Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: CAMERON CURRAN

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

DATE: Monday July 27, 2026

SUBJECT: Consider Approval of a One (1) Year Contract Renewal Extension for the 2026-2027 Fiscal Year Employee Benefits Professional Services with Third Party Administrator, First Financial Administrators, Inc.

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE
N/A
PRIOIRTY 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
4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting Processes
4.3 Ensure strategic alignment of resources

BACKGROUND INFORMATION:

Type: Consent

Gregory-Portland ISD currently partners with **First Financial Administrators, Inc**. (FFA), a First Financial Group of America company, to serve as the District's Third-Party Administrator for voluntary and supplemental employee benefits.

The benefits administered and supported through FFA include, but are not limited to:

- Disability insurance
- Life insurance
- Cancer and critical illness coverage
- Accident insurance
- Vision and dental insurance outside of TRS ActiveCare
- Flexible spending accounts
- Other voluntary, payroll-deducted benefits

Although the District's **primary medical insurance** is provided through the **Teacher Retirement System of Texas through TRS ActiveCare**, FFA assists with the **administration, communication, education, and enrollment** of the District's supplemental benefits and medical offerings.

FFA provides the District and its employees with services that include:

- **Online and in-person enrollment assistance** during the annual benefits enrollment period
- **Employee education** regarding available benefit options
- **Customer service and benefit-related assistance**
- **Coordination with the Business Office & Human Resources** to facilitate accurate payroll deductions
- **Support with compliance** and reporting requirements associated with Internal Revenue Code Section 125 and other applicable regulations

Renewing the agreement with FFA will allow the District to continue offering employees a comprehensive and effectively administered benefits package beyond the District's primary medical insurance. The partnership also reduces the administrative burden on District staff and provides employees with professional assistance when evaluating and selecting benefit options.

The proposed one-year renewal for the 2026–2027 plan year will allow the District to:

- Maintain continuity and consistency in employee benefit support
- Prepare for and conduct annual open enrollment
- Minimize disruptions to benefit elections and payroll deduction processing
- Continue utilizing professional expertise in voluntary and supplemental benefit administration
- Support employees in making informed benefit decisions

RECOMMENDATION:

The administration recommends that the Board of Trustees approve the renewal agreement with First Financial Administrators, Inc. for Third-Party Administrator services for the 2026–2027 plan year.

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:

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(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 2026–2027 plan year.

START DATE: September 1, 2026 *END DATE: August 31, 2027*