Date:** Monday, December 10, 2018

**Re:** Proposed Health Insurance Timeline

The Administration has developed an annual calendar to present and review the health insurance performance, cost containment efforts, and renewal of premiums and fixed costs. The goal of the calendar is to provide an overview of the routine communication regarding the multiple components of the Glenbrook Health Insurance Program. The overall effort is to continue work to reduce plan costs and overall claim usage by participants while maintaining a competitive and attractive benefits program.

Health Insurance Item	Timeline
Start of Health Insurance Plan Year	January 1
Health Insurance Recommendations from the Broker and all other sources presented to Board of Education	February
4th Quarter Plan Performance to Finance Committee	February (effective 2020)
Cost Containment Meetings <ul style="list-style-type: none"> <li>• March: Review of health insurance plan designs and performance</li> <li>• April: Administration and Union Groups present Cost Containment recommendations to Committee</li> <li>• April - May: Exploration of Cost Containment Items and Impact</li> <li>• June: Finalize Recommendations to the Board of Education</li> </ul>	March - June
1st Quarter Plan Performance presented to Finance Committee	April
Cost Containment Recommendations presented to the Board of Education	July

2nd Quarter Plan Performance presented to Finance Committee	July
Pre-Renewal of Health Insurance Plan (Performance through June 2019) <ul style="list-style-type: none"> <li>Initial Cost Containment Recommendations included</li> </ul>	August
Cost Containment Meetings <ul style="list-style-type: none"> <li>Review of Pre-Renewal</li> <li>Follow-up on Cost Containment Recommendations</li> </ul>	August - September
Final Renewal of Health Insurance Plans*	October
Health Insurance Open Enrollment for Glenbrook Employees	Late October/Early November
3rd Quarter Plan Performance to Finance Committee	November
End of Health Insurance Plan Year	December 31

\*Final Renewal will reflect the final fixed costs negotiated with BlueCross BlueShield and other vendors. Stop Loss renewal will be included; however, our provider reserves the opportunity to adjust the final rate based on most updated claims at the end of the Plan Year.