

PROCUREMENT POLICY BOARD MEETING

October 18, 2007

1:00 pm

Conference Room 410

1151 Punchbowl Street

Honolulu, Hawaii 96813

Members Present

Gregory King, Chair  
Russ Saito, Secretary  
Leslie Chinen, member  
Daryle Ann Ho, member  
Darryl Bardusch, member

Others

Ruth Yamaguchi, State Procurement Office  
Justin Fo, State Procurement Office  
Pat Ohara, Office of the Attorney General

Call to Order

Chair Greg King called the meeting to order at 1:08 p.m.

Minutes

Mr. Les Chinen made a motion, seconded by Ms. Daryle Ann Ho, to approve the minutes of the August 16, 2007 meeting.

The motion was unanimously carried.

Agenda Item III

Deputy Attorney General Pat Ohara informed the board that she received a call from Terry Thomason, informing her that Jessica Horiuchi has left the firm of Alston Hunt Floyd and Ing. Mr. Thomason was under the impression from the last Board meeting that the 2 proposals would be integrated. Because of Ms. Horiuchi's departure, he will take her place and said he would like to work with Ms. Ohara to submit 1 proposed draft to the board.

Mr. Russ Saito made a motion, seconded by Mr. Chinen, to direct Deputy Attorney General Pat Ohara and Terry Thomason to draft a consolidated document to present to the board. The motion was unanimously carried.

Agenda Item IV

Ms. Ohara explained that Mr. Thomason informed her that he also felt that he needed to draft the guidelines that Ms. Horiuchi had volunteered to do on behalf of the Hawaii Procurement Institute. Mr. Thomason had stated to Ms. Ohara that he has not been able to accomplish this as of the date of the board meeting. Ms. Ho inquired if this had an urgent timeframe. Mr. Saito replied that the Act was in effect.

Mr. Saito made a motion, seconded by Mr. Chinen, to defer action on agenda item IV until Mr. Thomason is able to present a draft for the board to consider. The motion was unanimously carried.

Agenda Item V

Ms. Ruth Yamaguchi informed the board that Mr. Aaron Fujioka is on jury duty and not able to attend the board meeting. Ms. Yamaguchi stated that the next meeting is tentatively scheduled for November 15, the 3<sup>rd</sup> Thursday, and that SPO would e-mail a proposed agenda to the board and survey the board for the next meeting.

Mr. Saito made a motion, seconded by Mr. Chinen that the board goes into an executive session for the board to consult with Deputy Attorney General Pat Ohara on an issue pertaining to the board's powers, duties, and liabilities. The motion was unanimously carried, and the executive session started at 1:21 pm.

Chair King called the meeting back to order at 1:33 pm.

Ms. Ho made a motion, seconded by Mr. Saito, to adjourn the meeting. The motion was unanimously carried. The meeting was adjourned at 1:34 p.m.

Respectfully submitted,

11/5/07  
Date

  
\_\_\_\_\_  
RUSS K. SAITO, Secretary  
Procurement Policy Board

Attachment: October 18, 2007 Agenda

## PROCUREMENT POLICY BOARD

1151 Punchbowl Street  
Conference Room 410  
Honolulu, Hawaii 96813

Regular Meeting  
October 18, 2007  
1:00 pm

### AGENDA

- I. Call to Order
- II. Approval of Minutes – Meeting of August 16, 2007
- III. Proposed draft amendments to sections of HAR Chapter 3-125, Modifications and Terminations of Contracts, for consideration as interim rules. Amendments are made for compliance with statutes due to changes in Act 291/06.
  - a. Proposal 1 – submitted by the Attorney General’s Office/State Procurement Office
  - b. Proposal 2 – submitted by Jessica Horiuchi/Terry Thomason
- IV. Proposal to adopt federal acquisition regulation guidelines for using Small Business Administration (SBA) size criteria for creating set asides and subcontracting requirements.
- V. Announcements
- VI. Adjournment

Individuals may present testimony on matters on the Procurement Policy Board’s agenda when the agenda item is being discussed by the Board. Individuals who intend to testify, should contact the State Procurement Office at (808) 587-4700 at least 48 hours before the scheduled meeting. Written testimonies will be accepted through e-mail at [procurement.policy.board@hawaii.gov](mailto:procurement.policy.board@hawaii.gov) or faxed to (808) 587-4703 until 1:00 pm, October 16, 2007. Testimonies received after the October 16, 2007 deadline will be forwarded to the board after the October 18, 2007 meeting. Individuals submitting written testimony at the meeting and would like the written testimony distributed to the board at this meeting, are requested to provide 12 copies.

Individuals requiring special assistance or services may call (808) 587-4700 by 1:00 p.m., October 15, 2007 to discuss accommodation arrangements.