

## Access Hawaii Committee Meeting Minutes

October 2, 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)  
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)  
Lawrence Reifurth, Department of Commerce and Consumer Affairs  
Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*  
Eric Knutzen, CIO, County of Kauai (VCC)\*\*  
Susan Underwood, Info. Mgmt. Section Head, designee for County of Maui (VCC)\*\*

### Members Absent

Paul Tsukiyama, Director, Office of Information Practices  
David Maeshiro, CIO, Judiciary  
Gordon Bruce, Director, City and County of Honolulu (VCC)  
Jacob Verkerke, IS Manager, County of Maui (VCC)\*\*-represented by designee  
Senator David Ige, State Senate  
Representative Pono Chong, House of Representatives  
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

### Other Attendees

Kevin Thornton, IS Manager, DCCA  
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 8:07 a.m., at which time quorum was established and introductions made.

#### **II. Review and Approval of the September 2, 2009 Meeting Minutes**

Aaron Fujioka initiated a motion to approve the September 2 meeting minutes; Clay Sato 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. On October 1, the eBench warrants was launched for Maui. The LA County Sheriff's Office is interested in this.

Russell wants to demo this application to the AHC. The financial report will be corrected and next month's report will include information for both August and September.

**2. Discussion of new applications**

Refer to Section 5, Approval of new Statement of Works (SOWs)

Eric Knutzen expressed appreciation to HIC in rolling out the touch pad kiosk screen two days ago on Kauai. Although this was a relative small project, it was important to Kauai because it is useful to the elderly, as they do not typically use computers. HIC helped on this effort without adding it to their project list. Russ Saito commented that these types of activities should be promoted and highlighted as achievements on their website. HIC will look into promoting their work and add it to the AHC website.

**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)**

HIC is requesting that four projects listed on the project list be approved. There are three projects in "Eval for Approval" (IDs 54677, 54694, and 55203), and one project in "Eval for Development" (ID 55387). Discussion occurred on these projects. Debra Gagne motioned to approve the projects listed as long as HIC will meet their commitments, and Aaron Fujioka seconded the motion. Vote was taken and the motion was approved.

**IV. Investigative Committee Reports**

**1. Subcommittee Report: Project Prioritization**

Debra Gagne reported that the status has not changed, no server is available yet.

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

Clay Sato reported that there is no report, as he was involved in a major implementation this weekend.

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

Russell Castagnaro reported that a wiki was deployed and David Maeshiro is inviting committee members to provide feedback and to provide artifacts.

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

Debra Gagne will retrieve the letter requesting website information for Russ Saito's signature, to be sent to all Departments.

**VI. Announcements**

Next meeting date is Friday, November 6, 8:00 a.m.

Lawrence Reifurth expressed appreciation to HIC on their efforts to assist DFI with a problem. HIC came over on short notice, identified the problem late in the day, and developed the solution.

**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 8:30 a.m.

Respectfully Submitted,

\_\_\_\_\_  
Date

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Russ K. Saito, Chairperson  
Access Hawaii Committee

DRAFT