

COMMUNITY COUNCIL ON PURCHASE OF HEALTH AND HUMAN SERVICES MEETING

January 18, 2005
9:00 a.m.
1151 Punchbowl Street, Room 322
Honolulu, Hawaii 96813

Members Present:

Christine Chun, Vice-Chair and Secretary
Victor Geminiani
Ann Higa
Joanne Lundstrom
Stella Wong
Jamie Woodburn

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

Members Excused:

Mary Lou Barela, Chair
Pauline Pavao
Debbie Shimizu

I. Call to Order

Christine Chun called the meeting to order at 9:10 a.m.

II. Minutes

Jamie Woodburn moved that the minutes be approved. Ann Higa seconded. The motion was carried.

III. New Business

1. Short-Form RFP Template

Mara Smith distributed copies of the first draft of the shortened version of the Request for Proposals (RFP) template, which will be used by state agencies when services are prescribed by the state, and criteria for evaluation of proposals are based primarily on applicant qualifications and pricing.

Victor Geminiani asked if the sections for service specifications, proposal application and proposals evaluation can be combined. Jamie Woodburn and Joanne Lundstrom agreed with Mr. Geminiani that it is difficult for

applicants to switch from one section to another to prepare their proposals. Ms. Smith said that the suggestion will be taken into consideration. Before the template is finalized, Ms. Smith requested that council members review and provide feedback by Wednesday, January 26, 2005.

2. Provider Survey – Final Draft

Mara Smith handed out revised copies of the health and human service provider survey. Ms. Smith said that the sentence on confidentiality was added to the cover letter. The survey is divided into five sections: (1) Orientation Session, (2) Written Questions and Answers, (3) RFP, (4) Request for Information (RFI), and (5) The SPO Website.

Aaron Fujioka inquired if the survey responses will affect the rules. Mara Smith said that the responses will not affect the rules, but will help to define procurement areas where additional training or revisions to templates are needed.

Victor Geminiani suggested that as an option, a line be added for the respondent to identify their organization. It would be useful to keep track of who responds and it can also be used to encourage greater response. To increase the survey return rate, Mr. Geminiani also suggested that the questionnaire be formatted on one page, self addressed and postage prepaid so that upon completion, the respondent only needs to fold the survey in half and mail.

Joanne Lundstrom wanted to know whom the survey would be sent. Mara Smith replied that state agencies will submit a list of applicants responding to each request for proposals. Each survey will identify the RFP and be numbered before being sent to the applicant. Ms. Lundstrom also suggested the possibility of sending a separate survey to providers who registered with the purchasing agency, but did not submit a proposal.

3. SPO Website Update – Contracts Database

Mara Smith reported that the contracts database will be online soon, and state agencies will be able to enter data in real time. This process will keep the database current.

4. The Fourth Conference on Purchases of Health and Human Services.

Mara Smith announced that the conference date is changed from July 7th to August 16, 2005. Ms. Smith distributed a potential mailing list for expo exhibitors.

Joanne suggested John Flanagan of the Hawaii Association of Non-Profit Organization as a possible speaker on the topic of building and maintaining a strong health and human services industry.

Mara Smith said that the tentative plan for workshops is to have three sessions with each session having seven workshops. Ms. Smith mentioned better services, the business of health and human services, future leaders, and working together, as general categories to discuss and formulate workshops. The following workshop ideas were suggested:

- Best practices
- Data collection, producing and maximum utilization of data
- Web-base conferencing and electronic procurement
- Mission determination/Strategic planning
- How to obtain, orient, train and retain quality staff
- Skills needed for board members: qualifications, skills for organizational needs, utilizing and assigning responsibilities, chairing, expectations, term limits, and self-evaluation
- Outreach to find clients: targeting and marketing services
- Team building among management and staff
- Similarities between public and private entities
- Profits and non-profits learning from each other to recruit, motivate and retain staff

Victor Geminiani said that Gladys Baisa of Maui Economic Opportunity (MEO) has an internal program that trains MEO staff for future leadership positions. Joanne Lundstrom said that the Hawaii Community Foundation has a leadership program, and the Castle Program, Weinberg Fellowship, has a management leadership training program for developing skills for leadership and management and that we should be careful not to duplicate efforts.

The council discussed the issue of insurance as a workshop topic. Jamie Woodburn was concerned about worker's compensation insurance and the current impact on smaller providers, particularly non-profits. Christine Chun suggested Bob Dove, CEO of Hawaii Employers' Mutual Insurance Company (HEMIC), and Mr. Woodburn suggested Jeffrey P. Schmidt, Insurance Commissioner of the Department of Commerce and Consumer Affairs, as possible presenters. Victor Geminiani suggested that other state required insurances, i.e., general liability, professional and malpractice, also be addressed. Joanne Lundstrom added that it might be interesting to see the similarities and differences between insurance requirements between the county, state and federal levels.

IV. Other Business

To increase participation, especially from the outer islands, at request for proposals' orientation meetings or request for information meetings, Jamie Woodburn inquired if it is possible to have video or telephone conference call setups. Mara Smith said that she would inquire about the feasibility of such setups.

Victor Geminiani asked if it is possible to have a preference for non-profits or a preference for Hawaii versus mainland providers. Aaron Fujioka replied that a non-profit preference would be difficult to legislate. Under Chapter 103D, HRS, Act 216 was established to ensure that for all contracts awarded, mainland and Hawaii contractors must be compliant with Hawaii tax, labor, and business registration statutes. Similar requirements could be possible for contracts awarded pursuant to Chapter 103F.

V. Next Meeting

The next meeting is scheduled for February 24, 2005 at 9:00 a.m.

VI. Adjournment

There being no further business, the meeting was adjourned at 10:47 a.m.

Respectfully submitted,

2/15/05

Date

Christine Chun

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