

B. Scope Areas

1. Meeting Governance

a. Attendance logs and minutes for Employee Benefits Department meetings (prior 12–24 months)

Trustees' Response to Administration: Administration will provide attendance logs and minutes for both Employee Benefits Department staff meetings and formal Employee Benefits Committee (EBC) meetings for the prior 24 months, drawing on both sets of custodial records.

- Department Meetings: None
- EBC meeting: As posted B_1_A

b. Identification of all non-district personnel present (brokers, TPA/carrier reps, consultants) and their stated role/authorization

Trustees Response to Administration: Administration will provide a roster of all non-district personnel present at Department meetings, EBC meetings, Board committee meetings, and RFP/RFQ evaluation sessions over the prior 24 months, identifying each individual's employer, stated role, and authorization to participate.

c. Review against any existing district policy on vendor participation in internal deliberations

- Department Meetings: None
- EBC meeting: As posted B_1_B_C
- Board committee meetings: None
- RFP/RFQ evaluation sessions: None
- Review against any existing district policy on vendor participation in internal deliberations: None

2. Conflict of Interest

a. Disclosure records for any district staff, board members, or committee participants with financial ties to current or prospective vendors/carriers

Trustees' Response to Administration: Procurement will compile and provide the conflict-of-interest disclosure records on file for all District staff, board members, and committee participants with financial ties to current or prospective vendors/carriers.

- District staff: None filed
- Board Members: Posted B_2_A (BCBSTX)
- Committee Participants: None filed

b. Cross-check of participant affiliations against district conflict-of-interest policy and Texas Local Government Code Ch. 176

Trustees' Response to Administration: Administration and Procurement will cross-check the affiliations of every participant identified above — covering direct employment, ownership interests, and immediate family relationships with vendors or carriers — against the District's conflict-of-interest policy and Chapter 176, and will provide the Conflict of Interest Questionnaires (CIQs) on file for each.

- Only one found: Posted (BCBSTX) B_2_B

3. Vendor/Carrier Relationship History

a. Timeline of TPA and carrier selection/renewal decisions and the stated rationale (RFP results, cost comparisons, board minutes)

Trustees' Response to Administration: Procurement will provide a full timeline of TPA and carrier selection and renewal decisions for the review period, together with the RFP/RFQ results, cost comparisons, and board minutes documenting the stated rationale for each.

- Posted B_3_A

b. Whether carrier changes or retention decisions correlate with cost/quality data or with the presence of specific individuals in the decision process

Trustees' Response to Administration: Given the plan's current deficit, Administration will engage an independent consulting firm (non-broker) to analyze whether carrier changes or retention decisions correlate with cost or quality data, using the selection and renewal records Procurement provides, and will present the findings to the Committee.

- Administration will abide by the School Board directive.

4. Financial Performance of the Self-Funded Plan

a. Claims experience, loss ratio, and stop-loss performance over the review period

Trustees' Response to Administration: Administration will provide claims experience, loss ratio, and stop-loss performance data for the three (3) most recently completed plan years plus the current 2026 plan year-to-date, drawn directly from TPA and stop-loss carrier reporting.

- B_4_A_Claims
- B_4_A_Stop Loss

b. Trend in employee premium contributions relative to plan cost drivers

Trustees' Response to Administration: Administration does not have the certifications or in-house expertise to prepare this trend analysis directly. Given the plan's financial position, Administration will engage an independent consulting firm (non-broker) to prepare the analysis of employee premium contributions relative to plan cost drivers for the same period and present it to the Committee.

- Administration will abide by the School Board directive.
- B_4_B_Contributions

c. Comparison of current TPA/carrier fees and service levels against market benchmarks

Trustees' Response to Administration: Administration will engage an independent consulting firm (non-broker) to prepare a benchmarking comparison of current TPA/carrier fees and service levels against the market and present it to the Committee.

- Administration will abide by the School Board directive.

5. Network/Access Decisions

a. Documentation supporting any proposed or executed changes to provider network access

Trustees' Response to Administration: The provider network is controlled by the TPA. Confirm process carrier/TPA follows to notify District of material changes to network.

- None

b. Employee utilization data supporting or contradicting the stated rationale for those changes

Trustees' Response to Administration: Because no known network changes have been requested or made, there is no associated utilization data responsive to this item.

- None

C. Methodology

1. Document request and review (minutes, contracts, disclosure forms, claims/financial reports)

Trustees' Response to Administration: Administration will produce the full document set supporting this review: Department and EBC meeting minutes for the prior 24 months; current contracts with all TPAs and carriers; Conflict of Interest Questionnaires on file; and claims/financial reports for the three most recently completed plan years plus 2026 year-to-date, sourced from the TPA and stop-loss carrier.

- Available documents have been posted

2. Confidential staff interviews, conducted by the reviewer without department leadership present

Trustees' Response to Administration: None conducted to date.

- None

3. Benchmarking against comparable self-funded district plans in the region

Trustees' Response to Administration: Administration will provide the page comparing Region I district plans.

- File Posted C_3

D. Deliverables

1. Written findings report with specific factual observations (not recommendations on personnel)

Trustees' Response to Administration: Administration confirms this is the written findings report to be produced by the Committee's designated reviewer, based on the questions in Section C (Methodology). Reviewer would be independent consultant (non-broker with no financial ties to District). Administration will furnish complete supporting documentation so that report can be produced without delay.

- Administration will provide documentation as required

2. Recommended policy language that allowed for vendor participation in internal meetings

Trustees' Response to Administration: Administration will provide the current Local Policy BBE language that allowed for any recommended revisions governing vendor participation in internal meetings as was potentially the case recently.

- Policy Posted D_2 (Legal) and D_2 (Local)

3. Recommended conflict-of-interest disclosure process going forward

Trustees' Response to Administration: Administration will provide copies of the Conflict of Interest Questionnaires currently on file from vendors, together with Procurement's outline of the District's existing disclosure process, as the basis for any recommended revisions.

- Posted B_2_B
- Posted D_3 (Legal) and D_3 (Local)

E. Independence Requirement

1. Reviewer should have no current or prior contractual relationship with any carrier, TPA, or broker involved in the district's plan

Trustees' Response to Administration: Administration confirms that whoever the Board designates as reviewer (an independent consultant/non-broker with no financial ties to District) for this process will be required to certify in writing, before beginning work, that they have no current or prior contractual relationship with any carrier, TPA, or broker involved in the District's plan.

- Administration will abide by the School Board directive.

F. Presentation of Current Workers' Compensation Contracted Services, Status, and Claims Pending

Trustees' Response to Administration: Administration confirms this item will be addressed through the TRISTAR Risk Management presentation described in Section VI below; no separate, standalone presentation will be prepared, in order to avoid duplicative effort.

- Jimmy Dyer from TRISTAR will present