

**BOARD OF PUBLIC ACCOUNTANCY  
PEER REVIEW OVERSIGHT COMMITTEE ("PROC") MEETING**  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

MINUTES

Date: Thursday, April 28, 2016

Time: 1:33 p.m.

Place: Prince Leleiohoku Conference Room  
King Kalakaua Building  
335 Merchant Street, 3<sup>rd</sup> Floor  
Honolulu, Hawaii 96813

Present: Dwayne Takeno, CPA, Chairperson  
Gordon Ciano, CPA, Member  
Wilcox Choy, CPA, Member  
Laureen M. Kai, Executive Officer  
Lori Nishimura, Secretary

Excused: Rodney J. Tam, Deputy Attorney General

Guests: Nelson K.M. Lau, CPA, Member, Investigative  
Committee on Peer Review ("ICPR")

Agenda: The agenda for this meeting was filed with the Office  
of the Lieutenant Governor, as required by Hawaii  
Revised Statutes ("HRS") section 92-7(b).

Call to Order: There being a quorum present, the meeting was  
called to order at 1:33 p.m. by Chairperson Takeno.

Additions/  
Revisions to  
Agenda: None.

Approval of  
Minutes of the  
February 25,  
2016 PROC  
Meeting:

After discussion, it was moved by Mr. Choy, seconded by Mr. Ciano, and unanimously carried to approve the minutes of the February 25, 2016 PROC meeting as circulated.

Request from the  
Board of Public  
Accountancy to  
Perform an  
Assessment of the  
Process to Conduct  
an Attestation  
Engagement in Order  
to Issue a Hawaii  
Supplement to the  
Peer Review:

Chairperson Takeno reiterated that at the Board of Public Accountancy's ("Board") February 5, 2016 meeting, the Board requested that the PROC assist the Board in a review of the peer review process with respect to the Hawaii Supplement to the Peer Review, and to provide comments and guidance as the PROC members may have pertinent peer review experience. The PROC held a meeting on February 25, 2016 and was briefed by ICPR Member Lau with a brief overview, to provide clarification and justification to the Board's request, and at that meeting, the PROC set a tentative meeting to develop illustrative attestation procedures to be performed for firms that are required to submit the Hawaii Supplement to the Peer Review.

Lengthy discussion ensued as to what should be included in the working draft. Chairperson Takeno commented that the PROC is conceptually in agreement as to what it may look like. The PROC in consensus agreed to tentatively set another meeting on May 5, 2016 with a draft of illustrative attestation procedures to be performed for firms that are required to submit the Hawaii Supplement to the Peer Review. Thereafter, the PROC may be able to report its findings to the Board at the Board's scheduled May 6, 2016 meeting.

Open Forum:

None.

Board of Public Accountancy  
Peer Review Oversight Committee ("PROC")  
Minutes of the April 28, 2016 Meeting  
Page 3

Next PROC Meeting:

Tentatively scheduled for:  
Thursday, May 5, 2016  
2:00 p.m.  
Details to be announced.

Adjournment:

There being no further discussion, the meeting adjourned at 2:40 p.m.

Taken and recorded by:

/s/ Lori Nishimura

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Lori Nishimura, Secretary

Reviewed and accepted by:

/s/ Charlene Tamanaha

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for Laureen M. Kai, Executive Officer

LMK:ln

05/24/16

[ X ] Minutes approved as is.

[ ] Minutes approved with changes. See minutes of \_\_\_\_\_.