

1 HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
2 Minutes of the Board of Trustees
3 Tuesday, February 26, 2002
4
5

6 TRUSTEES PRESENT: Mr. Sam Callejo, Chairperson
7 Ms. Audrey Hidano, Vice-Chairperson
8 Mr. Jim Williams, Secretary-Treasurer
9 Ms. Joan Lewis
10 Ms. Kathryn S. Matayoshi
11 Mr. Neal Miyahira
12 Mr. Chip Uwaine
13 Mr. Jimmy Yasuda
14 Mr. Davis Yogi
15

16 TRUSTEE ABSENT: Mr. Will Miyake
17

18 ATTORNEY: Mr. Brian Aburano, Deputy Attorney General
19

20 HEUHBTF STAFF: Ms. Wanda Kimura
21 Mr. Tracy Ban
22 Ms. Lynette Fukunaga
23 Ms. Karen Tom
24 Mr. Gary Sanehira
25 Ms. Shirley Kawamoto
26

27 OTHERS PRESENT: Mr. Thomas Morrison, The Segal Company
28 Ms. Lynette Arakawa, HDS
29 Mr. Norbert Mendes, HDS
30 Ms. Alana Deppe-Mariota, Kaiser
31 Mr. Gordon Murakami, Royal State
32 Mr. Melvin Higa, MBAH
33 Ms. Nani Crowell, HSTA
34 Mr. Maurice Morita, HSTA
35 Mr. George Butterfield, HSTA-Retired
36 Ms. Ruth Kim, HSTA-Retired
37 Ms. Jean Aoki, HSRTA
38 Mr. Charles Khim
39

40 A. CALL TO ORDER

41 The regular meeting of the Board of Trustees was called to order at 9:10 a.m. by Mr. Sam
42 Callejo, Chairperson, in Conference Room 303/304, No. 1 Capitol District Building, 250 South
43 Hotel Street, Honolulu, Hawaii, on Tuesday, February 26, 2002.
44

45 Trustee Miyake called in sick and was unable to attend the meeting.
46

47 B. The Chair asked the public present to introduce themselves providing their names and if they are
48 affiliated with any organization since there has been good public participation during the Board

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Board of Trustees Meeting

February 26, 2002 Minutes

PAGE 2

1 meetings. The attendees were: George Butterfield, retired classroom teacher affiliated with
2 HSTA-R (retiree group, a non-governance affiliate of HSTA); Nani Crowell with HSTA
3 Member Benefits Corporation that administers the HSTA VEBA trust; Jean Aoki with the
4 Hawaii State Retired Teachers Association; Gordon Murakami with Royal State Group that
5 administers plans for HGEA; Charles Khim commented that he is not required to provide any
6 information under the Sunshine Law; Lynette Arakawa, Director of Marketing with Hawaii
7 Dental Service that provides the children and adult dental plans; Norbert Mendes with Hawaii
8 Dental Service; Alana Deppe-Mariota, Accounts Service Manager with Kaiser-Permanente.

9
10 Trustee Lewis joined the meeting at 9:12 a.m.

11
12 C. Administrative Announcements

13 Chair asked trustees to consider the following administrative items for discussion at the end of
14 the meeting:

- 15 (1) Whether the trustees would like to have a lunch break for meetings in March as the
16 meetings are scheduled for a full day; and
17 (2) Whether on February 28, 2002, the Board would like to have the insurance broker
18 presentations, then adjourn and the Rules Committee would have its meeting following
19 the Board meeting.

20
21 D. APPROVAL OF MINUTES

22 The minutes for the January 29, 2002 and February 12, 2002 minutes were presented for review.

23
24 For the January 29th minutes, Mr. Williams suggested the following changes to page 7 relating to
25 the Deputy Attorney General's comments: Mr. Aburano said that when he consulted with an
26 attorney from OIP about a group of more than two trustees at a time meeting privately with their
27 attorney during a public meeting, he was informally advised that this may ~~for may not~~ be a
28 violation of the Sunshine Law, as there is no ~~provision~~ exception in the Sunshine Law
29 concerning group consultations of trustees with private counsel. There was no discussion.
30 MOTION to approve the minutes as corrected was made by Ms. Matayoshi and seconded by
31 Mr. ~~Davis~~ Yogi. The motion was unanimously passed. (Employer trustees 5/Employee-
32 Beneficiary Trustees 4)

33
34 The minutes of February 12, 2002 were reviewed and corrections were proposed by Ms. Hidano
35 on page 2, lines 40 – 44 as follows:

36 Mr. Morrison [declined to answer] deferred, pending the return [and direction]
37 of Mr. Miyahira. Mr. Uwaine asked Trust staff member Wanda Kimura if she
38 had participated in a legislative briefing. Ms. Kimura [declined to answer,
39 pending the return and direction of Mr. Miyahira] answered no. After further
40 discussion the Chair asked Ms. Kimura if [she] Mr. Miyahira had participated in
41 a legislative briefing. Ms. Kimura [stated that she had not participated in such a
42 briefing.] answered yes. The Chair asked Mr. Morrison if he had participated in
43 a legislative briefing. Mr. Morrison again [declined to answer, pending the
44 return and direction of Mr. Miyahira] deferred response as a courtesy to
45 Mr. Miyahira so Mr. Miyahira could answer first.

1
2 Mr. Williams commented that based upon his recollection Mr. Morrison declined to answer,
3 regardless of whether the term “deferred” was used and, similarly, Ms. Kimura declined to
4 answer questions. He commented that it would be all right to delete “at the direction.”
5 Mr. Uwaine clarified that he asked Ms. Kimura questions twice. In response to Mr. Uwaine’s
6 first question, Ms. Kimura answered. When he asked for more information, Ms. Kimura declined
7 to respond following Mr. Morrison. When the Chair asked her the same question, Ms. Kimura
8 answered. Ms. Matayoshi confirmed Mr. Uwaine’s recollection of the sequence of questions and
9 responses. To clarify the section in question, Mr. Williams will review the taped recording of the
10 discussion relating to page 2, lines 40 – 44, and page 3, lines 1 – 2 and report to the Board at the
11 next meeting.

12
13 Mr. Aburano asked for clarification on page 3, lines 39 – 43 as he was unsure that the section
14 was accurate. He did not recollect that presentations had to be authorized by the board and any
15 presentations had to be made by the Chair or Secretary-Treasurer. After discussion, it was
16 determined that the section correctly reflected the discussion on formal presentations.

17
18 Mr. Uwaine indicated that there was an inconsistency in the time that he left the meeting. The
19 attendance section shows he left at 9:55 a.m. and page 4, line 1, shows that he left at 10:00 a.m.

20
21 PUBLIC COMMENT:

22 C. Khim commented that the procedure that should be utilized is that the Secretary listen to the
23 tape recording and reconcile it with the minutes. If any board member wishes to make a
24 correction to the minutes and the correction is contested, the correction must be made by a
25 motion and resolution passed by a collective vote.

26
27 E. UNFINISHED BUSINESS ITEMS

28 The Chair reviewed Unfinished Business items:

- 29 1. Agenda items III.A. 1 and 2 will be addressed at the next meeting with the presentation
30 by insurance brokers. There was no objection to deferring these agenda items.

31
32 There was discussion about whether the Board would be able to make final decision at
33 the next meeting after the insurance presentations. Mr. Uwaine reported that originally
34 five brokers indicated interest but only two responded with proposals. Thus, the
35 committee decided to have presentations made to the full Board. He suggested that staff
36 request that the brokers to provide information in advance of the presentation so that the
37 Trustees could review the materials in advance. Mr. Uwaine was hopeful that the Board
38 could make a decision after the presentations but it depended upon the presentations and
39 questions from the Board. Mr. Williams suggested that decision-making on the
40 procurement of insurance be placed as an action item on the agenda for the March 5th
41 meeting should the Board be unable to make a decision at the February 28th meeting.

42
43 Relating to Agenda Item 2, a letter was received from the Comptroller giving the Board
44 approval to obtain fiduciary liability insurance, errors and omissions insurance, and
45 fidelity bonds.

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31
 - 32
 - 33
 - 34
 - 35
 - 36
 - 37
 - 38
 - 39
 - 40
 - 41
 - 42
 - 43
 - 44
 - 45
2. Agenda Items III.A.3, 6, 7, 8, 9, 10, 11, and 13 have been referred to the Administrative Committee and have been placed on its agenda for its meeting scheduled for February 27, 2002. The items will remain on the agenda until the committee reports back to the Board.
 3. Agenda Item III A.4 has been referred to the Rules Committee for a recommendation.
 4. Agenda Item III.A.5. has already been discussed.
 5. Agenda Item III.A.12. adoption of the Operating Rules has been completed. The Operating Rules will be transmitted to the Governor for his signature today. Mr. Aburano commented that the Office of the Attorney General had to approve the rules as to form and Mr. Aburano made a few non-substantive corrections: (1) changed secretary/treasurer to secretary-treasurer to conform with terminology used in Chapter 87A, HRS; (2) changed the term chair to chairperson; (3) consistently used lower case for chairperson and vice-chairperson throughout the rules; and (3) corrected the citation of Chapter 87A-11, HRS, to Section 87A-11, HRS.

Mr. Yogi reported that response letters to the agencies (City and County of Honolulu, Kauai County, Office of Hawaiian Affairs, HGEA, UPW, and Jean Aoki) that provided comments were completed and prepared for the Chair's signature.

F. BRIEFING ON HEALTH FUND INFORMATION MANAGEMENT SYSTEM (HFIMS) AND PUBLIC EMPLOYEES HEALTH FUND BUDGET
Presentation on the HFIMS by Mr. Gary Sanehira, DPSA, DAGS/ICSD, who is currently assigned to the PEHF. A copy of the presentation was distributed.

Mr. Sanehira clarified the following items in response to questions by the Trustees. The Hunter Group, the consultant for the implementation of the HFIMS, recommended the use of PeopleSoft, a Microsoft product, as part of its proposal. PeopleSoft is a human resources (HR) system that HRD and UH are currently using; the Judiciary is in the process of implementing PeopleSoft. The HFIMS uses PeopleSoft version 7.5.

The flex spending module is part of PeopleSoft but not in use at this time. The module has not been configured because flexible spending benefit plans are not being offered by the Health Fund. Mr. Sanehira recommends that a consultant be used in assisting with the configuration of this module if the Board intends to offer such plans. The personal correspondence module which provides an enrollment election form and confirmation of benefit elections letter is operational but not being used at this time. The Health Fund made an operational decision not to distribute these documents.

There are three pieces to the HFIMS system interface: input data by employing agencies, output to insurance carriers, and payroll deduction for the state payroll system. Health Fund is working towards compliance with HIPAA EDI standards by October 2002.

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Board of Trustees Meeting

February 26, 2002 Minutes

PAGE 5

1 The flow of data from state agencies to the Health Fund is manual. The HR (human resources)
2 interface is necessary for electronic data flow from state agencies. Currently HFIMS
3 electronically sends information to the state payroll system. The HR interface which had been
4 scheduled in Phase II, upon decision by the Health Fund board, was deferred to Phase III.
5 Mr. Yogi commented that he can provide help with issues dealing with the HR interface.

6
7 Flex spending accounts are currently being administered by DHRD for State, Hawaii Health
8 Systems Corporation, Judiciary, OHA, and Legislature.

9
10 The Board discussed HR interface. Mr. Yogi commented that DHRD is implementing
11 PeopleSoft version 8.0 which is web-based. If the DHRD system interfaces with the HFIMS then
12 state departments may be able to handle data at the HR level. DHRD handles employees for the
13 Executive Branch except for UH and DOE. Mr. Sanehira commented that DHRD and UH are the
14 mostly likely candidates to interface with HFIMS at this time. Bridges can be built to manage the
15 HR information transfer to the HFIMS. For enrollment data, a web or IVR (interactive voice
16 response system) module was envisioned to permit employee-beneficiaries direct input. For
17 jurisdictions that have electronic HR systems, it is possible to interface with HFIMS. A paper-
18 document issue remains for retirees and others who do not have access to the web or IVR. It is
19 necessary to propose different enrollment options and encourage employee-beneficiaries to use
20 alternate enrollment methods instead of the paper document. Health Fund had considered
21 scanning as an useful means to input information from paper documents.

22
23 There was discussion on a mass enrollment scenario for July 1, 2003. PeopleSoft is a table-
24 driven software so changes that are needed do not require extensive programming or hard
25 coding. It is possible to have different open enrollment periods for different groups and
26 currently, there have been separate enrollment periods. Staggered open enrollment periods would
27 have data collection staggered over a period of time, however, the farther away the open
28 enrollment period is, the more changes, e.g., marital and employment changes, are possible up to
29 the effective date of coverage. Mr. Sanehira commented that the document imaging system was
30 not a requirement of HIPAA but was considered as a solution to provide security for identifiable
31 health information over storage of information on paper.

32
33 The 500 DPO (departmental personnel officers) and fiscal officers are not employees of the
34 Health Fund but an established infrastructure that provides information on employees to the
35 Health Fund. One of the primary functions of the DPO is to certify the employment of the
36 employee and the employee's eligibility. The Health Fund provides training for the DPO and
37 fiscal officers annually.

38
39 Mr. Miyahira indicated that HIPAA and open enrollment activities were included as activities for
40 Health Fund with an allocation in its budget. Mr. Morrison, consultant to the Health Fund,
41 reported that the Health Fund will be in compliance with HIPAA EDI standards by
42 October 2002. The Health Fund will also be in compliance with the Privacy standards by
43 April 16, 2003 but had asked the Attorney General to pursue an exception from the Department
44 of Labor (DOL) since the Health Fund will be out of business on June 30, 2003.

45

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Board of Trustees Meeting

February 26, 2002 Minutes

PAGE 6

1 Mr. Williams commented on the HFIMS projects. His view was that the EUTF must have an
2 open enrollment to enroll employee-beneficiaries with the EUTF; it must determine whether the
3 PeopleSoft enhancements are enhancements or activation of existing modules not currently in
4 use. He indicated that the one major project is open enrollment, the rest of the projects will
5 require consideration of timing, what can be done in the time available, and how much the EUTF
6 wants to do.

7
8 Mr. Miyahara commented that the Health Fund had budgeted for HFIMS enhancements and
9 separated the items into two areas: those necessary to maintain the HFIMS until the end of 2003
10 and those enhancements that were currently placed on hold pending a decision by the EUTF as
11 to whether the EUTF would use a third party administrator. The Health Fund has funding in
12 FY 02 and FY 03 for HIPAA compliance and HFIMS enhancements.

13
14 RECESSED at 10:50 a.m.; reconvened at 11 a.m.

15
16 Ms. Wanda Kimura reviewed the budget request for the EUTF. A handout was distributed. She
17 reported that the Health Fund had budgeted \$2.1 million for HFIMS in FY 02. In the
18 supplemental request, \$304,000 of the \$2.1 million remains in FY 02 with a request to
19 re-authorize the \$1.796 million in FY 03. Of the \$1.796 million, \$1.096 million is for computer
20 and HIPAA related expenditures which includes \$200,000 for EUTF transition related
21 expenditures (flex spending accounts and administrative fee components), \$746,000 is for
22 document imaging, HR web access, and DPO web access. Estimated total expenditures for the
23 EUTF is \$603,000 in FY 02 and \$1.356 million in FY 03. Thus, with the available monies of
24 \$300,000 (authorized in Act 88, SLH 2001) and \$749,647 (available in the Health Fund budget),
25 there is a shortfall of \$303,305 in FY 02 and \$606,591 in FY 03.

26
27 The proposed structure for dealing with the funding requirement is to establish a new program
28 ID or a program in the executive budget for the EUTF, use appropriations from the Health Fund
29 trust funds including funds identified in the Health Fund FY 03 supplemental budget for the
30 EUTF transition. Ms. Kimura recommended budget provisos that would allow for the advance
31 and reimbursement of costs to departments providing transition support (reimbursement of B&F
32 and HRD interim staff working for EUTF) and allow the transfer of funds from the Health Fund
33 to EUTF. However, the Health Fund Board must agree to the transfer of funds and the Health
34 Fund's next board meeting is scheduled for March 14, 2002.

35
36 Ms. Lewis commented that she was concerned with the capabilities of departments, especially
37 the DOE, to interface with HFIMS. She would like to know the status of each departments'
38 computer capabilities so that the EUTF knows how far away the departments are from being
39 where EUTF wants to be electronically. There was discussion that enrollment enhancements
40 (web-based and IVR) is scheduled for phase III of the HFIMS. Ms. Matayoshi commented that
41 when referring to "departments" the term includes the following entities: Judiciary, DOE, UH,
42 OHA, State Executive Branch, four counties, Hawaii Health Systems Corporation, and retirees
43 that really don't have an organized agency.

44

1 The Chair suggested that a letter be sent to the identified entities to advise them where the EUTF
2 is going based on the schedule laid out by Mr. Sanehira and what the EUTF wants to achieve,
3 and to ask the entities where they are at in their Human Resources systems. This information
4 will help the Board with its discussions about the HFIMS and open enrollment.
5

6 PUBLIC COMMENTS

7 G. Murakami commented that the Board needs to ensure that the Phase 2 programs have been
8 completed and working because those items are needed to achieve the level the Board wants.
9

10 C. Khim commented the EUTF is underestimating the HIPAA problem as the Health Fund is
11 ignoring HIPAA because it will be going out of business. Information stored in files have
12 different levels privacy so if the Health Fund information is contained in one file, the HFIMS
13 must be modified to accommodate different levels of security.
14

15 M. Higa suggested that the Board rethink its approach to the HFIMS because he had heard that
16 the HFIMS is deficient in interfacing with other systems that the Health Fund must work with. A
17 consultant who had separated from the company that had provided the HFIMS software
18 indicated to Mr. Higa that integration with all the various systems is impossible or very
19 expensive, that the HFIMS is inefficient, and that the data in HFIMS is not accurate. He
20 commented that one could say that the system may be working but the data in the system may
21 not be accurate.
22

23 Mr. Aburano responded to the Chair's question as to what would be the process for the EUTF to
24 meet with the Health Fund Board to discuss transition issues. Mr. Aburano suggested that the
25 EUTF could invite members of the Health Fund Board to a regular or committee meeting to
26 discuss transition issues or form an investigative committee to meet with members of the Health
27 Fund Board. Mr. Aburano also commented that if there is concern as to the software capabilities
28 of the HFIMS, the Board might consider retaining a consultant to review the HFIMS and
29 provide a report to the Board.
30

31 G. EXECUTIVE SESSION (Agenda Item IV.A)

32 MOTION to enter into an executive session was made by Ms. Matayoshi and seconded by
33 Mr. Yogi. There was no discussion. The motion was passed unanimously. (Employer Trustees
34 5/Employee-Beneficiary Trustees 4)
35

36 PUBLIC COMMENT

37 M. Morita requested that the Board's executive session be deferred to the end of the agenda. The
38 Chair responded that he will continue with the agenda and at 12:15 p.m. enter into the executive
39 session.
40

41 H. STATUS AND ROLE OF THE PROJECT STAFF (Agenda Item IV.B)

42 Mr. Khim commented that this agenda item could not be included into the executive session
43 because it had not been noted on the agenda.
44

1 MOTION to move Agenda Item IV.B., Status and Role of Project Staff, to the last item of the
2 agenda was made by Mr. Uwaine and seconded by Ms. Matayoshi. There was no discussion. The
3 motion was passed unanimously. (Employer Trustees 5/Employee-Beneficiary Trustees 4)

4
5 I. PRESENTATION OF BRIEFING MADE TO THE LEGISLATURE (Agenda Item IV.C.)

6 Trustee Miyahira and Mr. Morrison, The Segal Company, gave the presentation they had
7 provided to the Legislature. The handouts distributed at the legislative briefing were distributed
8 to the trustees at the February 12, 2002 Board meeting. Mr. Morrison ended his PowerPoint
9 presentation with the critical decisions slide—the same point that he ended the presentation to
10 the legislators.

11
12 It was noted that the handouts distributed at the legislative briefing contained further material
13 than was covered by the presentation by Trustee Miyahira and Mr. Morrison. Even though the
14 presentation to the legislature did not cover that material, Mr. Uwaine requested that a briefing
15 be given to the trustees on that material (Safeguarding Benefits and Sample Benefit Plans). In
16 discussing this request, the trustees suggested that a briefing on the sample benefit plans
17 document be given to the Benefits Committee and any interested trustee could also attend that
18 committee meeting. Another suggestion was to schedule a special briefing and interested trustees
19 could attend. Mr. Miyahira commented that a briefing on the Safeguarding Benefits material
20 would be the same briefing that Mr. Miyahira presented to the Legislature during the 2001
21 session. There was discussion that such a briefing does not require a quorum and that the
22 briefing would be open to the public. Mr. Miyahira requested that Mr. Miyake provide the
23 HGEA presentation made to HGEA members on the neighbor islands at the same informational
24 briefing. Chair Callejo directed staff to coordinate with Messrs. Miyahira and Miyake in
25 scheduling the informational briefing.

26
27 Mr. Williams commented that the legislative briefing was accurate in describing cost
28 containment for the employers while the handouts were not accurate and the handouts address
29 adverse selection as a result of the union plans while the presentation does not address adverse
30 selection as a result of multiple plans offered. He expressed concern that the presentation may
31 leave a misimpression among the legislators. He also commented that interim staff is now
32 assigned to the EUTF board and should not be assisting the Department of Budget and Finance
33 in preparing materials for its Director.

34
35 J. FUTURE AGENDA ITEMS AND NEXT MEETING DATE

36 Mr. Uwaine requested that an agenda item be added to the next meeting relating to availability of
37 minutes and tape recordings of meetings to the public. He would like to discuss if proper
38 equipment is necessary to insure the accuracy of the tape recordings or whether there should be
39 transcripts of meetings.

40
41 Mr. Aburano commented that at the last meeting, the Board decided to recycle cassette tapes
42 after approval of the minutes. Shortly after that meeting, a legislator requested copies of all the
43 tape recordings of the Board's prior meetings. Since the tapes were still in existence and were
44 public records, the tapes had to be produced. If members of the public request copies of tapes of
45 Board meetings or to listen to such tapes, the public may obtain copies of the tapes or may listen

1 to the tapes at a convenient time and place during normal business hours. The public may be
2 charged for making copies of the tapes as permitted by statute.
3

4 Mr. Williams commented that he had requested copies of the tapes that were transmitted to
5 Senator Chun because if an outsider is scrutinizing materials, Mr. Williams, as a member of the
6 Board, also wants to be able to scrutinize the same materials being reviewed. Mr. Uwaine also
7 requested copies of the tapes. The Chair asked the staff to make copies of the requested tapes for
8 Trustees Williams and Uwaine.
9

10 K. EXECUTIVE SESSION

11 As approved by the earlier motion, the Board went into Executive Session at 12:20 p.m. The
12 Board moved out of Executive Session at 1:20 p.m.
13

14 L. ADJOURNMENT

15 MOTION to adjourn was made by Mr. Yogi and seconded by Ms. Matayoshi. The motion was
16 passed unanimously. (Employer Trustees/5; Employee-Beneficiary Trustees 4)
17

18 The meeting adjourned at 1:20 p.m.
19

20 Respectfully submitted,
21
22

23 _____
24 James Williams, Secretary-Treasurer
25

26 APPROVED AS CORRECTED
27 on March 12, 2002.
28

28 Documents Distributed:

- 29 1. Minutes for January 29, 2002 amended based on tape. (1 page)
- 30 2. February 12, 2002 minutes. (8 pages)
- 31 3. Comptroller's approval for EUTF to acquire insurance. (1 page)
- 32 4. Mr. Melvin Higa's comments dated February 19, 2002 on the operating procedures/rules.
33 (2 pages)
- 34 5. Responses to agencies that provided comments drafted by Trustees Yogi and Miyake. (6 pages)
- 35 6. Briefing on HFIMS. (8 pages)
- 36 7. PEHF budget as it relates to the EUTF. (4 pages)
- 37 8. Transcript from February 12, 2002 board meeting regarding presentations made by trustees.
38 (1 page)
- 39 9. Request from Senator Jonathan Chun and response. (5 pages)
- 40 10. Approved minutes for January 31, 2002. (8 pages)
- 41 11. Calendar for March 2002. (1 page)