

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
Minutes of the Administrative Committee Meeting
Wednesday, November 15, 2017

TRUSTEES PRESENT

Ms. Audrey Hidano, Chairperson
Ms. Laurel Johnston

Ms. Celeste Nip
Mr. Clifford Uwaine

TRUSTEES ABSENT: None

ATTORNEY:

Mr. Michael Chambrella, Deputy Attorney General
Ms. Jodi Yi, Deputy Attorney General

EUTF STAFF

Mr. Derek Mizuno, Administrator
Ms. Donna Tonaki, Assistant Administrator
Ms. Maria Quartero
Ms. Linda Green
Ms. Bonny Kahalewai

Mr. Raymond Kan
Ms. Chandra Maroney
Ms. Lara Nitta
Mr. Kuan Yuan

OTHERS PRESENT: None

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:04 a.m. by Trustee Audrey Hidano, Chairperson, in the EUTF Board Room, 201 Merchant Street, Suite 1700, Honolulu, Hawaii, on Wednesday, November 15, 2017.

II. APPROVAL OF MINUTES

A. May 17, 2017

The Administrative Committee reviewed the draft minutes of May 17, 2017.

MOTION was made and seconded to approve the minutes of May 17, 2017 as circulated. (Nip/Johnston) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

III. NEW BUSINESS

A. Committee Charters

Mr. Derek Mizuno reported, at an earlier meeting, a trustee had suggested consideration of EUTF staff drafting committee charters to describe the roles and responsibilities of the EUTF Board committees. The EUTF staff do not believe that committee charters are necessary at this time. The roles and responsibilities of the committees are broadly defined in the EUTF Administrative Rules. The Committee agrees with the recommendation of the staff.

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B. Progress on the strategic plan through October 31, 2017

Mr. Mizuno summarized the progress on the goals, objectives and action plan from January 1, 2015 – October 31, 2017.

IV. EXECUTIVE SESSION

MOTION was made and seconded to move into Executive Session at 9:15 a.m. (Nip/Johnston) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

Executive Session adjourned at 11:00 a.m.

III. NEW BUSINESS (continued)

C. Report to Legislature – Progress on Conversion of Exempt Employees to Civil Service

Ms. Donna Tonaki summarized the Report to the Legislature Relating to Conversion of EUTF Exempt Positions to Civil Service which is required by Act 145, Session Laws of Hawaii 2017.

MOTION was made and seconded to recommend approval to the Board of the Report to the 2017 Legislature Relating to Conversion of EUTF Exempt Positions to Civil Service. (Uwaine/Johnston) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

V. FUTURE AGENDA ITEMS DISCUSSION AND NEXT MEETING DATE

Chairperson Hidano reported that the next meeting will be held on December 12, 2017 at 10:00 a.m.

VI. ADJOURNMENT

MOTION was made and seconded to adjourn the meeting at 11:08 a.m. (Johnston/Uwaine) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-2)

Respectfully submitted,

/s/

Audrey Hidano, Chairperson

APPROVED on December 14, 2017.

DOCUMENTS DISTRIBUTED:

1. Draft Administrative Committee Minutes of 5/17/17. (3 pages)
2. Memorandum to the Administrative Committee from the Administrator Regarding

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Committee Charters dated 11/9/17 (22 pages)

3. Monitoring of Progress on the Goals, Objectives and Action Plan January 1, 2015 – April 30, 2017 (20 pages)
4. Draft Report to the 2017 Legislature, Act 145, Sessions Laws of Hawaii, Relating to Conversion of EUTF Exempt Positions to Civil Service (3 pages)