

PROCUREMENT POLICY BOARD
Meeting Minutes
Wednesday, September 20, 2017, 1 p.m.
Comptroller's Conference Room
Kalanimoku Building, Room 410, 1151 Punchbowl Street
Honolulu, Hawaii 96813

Members Present

Howard Garval, Chair
Kathy Suzuki-Kitagawa, Secretary
Roderick K. Becker
Lena Cullison
Gary Kurokawa
James Mastin

State Procurement Office

Sarah Allen, Administrator
Mara Smith, Assistant Administrator

Department of Accounting & General Services

Shelley Perez, Human Resources Specialist

Attorney

Stella Kam, Department of the Attorney General

I. Call to Order, Public Notice, Quorum

Chair Howard Garval called the Procurement Policy Board (PPB) meeting to order at 1:01 p.m., with a quorum present.

II. Approval of August 31, 2017, Meeting Minutes

Kathy Suzuki-Kitagawa made a motion to accept the minutes of the August 31, 2017, meeting as presented. Gary Kurokawa seconded the motion, and the Board members unanimously agreed to approve the minutes.

III. Executive Session pursuant to HRS §92-5(a)(2) to discuss personnel matters in the recruitment for Administrator, State Procurement Office

The Board went into Executive Session, then reconvened at 1:31 p.m.

Comptroller Becker made a motion to recommend that Chair Garval send correspondence on behalf of the PPB to Governor David Y. Ige recommending names for the position of the Administrator of the State Procurement Office. Lena Cullison seconded the motion, and the Board members unanimously approved.

IV. Announcements

There were no announcements

V. Next Meeting - September

The SPO has no upcoming procurement updates to report in September 2017. SPO staff will take a poll on the availability of members for the next meeting.

VI. Adjournment

The meeting was adjourned at 1:34 p.m.

Respectfully submitted,



Kathy Suzuki-Kitagawa, Secretary
Procurement Policy Board