SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
May 11, 2021

AGENDA

9:00 a.m.	Call to Order/Welcome/Pledge	Tim Alcorn, Chairman
9:02 a.m.	Assistant Superintendent of Instruction Department Update	Janene Fitzpatrick
10:00 a.m.	Chief Financial Officer Department Update **(pgs. 2-7)**	Vickie DePratter
10:45 a.m.	Assistant Superintendent of Administration Department Update	Malcolm Hines
11:15 a.m.	Facilities Department Update	Ethan Butts
11:30 a.m.	Superintendent Update	Ted Roush
12:00 p.m.	Adjourn	

SCHOOL DISTRICT OF SUWANNEE COUNTY

OPERATOR, RISK MANAGEMENT

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma, including or supplemented by education, training, and/or experience in insurance field.
(2) Minimum of five (5) years progressively responsible experience in Worker's Compensation laws and claims processing, staff benefits processing and related risk management functions.
(3) Certified School Risk Manager (CSRM) designation strongly preferred.
(4) Certified Insurance Service Manager (CISM) designation strongly preferred.
(5) Florida Records Management Association (FRMA) designation strongly preferred.
(6) Florida Certified Records Manager (FCRM) designation strongly preferred.
(7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of insurance procedures and policies as they relate to cost analysis, Workers' Compensation, claims and equipment utilized. Knowledge of labor law, public records law, public employee bargaining, risk management and school personnel law in Florida. Ability to communicate effectively, both orally and in writing. Ability to apply mathematical operations to tasks such as frequency distribution, analysis and projections. Ability to research, compile and edit information to produce reports. Knowledge of current trends, research and best practices in the area of insurance. Ability to interact appropriately with administrators, staff, and community.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To provide administrative support to the department, enabling the department to serve its constituents effectively and efficiently and helping to oversee the risk management and insurance exposure of the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Survey, analyze and evaluate elements of risk in all phases of the School Board facilities and employees.

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OPERATOR, RISK MANAGEMENT (Continued)

*(2) Process Workers' Compensation claims for all employees and coordinate payments with carrier.
*(3) Help in the preparation of insurance bid proposal requirements and evaluation of risk.
*(4) Monitor insurance claims including worker's compensation, auto, property, and student accidents.
*(5) Oversee safety visits by insurance carriers and follow through on recommendations.
*(6) Help in the audit of all policies to ensure proper coverage for the school district's exposure.
*(7) Oversee the district's Return to Work Program and monitoring employees placed on special light duty assignments.
*(8) Oversee the district's administration of the Vector Solutions safe schools curriculum and monitor its utilization.
*(9) Review all Facility Use Requests.
*(10) Respond to all public records requests.
*(11) Review all Field Studies.
*(12) Monitor workers' compensation litigation, depositions and mediation.
*(13) Audit all policies and invoices for payment of premiums/claims.
*(14) Establish and maintain all related records.
*(13) Compile data for state reports.
*(14) Prepare documents for the Board Workshops/Meetings for insurance renewal.
*(15) Maintain control copies of the district's collective bargaining agreements and salary schedules.

Inter/Intra-Agency Communication and Delivery

*(15) Serve as facilitator between employees placed on special assignment for light duty and the facility assigned the employee.
*(16) Serve in the capacity of administrative assistant to the Chief Financial Officer.
*(17) Serve as the district's risk management liaison with the Florida School Boards Insurance Trust (FSBIT).
*(18) Serve as the district's Records Liaison Officer for public records.
*(19) Interact with employees, parents, students, outside agencies to enhance the understanding of the district' initiatives and priorities.
*(20) Respond in timely manner to inquiries and concerns.
*(21) Keep supervisor informed of potential problems or unusual events.

Professional Growth and Improvement

*(22) Provide in-service training to departments and schools involving safety issues and preventive strategies.
*(23) Participate successfully in the training programs offered to increase skill, proficiency, and character education related to assignment.
*(24) Maintain a network of peer contacts through professional organizations.
*(25) Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.

Systemic Functions

OPERATOR, RISK MANAGEMENT (Continued)

*(26) Represent the district in a positive and professional manner.
*(27) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(28) Exhibit interpersonal skills to work as an effective team member.
*(29) Demonstrate support for the School District and its goals and priorities.

Leadership and Strategic Orientation

*(30) Provide leadership and direction to assigned areas.
*(31) Model and maintain high ethical standards as they relate to the six pillars of character.
*(32) Model the characteristics of citizenship, character education (as defined by Character Counts!)
*(33) Set high standards and expectations and promote professional growth for self and others.
*(34) Utilize appropriate strategies and problem-solving tolls to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(35) Perform other tasks consistent with the goals and objectives of this position and as assigned.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.
Classification: Confidential
This position may be required to work beyond a regular 40-hour work week on an as needed basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF SUWANNEE COUNTY

EMPLOYEE BENEFITS SPECIALIST I

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma or equivalent.
(2) Minimum of five (5) years successful experience in coordinating, administering, and explaining insurance benefits.
(3) Proficient in standard business office software (Excel, Word, Office, Powerpoint, etc.)
(4) Proficient in use of standard office equipment (computer, copier, fax machine, etc.)
(5) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

A strong knowledge of the principles and techniques of employee benefits program management, specifically in self-funded health plans and in HIPAA compliance; demonstrated ability to analyze benefits from insurance contracts; demonstrated ability to successfully apply this knowledge to a working environment. Knowledge of applicable federal and state regulations. Knowledge of team-building techniques and dispute resolution concepts. Effective written and oral communications skills; effective presentation skills. Good organizational, program management and personal leadership skills. Ability to prepare and maintain complex records, manual and automated. Ability to use personal computers. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work with the public through personal interview as well as by telephone.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To provide leadership in evaluating, recommending, developing, maintaining, and administrating employee benefits products and programs. To serve as a liaison between insurance companies, medical providers, and employees to assist employees in receiving appropriate benefits and to assist with risk management systems. Assume leadership role in district initiatives as assigned.

SUPERVISES:

Employee Benefits Specialist

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Assist in the implementation and administration of employee benefits programs such as health insurance, disability insurance, life insurance, vision insurance, and other plans
*(2) Recommend benefits programs by studying employee requirements, trends, and developments in benefits offered by other organizations.
*(3) Inform the department of benefit usage by preparing and distributing benefit reports.
*(4) Maintain benefit records by developing recordkeeping systems; inform former employees of benefit programs, procedures, changes, and government-mandated disclosures; recording changes.
*(5) Audit policies and invoices for payment of premiums/claims

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EMPLOYEE BENEFITS SPECIALIST (Continued)

*(6) Calculate monthly stop loss fees, aggregate and aggregate TLO fees for employees, retirees and COBRA participants.
*(7) ACA compliance, including hours worked, health insurance offered, 1095-C issuance, 1094-C submission.
*(8) Take steps to reduce risk of impermissible disclosure of PHI b reducing access to PHI to the minimum necessary to administer the Plan.
*(9) Act as Privacy Officer in compliance with HIPPA rules.
*(10) Resolve employee questions and problems by interpreting benefit policies and procedures.
*(11) Expedite delivery of benefits by establishing and maintaining working relationships with benefit providers.
*(12) Prepare special reports by collecting, analyzing, and summarizing information and trends.
*(13) Assist in notifying employee and labor union representatives of changes in benefits programs.
*(14) Perform other duties as assigned commensurate with the skills and abilities of the position.
*(15) Ensure compliance with Board rules and applicable federal laws and regulations.
*(16) Serve as a contact person for the public to gain information about the School District.
*(17) Provide outstanding customer service and use positive interpersonal communications skills

Inter/Intra-Agency Communication and Delivery

*(18) Answer employees' benefits questions, resolve problems related to access to or payment of benefits, enroll employees in benefits, process enrollment forms and changes, and terminate employee benefits.
*(19) Review claims for self-funded insurance plans for employees, retirees and COBRA participants.
*(20) Audit high cost monthly claims for sample process, submit same to Florida Blue for breakdown of eligibility for member or dependent, claims details, accumulators, verification of other coverage as primary or secondary, CYD status, total billed amount, total allowed amount, total paid amount, member cost share if coinsurance applicable, accumulations included in CYD, coinsurance and/or copays. Audit all to verify no discrepancies.
*(21) Verify and document Dependent eligibility and Qualifying Life Events.
*(22) Work with carriers, agent and benefits platform to implement benefits enrollment system for employee use, to include all supporting documentation is current.
*(23) Coordinate Open Enrollment annually.
*(24) Work with Agent and Compliance Team on Notice of Privacy Practice Requirements
*(25) Work with Agent and Compliance Team on Cafeteria 125 updates.
*(26) Develop and send correspondence to applicants and/or employees.
*(27) Keep supervisor informed of potential problems or unusual events.
*(28) Coordinate transfer of data to external vendors, plan providers, auditors, and consultants.

Professional Growth and Development

*(29) Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
*(30) Assist in keeping District administrators and others informed about related laws and regulations.
*(31) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
*(32) Participate in cross-training activities as required or appropriate.

Systemic Functions

*(33) Follow federal and state laws as well as School Board policies, rules, and regulations.
*(34) Represent the District in a positive and professional manner.

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EMPLOYEE BENEFITS SPECIALIST (Continued)

*(35) Prepare or oversee the preparation and submission of all reports as assigned and maintain all appropriate records.
*(36) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

*(37) Assist in implementing the District's goals and strategic commitment.
*(38) Set high standards and expectations and promote professional growth for self and others.
*(39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
(30) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities