



## EXECUTIVE DIRECTOR Transit Employees' Health & Welfare Plan Forestville, MD

The Transit Employees' Health & Welfare Plan is seeking an experienced employee-benefits professional with a track record of building effective and influential relationships to lead the organization as Executive Director.

### About the Transit Employees' Health & Welfare Plan

The Transit Employees' Health and Welfare Plan (the Plan) was created in 1954. Today, the organization is 16,000 members vital, comprised of plan participants, retirees, surviving spouses, and their family members who are both employees of Washington Metropolitan Area Transit Authority and members of the Local ATU 689 union.

As a governmental health plan, the Plan provides a comprehensive package of benefits that includes medical, prescription drug, dental, vision, life and accident coverage, and long-term and short-term disability insurance. The Plan's wellness program, [689 Moving Metro](#), utilizes a holistic approach to empower members with the awareness, knowledge, and resources to increase intentions and actions towards healthy behaviors for members and their families to live well-balanced lives. The Plan reduces per-participant administrative costs, making it competitive with private insurers while offering quality health benefits and eligibility information to plan participants and their families.

Transit Employees' Health and Welfare Plan is governed by a [Board of Trustees](#) representing the employer, Washington Metropolitan Area Transit Authority and ATU Local 689, according to the terms of the collective bargaining agreement. The Board oversees the Plan's assets and makes plan design recommendations and decisions about the benefits offered.

**TEHW NEWSLETTER**  
Transit Employees' Health and Welfare Plan  
March 2023

**Women's History Month**  
March is National Nutrition Month. Following a nutritious diet can help you stay healthy as well as help reduce the risk of developing serious health problems such as Type 2 Diabetes, Heart Disease, Cancer, Obesity, and much more.  
Women's History Month takes place every March to honor, highlight, and celebrate the accomplishments of women across the globe. The fight for women's rights hasn't always been easy, in fact it's taken many protests, lobbying, and pushing for their voices to be heard.  
Women's History Month was officially recognized as a holiday by President Jimmy Carter on March 8th, 1980. Since then, women have contributed to many firsts in science, technology, education, history, politics, and much more.

**Our NEW Website is LIVE!**  
On behalf of Transit Employees' Health and Welfare, we would like to welcome you to our new and improved website! Here you will find everything there is to know about TEHW, along with benefit plans, wellness platforms/incentives, documents/forms, and upcoming events!  
Visit [www.tehw.org](#)

**Making a Payment**  
Staying up-to-date on your insurance premiums allows you to experience zero interruptions with the Plan. Transit Employees' Health and Welfare Plan accepts payments via check and/or money order.  
All payments should be payable to: Transit Employees' Health and Welfare Plan Please include your Name and Employee ID # in the "Memo".

**TEHW NEWSLETTER**  
Transit Employees' Health and Welfare Plan  
January 2023

**Happy New Year**  
Cheers to an Intentional Year  
Aha! You've made it to 2023!  
With a new year comes change and goals to accomplish. Focusing on what you want to accomplish in the new year is possible. Most of the time we set goals and forget about them mid-year. Sometimes it's hard to stick to goals and resolutions because we try to get them done in a certain timeframe. Instead of setting resolutions, try being more intentional! Setting intentions is another way of creating a goal for yourself but with less pressure. Being intentional is about being mindful about when you are or are not engaging in certain behaviors. Setting intentions comes with mistakes and mishaps but the goal is to stick with them.  
When you are intentional about changing and bettering yourself, you'll accomplish more. Stay positive and remember change is possible. If you stumble along the way, remember to give yourself grace and keep going!  
Here's to a intentional, mindful, and uplifting new year!

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**TEHW NEWSLETTER**  
Transit Employees' Health and Welfare Plan  
February 2023

**Celebrating Black History Month**  
February celebrates Black History Month. Black History Month is a time to honor the contributions and legacy of African Americans across U.S. history and within society. Since being recognized as a holiday by President Gerald Ford in 1976, Black History Month has become an opportunity to educate generations on the importance of Black History in America. This year's theme for Black History Month is "Black Resistance". This year's theme highlights and explores the history behind Black Americans resisting social injustice, discrimination, and oppression in the past and present.  
Individuals such as Dr. Carter G. Woodson sought the need to highlight the many achievements of Black Americans and those of African descent in the early 1900's. With that idea, Woodson and Minister Jesse E. Moorland founded the Association for the Study of Negro Life and History (ASNLH), currently known today as the Association for the Study of African American Life and History (AASALH).  
Since the establishment of Black History Month, opportunities continue to rise for celebrating and educating people of all ages about the importance of the holiday along with the historical context behind the month.  
For more information about Black History Month along with contributions made by African Americans and persons of African Descent in American history, visit [nmaahc.si.edu](#).

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**TEHW NEWSLETTER**  
Transit Employees' Health and Welfare Plan  
April 2023

**Autism Awareness Month**  
Autism Awareness Month began in 1972 to increase awareness and advocate for acceptance of individuals who were diagnosed with autism.  
Autism spectrum disorder is a neurological and developmental disorder that affects how people interact with others, communicate, and learn.  
According to the CDC, approximately 1 in 36 children in the U.S. is diagnosed with an autism spectrum disorder.

**Minority Health Month**  
National Minority Health Month raises awareness about health disparities, that continue to affect people from various racial and ethnic minority groups. NHHM also encourages action through health education, early detection, and control of disease complications.  
Visit [TEHW.org](#) to access forms and stay informed!

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## Position Overview

Reporting to the Board of Trustees, the Executive Director serves as a strategic benefits advisor and brings thought leadership to the table on important employee benefits topics that are of particular interest to the Board. The Executive Director develops and/or maintains a Health & Welfare mission and vision that supports the future goals of the Plan.

On a day-to-day basis, the Executive Director manages a significant employee health & welfare benefits portfolio for a collectively bargained public employee health and welfare plan. In addition, the Executive Director is responsible for developing a sustainable, effective customer service delivery model with the appropriate benefits systems/tools and administrative business processes of the Funds in accordance with any Plan documents, legal compliance, policies and procedures adopted by the Trustees.

The Executive Director creates strategic partnerships with senior managers in other departments – particularly HR, Finance, Payroll, and Occupational Health & Wellness – and stays abreast of Authority-wide policies or programs that may affect the administration of union employee benefits.

## Key Responsibilities

The Executive Director has a wide purview across three administrative areas of the organization:

### Organizational/Operational

- Oversees the daily operations of the Plan's functions to ensure financial and operational accuracy and compliance and provides guidance and leadership to the staff
- Supervises and directs Plan personnel to ensure policies, procedures and standards of operation are met and adhered to
- Conducts regular staff meetings to keep apprised of day-to-day operational and staff issues
- Actively participates with the Board of Trustees in the business planning process and implementation of the short- and long-term goals and objectives of the Plan
- Develops sophisticated strategies to enhance Plan operations and services
- Coordinates and reviews appeals with the Board of Trustees
- Serves as a liaison between the Plan, the Union and contributing employers on issues related to the operation and management of the Plan



- Assumes the role of Privacy Officer and ensures compliance with HIPAA regulations
- Involved in the development of educational materials, newsletters and other publications
- Prepares reports for and participates in Board of Trustees meetings
- Manages and cultivates relationships with benefit service providers

## **Financial**

- Develops and monitors annual budget
- Negotiates with vendors on fee arrangements
- Works closely with the Plan Auditors and Accounting staff on annual financial audits
- Works with Plan Auditor and Accounting to establish procedures to ensure sound internal controls
- Brings non-routine expenses to Board of Trustees for approval
- Actively manages cash and investments to optimize returns within the confines of the investment policy
- Adheres to strict control procedures to ensure adequacy and accuracy of cash flow and timely investment of monies
- Uses best-practice bank fraud prevention services to minimize any fraud or misuse of funds
- Conducts ongoing advanced financial analysis of provider contracts to ensure the Plan is maximizing the utility of expenses outlaid and ensures the providers are deploying their services based on the terms and conditions of each contract

## **Regulatory Compliance**

- Ensures compliance with government regulations and consults with outside professionals as needed
- Ensures Plan benefits are paid in accordance to plan documents
- Monitors and ensures all government filings/reports are completed as required and documents and notices are distributed timely to Plan participants
- Establishes procedures to properly train Plan employees on privacy regulations
- Reports directly to Board of Trustees on issues requiring administrative interpretation, legal interpretation or general guidance
- Represents the Board of Trustees, in conjunction with legal counsel, in contacts with governmental agencies

## Position Qualifications

The qualified applicant will have a Bachelor's degree. A relevant advanced degree and/or Certified Employee Benefit Specialist (CEBS) designation is preferred. The qualified applicant will also have a minimum of ten (10) years experience in benefit plan administration or related matters. At least five (5) years of senior-level management experience is required, including direct experience with executive-level decision making and interaction with Board members. Also required, ten (10) or more years experience in a Taft-Hartley or collectively bargained environment; a minimum of ten (10) years of people management experience, including developing, coaching, training and assessing performance; and five (5) years of project management leadership experience of a cross-functional nature.

The exceptionally qualified applicant will demonstrate experience in and knowledge of the following areas:

- Change management techniques
- Organizational re-structure/realignment
- Preparing and presenting executive level presentations and/or recommendations
- Benefits cost/savings analyses, employee benefits utilization analyses and benefits plan design
- Employee benefits plans, including development of wellness programs
- Vendor management experience
- Working with contracted benefits consultants, accountants, financial advisors, actuaries, etc.
- COBRA and HIPAA requirements
- ACA rules and regulations

The exceptionally qualified applicant will also be proficient in the following areas:

- Current technology relating to benefits administration systems and Microsoft Office
- Building and maintaining effective and influential relationships with a diverse audience through the use of interpersonal and communication (oral/written) skills. Being multilingual is a plus.

## To Apply

The Transit Employees' Health & Welfare Plan is partnering with PoliHire in the search for the next Executive Director. If you are interested in this position, please send a letter of interest and a resume outlining your experience to [transit\\_executivedirector@polihire.com](mailto:transit_executivedirector@polihire.com).