

- Act as the sole Broker of Record for all Medical as well as Health & Welfare Benefits
 - Develop, deliver and provide presentations of policies, recommendations or other matters to Port Houston Leadership

- Identify Timelines, meet with carriers, underwriters or actuarial to identify plan structure and offerings to meet EOY timelines
- Analyze existing plans, utilize internal actuarial resources to evaluate any claims costs for potential cost savings (pharmaceutical, wellness, etc.)

- Generate monthly trend reports on monthly medical & pharmacy claims, large claims, stop loss reimbursement, for each line of coverage.
 - Audit claims with TPA as needed
- Develop and market RFP (in conjunction with Procurement), evaluate and rank proposals and provide selection details to Port Houston.

- Present plan performance annually to Port Houston leadership and Pension & Benefits Committee as well as future year plan recommendations.
 - Prepare annual Benefits Guide and communications to employees.
 - Provide extensive Wellness program recommendations for employee participation.