

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
Minutes of the Administrative Committee Meeting
February 19, 2014

TRUSTEES PRESENT

Ms. Audrey Hidano, Chairperson
Mr. Dean Hirata

Ms. Karolyn Mossman
Mr. Clifford Uwaine

TRUSTEES ABSENT: None

ATTORNEY: None

EUTF STAFF

Ms. Sandra Yahiro, Administrator
Ms. Donna Tonaki
Ms. Maria Quartero

Mr. Raymond Kan

OTHERS PRESENT

Ms. Cheryl Archer, Royal State
Mr. Gary Asato, HDS
Ms. Sandra Benevides, CVS Caremark

Ms. Kawehi Keliipuleole, Kaiser
Ms. Kessy Kepaa, C&C of Honolulu

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:15 a.m. by Trustee Audrey Hidano, Chairperson, in the EUTF Conference Room, 201 Merchant Street, Honolulu, Hawaii, on Wednesday, February 19, 2014.

II. APPROVAL OF MINUTES

A. January 10, 2014

The minutes of January 10, 2014 is being reviewed by the Administrator.

III. OLD BUSINESS

A. EUTF Internal Controls Status Update

Ms. Sandra Yahiro summarized the draft EUTF Internal Controls report. Discussion held by Trustees and staff regarding the draft EUTF Internal Controls report - procedures for petty cash, delinquent payments of approximately \$1 million, Medicare Part B reimbursements, procedures for receiving signed checks, and Performance Appraisal System (PAS). The EUTF staff will check if Bank of Hawaii can take pictures of checks for deposits. The EUTF will begin evaluating employees' performance by July 1, 2014.

B. Administrative Rules Revision Project Status Update

Ms. Yahiro reported that Administrative Rules revisions were sent to employer/employee organizations for consultation in December and comments submitted were in the Committee's packet. The EUTF staff and the Deputy Attorney

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General will review comments and submit recommendations to the Committee. Discussion held by Trustees and staff that the Administrator will go through all of the comments received as soon as high priorities are finished.

C. EUTF 2014 Legislation

Ms. Sandra Yahiro reported that carryover bills have not moved and summarized the Legislative Report on bills related to the EUTF. Discussion held by Trustees and staff regarding: (1) the EUTF staff to send a letter to the legislature regarding HB1763 Related to Prescription Drugs that the Board opposes; and (2) for the EUTF staff to find out the intent of HB2642 Making an Appropriation to the EUTF.

IV. EXECUTIVE SESSION

MOTION was made to move into Executive Session at 10:00 a.m. (Hirata/Mossman)
The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

Executive Session adjourned at 10:45 a.m.

V. FUTURE AGENDA ITEMS DISCUSSION AND NEXT MEETING DATE

The EUTF staff will poll the Committee for available dates.

VI. ADJOURNMENT

MOTION was made to adjourn the meeting at 10:45 a.m. (Mossman/Hirata)
The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

Respectfully submitted,

Audrey Hidano, Chairperson

APPROVED on August 22, 2014.

DOCUMENTS DISTRIBUTED:

1. Letter from C&C of Honolulu to Administrator Regarding Administrative Rules dated 2/7/14. (12 pages)
2. Letter from UPW to Administrator Regarding Administrative Rules dated 2/3/14. (1 page)
3. Letter from Judiciary to Administrator Regarding Administrative Rules dated 1/10/14. (2 pages)
4. EUTF Legislative Report on Bills Related to the EUTF dated 2/14/14. (5 pages)