

Access Hawaii Committee Meeting Minutes

February 6, 2009

8:00 AM to 10:0 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, ICSD/DAGS
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)
Kevin Thornton, IS Manager, Designee for Department of Commerce and Consumer Affairs
David Maeshiro, CIO, Judiciary
Kristilyn Kam, Data Processing System Analyst, Designee for City & County of Honolulu (VCC)**
James Kiley, IS Manager, Designee for County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, IT Project Leader, County of Kauai (VCC)

Members Absent

Paul Tsukiyama, Director, Office of Information Practices (OIP)
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)-represented by designated member
Senator David Ige, State Senate
Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Gordon Bruce, Director, City and County of Honolulu (VCC)*-represented by designated member
Eric Knutzen, CIO, County of Kauai (VCC)-represented by designated member

Other Attendees

Burt Tsuchiya, IT Director, County of Hawaii
Russell Suzuki, Deputy Attorney General
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 8:10 a.m., at which time quorum was established and introductions made.

II. Review and Approval of the January 13, 2009 Meeting Minutes

Debra Gagne moved to approve the January 13, 2009 meeting minutes, Aaron Fujioka seconded the motion. AHC members voted and approved the minutes.

III. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report. HIC will participate in the Personal Finance Expo being held in August at the Blaisdell. This is a good opportunity to demonstrate various applications, such as Unemployment Insurance and Tax filings, to a large, public group.

Jing Xu reported on the Marketing Activities.

Russell Castagnaro reviewed the Highlights. The portal account update should be done by next week. HIC received more questions than they anticipated, ICSD also received questions, and BREG handled some support issues.

The Judiciary section of the Highlights report should be split up, where the last two sentences relating to Electronic Bench Warrants pertain to the Attorney General's office.

The Statement of Work for the Department of Transportation, Airport Division's online surplus auctioning system was approved about a year and a half ago. It needs to be reapproved to go into the design phase. The system is an auction site for buying items in large lots that were confiscated at the airport checkpoints.

Russell explained the two-page Portal Revenue document and said that 60% of revenue is absorbed by agencies. The way fees are designed affect portal traffic and usage. For example, PVL adoption went up by 25-30% when fees were discounted across the board. When Department of Taxation eliminated the \$2.50 fee eight months ago and paid a flat fee, adoption doubled to 67%. Time and material revenue fluctuates, depending on the scope of these projects. Chairperson Saito commented that it would be useful to compile a list of legislative bills relating to fees that would affect portal traffic, should individual members of this board want to submit testimony. For example, the Legislature is discussing the possibility of the Bureau of Conveyance/Land Court to accept electronic documents instead of paper documents. Russell Castagnaro would compile a list as best he can.

2. Discussion of new applications

No discussion.

3. Review of project list

Russell Castagnaro reviewed the bolded items in the HIC Project Report. Clay Sato mentioned that for the AG Charity Division listed in Section C, that development is almost complete, so this should be listed in Section B.

4. Review of open ticket reports (Mantis)

Russell Castagnaro asked members to contact him if there are any questions on this report.

5. Approval of new Statement of Works (SOWs)

None reported this month.

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

1. Weighting factors for a prioritization matrix

Relating to Jacob Verkerke's proposed work matrix, Debra Gagne will schedule a meeting with the subcommittee, so that Dennis Uyesugi of ICSD can move it forward.

2. Discussion and approval of content management system (CMS)

Clay Sato referred to the handout on Content Management System and reviewed the three different options. There are different fees for CMS hosting: one-time setup, migration, and ongoing support fees, which includes the annual hosting fee service. The next section on Expectations of Service levels (Service Level Agreements) have not been detailed out yet. The section on Recommendations included asking SPO, HIC, and ICSD some questions, so that a fee structure can be proposed and to consider the possibility of agencies taking over the CMS from HIC. Chairperson Saito commented that since departments will decide where to move to HIC, then HIC may become involved with the Continuity of Operations Plan (COOP) since the COOP exercise and planning is dependent on knowing where the applications reside.

Relating to the recommendation that SPO review this offering and confirm that it is allowable under the contract, Aaron Fujioka commented that although SPO issued the RFP, they relied on the AHC and the RFP Evaluation Committee. SPO can opine, but the issue will need to be refined.

Russell Castagnaro said that HIC entered into CMS agreements with the Judiciary, Oahu MPO, HTSB, and DAGS, so they are already proceeding. Jacob Verkerke asked if HIC is proceeding, then what is there for the committee to approve? Russell Castagnaro explained that this will provide a standard way of proceeding on CMS with a new partner.

Discussion occurred on identifying what the AHC would be voting on, Debra Gagne motioned that the AHC approve Subsection 2 of the document, and that we review criteria for Subsection 3 at a future meeting. Aaron Fujioka seconded, members voted and motion carried.

Clay Sato suggested that if we move forward on the detailing the turnaround and return to services, we should have representation from the Counties. Jacob Verkerke said he would be happy to help and also to get involved with COOP.

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

David Maeshiro reported that there are nine members in this sub-committee. He asked Russell Castagnaro to include the subcommittee list in the packet. Once Burt Tsuchiya (County of Hawaii) is confirmed as an AHC Board member, then Burt Tsuchiya can confirm that James Kiley is on this subcommittee. David Maeshiro said that it will be a challenge to coordinate this effort, as the look and feel aspects of various websites that he visited are very different from one another. A meeting will be convened soon.

VI. Update on Draft Policy for Electronically Posting Calendar Items

Sharon Wong announced the bill numbers for this: HB1148 and SB966. Chairperson Saito indicated that the AHC members can testify individually representing their agency/division, and cannot testify as a board unless we vote or assign someone to write testimony.

VII. Discussion on Unauthorized Access to Government Sites

No update

VIII. Discussion on the 2008 AHC Annual Report

Chairperson Saito reported that there is very limited additional information outside of the HIC report. Chairperson Saito is accepting member input until next Tuesday.

IX. Announcements


Sharon Wong announced that the next AHC meeting will be held on Friday, March 6, 2009 at 8:00 a.m.

X. Adjournment

At 9:10 a.m., David Maeshiro motioned to adjourn the meeting, seconded by Russ Saito, and the meeting adjourned.

Respectfully Submitted,

3/25/09
Date


Russ K. Saito, Chairperson
Access Hawaii Committee