

## Access Hawaii Committee Meeting Minutes

September 4, 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, DAGS/ICSD  
Aaron Fujioka, Administrator, State Procurement Office (SPO)  
Paul Tsukiyama, Director, Office of Information Practices  
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)  
Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*  
Jacob Verkerke, IS Manager, County of Maui (VCC)\*\*

### Members Absent

Lawrence Reifurth, Department of Commerce and Consumer Affairs  
David Maeshiro, CIO, Judiciary  
Gordon Bruce, Director, City and County of Honolulu (VCC)-represented by designee  
Eric Knutzen, CIO, County of Kauai (VCC)-represented by designee  
Senator David Ige, State Senate  
Representative Pono Chong, House of Representatives  
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

### Other Attendees

Kristilyn Kam, Data Processing Systems Analyst, City and County of Honolulu (VCC)\*\*  
Susan Underwood, Info. Mgmt. Section Head, designee for County of Maui (VCC)\*\*  
Mandi Swanson, IT Project Leader, County of Kauai  
Sharon Wong, Data Processing System Manager, DAGS/ICSD  
Russell Suzuki, Deputy Attorney General, Department of the Attorney General  
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)  
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC) (VCC)\*\*

*\*\*Participated via videoconference center (VCC)*

#### **I. Call to Order – Welcome and Introductions**

Chairperson Saito called the meeting to order at 8:04 a.m., at which time quorum was established and introductions made.

#### **II. Review and Approval of the August 7, 2009 Meeting Minutes**

Debra Gagne initiated a motion to approve the August 7 meeting minutes; Aaron Fujioka seconded the motion. Meeting minutes were approved.

#### **III. Hawaii Information Consortium**

**Russell Castagnaro, General Manager**

##### **1. General Manager's Report**

Russell Castagnaro and Jing Xu reviewed the General Manager's Report. Limiting the data scraping from the Judiciary website has improved the Judiciary's and HIC's financial position.

**2. Discussion of new applications**

The Employment Retirement System of the Department of Budget and Finance is requesting that HIC host their website. The standard Content Management System Statement of Work will be used. HIC will be utilizing time and material charges to redo their benefits calculator, and the service is targeted to be available in October.

**3. Review of project list**

The project report is included as part of the meeting packet.

**4. Review of open ticket reports (Mantis)**

Contact HIC 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 the status has not changed, as the virtual server environment must be deployed, and is estimated for fourth quarter 2009 or first quarter 2010.

**2. Subcommittee Report: Content Management System**

Clay Sato reported that the subcommittee did not have a chance to meet and they will try to get the Statement of Work for the Content Management System finalized by the next AHC meeting.

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

Russell Castagnaro reported that he is working with David Maeshiro to get a wiki operating, and will begin sharing information on the wiki this month.

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

Russ Saito distributed the draft letter and proposed questionnaire to the AHC committee members at the Comptroller's Conference Room meeting location, and will email this letter to the neighbor island AHC members. Russ Saito requested that any comments or suggestions be emailed directly to him. Russell Castagnaro suggested that he can work with ICSD on the questionnaire.

**VI. Announcements**

Next meeting date is Friday, October 2, 8:00 a.m.

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

Not discussed.

**VIII. Adjournment**

Aaron Fujioka requested motion to adjourn, Debra Gagne seconded. Meeting was adjourned at 8:20 a.m.

Respectfully Submitted,

10/26/09  
Date

  
Russ K. Saito, Chairperson  
Access Hawaii Committee