

1 Report of The HDA County Assistance Program – 2020

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3 The January 2019 HDA House of Delegates approved the creation of the County
4 Assistance Program (CAP) through Resolution #2018A-06. The CAP was implemented
5 in 2019 and 2020; the resolution calls for a report to the HDA 2020 House of Delegates.
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7 **Background:**

8 CAP is an optional business model that allows the counties to utilize event coordination
9 services from the HDA office. Events were defined as business meetings, CE lectures,
10 and/or socials. Counties utilizing this model would identify those activities they need
11 assistance with, thereby alleviating some of the planning burden among the County
12 leaders. Counties sign an agreement with the HDA and pay an hourly fee of \$85.
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14 **Findings:**

- 15 • As it is the largest County, the Honolulu County Dental Society utilized the CAP
16 services for its quarterly Business Meetings/CE lectures, and its annual Basic Life
17 Support (2019 only), Ethics, and HIOSH courses. (HIOSH was offered to all
18 neighbor island members in 2020.) Honolulu County spent over \$30,000 in CAP
19 expenses in 2020, which is not sustainable.
20

21 Starting in 2021, an agreement was reached with the HDA that Honolulu County
22 would not be hosting Ethics and HIOSH, and that those courses would be
23 assumed by the HDA. Basic Life Support (BLS) is questionable, as its delivery is
24 determined by the conditions of the pandemic.
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26 Because the HDA office had already been coordinating such events for Honolulu
27 County in years past, the change comes in the administrative and financial
28 tracking. The HDA staff tracked their hours and new accounting codes were
29 created. This task, while new, is common for billable work.
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- 31 • In May 2020, the Hawaii County Dental Society utilized CAP for its Ethics
32 lecture, although at a minimal level and costing a little over \$1,300.
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34 In-person courses were held in 2019 but the COVID-19 pandemic required services to be
35 delivered virtually or not at all (such as BLS). As the pandemic continues, virtual
36 services will be the norm. The cost of the virtual platform is borne entirely by the HDA.
37 This removes in-person costs such as venue, food and beverage, and venue service
38 charges, while accounting for increased IT support (training, troubleshooting,
39 evaluations, and electronic CE certificates). Other event tasks such as promotion,
40 registration, and support to the speakers and attendees, are ongoing.
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42 **Conclusion:**

43 As CAP is an optional service, the HDA cannot definitely rely on the revenue for its
44 budgeting but may be able to build from Honolulu County’s projection. Similarly, the
45 counties utilizing CAP are asked to do their best to stay within their own forecasted CAP
46 expenses, without compromising the integrity of their events.

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Respectfully Submitted,

Dr. Scott Kanamori
Chair
Administration Program

Recommendation of the HOD Reference Task Force on the Report of the HDA County Assistance Program:

The HOD Reference Task Force recommends that the Report of the HDA County Assistance Program be accepted.

Action taken by the House: The HDA HOD accepted the Report of the HDA County Assistance Program.

Resolution #2020-08

Background: In 2021 The County Assistance Program will continue to exercise sound fiscal management and requires appropriate funding to perform its responsibilities and recommends the adoption of the following resolution:

Resolved, that the House of Delegates budget the sum of \$10,000 (income) and \$0 (expense) for the conduct of The County Assistance Program activities for 2021.

Recommendation of the HOD Reference Task Force on The HDA County Assistance Program Resolution #2020-08:

The HOD Reference Task Force recommends that The HDA County Assistance Program Resolution #2020-08 be adopted.

Action taken by the House: The HDA HOD adopted the Resolution #2020-08.