



Executive Director, PAISBOA Health Benefit Trust

The Board of Directors of the PAISBOA Health Benefit Trust (the “Trust”) invites applications from individuals with leadership expertise in non-profit healthcare, benefit insurance, or multi-employer welfare plans to serve in the role of Executive Director of the PAISBOA Health Benefit Trust.

ORGANIZATION OVERVIEW

The Trust is a consortium of 145 independent schools, colleges, and universities in Pennsylvania whose members enjoy savings, stability, and innovative programs through scale and collaboration. As a self-funded Multiple Employer Welfare Association (MEWA), the Trust currently provides medical, prescription drug, and dental insurance benefits to over 10,000 employees, representing more than 18,000 covered lives when dependents are included.

The Trust’s founding idea dates back to 1968 when a small group of private schools came together to leverage their collective buying power for health insurance. The theory was that the education level of teachers made them more health-conscious and, consequently, healthier than the population at large. In terms of risk management, the group recognized and depended upon a simple “one-for-all and all-for-one” pooling of risks, claims, and premium rates.

In 1991, a formal corporation known as the Philadelphia Area Independent School Insurance Group (PAISIG) was created, and the first volunteer board was formed.

In 1999, PAISIG became the Philadelphia Area Independent School Business Officers Association (PAISBOA) and, over the next several years, expanded its offerings to include several group purchasing programs and many professional development opportunities. During this time, the health benefit Plan grew to more than 140 member schools, including two dozen higher education institutions.

In 2013, the health benefit Plan was spun off as a separate entity, the PAISBOA Health Benefit Trust, and structured as a MEWA. In 2016, the Trust transitioned from fully insured offerings to a self-funded arrangement, enabling the Trust to better control its financial future while opening up even greater opportunities to serve its members. Over the past five years, renewal actions have averaged just 0.75 percent, and the Trust has been able to create a reserve fund of about \$40 million.

The Trust currently employs two staff members in addition to the Executive Director and works with a variety of outside vendors and consultants who provide other services critical to day-to-day operations. For the most recent Plan year, annual claims totaled \$94.2 million, and administrative expenses were \$8.8 million.

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MISSION AND VISION

Mission

The PAISBOA Health Benefit Trust provides, to eligible PAISBOA member schools, quality health benefit plans that deliver long-term value and stability for the Trust and its enrolled participants.

Vision

The PAISBOA Health Benefit Trust is committed to providing benefit programs that promote improved health and well-being for all current members as well as future generations, and to extend these programs in a fiscally responsible manner through growth in membership.

THE ROLE OF THE EXECUTIVE DIRECTOR

Working under the direction of the Trust Board, the Executive Director is responsible for developing and managing the strategic goals of the Trust. The Executive Director will exercise independent judgment in program planning, while directing and coordinating the complex strategies needed to deliver quality health plans to member schools.

Working with the Board to develop a vision and a strategy that advances the Trust to its next development stage, the Executive Director will provide leadership in the following areas:

- Managing the Trust in compliance with current laws, including ERISA, HIPAA, the Pennsylvania Insurance Code rules and regulations, and the Affordable Care Act, in collaboration with counsel when appropriate.
- Maintaining current knowledge of healthcare industry best practices and trends, including wellness initiatives.
- Administering contracts of the Trust and managing relationships with vendors, consultants, and other parties.
- Managing the Trust's financial systems, including budgeting, banking, and investments in accordance with the Trust Board policies.
- Serving the Trust Board in an educational and advisory capacity, developing recommendations, and submitting reports.
- Serving as the face of the Trust and as chief education, marketing, and customer service leader with both member and prospective schools.
- Collaborating with counsel to track and develop proposals to ensure ongoing compliance with Pennsylvania and federal laws, rules, and regulations.
- Managing all aspects of the Trust office and staff.
- Providing reliable and consistent customer service to the Trust membership, including making regular visits to member schools.

DESIRED QUALIFICATIONS AND CHARACTERISTICS

The Executive Director will possess many of the following experiences, capabilities, and personal attributes:

- Ability to establish and maintain effective working relationships with the Trust Board as well as its vendors, constituents, and industry representatives.

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- Knowledge of laws and regulations affecting MEWAs and VEBA's, ERISA, HIPAA, the Pennsylvania Insurance Code, and the Affordable Care Act.
- Skill in interpreting and applying complex statutes, rules, and regulations to determine compliance, solve problems, and develop policies and procedures.
- Ability to exercise effective administrative and technical supervision of professional vendors and employees and to assume and delegate responsibility for accomplishing the goals of the Trust.
- Ability to market the Trust to the PAISBOA membership in various ways, including through large group presentations.
- Proven leadership and management, organizational, administrative, and technical skills.
- Strong working knowledge of and experience in healthcare and benefits management.
- Knowledge of self-funding concepts and healthcare networks.
- Ability to adjust to fluctuating workloads and priorities.
- Ability to exercise professionalism, good judgment, and responsibility with minimal input from others.
- Strong communication and interpersonal skills.
- Ability to maintain a high level of confidentiality.

A baccalaureate degree and at least 8-10 years of experience, preferably in an insurance related industry, are required. An advanced degree and/or comparable years of relevant experience in the field is preferred.

For best consideration, please send all nominations and applications (CV and cover letter) to:



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