

AGENDA
Budget/Personnel Committee
Ark-Tex Council of Governments
4808 Elizabeth Street, Texarkana, Texas
June 23, 2025
3:00 PM

Webinar/Conference Call Meeting

Use the following information to register for the meeting:
<https://us06web.zoom.us/join/register/7NzTHu1WRCi4-wZiTaZ8zQ>

If you experience issues while registering or do not have access to a computer, please contact Marla Matthews, no less than two (2) workdays prior to the meeting at 903.255.3555 or mmatthews@atcog.org.

- Item 1. Call to Order
- Item 2. Review and consider approval of minutes dated August 26, 2024. (See page 2)
- Item 3. Review and consider the recommendation of the annual approval of the Investment Policy that establishes procedures to be followed in investing funds for the Ark-Tex Council of Governments (ATCOG). (See page 5)
- Item 4. Review and consider the recommendation of the proposed Salary Schedule for ATCOG for the fiscal year ending September 30, 2026. (See page 9)
- Item 5. Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Health Benefits Pool to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2025-2026. (See page 11)
- Item 6. Adjourn

These meetings are subject to the Open Meeting Act.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Administration at 903-832-8636 two (2) work days prior to the meeting so that appropriate arrangements can be made.

All agendas are sent electronically and available at www.atcog.org. Should anyone need a copy printed and available at the meeting, please call 903.255.3555 or email mmatthews@atcog.org.

MINUTES
BUDGET/PERSONNEL COMMITTEE
ARK-TEX COUNCIL OF GOVERNMENTS
August 26, 2024, 1:30 p.m.

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met via videoconference at 1:30 p.m. on Monday, August 26, 2024.

Item 1. Bobby Howell, Judge, Bowie County, called the meeting to order.

Item 2. The next order of business was to approve the Budget/Personnel Committee meeting minutes held on June 24, 2024.

Motion to approve was made by Doug Reeder, Judge, Morris County, and seconded by Ann Rushing, Mayor, City of Clarksville. It was approved.

Item 3. Mary Beth Rudel, Executive Director, presented for review and consideration the recommendation of ATCOG's Financial Plan for the fiscal year ending September 30, 2025, to be adopted by the ATCOG Board of Directors.

Ms. Rudel stated the Plan reflects anticipated revenues and expenditures of \$25,943,302. This is a Work Program and Financial Plan combined. It is not technically a budget because ATCOG does not have taxing or oversight authority. Within each State or Federal grant that ATCOG administers, the funding agency regulates the categories in which we are allowed to spend funds. The funding source has complete oversight of the individual grant programs.

Ms. Rudel stated that each program area, specific project-by-project tasks, and performance measures are delineated for the year. Each project is assigned an objective, work tasks, performance measures, and human resource requirements.

There are 14 Managed Programs with over 60 Projects/Contracts that make up the revenue sources in the FY 2025 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

Ms. Rudel stated this Plan does include various merit step increases for staff. Funding is provided for the Salary Schedule effective October 1, 2024. This Plan does not include a COLA for all staff. The total COLA increases for the past 10 years add up to 24.20%, while the SSI COLA increased by a total of 27.5% prior to FY2025.

ATCOG has 98 full-time and 18 part-time personnel, with totals 107.93 FTEs.

Ms. Rudel stated that ATCOG's healthcare provider continues to be the Texas Health Benefit (TXHB). Premiums for our basic medical plan remained the same this year. ATCOG's defined contribution amount is \$946.54 per month for each employee's basic medical coverage, which is 100% of the employee premium. Employees have the option to "buy up" to a medical plan with a lower deductible and/or out-of-pocket costs and to make extra contributions to their HSA. Additional premium costs over the defined employer contribution of \$946.54 per month will be paid by the employee. Employee dental insurance premiums remain \$30.72 per employee per month. Rates for life and AD&D did not change.

Ms. Rudel stated that ATCOG's current retirement plan is under TCDRS. We are currently at a 200% employer-to-employee match with an employee contribution rate of 4%.

The Benefit rate is estimated to be 55.79%, which includes utilizing the FY23 overallocation.

Per Texas Health and Human Services (HHS), ATCOG's State Cognizant Agency that reviews/approves the indirect rate each year, ATCOG will utilize the FY23 audited actual indirect cost rate of 24.7% and adjust the rate to include the underallocation for a final indirect rate of 26.9% for a fixed with carry-forward calculation.

Ms. Rudel stated it was reported last year that ATCOG program revenues would trend back down due to the previous utilization of CARES and ARPA funding. Revenues and Expenses may continue to see some adjustments as the timing of funding and other factors are considered.

Ms. Rudel added that current estimates would utilize about \$1,110,122 of ATCOG Unrestricted Funds for Transportation and Aging match and other needs to support ATCOG programs and personnel. The FY23 Audit reflects an unrestricted balance of \$4,740,183, which increased from the FY22 audit amount of \$3,697,873.

- Housing revenues are still seeing some new revenues with additional vouchers being awarded.
- Transportation will see a decrease, but staff are aggressively seeking additional revenue sources for FY25 and FY26.
- ATCOG recently signed a contract with ModivCare to provide Nonemergency Medical Transportation, which has been shown to provide needed local funds at other agencies across the state.

Ms. Rudel asked if anyone had questions or concerns. She stated that ATCOG is aggressively seeking additional revenue for the Transportation program. Judge Howell asked if any other ATCOG departments were possibly considering a reduction in force. Ms. Rudel stated all other programs are operating within their revenue.

A motion to recommend approval of the ATCOG's Financial Plan for the fiscal year ending September 30, 2025, to the full Board was made by Robert Newsom, Judge, Hopkins County, and seconded by Mayor Rushing. It was approved.

Item 4. With no further business to discuss, a motion to adjourn the meeting was made by Mayor Rushing and seconded by Judge Newsom. It was approved. Meeting adjourned.

BUDGET/PERSONNEL COMMITTEE MEMBERS PRESENT

Bobby Howell, Judge, Bowie County
Doug Reeder, Judge, Morris County
Robert Newsom, Judge, Hopkins County
Ann Rushing, Mayor, City of Clarksville

STAFF MEMBERS PRESENT

Mary Beth Rudel, Executive Director
Leslie McBride, Deputy Director
Melinda Tickle, Finance Director
Marla Matthews, Executive Assistant

Bobby Howell, President
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 3:

Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG.

BACKGROUND:

ATCOG normally operates on a reimbursable basis, whereby we receive approval for grant funds, provide services, and then are reimbursed our money from the grant. In the event ATCOG receives funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014, designating the ATCOG Finance Manager as the ATCOG Investment Officer. This is the only amendment to the original document approved in December 2002. That title was changed to Finance Director in 2024.

DISCUSSION:

The Public Funds Investment Act requires that the ATCOG Board of Directors review and approve the Investment Policy annually. This is an opportunity for the Board to make any necessary changes. The Policy is and will remain a part of the Accounting Policies and Procedures Manual.

RECOMMENDATION:

Staff recommends approval.

Ark-Tex Council of Governments

Investment Policy

Purpose: The purpose of the policy is to establish the procedures to be followed in investing Ark-Tex Council of Governments funds.

1.0. Policy

It is the policy of the Ark-Tex Council of Governments (ATCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting ATCOG's daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.

2.0. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

3.0. Objective and Strategy

The primary objectives, in priority order, of ATCOG's investment activities shall be:

- (a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the ATCOG shall be undertaken in a manner that seeks to ensure the preservation of capital.
- (b) Liquidity: The ATCOG's investments will remain sufficiently liquid to enable the ATCOG to meet all operating requirements which might be reasonably anticipated.
- (c) Yield: ATCOG's investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4.0. Delegation of Authority

The ATCOG's Finance Director is hereby designated as the ATCOG's Investment Officer. The Investment Officer shall be responsible for the implementation of this policy. The Investment Officer shall attend at least one training session within twelve months of assuming duties. The Investment Officer is granted the authority to deposit, withdraw, invest and manage the program.

5.0. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the Texas Ethics Commission and the ATCOG's Board of Directors any personal business relationship or material financial interests with anyone attempting to sell an investment to the ATCOG.

6.0. Authorized and Suitable Investments

The Investment Officer may invest in:

- (a) Interest Bearing Checking Accounts at ATCOG's designated depository bank;
- (b) Eligible Investment Pools; or
- (c) Such other investments as the governing body may authorize that are in accordance with federal and state laws and local statutes.

7.0. Maximum Maturities

To the extent possible, the ATCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the ATCOG will not directly invest in securities maturing more than one year from date of purchase. The dollar weighted average maturity for the investment pool fund group will not exceed 180 days.

8.0. Internal Control

The Investment Officer shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.

9.0. Investment Policy Adoption

This policy shall be adopted by the ATCOG's Board of Directors and shall be reviewed as needed by the Board. Any modifications made thereto must be approved by the ATCOG Board of Directors.

Judge Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 4:

Review and consider approval of the proposed Salary Schedule for the fiscal year ending September 30, 2026.

BACKGROUND:

The State requires regional planning commissions to submit a salary schedule 45 days prior to the start of the fiscal year to compare salaries of ATCOG employees with salaries in equivalent jobs and must be approved by the Board of Directors. The State will not allow the salaries of ATCOG employees to exceed those of State employees in equivalent positions.

DISCUSSION:

All ATCOG employees are paid lower or are at the low end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

RECOMMENDATION:

Staff recommends approval.

	POSITION	ATCOG GRADE	ATCOG SALARY RANGE	STATE CLASS #	STATE GROUP	STATE SALARY RANGE	DEPARTMENT
3	AAA P/T Evidence Based Technician	06	\$38,509 - \$48,730	5142	B15	\$38,976 - \$58,045	AAA
2	AAA Case Manager	08	\$46,701 - \$59,096	5229	B18	\$45,521 - \$71,055	AAA
2	AAA Benefits Counselor	08	\$46,701 - \$59,096	5706	B17	\$42,976 - \$64,469	AAA
2	Associate Ombudsman	07	\$42,702 - \$54,036	3660	B17	\$42,976 - \$64,469	AAA
1	Managing Local Ombudsman	09	\$51,779 - \$65,521	3662	B19	\$48,244 - \$76,028	AAA
1	AAA Program Assistant	04	\$31,330 - \$39,645	0152	A11	\$32,332 - \$47,355	AAA
1	AAA Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	AAA
12							
3	Housing Inspector	07	\$42,702 - \$54,036	1323	B15	\$38,976 - \$58,045	Housing
1	Lead Housing Inspector	08	\$46,701 - \$59,096	1325	B19	\$48,244 - \$76,028	Housing
3	Housing Program Assistant	05	\$34,740 - \$43,959	0059	A11	\$32,332 - \$47,355	Housing
4	Housing Specialist	08	\$46,701 - \$59,096	5229	B18	\$45,521 - \$71,055	Housing
2	FSS Coordinator	10	\$57,416 - \$72,656	1574	B21	\$54,278 - \$87,046	Housing
1	Housing Coordinator	09	\$51,779 - \$65,521	5230	B20	\$51,158 - \$81,351	Housing
1	Housing Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	Housing
15							
26	TRAX Driver	02	\$25,480 - \$32,243	9322	A09	\$29,781 - \$40,859	Transportation
8	TRAX Driver - Part Time	02	\$25,480 - \$32,243	9322	A09	\$29,781 - \$40,859	Transportation
4	Lead TRAX Driver	05	\$34,740 - \$43,959	9324	A13	\$35,439 - \$52,388	Transportation
1	Trainer	04	\$31,330 - \$39,645	9325	A13	\$35,439 - \$52,388	Transportation
2	Fleet Technician	07	\$42,702 - \$54,036	9417	A14	\$37,144 - \$55,134	Transportation
1	Fleet Supervisor	08	\$46,701 - \$59,096	1996	B18	\$45,521 - \$71,055	Transportation
6	Dispatcher/Scheduler	04	\$31,330 - \$39,645	0059	A11	\$32,332 - \$47,355	Transportation
1	Transportation Technician	05	\$34,740 - \$43,959	0154	A13	\$35,439 - \$52,388	Transportation
1	Transportation Supervisor	08	\$46,701 - \$59,096	1580	B17	\$42,976 - \$64,469	Transportation
1	Transportation Coordinator	09	\$51,779 - \$65,521	1573	B20	\$51,158 - \$81,351	Transportation
1	Transportation Operations Manager	11	\$63,661 - \$80,559	1584	B21	\$54,278 - \$87,046	Transportation
1	Transportation Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	Transportation
53							
1	911 GIS Manager	11	\$63,661 - \$80,559	0273	B24	\$65,104 - \$106,634	9-1-1
1	911 Mapping/Database Specialist II	08	\$46,701 - \$59,096	1570	B17	\$42,976 - \$64,469	9-1-1
1	911 Addressing Specialist I	07	\$42,702 - \$54,036	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 GIS Technician-Part Time	06	\$38,509 - \$48,730	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 GIS Technician	06	\$38,509 - \$48,730	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 Program Coordinator	09	\$51,779 - \$65,521	1572	B19	\$48,244 - \$76,028	9-1-1
1	9-1-1 Education Technician	06	\$38,509 - \$48,730	0156	A15	\$38,976 - \$58,045	9-1-1
1	911 Network Operations Coordinator	10	\$57,416 - \$72,656	0291	B25	\$69,572 - \$114,099	9-1-1
1	911 GIS Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	9-1-1
9							
1	Homeland Security Coordinator	10	\$57,416 - \$72,656	6241	B19	\$48,244 - \$76,028	Homeland Security
1	Criminal Justice Coordinator	10	\$57,416 - \$72,656	1572	B19	\$48,244 - \$76,028	Criminal Justice
1	Environmental Resources Coordinator	11	\$63,661 - \$80,559	2653	B20	\$51,158 - \$81,351	Environmental
1	Development Specialist	07	\$42,702 - \$54,036	1570	B17	\$42,976 - \$64,469	Regional Development
1	Regional Development Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	Regional Development
1	Development Specialist	07	\$42,702 - \$54,036	1570	B17	\$42,976 - \$64,469	Economic Development
1	Economic Development Director	12	\$70,591 - \$89,327	1602	B24	\$65,104 - \$106,634	Economic Development
1	Finance Coordinator	10	\$57,416 - \$72,656	1018	B20	\$51,158 - \$81,351	Finance
5	Accounting Specialist	08	\$46,701 - \$59,096	1016	B17	\$42,976 - \$64,469	Finance
1	Accounting Clerk	05	\$34,740 - \$43,959	1002	A13	\$35,439 - \$52,388	Finance
1	Finance Director	15	\$94,884 - \$120,068	1620	B26	\$76,530 - \$129,430	Finance
1	Public Relations & Media Coordinator	09	\$51,779 - \$65,521	1814	B21	\$54,278 - \$87,046	Administration
1	IT Assistant - Part Time	07	\$42,702 - \$54,036	0228	B14	\$37,144 - \$55,134	Administration
1	Custodian/Maintenance - Part Time	02	\$25,480 - \$32,243	8005	A08	\$28,705 - \$39,229	Administration
1	Admin Assistant	04	\$31,330 - \$39,645	0152	A11	\$32,332 - \$47,355	Administration
1	Executive Assistant	08	\$46,701 - \$59,096	0160	B17	\$42,976 - \$64,469	Administration
1	Procurement/Compliance Coordinator	10	\$57,416 - \$72,656	1401	B21	\$54,278 - \$87,046	Administration
1	Human Resources Director	12	\$70,591 - \$89,327	1739	B25	\$69,572 - \$114,099	Administration
1	Information Technology Director	13	\$77,177 - \$97,661	0314	B25	\$69,572 - \$114,099	Administration
1	Deputy Director	15	\$94,884 - \$120,068	1620	B26	\$76,530 - \$129,430	Administration
1	Executive Director	X	\$135,000 - \$148,500	1624	B30	\$112,047 - \$189,499	Administration
25							

BRIEFING PAPER

ITEM 5:

Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Health Benefits Pool (TxHB) to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2025-2026.

BACKGROUND:

TxHB has provided health, dental, and life insurance benefits to ATCOG for several years, and it is once again time for the renewal of those benefits for FY 2026. The signed Rerate Notice and Benefit Verification Form is due to TxHB Health by July 1, 2025.

DISCUSSION:

The Rerate Notice for FY 2026 includes no increase for health premiums, dental, and life insurance rates. The rates remain the same as FY 2025.

Medical

Current Defined Contribution: \$946.54/Month

Defined Contribution Effective 10/01/2025: \$946.54/Month

(NO increase)

Employees with coverage as of June 1, 2025: 76

Dental

Current Dental Rates:

Rates Effective 10/01/2025:

Employee Only: \$30.72
Employee + Spouse: \$72.18
Employee + Children: \$66.00
Employee + Family: \$92.06

Employee Only: \$30.72
Employee + Spouse: \$72.18
Employee + Children: \$66.00
Employee + Family: \$92.06

Life Rates:

Life: \$0.178
AD&D: \$0.040

ATCOG will be offering four plan options to staff. We are proposing to make a defined contribution of \$946.54 to each employee per month. This will pay for the basic PPO health plan rate of \$946.54. Staff who wish to “buy up” to a more expensive plan may do so at their own expense. There is also a high-deductible plan at a rate of \$834.16 per month that would allow staff to contribute the remaining defined contribution to a health savings account.

RECOMMENDATION:

Staff recommends approval.



Renewal Notice and Benefit Verification Form

Ark Tex COG

Revision 1

Plan Year 10/01/2025 - 09/30/2026 (12 Months)

IMPORTANT NOTICE: A signed renewal is required by the due date in your cover letter. If TX Health Benefits Pool does not receive the fully executed renewal notice by the indicated due date, you will no longer have an option to change benefits which will result in renewal of the benefit plans listed below at the new rates and the current employer contributions.

Medical

Collective Plans

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New
Collective III Copay-1K-3K ER-DAW1&2	80/50	\$1000	\$2000	\$3000	\$30	EE Only:	\$1,208.46	\$1,208.46
						EE + Spouse:	\$2,453.14	\$2,453.14
						EE + Child(ren):	\$2,126.90	\$2,126.90
						EE + Family:	\$3,564.88	\$3,564.88
Collective III HSA-3400 E-DAW1&2	100/70	\$3400	\$6800	\$3400	N/A	EE Only:	\$1,024.78	\$1,024.78
						EE + Spouse:	\$2,080.30	\$2,080.30
						EE + Child(ren):	\$1,803.64	\$1,803.64
						EE + Family:	\$3,023.02	\$3,023.02
Collective III Copay-3K-6K ER-DAW1&2	80/50	\$3000	\$6000	\$6000	\$30	EE Only:	\$946.54	\$946.54
						EE + Spouse:	\$1,921.48	\$1,921.48
						EE + Child(ren):	\$1,665.92	\$1,665.92
						EE + Family:	\$2,792.24	\$2,792.24
Collective III HSA-4K-6K E-DAW1&2	80/50	\$4000	\$8000	\$6000	N/A	EE Only:	\$834.16	\$834.16
						EE + Spouse:	\$1,693.36	\$1,693.36
						EE + Child(ren):	\$1,468.12	\$1,468.12
						EE + Family:	\$2,460.74	\$2,460.74

In Network Deductible applies towards In Network OOP.

Medical and Dental Plan Accumulators will be based on Calendar Year.

Monthly Employer Contribution Amounts

TX Health Benefits Pool requires 75% employer contribution toward employee medical – Minimum employer contribution is \$625.62.

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

Plan	EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
Collective III Copay-1K-3K ER-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	
Collective III HSA-3400 E-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	
Collective III Copay-3K-6K ER-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	
Collective III HSA-4K-6K E-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

**NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Are there different contributions based on other factors (ex: hourly vs salary, department or location based)? If so, please explain here:

Dental

<u>Rates</u>	<u>Current (Dental IV)</u>	<u>New (Dental IV)</u>
EE Only:	\$30.72	\$30.72
EE + Spouse:	\$72.18	\$72.18
EE + Child(ren):	\$66.00	\$66.00
EE + Family:	\$92.06	\$92.06

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

<u>EE Only:</u>		<u>EE+Spouse*:</u>		<u>EE+Child(ren)*:</u>		<u>EE+Family*:</u>	
<u>Amount</u>	<u>% of Rate**</u>	<u>Amount</u>	<u>% of Rate**</u>	<u>Amount</u>	<u>% of Rate**</u>	<u>Amount</u>	<u>% of Rate**</u>
\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

****NOTE:** If a contribution percentage is provided, it will be rounded up to the nearest penny.

Basic Life and AD&D: Plan 43 (1xBAE, Max \$300,000)

	<u>Current Rate</u>	<u>New Rate</u>
Life:	\$0.178	\$0.178
AD&D:	\$0.040	\$0.040

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

Additional Employee Life and AD&D

<u>Age of Employee</u>	<u>Current Rate per \$1000</u>	<u>New Rate per \$1000</u>
Under 30	0.041	0.041
30 - 34	0.052	0.052
35 - 39	0.091	0.091
40 - 44	0.129	0.129
45 - 49	0.198	0.198
50 - 54	0.332	0.332
55 - 59	0.595	0.595
60 - 64	0.913	0.913
65 - 69	1.513	1.513
70 and over	2.431	2.431

Note: Plan is EMPLOYEE paid.

COBRA Eligibility and Administration (Continuation of Coverage)

COBRA Eligible? Yes
 COBRA Administration through TX Health Benefits Pool? Yes

NOTE: Employer will be charged a flat monthly fee of \$80 per month regardless of how many members are utilizing COBRA, as well as \$10 per month for each member who elects COBRA.

Benefit Waiting Period

1st of mo after date of hire

Consumer-Driven Health Plans

<u>FSA Admin</u>	<u>DCA Admin</u>	<u>HRA Admin</u>	<u>HSA Admin</u>	<u>RRA Admin</u>
No	No	No	Yes	No

Note: If employer accesses FSA and/or HRA, HSA, or RRA, one charge of \$3.70 per participant per month will be incurred and paid by EMPLOYER.

HSA Administration

Is the employer making deposits? No Yes* *If yes, please select deposit type and enter amount(s).

1. Monthly deposit.

Please enter the monthly deposit amounts here:

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

2. One-Time Prefunded deposit.

Please enter the prefunded deposit amounts here:

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

Will new employees hired during the plan year receive the full amount, prorated amount, other amount, or no deposits?

- Full amount
- Prorated amount

NOTE: Prorated amounts will be calculated as follows: (Prefunded deposit ÷ 12) x remaining number of months in Plan Year

Other amount

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

No deposit

Are there different contributions based on other factors (ex: hourly vs salary)? If so, please explain here or attach additional information:

Employer/Applicant acknowledges that TX Health Benefits Pool is not a Bank and cannot operate as a Bank Custodian. Because an HSA is a tax-exempt trust or custodial account set up with a qualified HSA trustee/custodian to pay or reimburse certain medical expenses incurred by a participating employee, TX Health Benefits Pool has no responsibility or liability for HSA trustee/custodian services. Employer Applicant further acknowledges that TX Health Benefits Pool can only assist with accessing the HSA vendor by assisting with enrollment, billing, and import of HSA contributions for deposit with the HSA vendor and only associated with Employer Applicant's qualifying High Deductible Health Plans (HDHP Plans). Employer/Applicant assumes the liability and responsibility of complying with any IRS or other federal regulations related to HSAs.

Required Annual Eligibility and Enrollment Information

Please provide the following information:

1. Will you allow Employee Self Service (ESS) via TXHB Online for Open Enrollment and Qualifying Life Events? No Yes
2. Our records indicate that Employer Member DOES NOT currently have an Ordinance or Resolution authorizing the offering of Elected Official Benefit Coverage. Please contact your Account Executive/Account Manager if this needs to be updated.

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TX Health Benefits Pool must receive enrollment information within thirty-one (31) days of the date of hire or within thirty-one (31) days of the coverage effective date, whichever is later, regardless of whether the Employer has a waiting period or a waiting and orientation period. If an enrollment is not submitted within this timeline, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

Employer Member Additional Acknowledgements and Agreements

- 1. Employer Member acknowledges and agrees that its signature on this Renewal Notice and Benefit Verification Form indicates its binding selections for renewal services through TX Health Benefits Pool.
2. Employer Member acknowledges that certain benefit service selections require completion and execution of additional forms and agreements and agrees that it will work with all due diligence and in good faith to complete, execute, and return all necessary forms and agreements to TX Health Benefits Pool prior to the beginning of the Group's open enrollment.
3. Employer Member acknowledges that TX Health Benefits Pool will only allow open enrollment for renewal services in good faith and without receiving all necessary signed benefit service forms and agreements if:
A. A signed Renewal Notice and Benefit Verification Form with all necessary Employer Member selections and information has been received; and
B. Employer Member has in good faith attempted but failed to approve and return the applicable benefit service forms and agreements timely.
4. Employer certifies that it has adopted an Employee Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
5. Employer certifies that it will provide notice of the creditable status of the coverage it offers to new enrollees prior to the effective date of their coverage, as required by the Medicare Modernization Act.
6. TX Health Benefits requires groups to enroll 100% of their benefit eligible employees. This is also known as the 100% Participation Rule. Employers may have employees that wish to waive Medical coverage through TX Health Benefits Pool, however, waivers may only be granted for the reasons enumerated in your Plan Book.

Please sign by the due date and return this completed form via email to your Account Executive/Account Manager or marketing@txhb.gov.

Form with fields for Tax ID Number (751293383), Authorized Signature, Date, Printed Name, and Title.

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TX Health Benefits Pool reserves the right to revise rates due to census change and underwriting impact. Rates are subject to change due to intervening events such as action taken by the TX Health Benefits Pool Board of Trustees, legislation passed during the plan year, or other events affecting benefits. Supplemental benefits cannot be accessed without accessing the TX Health Benefits Pool Medical Benefit Plan.

YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TX HEALTH BENEFITS POOL IN THE COMPETITIVE PROCESS. TX HEALTH BENEFITS POOL ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.