

## **Access Hawaii Committee Meeting Minutes**

July 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)

Todd Crosby, Assistant Administrator, designee for ICSD/DAGS

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)

Lawrence Reifurth, Department of Commerce and Consumer Affairs

Susan Underwood, Info. Mgmt. Section Head, designee for County of Maui (VCC)\*\*

James Kiley, IS Manager, designee for County of Hawaii (VCC)\*\*

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

### **Members Absent**

Debra Gagne, Administrator, ICSD/DAGS - *represented by designated member*

David Maeshiro, CIO, Judiciary

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

Gordon Bruce, Director, City and County of Honolulu (VCC)-*represented by designated member*

Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*-*represented by designated member*

Jacob Verkerke, IS Manager, County of Maui (VCC)\*\*-*represented by designated member*

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

Russell Suzuki, Deputy Attorney General, Department of the Attorney General (AG)

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)\*\*

Rosie Warfield, 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 8:10 a.m., at which time quorum was established and introductions made.

### **II. Review and Approval of the June 5, 2009 Meeting Minutes**

It was noted that the July 2 agenda incorrectly referenced the May 1 meeting minutes. Instead, the agenda should have listed the Review and Approval of the June 5, 2009 Meeting Minutes. Larry

Reifurth initiated a motion to approve the June 5 meeting minutes; Aaron Fujioka seconded the motion. Meeting minutes were approved.

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

**Russell Castagnaro, General Manager**

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

Jing Xu reviewed the General Manager's Report. The award submittals will be circulated to AHC members.

#### **2. Discussion of new applications**

Jing Xu reported that there are no new projects to be approved.

#### **3. Review of project list**

Jing Xu provided updates to the project report.

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

Contact Jing Xu 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**

Todd Crosby reported that because of resource constraints, the inability to find hardware, lack of staff availability, and the difficulty to keep equipment operational with no maintenance, that there is no estimated target date for the server. Russ Saito indicated that when the blade servers are ready, in 2-3 months, the virtualized environment will enable this prioritization work effort.

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

Clay Sato reported that the subcommittee is waiting for approval of the draft document (SOW, metrics) by HIC counsel before presenting this to the AHC. Russell Castagnaro responded that he will follow up and get a response back to Clay by next week.

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

No report.

### **V. Posting Requirements for Sunshine Law Meetings**

Paul Tsukiyama reported that there are not many rules for posting requirements, based on his review of OIP and AG opinions. The general rule is that the agenda needs to have sufficient details and specificity to let the public know what the board will discuss. An attachment does not need to be posted as long as the item is sufficiently described in the agenda. For example, the agenda item for the General Manager's Report should include the subcategories of the report.

Paul Tsukiyama also clarified that an investigative committee is not the same as a subcommittee, which is a standing committee and needs to have a separate agenda and notice. An investigative committee, however, is temporary and its work is usually done in three board meetings. At the first meeting, an investigative committee is identified, its membership defined, and task defined. The investigative committee findings would then be presented at a second meeting. A third meeting is where the board would take action or discuss and recommend changes. The process starts over again if the investigative committee needs to continue work as amended or is assigned additional duties. For item IV on the agenda, the intention is that these committees are investigative committees, so the next meeting's agenda will be revised.

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

Todd Crosby reported that ICSD worked with HIC to search for discovery tools to find all State public-facing websites and concluded that the only accurate way to obtain this information is to send a note to the individual agencies requesting the information. Todd Crosby shared information about a recent IRS audit which pointed to State's third party providers and a concern with the data residing on their systems. Russ Saito will draft a letter to seek this information from all agencies. Motion to authorize this letter was initiated by Larry Reifurth, seconded by Aaron Fujioka. Discussion included a question on whether Counties would also be covered under this, and Russ Saito would check and if applicable, include the Counties in the letter as well. Todd Crosby was requested by Russ Saito to provide the text relating to audit information.

**VII. Announcements**

Next meeting date is Friday, August 7, 2:00 p.m.

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

No discussion.

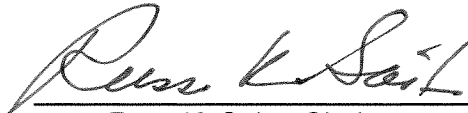
**IX. Adjournment**

Aaron Fujioka requested motion to adjourn, Lawrence Reifurth seconded. Meeting was adjourned at 8:53 a.m.

Respectfully Submitted,

8/26/09

Date



Russ K. Saito, Chairperson  
Access Hawaii Committee