

Access Hawaii Committee Meeting Minutes

April 3, 2009

1:30 PM to 3:30 PM

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

Jacob Verkerke, IS Manager, County of Maui (VCC)**

Mandi Swanson, IT Project Leader, County of Kauai (VCC)**

James Kiley, IS Manager, County of Kauai (VCC)**

Members Absent

Paul Tsukiyama, Director, Office of Information Practices

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

Burt Tsuchiya, IT Director, County of Hawaii-*represented by designated member*

Gordon Bruce, Director, City and County of Honolulu (VCC)

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

Robert Su, Department of Taxation

Russell Suzuki, 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 1:38 p.m., at which time quorum was established and introductions made.

II. Review and Approval of the March 6, 2009 Meeting Minutes

Clay Sato noticed that the minutes did not include defacement of the computer website that was discussed and requested that this be added to the minutes. The minutes will be deferred to the next meeting for approval.

III. Hawaii Information Consortium General Manager

Russell Castagnaro,

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report. He will do a demo of the Bench Warrants system at a future AHC meeting. WebDefend firewall was implemented.

Jing Xu reported on the Marketing Activities.

Russell Castagnaro reported that he and Rosie attended a web conference which used Ustream.com, a free service which uses a computer camera to stream out over the web. He thinks this technology may be a solution for Sunshine issues. HIC is working with Office of Planning to host GIS software.

2. Discussion of new applications

No discussion.

3. Review of project list

Russell Castagnaro reviewed the bolded items in the HIC Project Report. For item 92/GIS hosting, this is not a development effort, it is a hosting effort. The DAGS CMS was crossed out last month or so because ICSD could not financially commit to this.

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)

Russell Castagnaro proposed that the Office of Planning GIS Software Hosting item be moved from Section D to Section C. Lawrence Reifurth moved that projects from Section D be moved to Section C. Motion was voted on and carried.

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

1. Weighting factors for a prioritization matrix

Debra Gagne reported that at the last meeting, an investigative committee should be created. Debra Gagne nominated Dennis Uyesugi from ICSD, Clay Sato nominated Liane Kimura, and others need to be nominated so that the committee can begin their work.

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

Debra Gagne recommended that discussion and approval is no longer a valid item, so the agenda item should be removed. While she agreed with the concept, ICSD has

financial roadblocks. Discussion involved clarifying this issue to complete the second half of the template Statement of Work for CMS services that all agencies could use. Also discussed was a possible policy direction on whether ICSD or HIC will provide defined CMS services to all departments and agencies. After discussion, it was noted that this item will not be removed from the agenda.

V. Discussion of HICs methods of funding sufficiency

Clay Sato explained that his item was a discussion about HIC's hiring capacity and revenue stream. Russ Castagnaro noted that HIC has provided a quarter of a million dollars of free work for various partners. Jacob Verkerke reminded the committee that one of the rating factors within the proposed prioritization matrix is 'resource factor', and if we implement some measure of prioritization, this will allow HIC to change non-revenue issues if needed. The sooner we can clarify how to move projects from Section D to Section A, this will help HIC with a steady income stream. Russ Saito requested that the agenda items with subcommittees be labeled to denote that a subcommittee report is expected.

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

Russ Saito requested to defer this discussion and discuss at the next meeting through an executive meeting with an investigative committee handling research and providing recommendations and action plan to result in meaningful discussion. The investigative committee will be led by Jacob Verkerke and is not bound by Sunshine Law.

VII. Discussion on Twitter as related to twitter.com/ehawaiiigov

Sharon Wong provided background information for this topic. The State Civil Defense (SCD) found that recent tsunami information was posted on the twitter.com/ehawaiiigov site. The posting included a heading noting a tsunami 'warning' with the link to the SCD website noting a tsunami 'watch'. The SCD was concerned because a warning and a watch have different severity levels. HIC brought up this Twitter account during the Twestival to raise money for clear water charity. After much discussion on the benefits and drawbacks of using Twitter for the State and whether HIC should 'tweet', it was decided that jurisdictions should reserve the account names on Twitter such as [kauaigov](https://twitter.com/kauaigov), [hawaiiigov](https://twitter.com/hawaiiigov) so that others don't use it, and for HIC to not post any more messages until this gets cleared out and discussed with the IT Governance Committees.

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

David Maeshiro reported that their first meeting this week went well. The committee will review information that Susan Underwood provided relating to the federal government and will reconvene. David Maeshiro is considering changing the name of this committee to 'website service provider governance' to encompass web service provider, not only ISP.

VI#2. Update on Draft Policy for Electronically Posting Calendar Items

It was noted that the agenda's numbering includes a duplicate numbering scheme for Items VI through VIII. From here on out, the duplicate numbers will be referred to Item (number) #2. Since Paul Tsukiyama was not in attendance, there is no report.

VII#2. Discussion on Unauthorized Access to Government Sites

Russell Castagnaro reported that HIC deployed new hardware that monitors all requests and information will be given to the committee as events occur.

VIII#2. Discussion on the 2008 AHC Annual Report

Chairperson Saito reported that he will submit the report within a week unless anyone has additional input. The report will include the HIC report and additional information and statistics on other State individual web sites. Russell Castagnaro mentioned that it would be nice to include the Counties in this report, but Kauai and Maui do not have specifics on web site usage. Russ Saito indicated that he thinks that the law wants AHC to literally be the portal.

IX. Announcements

Debra Gagne announced that the results of the IT Governance Audit is published and covers the period of 1996-2007. There are no surprises in this report. The recommendations include a dedicated Chief Information Officer be appointed by the Governor, and a steering committee be established. Russ Saito commented that funding and authority have been existing problems, and although ICSD has tried many times to secure funding for an alternate data center, the Legislature has not funded this.

X. Adjournment

Meeting was adjourned at 3:29 p.m.

Respectfully Submitted,

5/29/09
Date

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