COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

February 22, 2007 10:30 a.m. 1151 Punchbowl Street, Room 322 Honolulu, Hawaii 96813

Members Present: Mary Lou Barela, Chair

Christine Chun, Vice-Chair and Secretary

Joanne Lundstrom Pauline Pavao Stella Wong

Absent: Ann Higa

Debbie Shimizu Jamie Woodburn

Others: Aaron Fujioka, State Procurement Office

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

I. Call to Order

Mary Lou Barela called the meeting to order at 10:50 a.m.

II. Approval of Minutes – Meeting of September 14, 2006

Mary Lou Barela clarified page 2, second paragraph, third and fourth sentences and requested it to reflect the following changes:

"The meeting centered on a number of service areas, but particularly residential programs. Attendees discovered the rates being charged for residential programs varied quite a bit but when they examined it more closely they found that the types of services they were requiring varied widely with the population served."

Joanne Lundstrom moved that the minutes be approved as corrected. Stella Wong seconded. The motion was carried.

III. Contracts Database - Update: Analysis of 2007 Data

Mara Smith reported that the Contracts Database Reporting System (CDRS) for health and human services totals \$240,545,747. It was noted that although more contracts are being reported in the CDRS, data entry errors and a number of contracts were entered with no estimates; therefore, State agencies still need to be educated on proper data entry.

Mary Lou Barela commended the CDRS and the State Procurement Office's efforts to provide contract information that is current and easily searchable.

IV. Untimely Execution of Contracts and Late Payments Follow-Up

At the last meeting, there was discussion on the particularly late execution of contracts which seemed to be especially prevalent in the Department of Health though Mary Lou Barela indicated it was also true in the Department of Human Services. Mara Smith indicated she had completed a review. It appeared a shortage of deputy attorney generals for the Department of Health along with a number of other issues having to do with staff changes appeared to be the primary cause. The SPO and various State agencies will work on a template for the scope of services that may help decrease the delays. SPO will review the matter further.

V. House Bill 1105. Amending Chapter 103F, HRS, to Add Remedies Comparable to Those Included in Chapter 103D, HRS

Corinne Higa provided a brief summary of House Bill 1105. This bill proposed amendments to the procurement process by including solicitations and contracts in the protest process and adding administrative and judicial review processes. Aaron Fujioka provided background on the bill including why the bill was held. A copy of the bill's status report was distributed.

VI. HRS Chapters 487J, 487N, and 487R, Regarding Personal Information

Chapters 487J, Social Security Number Protection, 487N, Security Breach Of Personal Information, and 487R, Destruction of Personal Information Records, become effective July 1, 2007. The Community Council was briefed on its contents and it's impact on government and businesses. Corinne Higa explained to the council that government agencies are already redacting or truncating information. Council members were also cautioned to review all documents and redact any unnecessary personal information of employees prior to submitting proposals or other requested documents.

VII. Planning for 2008 Conference on Purchases of Health and Human Services

A cost comparison data table of the past four conferences was distributed to council members. The table presented the cost breakdown of each conference and the difference in cost by percentage between the 2003 and 2005 conferences.

The council discussed the conference's focus. Council members were encouraged to participate in the conference planning although their terms will expire on June 30, 2007. Council members discussed "sustainability" in health and human services and its impact on services 20 years into the future. Issues include leadership, thriving and constant proliferation, flexibility for change, attaining excellence, and how to go about facing an unknown future. Chris Chun mentioned Peter Goldberg, CEO of the Alliance for Children and Families as a dynamic speaker and someone to consider as a presenter for the conference. Glenn Furuya, president of Leadership Works was also cited as a

potential presenter. Chris Chun, Debbie Shimizu, Stella Wong, and Joanne Lundstrom agreed to meet as a subcommittee to discuss ideas to present at the next council meeting. Pauline Pavao motioned that the subcommittee be accepted. Stella Wong seconded. The motion was carried.

VIII. Announcments

Boards and Commissions Recommendations or Applications for New Community Council Members

Council members were informed that there would be 7 vacancies for the council's next four year term, July 1, 2007 to June 30, 2011. Council members Mary Lou Barela, Joanne Lundstrom, Debbie Shimizu, Stella Wong, Jamie Woodburn, and Ann Higa are serving their second consecutive 4-year term and ineligible for reappointment. Chris Chun and Pauline Pavao are eligible for a second term. Members were encouraged to make referrals. Website information was provided to access application forms.

Hawaii e-Procurement System (HePS)

Mara Smith passed out a leaflet on HePS, provided a brief summary of the program which is currently required of Chapter 103D small purchases between \$15,000 and \$50,000, and the possibilities of using HePS for future health and human services' solicitations. Council members responded positively.

IX. Next Meeting

Tentative dates were scheduled for the next five meetings: April 26, May 24, June 28, July 26, and August 23, 2007.

X. Adjournment

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted.

T)ata

Date

Christine Chun, Vice-Chair/Secretary

Christine Chun

Community Council on Purchase of Health and

Human Services