I. CALL TO ORDER
The meeting of the Administrative Committee was called to order at 9:05 a.m. by
Chairperson Kathryn Matayoshi in Conference Room 405, No. Leiopapa A Kamehameha
Building, 235 South Beretania Street, Honolulu, Hawaii, on Tuesday, March 4, 2003.

II. APPROVAL OF MINUTES: None

III. REPORTS:
A. Administrator
Mr. Fukuhara reported on an Informational Briefing he attended before the House
Labor committee on Friday, February 28, 2003. He gave them an update that EUTF
will be ready for open enrollment. The House Labor Committee inquired about the
comparison on health benefits for the Trust Fund and HSTA. A comparison report
was prepared by Garner and submitted to the committee. Mr. Fukuhara stated that
minor corrections needed to be made because Garner based the report on
information they had. He spoke to Ray Sodetani at HSTA-MBC and faxed the
comparison report for his review and corrections. He added that the changes should
be ready today.

B. Deputy Attorney General: None
C. Benefits Consultant
Mr. Garner reported that they would be meeting with carriers on contract negotiations:

- Aetna – met with them last Friday.
- HMSA – meeting this afternoon, March 4, 2003.
- Kaiser/VSP – meeting on Wednesday, March 5, 2003.
- HDS – meeting on Thursday, March 6, 2003.

Mr. Garner stated that the contracts should be negotiated by March 10, 2003.

IV. UNFINISHED BUSINESS: None

V. NEW BUSINESS
A. Open Enrollment
Mr. Fukuhara gave an overview on the reference booklet (see handout) and the printing process. He stated that the printing process must follow the procurement law. Due to the short time frame for printing, he asked the Committee to consider approving an exemption from the procurement law for the printing of the booklets. After discussion, the Committee requested that the staff get detailed information on the process for printing and the timeline with and without an exemption to submit to the entire Board at the next meeting. Further discussion held regarding the booklets by the Trustees, staff, carriers, and public.

Mr. Fukuhara reported on the tentative open enrollment schedule. (see handout)

MOTION was made to recommend to the Board to allow the Administrator and staff to obtain an exemption from the procurement code subject to receiving the information regarding the process and associated timelines. (Hidano/Machida)
Discussion: None
Vote: Unanimously passed.

MOTION was made to recommend to the Board to approve for staff to proceed with more detailed summaries for retirees and a good summary available for the actives with materials available from the carriers. (Hidano/Machida)
Discussion: None
Vote: Unanimously passed.

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

VII. NEXT MEETING
The next regular Committee meeting will be scheduled at a later date.
VIII. ADJOURNMENT
Motion to adjourn. (Machida/Hidano)
Discussion: None.
Vote: Unanimously passed.

Meeting adjourned at 10:26 a.m.

Respectfully submitted,

/s/

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Kathryn Matayoshi, Chairperson


DOCUMENTS DISTRIBUTED:
1. EUTF Employee Benefits Handbook Table of Contents dated March 4, 2003 (1 Page)
2. 2003 Open Enrollment Schedule dated March 4, 2003 (2 Pages)