

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

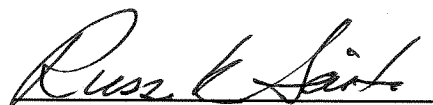
Not discussed.

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