I. CALL TO ORDER
The meeting of the Administrative Committee was called to order at 10:00 a.m. by Trustee Audrey Hidano, Chairperson, in the EUTF Conference Room, 201 Merchant Street, Honolulu, Hawaii, on Wednesday, September 17, 2014.

MOTION was made to approve to amend agenda to move agenda item III. Old Business to the last item on the agenda. (Mossman/Uwaine) The motion passed unanimously. (Employer Trustees-1/Employee-Beneficiary Trustees-2)

II. APPROVAL OF MINUTES
A. August 22, 2014
The Administrative Committee reviewed the draft minutes of August 22, 2014. [Trustee Hirata arrived at 10:02 a.m.]

MOTION was made to approve the minutes of August 22, 2014 as circulated. (Mossman/Uwaine) The motion passed unanimously. (Employer Trustees-1/Employee-Beneficiary Trustees-2)

IV. NEW BUSINESS
A. EUTF FY 16 Budget
Ms. Donna Tonaki summarized the EUTF FY 16 budget. Ms. Sandra Yahiro
explained the additional items being requested in the budget: (1) additional office space to lease, approximately 2,600 square feet on the 16th floor; (2) additional funding for the upcoming new benefits consultant contract effective July 1, 2015; (3) additional money to cover the Deputy Attorney General’s fringe benefits; (4) creating a new EUTF branch titled Healthcare Transformation and Wellness with five (5) positions; (5) creating a new position titled Investment Officer; and (6) creating two (2) new positions titled Customer Service Representative II (CSR II) and Enrollment Technician II (ET II). Discussion held by Trustees, staff, and deputy attorney general regarding the EUTF FY 16 budget and the time the deputy attorney general spends on non EUTF and EUTF work. The EUTF staff will add footnote on line item 21 that no additional maintenance hours for BAS is needed in FY 16 and FY 17, add additional information on creating the two new positions (CSR II, ET II), and adding the additional printer for the 16th floor as a line item on the bottom portion of the proposed budget for the next Board meeting. Discussion held by Trustees and staff if the EUTF has a tool to evaluate if the EUTF actually achieves its objectives when creating new positions.

MOTION was made that the Administrative Committee recommend to the Board to approve the EUTF FY 16 budget as presented with non-substantive changes. (Hirata/Uwaine) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

V. EXECUTIVE SESSION
MOTION was made to move into Executive Session at 10:48 a.m. (Hirata/Uwaine) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

Executive Session adjourned at 11:29 a.m.

III. OLD BUSINESS
A. 2015 Proposed Legislation – Related to EUTF
   This item is deferred until the next Committee meeting. Trustee Mossman volunteered to review proposals.

VI. FUTURE AGENDA ITEMS DISCUSSION AND NEXT MEETING DATE
The EUTF staff will poll the Committee members for available dates as soon as possible.
VII. ADJOURNMENT

MOTION was made to adjourn the meeting at 11:30 a.m. (Mossman/Uwaine)
The motion passed unanimously. (Employer Trustees-1/Employee-Beneficiary Trustees-2)

Respectfully submitted,

/s/

Audrey Hidano, Chairperson

APPROVED on October 22, 2014.

DOCUMENTS DISTRIBUTED:
1. Draft Administrative Committee Minutes of 8/22/14. (4 pages)
2. Draft Administrative Committee Minutes of 2/19/14. (2 pages)
3. 2014 Legislative Log dated 1/23/14. (11 pages)