

**PROCUREMENT POLICY BOARD**  
**Meeting Minutes**  
**Thursday, July 13, 2017, 1:00 p.m.**  
**Comptroller's Conference Room**  
**Kalanimoku Building Room 410, 1151 Punchbowl Street**  
**Honolulu, Hawaii 96813**

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**Members Present**

Roderick K. Becker  
Lena Mobin Cullison  
Howard Garval, Chair  
Gary Kurokawa  
Jim Mastin

**Members Absent**

Kathy Suzuki-Kitagawa, Secretary  
Elizabeth Webb, Vice Chair

**Attorney**

Stella Kam, Department of the Attorney General

**State Procurement Office**

Ruth Baker  
Mara Smith, Assistant Administrator

**Department of Accounting & General Services**

Audrey Hidano, Deputy Comptroller  
Shelley Perez, Human Resources Specialist  
Kenwyn Sato, Departmental Human Resources Officer

**Others**

Shannon Alivado, General Contractors Association of Hawaii

**I. Call to Order, Public Notice, Quorum**

Chair Howard Garval called the Procurement Policy Board (PPB) meeting to order at 1:05 pm., with quorum present.

**II. Approval of June 6, 2017, Meeting Minutes**

Gary Kurokawa made a motion to accept the minutes of the June 6, 2017, meeting as presented. Lena Mobin Cullison seconded the motion, and the PPB members unanimously agreed to approve the minutes.

**III. PPB Nominating Committee**

Ruth Baker of the State Procurement Office (SPO) reported that the appointment of two members to the PPB Nominating Committee by Governor David Ige is still pending.

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

The PPB went into Executive Session at 1:07 p.m., and reconvened the regular meeting at 1:44 p.m.

**V. Announcements**

Ms. Baker reported that the SPO is planning the 2017 Procurement Conference, called SPOCon, which is an all-day training event for state and county employees in procurement/purchasing. SPOCon will be held on Friday, October 20, 2017.

**VI. Next Meeting**

The next meeting will be scheduled in August 2017. Ms. Baker will take a poll on the availability of members.

**VII. Adjournment**

The meeting was adjourned at 1:53 p.m.

Respectfully submitted,



Howard Garval, Chair  
Procurement Policy Board