

Attachment to SF-1.

POSITION NO. 13052

EXECUTIVE SECRETARY, HAWAII PUBLIC EMPLOYEES' HEALTH FUND

In accordance with the provisions of Act 146, Session Laws of Hawaii 1961, the Hawaii Public Employees' Health Fund was established under control and direction of a nine-member Board of Trustees appointed by the Governor and located for administrative purposes in the Department of Budget & Finance. This law set up a program of health and accident insurance for employees contributions of such employees and the State of Hawaii effective January 1, 1962. This Act was amended by Act 235, Session Laws of Hawaii 1965, to include a program of dental health insurance for the children of members. Also, the Federal Medicare program became effective on July 1, 1966 and this also has had ramifications Act 13, S.L.H. 1966 upon our overall operations. The Act was further amended by Act 110, S.L.H. 1967 to include group life insurance coverage.

As its Executive Secretary, I have responsibility for administration of the Hawaii Public Employees' Health Fund under broad policies established by the Board. The health and accident insurance program includes 24,000 individuals on both active and retired status; the dental insurance program covers approximately 34,000 children of members. About 100 active employees and 1,000 retirees are now participating in the Medicare program.

As Executive Secretary, I have the following duties and responsibilities:

1. Develops for the Board's approval, rules and regulations relating to the enrollment of members, the determination of eligibility, the maintenance of enrollment records for eligible employees, the conditions under which employees may transfer from one plan to another, etc., and supervises the enforcement of these when approved.
2. Supervises, directs and reviews the work of the subordinate members of the staff.
3. In cooperation with the actuary, prepares specifications, evaluates proposals, and recommends to the trustees the awarding of bids to carriers, taking into consideration the costs, services, etc., provided under each alternative. Contracts may be let for the following types of plans: state-wide indemnity benefit plan, state-wide service benefit plan, and a comprehensive group-practice pre-payment plan.
4. With the assistance of the actuary, periodically reopen negotiations with insurance carriers and recommend extension or change of contract carriers.

5. Establishes and supervises the maintenance of three separate sets of records for (a) the health and accident insurance program, (b) the dental insurance program and (c) the life insurance program in conformance with auditing requirements of the State Comptroller.

6. Develops forms for bid submission, enrollment, payroll deductions; also develops and revises forms to be used in implementing and continuing the programs of the Health Fund.

7. Reviews statistical reports received from carriers and informs the Board of this information in terms of the program, subject to the analysis of the Actuary.

8. Develops procedures for, and supervises the forwarding of information to departmental personnel for payroll purposes such as enrollment, transfers, deductions, terminations, etc.

9. Develops means for the initial and continuing dissemination of information concerning the program to the membership and other interested parties.

10. Addresses meetings of various employee and community groups concerning the Health Fund and its various programs and procedures.

11. Establishes and maintains liaison with medical plan carriers, legislators, employee associations, medical associations and others with reference to the program.

12. Works closely with the Social Security Administration concerning our members who participate in the Medicare program.

13. Investigates complaints from employees, medical plan carriers, etc., regarding the administration of the program, and recommends resolution of problems to the Board.

14. Prepares agenda, makes arrangements for meetings, and provides for the stenographic recording of minutes of the Board of Trustees.

15. Determines need for additional staff assistants for the proper initiation and continuance of the various programs.

16. Maintains liaison with other jurisdictions (including the federal government) having such programs, for purposes of exchanging information, experience, procedures, etc., and continually look for means to improve the program.

17. Testifies before legislative groups relative to changes in the law, present practices, etc.

18. Performs other duties as required.