

# COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

October 19, 2005

9:00 a.m.

1151 Punchbowl Street, Room 322

Honolulu, Hawaii 96813

Members Present: Mary Lou Barela, Chair  
Christine Chun, Vice-Chair and Secretary  
Ann Higa  
Joanne Lundstrom  
Pauline Pavao  
Debbie Shimizu  
Stella Wong  
Jamie Woodburn

Others: Mara Smith, State Procurement Office  
Corinne Higa, State Procurement Office

Excused: Victor Geminiani

## **I. Call to Order**

Mary Lou Barela called the meeting to order at 9:03 a.m.

## **II. Minutes of August 4, 2005**

Pauline Pavao moved that the minutes be approved. Stella Wong seconded. The motion was carried.

## **III. The Fourth Conference on Purchases of Health and Human Services-Evaluation**

Mara Smith reported that approximately 500 people attended the conference and expo. A summary of the conference evaluation was distributed. The report indicated the number of responses to each item, a summary of the responses and comments. Ms. Smith noted there were several comments about the poor acoustics in the plenary sessions in the Hawaii Convention Center ballroom. It will be taken into consideration for future conferences. It was also noted that workshop attendance varied. Ms. Smith suggested room or workshop adjustments might be possible if attendees are asked for workshop preferences when registering (for planning purposes).

Council members agreed that:

- More time should be allotted at the next conference to network and attend the expo;

- Closing remarks should be changed or eliminated; and
- There should be fewer workshops and each workshop session could be a little longer.

Chris Chun noted that the evaluation summary could be used as a tool to identify and address problems outside of the conference. Ms. Smith agreed and indicated it was already being considered as the workshop schedule for the coming year is developed. Ms. Chun added that it could be utilized to provide feedback to the purchasing agencies.

#### **IV. Contracts Database Update**

Mara Smith reported that as a result of a memo sent to departments reminding them of the requirements for entering contract data into the Contracts Database Reporting System (CDRS), contracted funding totals have increased to approximately \$570 million for fiscal year 2005, and \$702 million for fiscal year 2006. Ms. Smith is reviewing the CDRS for input errors. Some state agencies have indicated they are still inputting data.

#### **V. Report of Planned Purchases - Update**

Mara Smith said SPO has requested anticipated purchase of health and human services projections through June 2008 from departments by November 9, 2005. SPO will issue a consolidated report of planned purchases.

#### **VI. Training Needs**

Mara Smith asked council members to provide suggestions on possible topics for the types of procurement training that may be of interest to providers of health and human services. A similar request was made at a recent State Purchase of Service Team (POST) meeting. The requests from POST included: writing a request for proposals, writing clear service specifications, evaluating proposals, and writing clear evaluation criteria. Debbie Shimizu indicated that training provided to State agencies benefits providers. Mara Smith noted that a POST member suggested explaining the philosophy of public procurement and what makes it different from the private sector procurement would be helpful. Chris Chun suggested that the topic should be part of the State Procurement Office's Frequently Asked Questions. Debbie Shimizu suggested the possibility of coordinating with the Hawaii Association for Nonprofit Organizations (HANO) might be useful for presenting training for providers.

#### **VII. Other Business**

##### *Next Conference on Purchases of Health and Human Services*

Mara Smith brought up the possibility of holding a conference on purchases of health and human services in September or early October of 2006 with a theme of showcasing accomplishments that health and human services funding has

produced. This might include successful programs, public private partnerships, etc. Joanne Lundstrom stated another related topic of importance is that providers are faced with many rigid regulations and monitoring procedures. Members agreed that provider services suffer because of regulations and paperwork. There are more and more demands on providers and this takes time away from delivering services. Pauline Pavao commented that it would be useful to know about each department's mandates, services, and requirements with the goal of coordinating them more efficiently.

#### *Proposed Rules Public Hearings*

The State Procurement Office will be holding public hearings on November 30, 2005 to receive testimony on proposed rule amendments to Title 3, Chapters 140 through 147 and 149, Hawaii Administrative Rules (HAR), which implement Chapter 103F, HRS, Purchases of Health and Human Services.

#### *State Surplus Funds*

Debbie Shimizu suggested that with the State surplus of funds, more revenue be directed to the area of health and human services. Mary Lou Barela commented that the suggestion is probably not within the jurisdiction of the Community Council on Purchases of Health and Human Services.

### **VIII. Announcements**

Mara Smith stated Aaron Fujioka was reappointed as the Administrator of the State Procurement Office effective October 17, 2005. He sent his regrets that he was unable to attend the Community Council meeting but hoped to attend the next meeting. On behalf of the council, Mary Lou Barela welcomed back Mr. Fujioka.

Debbie Shimizu stated council member Victor Geminiani will be moving out of state and will leave the council in December. The requirements for membership were discussed and discussion of possible replacements followed. Some suggestions included another representative from the Legal Aid Society Hawaii, Moya Gray from the Volunteer Legal Services, and a representative from United Way.

Mary Lou Barela congratulated Mara Smith and Corinne Higa on the success of the Fourth Conference on Purchases of Health and Human.

### **V. Next Meeting**

The next meeting is scheduled for December 7, 2005 at 9:00 a.m.

### **VI. Adjournment**

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

11-28-05

Date

Christine Chun

Christine Chun, Vice-Chair and Secretary  
Community Council on Purchase of Health  
and Human Services