

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
Minutes of the Administrative Committee Meeting
February 20, 2003

TRUSTEES PRESENT

Ms. Kathryn S. Matayoshi, Chairperson Mr. Gerald Machida
Ms. Audrey Hidano

TRUSTEE ABSENT

Mr. Willard Miyake

ATTORNEY: Mr. Brian Aburano, Deputy Attorney General (Arrive- 8:10 a.m., Left-8:49 a.m.)

HEUHBTF STAFF

Mr. Mark Fukuhara, Administrator Mr. John Garner, Consultant
Ms. Maria Quartero Mr. Gary Sanehira
Mr. Lawrence Nishihara Ms. Kathleen Shiroma
Mr. Leslie Ozawa Ms. Donna Tonaki

OTHERS PRESENT

Ms. Lynette Arakawa, HDS Mr. Rod Tam, HMSA
Ms. Elaine Fujiwara, HDS Ms. Lori Taniguchi, Royal State Group
Mr. Mike Moss, HMSA

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 8:00 a.m. by Chairperson Kathryn Matayoshi in Conference Room 405, Leiopapa A Kamehameha Building, 235 South Beretania Street, Honolulu, Hawaii, on Thursday, February 20, 2003.

Chairperson Matayoshi noted that Trustee Will Miyake will not be attending and that the Deputy Attorney General is not here.

II. APPROVAL OF MINUTES

None

III. REPORTS:

- A. Administrator: None
- B. Deputy Attorney General: None
- C. Benefits Consultant: None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- A. Staffing Plan
 Mr. Fukuhara gave overview on the staffing plan effective July 1, 2003. (see handout)

- B. Action Plan for Open Enrollment
Mr. Fukuhara gave overview on the action plan for open enrollment. (see handout)

Deputy Attorney General Brian Aburano left at 8:49 a.m.

MOTION made to recommend to the Board the hiring of three new customer service staff. (Machida/Hidano)

Discussion: None.

Vote: Unanimously passed.

MOTION made to recommend to the Board data entry assistance from DAGS. (Machida/Hidano)

Discussion: None

Vote: Unanimously passed.

EUTF Proposed Telephone System

Mr. Fukuhara explained proposed telephone system. (see handout)

- C. Administrative Cost Allocation
Mr. Garner gave an overview on Administrative Cost Allocation Alternatives for 2004-All Costs; 2005-All Costs; 2004-No One-Time Costs; and 2005 No One-Time Costs (see handouts) Referring to the 2004-All Costs, Mr. Garner stated that the recommended method that the Committee agreed upon previously is in bold on the top of the handout. At the Committee's request, the method for the costs of retirees with medicare/without medicare were added and he recommends that the Committee not choose that method.

MOTION made to recommend to the Board the method by premium, line of coverage, and total enrollment that was previously agreed upon.

(Hidano/Matayoshi)

Discussion: None.

Vote: Unanimously passed.

- D. Amendment to Chapter 87A Permitting Coverage for Domestic Partners
Discussion held by Trustees and staff on amendment to Chapter 87A permitting coverage for domestic partners. The Committee had previously decided not to take any action on this amendment but will pass on any information received to the Board.

VI. COMMUNICATIONS FROM THE PUBLIC AND INPUT FROM ATTENDEES
There was no communication from the public.

VII. NEXT MEETING
Meeting will be scheduled at a later date.

VIII. ADJOURNMENT

Motion to adjourn. (Hidano/Machida)

Discussion: None.

Vote: Unanimously passed.

Meeting adjourned at 9:37 a.m.

Respectfully submitted,

/s/

Kathryn Matayoshi, Chairperson

APPROVED on June 16, 2003.

DOCUMENTS DISTRIBUTED:

1. EUTF Staffing Proposal Effective 7/1/03 dated 2/11/03. (8 Pages)
2. EUTF Admin Cost Allocation Alter 2004 – All Costs dated 2/20/03. (1 Page)
3. EUTF Admin Cost Allocation Alternative 2005 – All Costs dated 2/20/03 (1 Page)
4. EUTF Admin Cost Allocation Alternative 2004 – No One-Time Costs dtd 2/20/03 (1 Page)
5. EUTF Admin Cost Allocation Alternative 2005 – No One-Time Costs dtd 2/20/02 (1 Page)
6. EUTF Staffing Plan Effective 7/1/03 dated 2/20/03. (12 Pages)
7. EUTF Action Plan for Open Enrollment dated 2/20/03 (8 Pages)
8. EUTF Proposed Telephone Flow dated 2/20/03. (2 Pages)