

Access Hawaii Committee Meeting Minutes

November 4, 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)
Clay Sato, Data Processing System Manager, designee for Department of the Attorney General (AG)
Kevin Thornton, designee for Department of Commerce and Consumer Affairs (VCC)**
David Maeshiro, CIO, Judiciary
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
Liane Kimura, IT Manager, Department of the Attorney General-*represented by designee*
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)

***Participated via videoconference center (VCC)*

I. Call to Order, Public Notice, Quorum

Chairperson Saito called the meeting to order at 1:03 p.m., at which time quorum was established and introductions made.

II. Approval of the July 1, 2010 Meeting Minutes

Debra Gagne motioned to approve the minutes, Aaron Fujioka seconded. A correction will be made in the Title of Section II in the draft meeting minutes to reference the May 6 minutes, not the July 1 minutes. Meeting minutes were approved.

III. Hawaii Information Consortium General Manager Report

Russell Castagnaro reviewed all of the items below, except that Marketing Activity, which Jing Xu reviewed.

1. **Executive Summary**
2. **Marketing Activity**
3. **Highlights**
4. **Additional Items**
5. **Analytics Report: Portal web traffic statistics**
6. **Financial Report**
7. **Discussion of new applications: new services launched**
8. **Review of project list**
9. **Review of open ticket reports (Mantis): open items within portal work queue**
10. **Approval of new Statement of Works (SOWs) for new projects**
Six new SOW's/SLA's/Updates are being requested for approval. Each of the six SOW's/SLA's/Updates were voted on separately, with all being approved unanimously.

IV. ICSD Public Information Access General Manager's Report:

Debra Gagne reviewed the report.

1. **Highlights**
2. **Overview of Hawai'i.gov Websites**

V. Reports of the Investigative Committee for Matters of AHC Oversight and AHC Special Fund:

Jacob Verkerke, Chairperson of the Investigative Committee, presented the following reports to the AHC Committee. He thanked the investigative committee members for doing an outstanding job. The agenda for the next meeting will include discussion and decision making on the recommendations of the investigative committee.

1. **Report to the Access Hawaii Committee on AHC Oversight and AHC Special Fund**
2. **State Portal Program Manager, Description of Role and Responsibilities**
3. **Access Hawai'i Committee, Discussion of Role and Responsibilities**

VI. Discussion on Americans with Disabilities Act (ADA) Access to State Websites

Debra Gagne reported that on July 21, 2010, the State of Hawai'i received a formal complaint from to the Hawai'i Civil Rights Commission from a hearing-impaired individual who expressed concerns that there were only phone numbers on a web page, and requested email addresses and other contact information be made available as well. As a result of this complaint, Comptroller Memorandum 2010-28 was issued to include email contact information on all state websites.

Although the person wanted to be considered 'deaf' instead of 'hearing impaired', the nomenclature under the Americans with Disabilities Act from a legal perspective is 'hearing impaired', according to deputy Attorney General Randall Nishiyama.

VII. Announcements

The next meeting will be on December 2, 2010 at 1 p.m., and will be the last meeting for the Comptroller since Governor-elect Abercrombie and his Cabinet will be sworn in on December 6, 2010.

VIII. Adjournment

Aaron Fujioka requested motion to adjourn, Clay Sato seconded. Meeting was adjourned at 1:43 p.m.

Respectfully Submitted,

Date

Russ K. Saito, Chairperson

Access Hawaii Committee

DRAFT