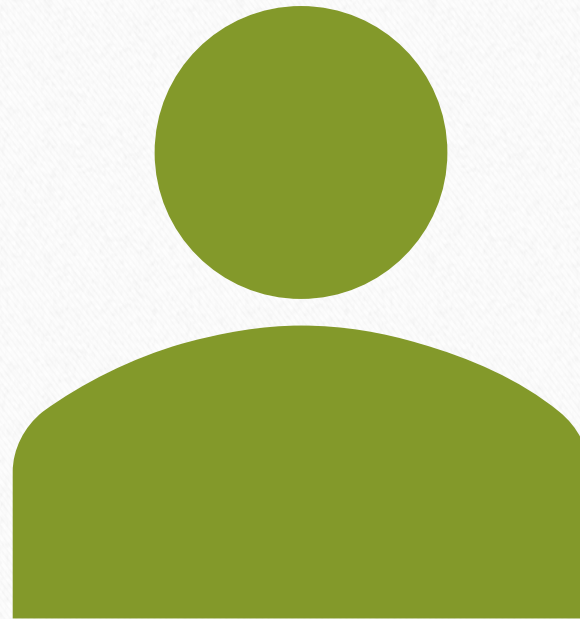


# **NEW ADMIN BOOTCAMP**

April 8, 2026

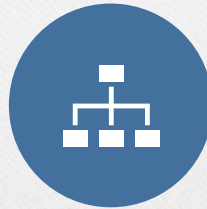


# AGENDA

---



MEET THE VBA  
BENEFITS  
CORP



ADMINISTRAT  
OR  
RESPONSIBILT  
IES



IMPORTANT  
DOCUMENTS



BSWIFT  
HANDS-ON  
TRAINING

# OVERVIEW OF VBA & VBA BENEFITS CORP

## VBA



## VBA BENEFITS CORP



Mid-Atlantic Bankers  
Association



VIRGINIA BANKERS  
ASSOCIATION

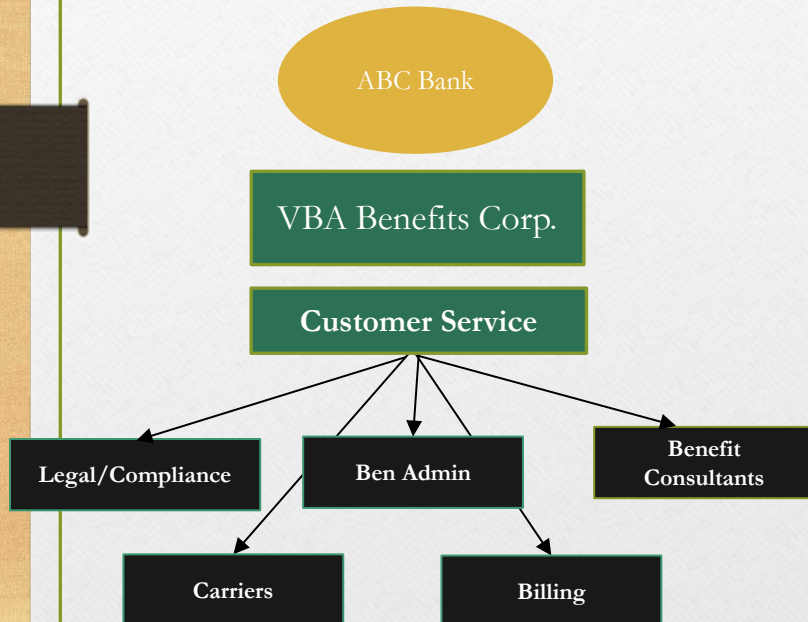
MBSI

Management  
Services, Inc.

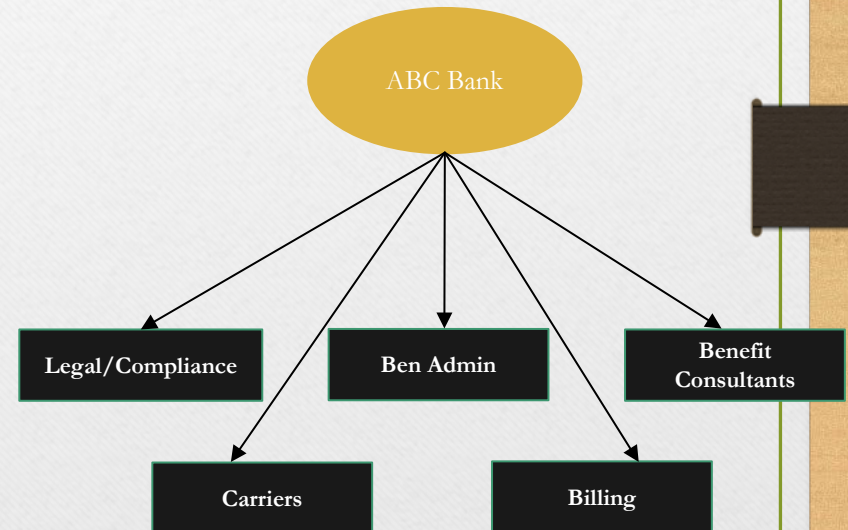
Benefits  
Corp.

# UNIQUE ADMINISTRATIVE STRUCTURE

## Model with Benefits Corp.



## Direct Broker Model



# HOW WE SUPPORT YOU

## Legal/Compliance

- Maintenance of legal documents: Section 125 Plan Document, Adoption Agreement, Summary Plan Descriptions, Booklet-Certificates
- Filing of Form 5500 and Summary Annual Report drafts
- Section 125 and 105(h) non-discrimination testing
- Annual required notices
- COBRA administration
- HIPAA Compliance

## Benefit Administration System

- Maintenance of bswift site; conduit between system team and participating banks
- Management of EDI files to and from carriers and vendor partners
- Serves as system of record
- Affordable Care Act (ACA) tracking and fulfillment
- Open Enrollment, New Hire and Qualifying Event Changes

## Carrier Relationships

- Work with carriers to resolve employee issues
- Negotiate plan provisions, contract terms and costs
- Bundled Disability, FMLA and Parental Leave management outsourced through VBABC contract

## Billing

- Monthly reconciliation of premium and enrollment by line of coverage
- Remit premiums to carriers for fully-insured
- Pay weekly claims and administrative fees for self-insured medical and dental coverages

# WHO WE ARE AND WHAT WE DO



**Cindy Beazley, Benefits Coordinator (2007)**

- Responds to HR and employee questions; resolve issues with carriers
- Primary on phones
- H&W



**Pam Connelly, Senior Director Benefit Plan Analysis (2012)**

- Self-funded medical, Rx and dental plans lead
- Health & welfare renewals
- Monthly minimum premium billing and quarterly IBNR estimates



**Claire Pollock, Retirement Plans Manager (2024)**

- Project lead for retirement plan administration
- Maintains and updates defined contribution adoption agreements and other legal documents
- Assists with onboarding of new defined contribution plans



**Lea Bacharach, Client Support Specialist (2025)**

- Responds to HR and employee questions; resolve issues with carriers
- Benefits communication and bswift support
- H&W



**Laurie Milligan, President & COO (2012)**

- Overall operations and governance of Benefits Corp.
- Strategic planning
- Member relations
- Oversight of H&W and retirement programs and initiatives



**John Snead, SVP Member Relations (2012)**

- Primary conduit between member banks and Benefits Corp. team
- Strategic planning
- H&W and retirement



**Bobbi Weimer, Senior Director of Operations & Compliance (2000)**

- Project lead for annual open enrollment and ACA activities
- Manages overall bswift relationship
- Oversees annual compliance projects
- H&W

# ADMINISTRATOR RESPONSIBILITIES

---

- Maintain employee eligibility and enrollment records

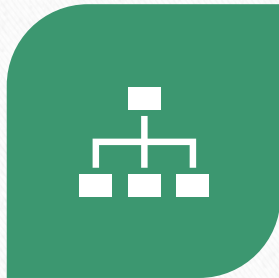
- Process new hires, terminations, and life events

- Review monthly invoices

- Distribute plan communications and required notices

- Serve as liaison between employees and VBA Benefits Corp

# IMPORTANT DOCUMENTS



HEALTH & WELFARE  
MANUAL



ADOPTION  
AGREEMENT



WRAP SUMMARY  
PLAN DESCRIPTION

# **HEALTH & WELFARE MANUAL**

[Link to Doc](#)

## What's Included?

- ➔ Staff & Vendor Contact Info
- ➔ Waiting Period & Coverage Date Rules
- ➔ Benefit Plan Information per line of coverage
- ➔ Billing & Administration Rules
- ➔ Compliance Requirements

## Who Is It For?

Administrators

# ADOPTION AGREEMENT

## What's Included?

- ➔ Lines of Coverage Offered
- ➔ Employer-Specific Eligibility Rules
- ➔ Retiree Coverage Options
- ➔ Rules re: Missed Enrollments

## Who Is It For?

Administrators & VBA

**WRAP  
SUMMARY  
PLAN  
DESCRIPTION**

**What's Included?**

- ➔ Specific Plan Options Available
- ➔ Employer-Specific Requirements
- ➔ Carrier Contact Info
- ➔ Allowable Mid-Year Changes
- ➔ COBRA Rights

**Who Is It For?**

Employees

# NEW HIRE RULES

Based on  
what is  
selected in  
your Section  
125  
Adoption  
Agreement  
and/or  
Carrier Rules

**Medical**-waiting period can't exceed 90 days

**Dental**- coverage effective date must always be the first of the month following waiting period.

**LTD**- required 90 day waiting period before coverage effective date

# TERMINATION RULES

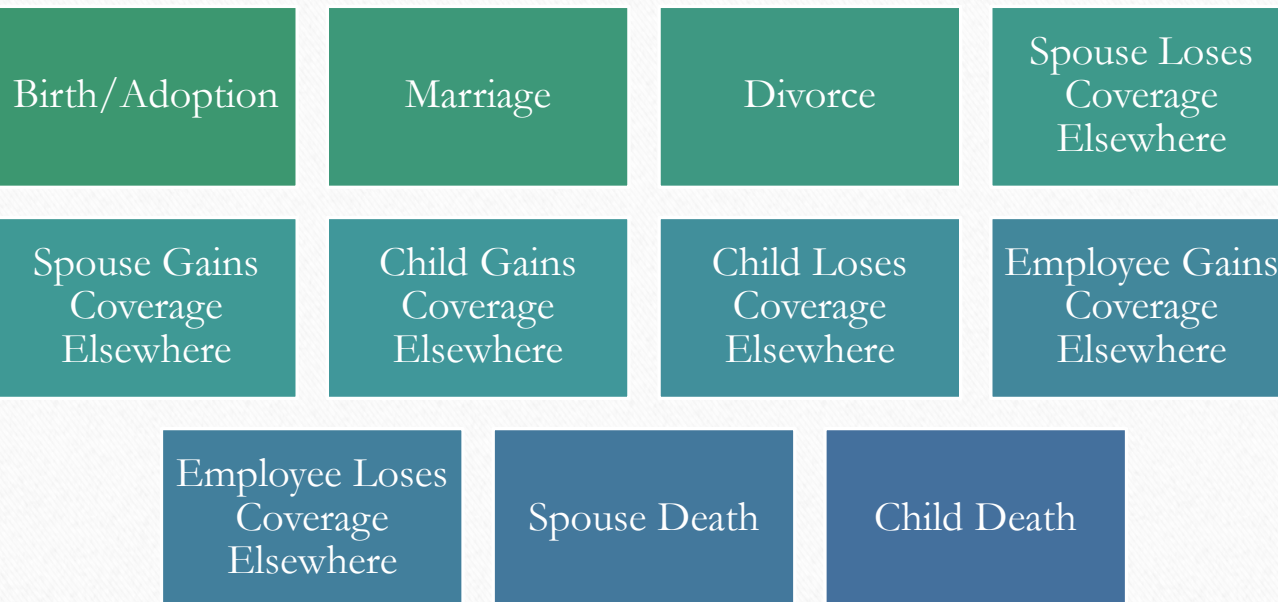
Each employer can decide unless otherwise restricted by Carrier Contract

**Dental**- coverage termination date must always be the end of the termination month.

**Life & Disability**- coverage termination date must always be the date of employment termination

# LIFE EVENTS & RULES

- 30 day Rule
  - Must be prospective
  - Only exception is Birth/Adoption
- 



# RULES OF ENGAGEMENT

---

## DO THIS

- Check your monthly bill
- Inform us of HR staff changes
- Educate employees re: 30 day rule
- Let us help with Benefit Class changes

## AVOID THAT

- Updating Compensation mid-year
- Special Enrollments

# BSWIFT HANDS-ON TRAINING

---



Overview of the  
bswift platform



Navigation and  
common admin  
tasks

# **BSWIFT SCENARIOS**

New Hire

Terminate Employment

Re-Hire

Life Event