

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
Minutes of the Administrative Committee Meeting
May 31, 2002

TRUSTEES PRESENT

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

ATTORNEY: Mr. Brian Aburano, Deputy Attorney General

HEUHBTF STAFF

Mr. Tracy Ban Ms. Shirley Kawamoto
Ms. Lynette Fukunaga Ms. Wanda Kimura

OTHERS PRESENT

Mr. George Butterfield, HSTA-Retired Mr. Maurice Morita, HSTA
Ms. Kathy Fay, HDS Ms. Karen Muronaka, HSTA-Retired

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;

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- 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:

1. Revised (May 31, 2002) Benefits Consultant Evaluation Process. (2 pages)