

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
Minutes of the Administrative Committee Meeting
October 18, 2002

TRUSTEES PRESENT

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

ATTORNEY: Mr. Brian Aburano, Deputy Attorney General

EUTF STAFF

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

OTHERS PRESENT

Ms. Elaine Fujiwara, HDS	Ms. Kären Muronaka, HSRTA
Mr. Norbert Mendes, HDS	Mr. George Yamamoto, HGEA-Retirees Unit

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 10:10 a.m. by Chairperson Kathryn Matayoshi in the Office on Aging Conference Room 410, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii, on Friday, October 18, 2002.

II. APPROVAL OF MINUTES

None

Consensus by Committee to take IV.C. Third Party Administrator (TPA) Request for Proposals out of order.

III. REPORTS

- A. Administrator
1. HFIMS Configuration
 2. 9 Month Plan

Deferred to the next Committee meeting.

B. Attorney General: None

C. Benefits Consultant: None

IV. UNFINISHED BUSINESS

- A. Legislative Proposals/Amendments to Act 87a
Trustees requested staff to incorporate Mr. Aburano's amendments into Act 87.

Deferred to the next Committee meeting.

B. Financial Plan – 5 year Projection

Deferred to the next Committee meeting.

- C. Third Party Administrator (TPA) Request for Proposals
Mr. Fukuhara explained draft time schedule for TPA RFP. (see handout)

After discussion by Trustees, the Committee agreed to delegate the pre-proposal conference for the RFP to the Administrator and Garner Consulting.

The Committee agreed to delegate to the working subcommittee to meet to review RFP.

Meeting Dates for Subcommittee (Not for public):
Friday, October 25, 2002, 8 a.m. – 10 a.m.
Saturday, October 26, 2002, 8 a.m. – 12 noon at HGEA

Meeting Date for Administrative Committee (Executive Session – not for public):
Wednesday, October 29, 2002, 7:30 a.m. – 9 a.m.

- V. NEW BUSINESS
None

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

- VII. NEXT MEETING
The next regular Committee meeting to discuss legislation and other matters is scheduled for Thursday, October 30, 2002 at 2:30 p.m.

- VIII. MOTION made to move into Executive Session. (Miyake/Hidano)
Discussion: None
Vote: Unanimously passed.
The Committee went into Executive Session to discuss IV.C.: 10:56 a.m. to 12:05 p.m.

- IX. ADJOURNMENT
Motion to adjourn. (Machida/Miyake)
Discussion: None.
Vote: Unanimously passed.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

/s/

Kathryn Matayoshi, Chairperson

APPROVED on June 16, 2003.

DOCUMENTS DISTRIBUTED:

1. EUTF Nine-Month Plan dated October 8, 2002. (5 Pages)
2. HEUHBTF Nine-Month Work Plan submitted October 8, 2002. (1 Page)
3. Draft Time Schedule for TPA RFP. (1 Page)
4. APPROVED Minutes, Administrative Committee, July 17, 2002. (6 Pages)
5. APPROVED Minutes, Administrative Committee, August 8, 2002. (4 Pages)
6. APPROVED Minutes, Administrative Committee, August 22, 2002. (4 Pages)