

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: September 26, 2025

Meeting Date: October 14, 2025

Submitted By: Randy Gillespie

Department: Personnel

Signature of Elected Official/Department Head:

*Randy Gillespie*

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>


**Description:**

Consideration to approve the Standard Renewal fee of \$1000.00 from PlanSource to conduct Johnson County's annual insurance open enrollment and authorize the Personnel Director to sign the on-line Annual Enrollment Change Request form requested by PlanSource.

Motion: Change to Consider and Ratify Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

Person to Present: Randy Gillespie

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

Check All Departments That Have Been Notified:

- County Attorney       IT       Purchasing       Auditor
- Personnel       Public Works       Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**



## **Annual Enrollment Change Request**

### **General Information**

This Survey is for the Employer Group Johnson County of Texas associated with Broker Holmes Murphy - Dallas (TEG).

The Benefits Administration ID for this group is: 6080518

**Let's get started on your Annual Enrollment** by telling us about the changes you'll be making. This way, we can create a tailored experience to match the level of support needed to ensure a successful Annual Enrollment!

**Standard Renewal:**

**Select this option if your benefit changes for your upcoming plan year include the following only:**

- **Rate Only Changes**
- **Page Content (text updates)**
- **Document Library Updates**
- **Zip Code Based Eligibility (carrier driven)**
- **Discontinued Benefit (and no replacement is needed)**
- **Plan Details (for plan compare tool or DecisionIQ)**

**Standard Renewal + Configuration (Up to 4 Benefit Changes)**

or

**Standard Renewal + Complex Configuration (4+ Benefit Changes):**

Select this option if, in addition to any of the items outlined in the Standard Renewal, your benefit changes for the upcoming plan year include, without limitation, any of the following additional changes:

- New Plan Additions
- Changes to Cost Structures (in addition to rate changes)
- Addition of New Classes, Locations, Cost Centers, or Employee Types
- Addition of Survey Questions
- Changes to Surcharges or Credits

Next please select which kind of enrollment you will be having.

Active Enrollment Help Text

Passive Enrollment Help Text

Semi-Passive Enrollment Help Text

- Active Enrollment**
- Passive Enrollment
- Semi-Passive Enrollment (Hybrid)

As you know, PlanSource can continue to level up your employee experience by performing additional benefits administration tasks so your team can focus on more strategic priorities. Please see the [PlanSource Add-on Benefit Services](#) to explore these additional services. Please let us know if you have questions about these services or how we can help you improve your employee experience.

For assistance contact your PlanSource Ongoing Support Team or call the Core Support Line at 877.549.8549

© 2025 PlanSource

Powered by Qualtrics [↗](#)

Protected by reCAPTCHA: [Privacy](#) [↗](#) & [Terms](#) [↗](#)



## Annual Enrollment Change Request

We're excited to start your Annual Enrollment journey! To start your Annual Enrollment Renewal please provide the required information below and submit the Change Request.

Based on your submission, we anticipate that you will have a **Standard Renewal** that will have a fee of **\$1,000** and take at minimum **4 weeks** from the receipt of the Change Request to go live. For a more detailed view of your Renewal Tier, please see the [PlanSource Annual Enrollment Change Request](#)

Please note, Human Resource, Payroll, API, Carrier, and other integrations are not included with this Annual Enrollment Renewal and are subject to additional fees. For more information, please refer to the [PlanSource Retail Fee Schedule](#) or contact your PlanSource support team.

To start your Renewal please provided the required information around your Annual Enrollment dates.  
Target annual enrollment start date:

10-27-2025

Target annual enrollment end date:

11-7-2025

The standard timelines are reflected in the [PlanSource Annual Enrollment Change Request Overview](#). Request for reduction in timeline is subject to approval to ensure delivery quality and will be assessed an expedite fee. Due to a customer's failure to meet any deliverables outlined in the project schedule, PlanSource reserves the right to either extend the go-live date or charge an expedite fee to cover the additional work required to meet the original target date.

If needed, click the back button to confirm your annual enrollment details and standard timeline.

By executing the Annual Enrollment Change Order (Change Request), this Change Request is entered into between End User and PlanSource as of the End User signature date. End User acknowledges and agrees that all information provided by End User is accurate, and based upon the information provided by End User, it agrees to the [Annual Enrollment Renewal Tier](#) outlined herein along with the proposed project timeline and the associated fees related to this Change Request that is governed by the existing agreement between the parties. If PlanSource discovers that the information provided by End User is inaccurate, it reserves the right to reassess the Renewal Tier outlined herein.

X  SIGN HERE  
clear

9/19/2025

Randy Gillespie

randyg@johnsoncountytexas.org

For assistance contact your PlanSource Ongoing Support Team or call the Core Support Line at 877.549.8549

© 2025 PlanSource

Powered by Qualtrics [↗](#)

Protected by reCAPTCHA: [Privacy](#) [↗](#) & [Terms](#) [↗](#)