

## **Access Hawaii Committee Meeting Minutes**

July 1, 2010

1:00 PM to 3:00 PM

Video Conference Centers

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)  
Liane Kimura, IT Manager, Department of the Attorney General (AG)  
Kevin Thornton, designee for Department of Commerce and Consumer Affairs (VCC)\*\*  
Jacob Verkerke, IS Manager, County of Maui  
Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*  
Mandi Swanson, IT Project Leader, designee for County of Kauai (VCC)

### **Members Absent**

Cathy Takase, Acting Director, Office of Information Practices  
David Maeshiro, CIO, Judiciary  
Senator David Ige, State Senate  
Representative Pono Chong, House of Representatives  
Director, Department of Taxation (DOTAX)  
CIO, County of Kaua'i-*represented by designee*  
Ron Boyer, Department of Commerce and Consumer Affairs-*represented by designee*  
Gordon Bruce, Director, City and County of Honolulu

### **Other Attendees**

Sharon Wong, Data Processing System Manager, DAGS/ICSD  
Russell Castagnaro, General Manager, Hawai'i Information Consortium (HIC)  
Jing Xu, Marketing Director, Hawai'i Information Consortium (HIC)  
Lynn Arakaki, Partner Liaison, Hawai'i Information Consortium (HIC)  
Nicki Thompson, Bureau of Conveyance, Department of Land and Natural Resources

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

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

Chairperson Saito called the meeting to order at 1:07 p.m., at which time quorum was established and introductions made.

#### **II. Review and Approval of the May 6, 2010 Meeting Minutes**

Changes to the draft meeting minutes will include removing Russell Castagnaro as an attendee, and an editing change to the last paragraph on page 2. Meeting minutes were approved.

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

**Russell Castagnaro, General Manager**

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

Russell Castagnaro reviewed the General Manager's Report which included the last two months. He introduced Lynn Arakaki and reported that she was the Office Manager and has

been promoted to Partner Liaison. Jing Xu reviewed the Marketing Activity. For the Highlights section, Russell Castagnaro mentioned that Nicki Thompson of BOC is here, and they have been working together for at least one and a half years to get the eRecording system running. The DOFAW tool is flexible, and HIC is discussing this with the Big Island. The DAGS CIP tracking service will allow more transparency and they hope to leverage this for ARRA reporting.

**2. Discussion of new applications**

In late May, a vehicle monitoring service was deployed which allows the rental companies to monitor their vehicles when they get a violation (eg. tow).

**3. Review of project list**

See project list.

**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)**

Russell Castagnaro reviewed the New SOW's/SLA's/Updates section in the General Manager's Report. The SOW for the DLNR BOC-Conveyance Documents is signed and includes a major overhaul and a better back-office. There will be a \$1.50 per document charge and a \$250,000 time and material charge.

Russell Castagnaro asked if the SOWs are ok. Aaron Fujioka responded that the State Procurement Office (SPO) has a request to review the DLNR/BOC activity. The SPO is close to rendering an opinion, and wanted to verify that the SOW was signed but work has not yet started. All other SOWs are ok.

**IV. ICSD Public Information Access Section**

**Debra Gagne**

No report

**V. Investigative Committee Reports**

1. Subcommittee Report: Project Prioritization – Debra Gagne reported that this is on hold since the resource is busy.
2. Subcommittee Report: Content Management System – No report since Clay Sato is not present.
3. Subcommittee Report: Governance of Web Site and Web Site Service Providers - No report since David Maeshiro is not present.

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

Debra Gagne reported that there were no additional responses were received.

**VII. Update on AHC Annual Report (July 1, 2008 – June 30, 2009)**

**Russ Saito**

Sharon Wong reported that the annual report was sent to the Legislature on June 29, 2010. The report is posted on the DAGS website at: <http://www.hawaii.gov/dags/rpts>.

**VIII. Discussion on AHC Special Fund Bill**

**Russ Saito**

Sharon Wong reported that HB2505 was signed into law on May 12, 2010 as Act 101, effective July 1, 2010. The law establishes the Access Hawai'i Committee Special Fund and appropriates \$185,000 for fiscal year 2010-2011 to support the Committee. Income and expenditures are subject to legislative review and oversight in each budget submittal from DAGS. Funds will be collected by ICSD and expenditures will be approved by the AHC.

The Internet Portal Contract Manager contract stipulates that the contract shall be assessed a monthly fee to cover administrative and operational overhead costs for the State to manage and oversee the Portal, to include funding a State program manager position, associated support, and studies of portal direction and services. A 60-day notice will be given to the Contractor prior to the collection of fees. The fees were anticipated to be approximately \$8,000 per month, with annual increases of no more than 5%.

Russ Saito commented that the Legislature took away the flexibility of hiring someone to be a program manager, so we may need to provide this service through a contract arrangement. The appropriation amount is a ceiling, not a commitment on an amount. We should form a committee to move forward, with the purpose of overseeing the portal manager.

**IX. Discussion of AHC Legislation**

This item is deferred since this item is related to the previous agenda item. A committee should also look at this item and it was decided that one committee would work on these two items – the special fund law and the extent of AHC oversight as related to AHC legislation. Jacob Verkerke commented that an investigative committee may be appropriate if the committee will be charged with making a proposal to the AHC for procedures and a proposal to refocus the AHC committee in its purpose.

Debra Gagne wanted to be involved in the AHC oversight issue but not the AHC special fund issue. An investigative committee was formed with the following members: Jacob Verkerke, Sharon Wong, Kevin Thornton, Liane Kimura, and Debra Gagne.

**X. Announcements**

HIC will be hiring a new Project Manager.

**XI. Adjournment**

Aaron Fujioka requested motion to adjourn, Liane Kimura seconded. Meeting was adjourned at 1:55 p.m.

Respectfully Submitted,

Date

11/23/10



Russ K. Saito, Chairperson  
Access Hawaii Committee