

THE POOL

Transforming Your
Wellbeing Together



Welcome to The Pool

Your new member
onboarding packet

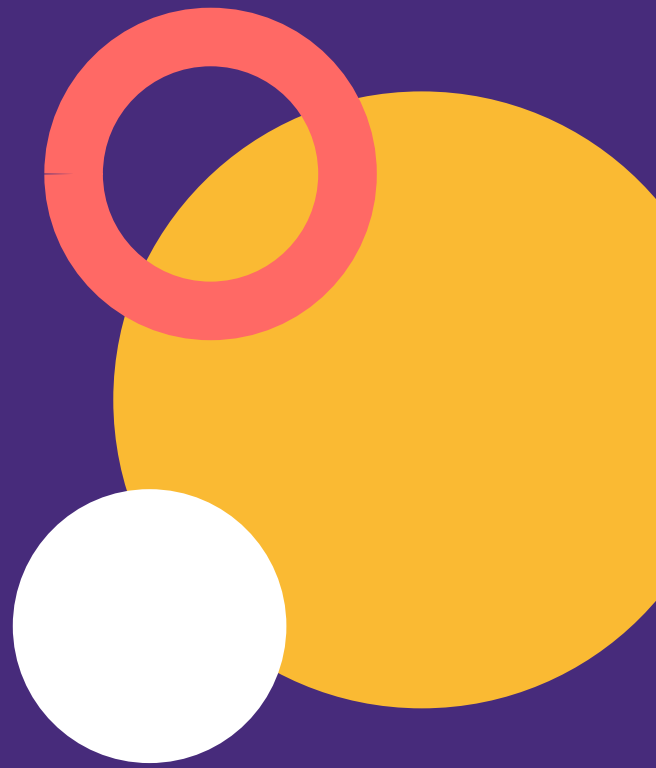


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Board Members



Board Members & Responsibilities

What is a Pool Board Member?

Each employer covered by The Pool designates one member from their organization to sit on The Pool's full Board of Trustees, ensuring each organization is represented and active in decision making. This individual is confirmed by the employer organization's board by signing the Pool Board Member Resolution.

Powers of Board of Trustees

The Board of Trustees shall determine the general policy of the Pool, which shall be followed by the officers, agents, employees, and independent contractors employed or retained by the Pool.

Board of Trustees responsibilities:

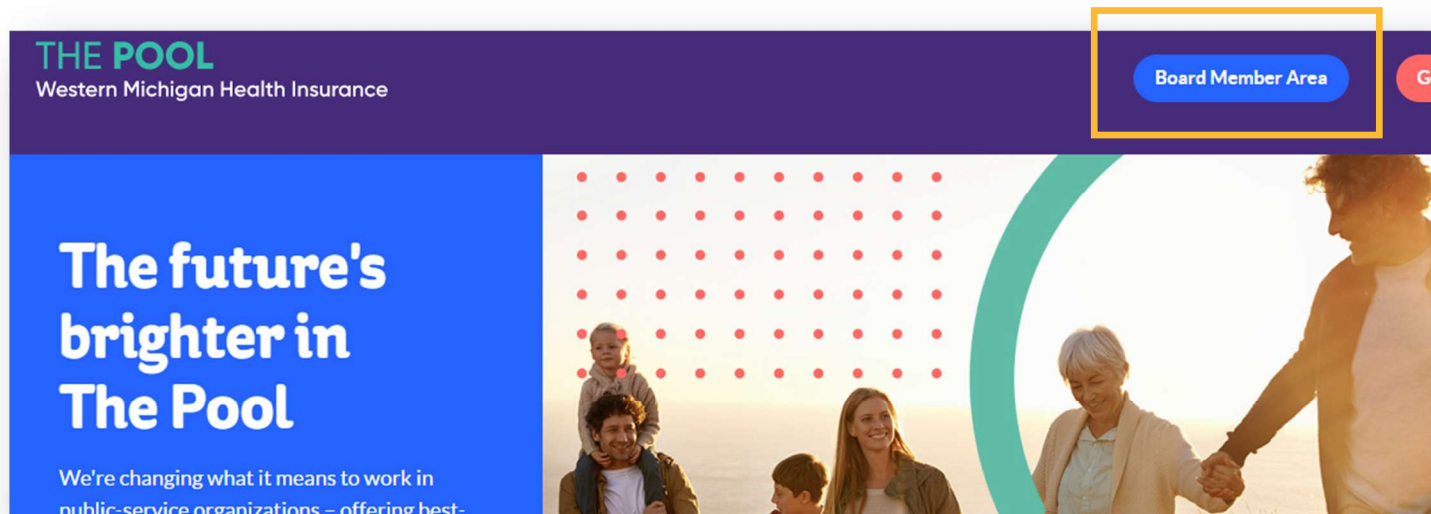
- *Appoint The Pool's Executive Committee*
- *Approve amendments to the Bylaws*
- *Approve acceptance of new members and expulsion of members to The Pool*
- *Approve and amend the annual renewal rate*
- *Establish administrative charges and other member payments to Pool funds*
- *Establish rules and regulations regarding the return of funds to members*

Accessing Important Documents

The Board Member Area

Visit thepoolmi.org

Password: Divein2022!
(case sensitive)



The Pool's Information Hub

The Pool's info hub gives you quick access to your organization's medical plan documents, required notices and forms templates, value add resources, and carrier contact information.

Click here to visit the Information Hub now

Find:

- Board meeting documents and Trustee resources
- Enrollment and Rx mail order forms
- Renewal information
- Notices and forms samples
- Employee education videos
- Benefit and value add resources

Meeting Calendar



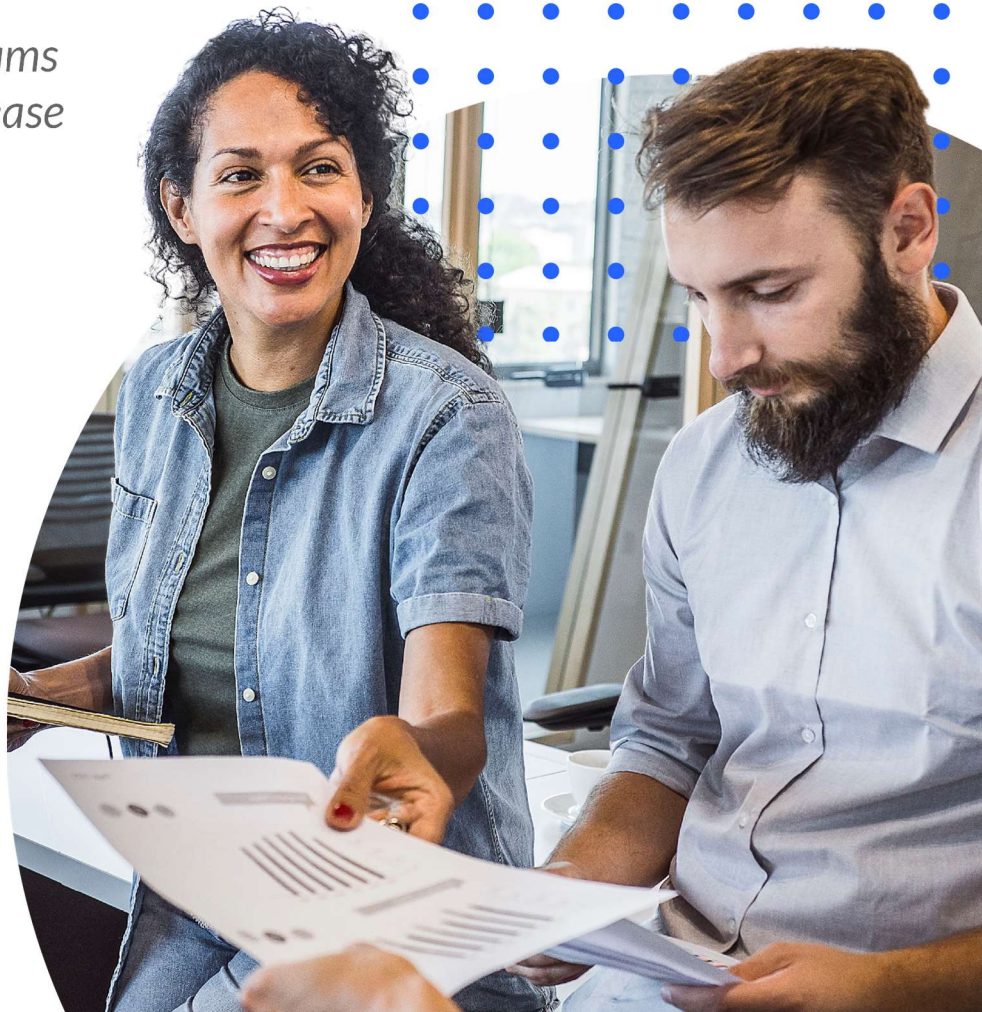
2025 Meeting Calendar

Board Meeting Dates:

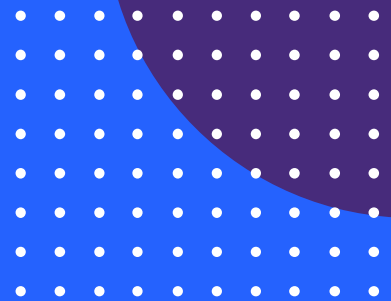
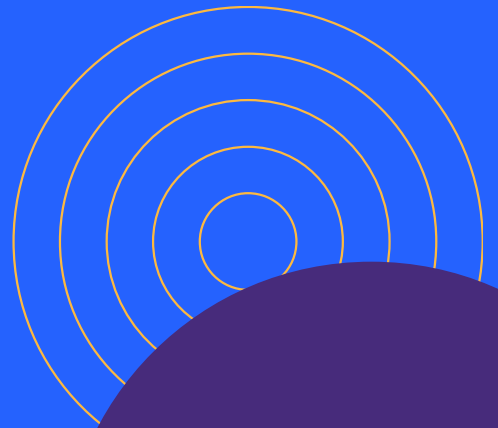
Future 2026 dates to come

- *Wednesday, September 10, 2025
(Membership Summit)*
- *Tuesday, November 11, 2025*

If you did not receive the Teams invites to these meetings, please reach out to your Gallagher service team member.



Administrators



PlanSource

PlanSource

The Pool's Benefits Admin System

PlanSource is a third-party vendor who handles the administration of employee enrollment and performs the billing functions of The Pool.

PlanSource submits a monthly bill to each member and after invoices are distributed, an ACH debit is taken out to fund claims and pay vendors.

The PlanSource team will schedule and host multiple sessions to onboard new member organizations. Stay tuned for updates on training dates.

PLANSOURCE



Need to contact PlanSource now?

Email your dedicated PlanSource team at WMHIPSsupport@plansource.com

THE POOL

Michigan Health Insurance

PlanSource ACH Billing Schedule of Premiums

Each month,

You'll receive an invoice for your Pool insurance plan(s), along with a corresponding detailed participant listing. Below is a list of invoicing and funds due dates:

Updates should be entered in the BenAdmin system for current invoice cycle by the:	Invoice summary and detail are automatically sent to group admins from the system on the:	Funds due
15th of each month*	18th of each month	25th of each month

**Any adjustments made on or after the 15th of each month will show up on the following month's invoice cycle.*

***If the 25th falls on a weekend or holiday, this date will be moved to the next business day.*



Invoice questions?
Email your dedicated PlanSource team at:
WMHIPSupport@plansource.com

PlanSource Monthly Training Dates

Learn the ins and outs of utilizing PlanSource as your benefits platform.
All trainings are held at 11 a.m. EST.



True invites with meeting links
will be sent out by PlanSource.

2025 Trainings:

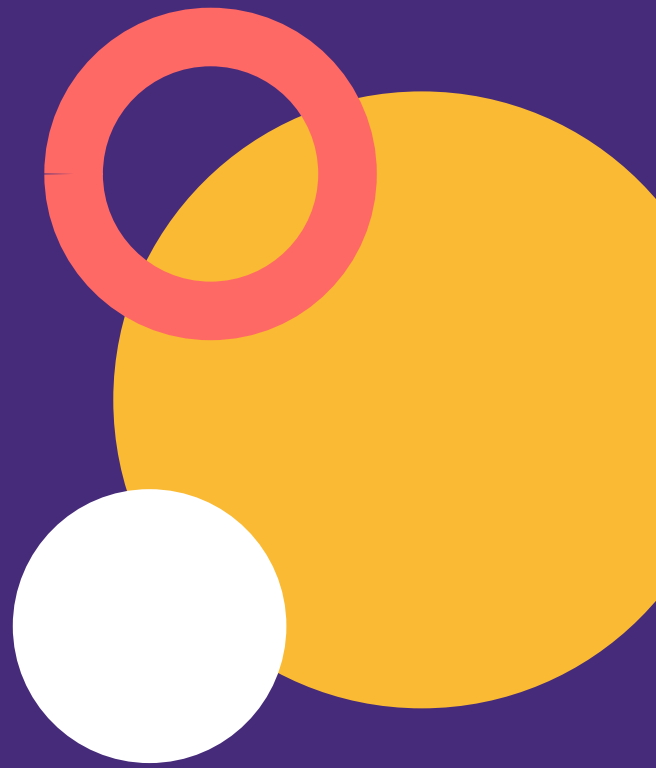
January 9	May 8	September 10 - Summit
February 13	June 12	October 9
March 13	July 10	November 13
April 10	August 14	December 11

Click here to add a calendar hold for each training.

Or scan the QR code:



Your Gallagher Team

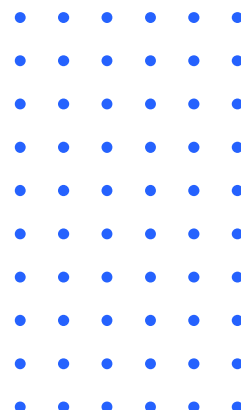


Gallagher Support and Account Management Team

Supporting your organization and employees

Gallagher provides strategic consultation on plan design and cost containment, wellness, and benefits communication, as well as underwriting and actuarial support. Their team is available as needed for employee meetings and individual member assistance.

Reach out to your Gallagher Account Management Team anytime with questions about billing, benefits, value utilization and more.



Unsure who your contact is?

You can also reach out to ThePool.Admin@ajg.com any time and your message will be directed to your Account Management Team.

Continued Education



Poolside Series

Virtual meetings focused on updating Board members with timely and relevant information.

Past Topics:

- *PA 152 (hard cap 80/20) Legislation*
- *Long-Term Care and Updates on PA 152*
- *GLP-1 Trends and updated on Long-Term Care and PA 152*

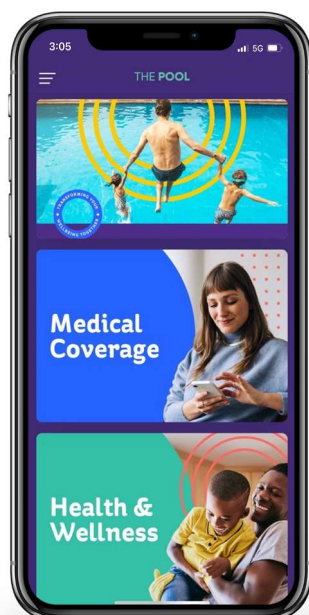
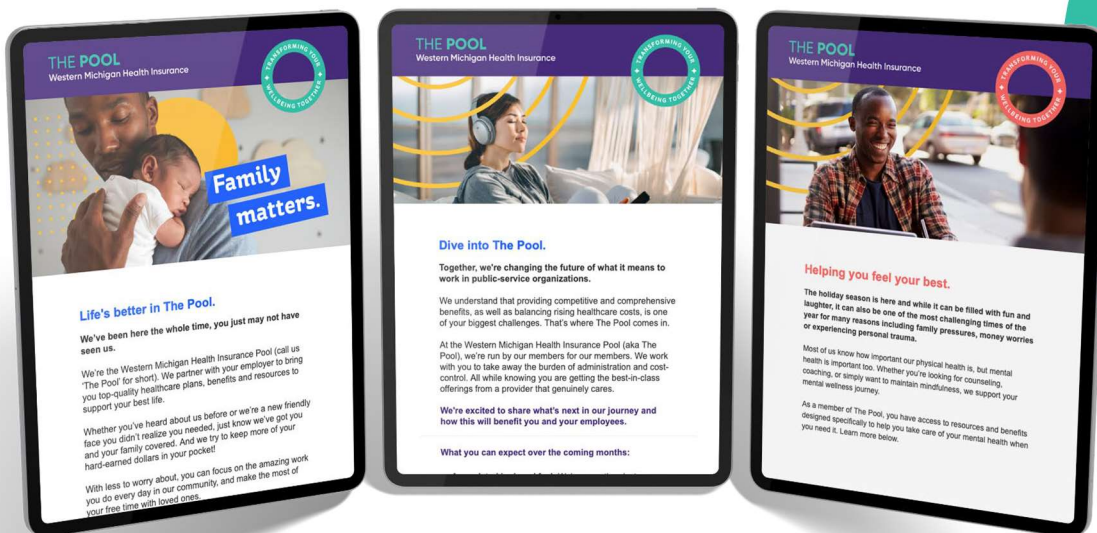
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Invites sent quarterly (as needed) directly from your Gallagher Service Team.



Employee Communications

Personalized communications focused on overall wellbeing

Look out for emails from **comms@thepoolmi.org** to stay informed on important dates, various physical and mental health resources, and reminders of all your free benefits throughout the year.



The Pool App

Access to your health benefits, all in one place

Use the app quickly to find:

- What's covered under your plan
- All your free Pool programs
- Health and benefit reminders
- And more

Following your Onboarding Meeting

1.

Designate a Board Member

Complete and return your resolution agreement. Be sure to mark your calendars for upcoming Pool Board meetings and/or accept the virtual invites from your Gallagher Service Team.

2.

Return necessary documents

Refer to the onboarding schedule your Service Team provided to be sure all necessary documents are returned within the timeline needed.

3.

Reach out to your Service Team!

If you have any questions, be sure to reach out to your Service Team or ThePool.Admin@ajg.com



Thank you.

THE POOL
Michigan Health Insurance