



Service Contract: VEHI – VSBIT
Appendix A
Scope of Services Overview
FY 20 – 22

To fulfill the Service Contract with VEHI, VSBIT provides staff and resources in the areas of administrative services, financial services and wellness programming as follows:

I. Administrative Services

1. Maintain compliance with Regulation I-90-1 and HIPAA.
2. Maintain all organizational documents.
3. Implement and monitor all contracts and agreements, specifically but not limited to those with BCBSVT, Northeast Delta Dental, Gallagher Benefits Services, Remedy Analytics, VSTRS, and Invest EAP.
4. Respond to data requests by government agencies including DFR, AOE and JFO and other stakeholders.
5. Support the VEHI Board in accomplishing its work and implement Board policies.
6. Maintain websites for the organization and wellness program.
7. Organize Annual Member meeting and produce the Annual Report.
8. Secure appropriate insurance coverage.
9. Maintain database and communication system to share information with Members and stakeholders.
10. Maintain health plans designed to meet the goals of the VEHI Board.
11. Facilitate competitive group pricing for life insurance and/or long-term disability (LTD) coverage.
12. Provide resources and support for school business offices to comply with state and federal law and regulations in the areas of health and dental benefits.

13. Develop, disseminate and present materials, trainings and information sessions on VEHI programs and services to school employees.
14. Educate school employees on VEHI health plan options to promote awareness and informed plan selection.

II. Financial Services

1. Develop and operate within annual budget approved by the Board.
2. Monitor expenses, including claims expenses, and apprise the Board of any potential issues of note or concern in a timely manner.
3. Maintain all financial statements in compliance with GAAP accounting standards.
4. Provide regular financial statements to the Board and regulatory agencies.
5. Implement and monitor the Board Investment policy.
6. Process accounts payable payments to all vendors.
7. Record member payments and perform collections for unpaid balances.
8. Maintain and reconcile checking and investment accounts.
9. Prepare and/or monitor the preparation of tax/assessment returns.
10. Provide financial forecasting and modeling.
11. Provide annual audit by external Vermont licensed independent CPA auditing firm.

III. Wellness Program

1. Provide an array of innovative, research-based, data-driven wellness programs, activities and support for all school employees and VSTRS subscribers to promote healthy and productive lives.
2. Support and provide training for Wellness Leadership in each school building, with a focus on healthy workplace cultures.