

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
Minutes of the Administrative Committee Meeting  
Thursday, August 17, 2023

TRUSTEES PRESENT

Ms. Audrey Hidano, Chairperson  
Mr. Wesley Machida (via video conference)

Ms. Maureen Wakuzawa

TRUSTEES ABSENT

Mr. Osa Tui  
Mr. James Wataru, Vice Chairperson

Mr. Robert Yu

ATTORNEY (via video conference)

Mr. Michael Chambrella, Deputy Attorney General

EUTF STAFF

Mr. Derek Mizuno, Administrator  
Ms. Donna Tonaki, Assistant Administrator  
Ms. Desiree Yamauchi

Ms. Amy Cheung  
Ms. Jessica McDonald  
Mr. Kuan Yuan

OTHERS PRESENT

Ms. Joey Lee, HDS

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:00 a.m. by Trustee Audrey Hidano, Chairperson, in the EUTF Board Room, 201 Merchant Street, Suite 1700, Honolulu, Hawaii, on Thursday, August 17, 2023.

II. REVIEW OF MINUTES – July 24, 2023

The Committee reviewed the draft minutes of July 24, 2023.

MOTION was made and seconded to approve the minutes of July 24, 2023, as circulated. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

III. NEW BUSINESS

A. 2024 Legislative Proposals

Mr. Derek Mizuno reported that there are no 2024 Legislative Proposals at this time.

B. Proposed EUTF Administrative Rule Changes

Ms. Jessica McDonald summarized the proposed EUTF Administrative Rule Changes. Trustee Wesley Machida requested that his proposed change related to section 1.06 Committees of the Board be amended to have officers serve no more than two-years.

MOTION was made and seconded to recommend to the Board approval of the EUTF staff proposed EUTF Administrative Rule changes which excludes the change to 1.06

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Committees of the Board. (Wakuzawa/Machida) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

MOTION was made and seconded to recommend to the Board approval of the trustee proposed EUTF Administrative Rule change to section 1.06 Committees of the Board, as amended to reflect “The officers’ term shall be for no more than two years beginning July 1 and ending June 30, and shall rotate between the trustee groups”.

(Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

C. Supplemental Budget Request – July 1, 2024-June 30, 2025

Ms. Amy Cheung summarized the Supplemental Budget Request for FY25. The Committee discussed the reasons for the additional Investment Officer position and the benefits from the new benefits administration system – member and employer online portals and software upgrades occurring 2-3 times per year.

MOTION was made and seconded to recommend to the Board approval of the supplement budget request for July 1, 2024 to June 30, 2025. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

D. Statement of Delegation of Authority

Trustee Machida suggested that HRS 87A-24(9) and 87A-26 be included in the Statement of Delegation of Authority.

MOTION was made and seconded to recommend to the Board approval of the revised Statement of Delegation of Authority. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

E. Collection Procedures

Mr. Mizuno presented the revised Collection Procedures and noted the following additional changes:

- Item B. EUTF Errors – add a cap of \$2,500 individually.
- Item C.1. Cost benefit analysis – change “10% of the total outstanding” to “\$2,500 individually”.
- Item C.1. Remove “in the Financial Services Branch monthly report”.

MOTION was made and seconded to move into Executive Session at 9:27 a.m. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

The regular meeting reconvened from Executive Session at 9:36 a.m.

Trustee Machida suggested that item B. EUTF Errors and item C.1. be revised to reflect

an aggregate amount of \$25,000.

MOTION was made and seconded to recommend to the Board approval of the revised Collection Policy and Procedures as amended during the meeting. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

#### IV. EXECUTIVE SESSION

MOTION was made and seconded to move into Executive Session at 9:38 a.m. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

The regular meeting reconvened from Executive Session at 10:04 a.m.

Chairperson Hidano reported that the July 24, 2023 Executive Session Minutes were approved during Executive Session:

#### V. NEXT MEETING

November 2023 – annual report to legislature, strategic plan update and personnel

#### VI. ADJOURNMENT

MOTION was made and seconded to adjourn the meeting at 10:05 a.m. (Machida/Wakuzawa) The motion passed unanimously. (Employer Trustees-2/Employee-Beneficiary Trustees-1)

Respectfully submitted,

/s/

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Audrey Hidano, Chairperson

APPROVED on November 16, 2023.

#### DOCUMENTS DISTRIBUTED:

1. Draft Administrative Committee Minutes of July 24, 2023. (2 pages)
2. Memorandum to EUTF Administrative Committee from Administrator, regarding 2024 Legislative Proposals, dated August 11, 2023. (1 page)
3. Memorandum to EUTF Administrative Committee from EUTF Eligibility Specialist, regarding Proposed EUTF Administrative Rules Changes, dated August 17, 2023. (20 pages)
4. Memorandum to EUTF Administrative Committee from EUTF Financial Management Officer, regarding Fiscal Year 2024-2025 Supplemental Budget, dated August 7, 2023. (18 pages)
5. Statement of Delegation of Authority, Adopted July 9, 2002, Amended April 2, 2013 and

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December 20, 2022 by Board of Trustees. (1 page)

6. EUTF Collection Procedures, Approved at the 08/26/2014 Board Meeting, Redlined Version.  
(3 pages)