

## Access Hawaii Committee Meeting Minutes

June 5, 2009

8:00 AM to 10:00 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)

Lawrence Reifurth, Department of Commerce and Consumer Affairs

David Maeshiro, CIO, Judiciary

Kristilyn Kam, DPSA, City and County of Honolulu

Burt Tsuchiya, IT Director, 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

Eric Knutzen, CIO, County of Kauai (VCC)-*represented by designated member*

Gordon Bruce, Director, City and County of Honolulu (VCC)-*represented by designated member*

Senator David Ige, State Senate

Representative Pono Chong, House of Representatives

Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

### Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs

Pat Ohara, Deputy Attorney General, Department of the Attorney General (AG)

Susan Underwood, Info. Mgmt. Section Head, County of Maui (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 8:05 a.m., at which time quorum was established and introductions made.

### **II. Review and Approval of the May 1, 2009 Meeting Minutes**

Aaron Fujioka initiated a motion to approve the May 1 meeting minutes; David Maeshiro seconded the motion. Lawrence Reifurth asked if we are also approving the attachment. As there was a misunderstanding on what was to be reported, item IV 2. will be deleted from the attachment. Meeting minutes were approved based on this modification to the attachment.

### III. Hawaii Information Consortium

Russell Castagnaro, General Manager

#### 1. General Manager's Report

Russell Castagnaro reviewed the Executive Summary of the General Manager's Report. Jing Xu reviewed the Marketing Activity. Russell Castagnaro displayed the new HIC postcards printed for PVL and Certificate of Authority renewals.

For the Highlights section, Russell Castagnaro indicated that the Department of Taxation will be going back to the transaction fee structure instead of monthly invoicing for maintenance. The fee will go down since adoption is going up. Russ Saito commented that because of the furlough, we are trying to see how to increase electronic transactions in lieu of walk-in or mail transactions.

Jacob Verkerke asked about HIC's financials, in that assets and liabilities fluctuate from \$18-22 million, while shareholder equity has decreased. Russell Castagnaro explained that tax payments affect the asset and liability numbers, and as for shareholder liability, it was a positive number only very recently.

#### 2. Discussion of new applications

Jing Xu reported that there are no new projects to be approved.

#### 3. Review of project list

Jing Xu provided updates to the project report.

#### 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.

### IV. Investigative Committee Reports

#### 1. Subcommittee Report: Project Prioritization

Debra Gagne reported that ICSD is seeking a server to develop and deploy the application for the project prioritization process.

#### 2. Subcommittee Report: Content Management

Clay Sato reported that the documents for the Content Management System and Statement of Work are updated and they will be reviewed by HIC legal counsel. The documents contain minimum requirements, and if departments want more, they can work it out with HIC. The documents should be ready for AHC review at the next meeting.

#### 3. Subcommittee Report: Governance of Web Site and Web Site Service Providers

David Maeshiro reported that there has not been a lot of activity in this area due to budget and year end expenses. He is currently reviewing policies received from Debra Gagne and Russell Castagnaro.

### V. Update on Draft Policy for Electronically Posting Calendar Items

Since Paul Tsukiyama is not present, Sharon Wong mentioned that Paul thought we could drop this agenda item. Clay Sato commented that the last month's meeting discussion on what needs to be posted is not resolved. Pat Ohara will follow up with Russell Suzuki on the issuing a joint statement with the Office of Information Practices. This agenda item will be revised to more properly describe the issue on posting requirements.

**VI. Update on Public-Facing Website Information**

Debra Gagne reported that an ICSD web team was formed to identify a method to gather information about citizen services and websites so we can have a composite list of all sites. The web team is using the current inventory as a starting point, and suggestions are welcomed. Russ Saito suggested a review of the survey information gathered for obtaining information to meet the Governor's objective to have 100% of all permits online. Debra Gagne will look at matching and merging these two lists and provide a copy to Russ Saito.

**VII. Announcements**

Russ Saito explained that for the furlough, the payroll reduction for anyone hired after July 1, 1998 will be reflected in the August 5 paycheck; for anyone hired before July 1, 1998, the payroll reduction will be reflected in the July 20 paycheck.

**VIII. Discussion to investigate a fee structure to fund the Program Manager position**

Jacob Verkerke indicated that it is not necessary to conduct an executive session now. Instead, he is requesting that HIC provide a copy of their audited annual financial statement, as committed to by the contract. A review of the annual statement could subsequently warrant discussion of the fee structure for the Program Manager position. Russell Castagnaro will provide the annual statement.

**IX. Adjournment**

Aaron Fujioka requested motion to adjourn, Lawrence Reifurth seconded. Meeting was adjourned at 8:59 a.m.

Respectfully Submitted,

7/29/09

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Date



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Russ K. Saito, Chairperson  
Access Hawaii Committee

