

Access Hawaii Committee Meeting Minutes

November 10, 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)
Liane Kimura, IS Manager, Designee for Department of the Attorney General (AG)
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)
Leonard Fernandes, Branch Chief, Designee for Judiciary
James Kiley, IS Manager, Designee for County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, IT Project Leader, Designee for County of Kauai (VCC)**
Senator David Ige, State Senate

Members Absent

Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Gordon Bruce, Director, City and County of Honolulu (VCC)*
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG) – represented by designated member
David Maeshiro, CIO, Judiciary – represented by designated member
Clayton Yugawa, CIO, County of Hawaii (VCC) – represented by designated member
Eric Knutzen, CIO, County of Kauai (VCC) – represented by designated member

Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs
Susan Underwood, Info Mgmt Section head, County of Maui
Baron Gushiken, Office Manager for Representative Pono Chong
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 8:20 a.m., at which time quorum was established and all video conference sites except the Hawaii site were confirmed to be connected. Russell Suzuki and Paul Tsukiyama recommended that the meeting commence with non-voting items until the Hawaii site can be confirmed to be connected. The meeting began with agenda items taken out of sequence, discussing items III and IV before item II.

III. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report. Pages 4 and 5 of the report contain the Google Analytics that will be used as standard reporting from now on. Jing Xu reported on the marketing activities.

2. Discussion of new applications

Russell Castagnaro announced that the DLNR Wiki permits will be going live today, which issues permits for state-owned beaches. The system identifies beaches by tax max key, uses the Google map interface to identify latitudinal and longitudinal coordinates. Web site can be accessed at: dlnr/ehawaii.gov/permits. Vendor feedback on the service is that this is great, very slick, and will leverage the statewide camping program.

3. Review of project list

Russell Castagnaro reviewed the HIC Project Report and said that items C1, Sex Offender Updates and C2, Annual Non-profit Report, are calendar sensitive and needs to be deployed before the end of the year, and is proposing to promote them both to Section B. Items B6, Online BOC documents search, will switch places with item B14, Online DOC documents filings, because new filings are more important than upgrading the document search.

4. Review of open ticket reports (Mantis)

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

5. Approval of new Statement of Works (SOWs)

Not discussed.

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

For the prioritization matrix, Debra Gagne reported that she met with the ICSD development team to review the data model and data fields to be included in the application. For the content management system, Kevin Thornton reported that several sub-committee members met on October 28, 2008 to develop a draft services offering. They plan to meet with the remaining sub-committee members to finalize their recommendations; then will submit the final document to the AHC for approval at the next meeting.

The Hawaii videoconference site was confirmed to be connected at this time.

II. Review and Approval of the October 3, 2008 Meeting Minutes

Debra Gagne moved to approve the October 3, 2008 meeting minutes, Aaron Fujioka seconded the motion. AHC members voted and approved the minutes.

V. Discussion of Program Manager Position

Debra Gagne reported that she is currently discussing with Russ Saito submitting a draft justification for legislation to establish a program manager position to support the AHC's activities.

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

Debra Gagne reported that David Maeshiro would have an update to this item but he is not here at this meeting.

VII. Update on Draft Policy for Electronically Posting Calendar Items

Paul Tsukiyama reported that the Office of Information Practices is investigating the possibility of submitting legislation to allow boards and agencies to electronically file notices and to eliminate the

manual filing requirement. Russ Saito said that he issued updated instructions on how to put links and attachments on websites last week.

VIII. Discussion on Unauthorized Access to Government Sites

Russell Castagnaro was unable to address this. A suggestion was made that this could tie into the Information Privacy and Security Council.

IX. Discussion on the 2008 AHC Annual Report

Russell Castagnaro reported that HIC is working on a draft report which should be distributed to AHC members next week for their review. This draft report covers the fiscal year 2007-2008. Sharon Wong requested that AHC members review the draft report and submit additional items to be included in the report to either her or Debra Gagne soon.

X. Announcements

Sharon Wong announced that the next AHC meeting will be held on Friday, December 5, 2008 from 1-3 p.m. and the January meeting is scheduled for Friday, January 2, 2009 at 8 a.m. Since several AHC members suggested an alternate January meeting date, she will look into other possible meeting dates.

XI. Adjournment

At 8:45 a.m., Aaron Fujioka motioned to adjourn the meeting, seconded by Chairperson Saito, and the meeting ended.

Respectfully Submitted,

1/6/09
Date

Russ K. Saito
Russ K. Saito, Chairperson
Access Hawaii Committee