

Access Hawaii Committee Meeting Minutes

July 11, 2008

8:00 AM to 10:30 AM

Comptroller's Conference Room 410

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Members Present

Russ Saito, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)
Debra Gagne, Administrator, Information and Communication Services Division (ICSD)/DAGS
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Paul Tsukiyama, Director, Office of Information Practices (OIP)
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)
Clayton Yugawa, Director, County of Hawaii (VCC)**
Mandi Swanson, IT Project Leader, County of Kauai (VCC)**
Senator David Ige, State Senate

Members Absent

David Maeshiro, CIO, Judiciary
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Gordon Bruce, Director, City & County of Honolulu (VCC)**
Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Eric Knutzen, CIO, County of Kauai (VCC) – represented by designated member

Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs (DCCA)
Robert Su, IS Manager, Department of Taxation
James Kiley, Information Systems Manager, County of Hawaii (VCC)**
Sharon Wong, Data Processing System Manager, DAGS/ICSD
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)

***Participated via videoconference center (VCC)*

I. Call to Order – Welcome and Introductions

Chairperson Saito called the meeting to order at 1:06 p.m., at which time quorum was established. Access Hawaii Committee members and other attendees introduced themselves.

II. Review and Approval of the June 6, 2008 Meeting Minutes

Chairperson Saito moved to approve the June 6, 2008 meeting minutes. AHC members voted and approved the minutes.

III. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reported that many of the HIC staff took vacations in June. They are moving forward on application development and Statement of Works. Their web stats will be inconsistent for the next two to three months, as they are switching to Google analytics.

Jing Xu reported on the marketing activity. They worked with DCCA Insurance Division to send out post cards and reminders for the August renewals. For Wastewater Branch, they worked on design for post cards and over the counter business cards for professional engineers to file online. They are working with ICSD for the 2008 Digital State Survey, and with Maui and Hawaii on multiple projects. DLNR Land Division is interested in online land user permitting and commercial use permitting.

Russell reported that this month, their office is moving to 201 Merchant Street, on the 18th floor, as their lease was up. Their phone number will not change. The paperwork for the ICSD hosting is still in process. The Liquor Commission project fell through because of procurement issues, and the SLA was not signed. Previously, data mining issues, mostly coming from Russia and China, impacting Judiciary and other agencies, was discussed. HIC is working on a solution using reCaptcha image in packet, which helps identify activity on the web site is being done by a human being and not a machine. This seems to be working, and is working in Tennessee and Iowa.

2. Discussion of new applications

Two new applications are content management systems, and offering software as a service and billing back a monthly fee. Other new applications are for Land/Water Commission for water use, and Charity Division for the annual non-profit reports, which includes a legal requirement to report to the Attorney General's office. DLNR plans to go live in September with a new permitting system.

A vote to move the AG and DLNR projects from category D to C was approved.

3. Review of project list

Russell discussed the project list, and noted that changes are in bold print.

4. Review of open ticket reports (Mantis)

Russell referred to the Mantis report and informed the members to direct any questions on the content of the report to HIC.

5. Access to AHC Information via Website

There was no discussion on this issue.

IV. Discussion of whether the Portal Contractor is allowed to offer third-party software and services by charging agencies on a time and material basis

Aaron Fujioka introduced the discussion of whether an activity is allowable within the scope of the contract and solicitation of the RFP. The activity concerns whether or not HIC will be able to procure or purchase software that a particular agency would want, do some form of hosting, and be able to pass that software on to the agency, which may appear to circumvent the procurement process. In a particular situation, HIC would buy the software with State of Hawaii licensing, offer it to others, and charge a monthly maintenance fee. As more agencies participate, costs would lower over time.

Russ Saito recommended that an investigative committee of the prior RFP Evaluation Committee members be formed to see if this type of situation would be covered under this contract. Aaron Fujioka added that if this investigative committee is created, the committee would then work with SPO, then, as a separate process, SPO's Procurement Officer would make the ruling on whether this is within scope.

V. Discussion of the AHC prioritization process for applications to be developed by the Internet Portal Manager

1. Status update on AHC prioritization process

Clay Sato reported that Jacob Verkerke drafted a prioritization process, with Clay's input. The process is put on paper and captures previous discussions. There was a move to modify the prioritization process to combine items 3 and 4, and making item 6 the responsibility of the Program Manager. On next month's agenda will be discussion on different weighting factors, as identified on the second tab of the worksheet.

2. Discussion of content management system

Russell Castagnaro reviewed presentation handouts on a statewide content management system (CMS). They would possibly consider doing CMS instead of funding a Program Manager position. ICSD has content management people that could be a part of the team. Russell indicated that they would need half a person for admin and hosting of the service. They want to avoid having a department technical web master (like a sysadmin). They would like to get the software in August, and conduct training in September, as there are three partners that have already asked to do this. The CMS would be voluntary for agencies participation. Aaron Fujioka wanted to clarify whether we are assuming that this CMS fits within the scope of the solicitation and contract. Since there are three interested partners, Russell would like to proceed, and could always pull back pending commitment of funding. Larry Reifurth commented that if we do CMS instead of having HIC pay for the Program Manager position, then only agencies that would participate in the CMS would benefit, whereas all agencies would benefit with the Program Manager funding. Mandi Swanson asked if this CMS was approved, would Counties need to use this CMS? Each County, through their CIO, can decide whether they have content on this CMS or not. Senator Ige asked what is the impact of other committed projects and what is the operational impact of pursuing this? Russell Castagnaro answered that it does not impact applications, as this is a separate skill set. They will hire a full-time person for content/design/html development, and a part-time to full-time person for sysadmin.

VI. Discussion of Program Manager Position

Debra Gagne reported that ICSD drafted a preliminary document to frame a position description (PD) and used different examples across the Internet. The PD will not need to be approved by the AHC. ICSD has an available exempt position for two years, and concern is that ICSD may not have the savings to fund this. A special fund needs to be created. We could possibly fund the position with everyone contributing, instead of having it come out of one place.

VII. Discussion of Governance of Web Sites and Internet Service Providers

Since David Maeshiro was not present, the draft letter and proposed membership list will be reviewed at the next meeting. Debra Gagne reported that they are working on a broader statewide variant of governance of web sites and ISPs.

VIII. Draft Policy for Electronically Posting Calendar Items

Paul Tsukiyama reported that the draft policy states what our committee policy position is on the issue of whether notices and agendas filed by boards and commissions should be posted on the State calendar. Procedural matters are not included. It may be easier and more feasible for the Lieutenant Governor's office to post all notices and agendas instead of having all agencies do this. It is not clear about whether AHC can formulate this policy. Russ Saito talked to Kevin Souza, Chief of Staff for the Lieutenant Governor's office, and he was in favor of posting the meetings

electronically on a state calendar. Paul Tsukiyama will draft a letter to the Governor from Russ Saito suggesting this.

IX. Adjournment

Chairperson Saito adjourned the meeting at 2:49 p.m.

Respectfully Submitted,

9/25/08

Date

A handwritten signature in cursive script, reading "Russ K. Saito", written over a horizontal line.

Russ K. Saito, Chairperson
Access Hawaii Committee