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 303, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii, on Friday, May 31, 2002.

II. APPROVAL OF MINUTES
The minutes of May 17, 2002 were not ready for review.

The May 17, 2002 Executive Session was solely for the purpose of approving the Executive Session minutes for April 25, 2002.

III. REPORTS: None.

IV. UNFINISHED BUSINESS
A. HEALTH FUND INFORMATION AND MANAGEMENT SYSTEM (HFIMS) EVALUATION
Staff went over The Gartner Group’s June 3-5, 2002 schedule. Topics/questions to facilitate the Tuesday, June 4, 2002 focus group session was prepared by staff with The Gartner Group. The focus groups will include the following insurance carriers: Royal State Group, HMSA, Kaiser, HDS, VSP, and Hartford (long-term care insurance). Each will bring one of their IT staff and discussion will focus on concerns/comments relating to their interfaces with HFIMS and Health Fund operations in general. The Wednesday, June 5, 2002, focus group will include payroll-type personnel, i.e., DAGS; DHRD; City and County; and the HF Administrator and key personnel from HF’s enrollment and accounting sections.

B. RETENTION OF ADVISORS
There being no objection, this item was deleted from the agenda. The Committee has not been tasked with the need for any advisors other than the benefits plan consultant and the HFIMS evaluation.
C. TPA VS. IN-HOUSE ADMINISTRATION
   This agenda item has been deferred until the Chief Executive Officer is hired and
   the Gartner Group report is completed.

D. BENEFIT PLAN CONSULTANT PROPOSAL REVIEW PROCESS
   Staff revised the evaluation process schedule. The Benefits Consultant selection
   results will be posted on the web on the notices and announcements page.

   The Committee will go into executive session to consult with the board’s attorney
   on issues pertaining to the board’s powers, duties, privileges, immunities, and
   liabilities regarding the solicitation for Benefits Plan Consulting Services at the
   end of the committee meeting.

V. NEW BUSINESS
   Cash flow of premiums and contributions was raised by Mr. Butterfield as an issue for
   consideration and discussion as a future agenda item.

   RECESS: 9:45 a.m. to 9:50 a.m.

IV.D. BENEFIT PLAN CONSULTANT PROPOSAL REVIEW PROCESS
   Executive session to consult with the board’s attorney on issues pertaining to the
   board’s powers, duties, privileges, immunities, and liabilities regarding the solicitation
   for Benefits Plan Consulting Services.

   Motion to go into Executive Session. (Williams/Machida)
   Discussion: None.
   Vote: Unanimously passed.

   9:50 a.m. to 10:15 a.m.

   Motion to move out of Executive Session. (Hidano/Machida)
   Discussion: None.
   Vote: Unanimously passed.

VI. NEXT MEETING
   The next meeting of the Administrative Committee is scheduled for June 4, 2002,
   1:30 p.m., between the PEHF Transition Committee and the HEUHBTF Administrative
   Committee members. The following meeting is scheduled for June 17, 2002, 1 p.m., to
   review proposals.

   There was discussion on the approach for the Tuesday, June 4, 2002, Transition
   Committee meeting. The first meeting for this committee will be to:
   • set up the ground work;
• establish a common understanding of what information the Health Fund and the Trust Fund have, and what additional information the Trust Fund may need; and
• identify specific issues, i.e., records retention, HIPAA compliance, that will require in-depth research and possibly be addressed in smaller group sessions.

An open exchange needs to be established for communication on a staff-to-staff level. If policy questions arise, staff will need to go to their respective committees and boards for a determination.

VII. ADJOURNMENT
Motion to adjourn. (Machida/Williams)
Discussion: None.
Vote: Unanimously passed.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,

Kathryn Matayoshi, Chairperson

APPROVED on July 17, 2002.

DOCUMENTS DISTRIBUTED: