



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: DR. ISMAEL GONZALEZ III

CC: BOARD OF TRUSTEES
PENNY ARMSTRONG
DEBORAH GARZA
MICHAEL THIEME
DR. MICHAEL NORRIS
BRITTNEY SOLIZ SANDOVAL

DATE: Monday, July 21, 2025

SUBJECT: Consider Approval of a One (1) Year Contract Renewal Extension for the 2025-2026 Fiscal Year Employee Benefits Professional Services with Third Party Administrator, First Financial Administrators, Inc.

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

2.1 Annually increase the percentage of staff satisfaction

2.2 Annually increase the retention rate of highly effective faculty and staff

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.1 Annually improve operational processes

4.3 Ensure strategic alignment of resources

4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting processes

BACKGROUND INFORMATION:

Type: Consent

Gregory-Portland ISD currently partners with **First Financial Administrators, Inc. (FFA)** as our **Third-Party Administrator (TPA)** for **voluntary, supplemental employee benefits**, including products such as:

- Disability insurance
- Life insurance
- Cancer and critical illness plans
- Accident coverage
- Vision and dental (non-TRS plans)
- Flexible spending accounts (FSA)
- Other optional payroll-deducted benefits

While the District's **core health insurance** is provided through the **Teacher Retirement System of Texas (TRS ActiveCare)**, the administration, education, and **enrollment support for supplemental benefits** are facilitated through FFA.

FFA provides valuable services such as:

- **Online and in-person enrollment support** for employees during the annual benefits enrollment period
- **Employee benefit education** to ensure staff understand the options available to them
- **Customer service and claims assistance**
- **Coordination of payroll deductions** with the Business Office to ensure seamless processing
- **Regulatory compliance and reporting assistance** related to IRS Section 125 and other applicable laws

Renewing the agreement with FFA ensures the District continues to offer a **comprehensive, competitive, and well-managed benefits package** to employees beyond core health insurance. Maintaining this partnership reduces administrative burden on internal staff and supports employees in making informed benefit choices.

This proposed **one-year contract renewal** allows the District to:

- Maintain consistency in employee support
- Prepare adequately for open enrollment
- Avoid disruption in payroll deduction processing
- Continue accessing professional expertise in supplemental benefit administration

RECOMMENDATION:

Administration recommends that the school board accepts the one-year continuation of services from First Financial based on the quality of product and employee satisfaction.

FINANCIAL IMPACT AMOUNT AND FUNDING SOURCE (IF APPLICABLE):

No Direct Cost to the District for Products:

The supplemental insurance products administered by FFA (e.g., disability, life, accident, cancer, etc.) are 100% employee-paid through voluntary payroll deductions. The District does not contribute toward the premiums.

FFA is compensated through commissions paid by the benefit providers (insurance companies), not through District general funds. This is a common industry model for TPAs in employee benefits.

BOARD RELATED POLICY:

CH (LEGAL) (LOCAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

That the Board make a motion to approve the renewal of the contract with First Financial Administrators, Inc. for Third-Party Administration services related to the District's voluntary supplemental employee benefits for the 2025–2026 plan year