Access Hawaii Committee Meeting Minutes
August 7, 2009
2:00 PM to 4:00 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, Assistant Administrator
Paul Tsukiyama, Director, Office of Information Practices
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)
Lawrence Reifurth, Department of Commerce and Consumer Affairs
David Maeshiro, CIO, Judiciary
Burt Tsuchiya, IT Director, County of Hawaii *(VCC)***
Jacob Verkerke, IS Manager, County of Maui *(VCC)***
Eric Knutzen, CIO, County of Kauai *(VCC)*
Gordon Bruce, Director, City and County of Honolulu *(VCC)*

Members Absent

Aaron Fujioka, Administrator, State Procurement Office (SPO)
Senator David Ige, State Senate
Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

Other Attendees

Susan Underwood, Info. Mgmt. Section Head, designee for County of Maui *(VCC)***
Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs
Sharon Wong, Data Processing System Manager, DAGS/ICSD
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 2:00 p.m., at which time quorum was established and introductions made.

II. Review and Approval of the July 2, 2009 Meeting Minutes

Larry Reifurth initiated a motion to approve the July 2 meeting minutes; David Maeshiro seconded the motion. A correction was made by to item VI. Update on Public-Facing Website Information. Meeting minutes were approved with the change.

III. Hawaii Information Consortium   Russell Castagnaro, General Manager

1. General Manager's Report
Russell Castagnaro and Jing Xu reviewed the General Manager's Report.

Eric Knutzen brought up the Kauai kiosk effort, where HIC worked with Kauai to find a low-cost kiosk with a touch-screen to drive the self-service initiative and should be concluded in the next two months. Russell Castagnaro informed Hawaii about the kiosk, and thought that the kiosk would be beneficial on Oahu as an alternative to driving in traffic to a government office.

Clay Sato asked for clarification on the CSEA payment application. Russell Castagnaro requested that CSEA contact Janet who is the HIC project manager.

2. **Discussion of new applications**
   There are no new projects to be approved.

3. **Review of project list**
   The project report was reviewed.

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 virtual server environment must be set up before a server can be identified for this process. The estimated timeframe is in October to move some servers, and have all three tiers in place after the first of the year.

2. **Subcommittee Report: Content Management System**
Clay Sato reported that the subcommittee just met and agreed to go forward with a few changes. A baseline Statement of Work from which all departments can use as a starting point for negotiations will hopefully be presented at the next meeting.

3. **Subcommittee Report: Governance of Web Site and Web Site Service Providers**
David Maeshiro distributed a high-level summary of a federal guideline document and explained that the subcommittee is reviewing the document to identify which items are applicable and to further identify content. Currently, there is no estimated timeframe to deliver a reference document that agencies could use to comply with, as there is much work effort to produce this reference document.

Russell Castagnaro reported that HIC stopped posting messages on Twitter, but found out that at least 15 Hawaii state agencies are creating and posting on Twitter accounts. DCCA was told not to use Twitter, however Russ Saito didn't think there was a prohibition on use, and he will follow up with the Chief of Staff. Debra Gagne reported that the State is intending to address this issue with the IT Governance Executive and Technical Committees.

V. **Update on Public-Facing Website Information**
Debra Gagne reported that Russell Suzuki will draft a letter to the departments to identify non-ICSD, non-HIC hosted websites. The information collected as a result of this letter will identify all government websites and assist in deterring data mining activities. Russell Castagnaro reported that the Judiciary increased their revenue by 22% for traffic abstracts by minimizing data mining activities of three vendors.

VI. Announcements

Next meeting date is Friday, September 4, 8:00 a.m.

Russ Saito reported that the federal stimulus program requires unprecedented reporting and transparency. These efforts would be easier if the portal was used, and identifying all websites becomes more important, so the notions of portal and eGov transactions will become important in the next few months. The first ARRA report is due on October 10, and ICSD will meet with HIC to identify possible solutions in identifying a reporting mechanism using the database and web technology.

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

No discussion.

VIII. Adjournment

Larry Reifurth requested motion to adjourn, Debra Gagne seconded. Meeting was adjourned at 2:35 p.m.

Respectfully Submitted,

___9/25/09___
Date

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