

Access Hawaii Committee (AHC) Meeting Agenda

February 3, 2011

1:00 PM to 3:00 PM

Kalanimoku Video Conference Room, Basement

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Videoconference Centers (VCC):

County of Hawaii Hilo VCC Hilo State Office Bldg. 75 Aupuni Street, Basement Hilo, HI 96720	County of Maui Wailuku VCC Wailuku Judiciary Bldg. 2145 Main Street, First Floor Wailuku, HI 96793	County of Kauai Lihue VCC Lihue State Office Bldg. 3060 Eiwa Street, Basement Lihue, HI 96766
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- I. Call to Order, Public Notice, Quorum
- II. Approval of the December 2, 2010 Meeting Minutes
- III. Introduction and Overview of Hawaii Information Consortium, Portal Manager
- IV. Hawaii Information Consortium General Manager Report and Appropriate Action:
 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
- V. ICSD Public Information Access General Manager's Report:
 1. Highlights
 2. Overview of Hawai'i.gov Websites
- VI. Discussion of Access Hawaii Committee Member Participation in the Access Hawaii Committee Meetings and Potential Changes in Membership, and Meeting Dates and Times, and Appropriate Action
- VII. Discussion on Modifying Hawaii Revised Statutes Chapter 27G to Include the Chief Information Officer as an Additional Ex Officio Member of the Access Hawaii Committee and Appropriate Action
- VIII. Discussion of Implementation of the Recommendations by the Investigative Committee for Matters of AHC Oversight and AHC Special Fund and Appropriate Action:
 1. Review and Adopt the 'Access Hawai'i Committee-Discussion of Role and Responsibilities' document
 - Discuss submitting legislation to modify HRS Chapter 27G to expand the Access Hawaii Committee's responsibilities to: 1) include the State's use and development of Internet based applications and services; 2) develop and adopt standards for the development and implementation of web applications and services for the State of Hawaii; and 3) provide oversight or direction to Internet- or web-based initiatives not directly related to the State Internet Portal.
 2. Status Report on providing formal 60-day notice to Hawai'i Information Consortium of the Access Hawai'i Committee's intent to start collecting administrative fees in the amount of \$8000 effective March 1, 2011

3. Consider option of issuing an RFP to contract for a State Portal Program Manager function, and submitting a request for Fiscal Biennium Budget 2011-2013 for a temporary state position for the State Portal Program Manager.
 - Discuss the formulation of an RFP Committee and the establishment of a timeline to hire a contractor for the State Portal Program Manager
- IX. Status Report of the Annual Report to the Legislature
- X. Presentation of Reports of the Investigative Committee for Matters of Content Management System (CMS)
 1. Generic Statement of Work for Hawaii <Agency> Website Hosting and Design Services
 2. AHC Sub-committee meeting in regards to the HIC Content Management System (CMS)
- XI. Announcements:
 1. Next meeting: Thursday, March 3, 2011 at 1:00 – 3:00 p.m.
- XII. Adjournment

*Individuals who require special needs accommodation are invited to call Maria Sugai at (808) 586-1920 x305 at least **4 working days** in advance of the meeting.*