

Access Hawaii Committee (AHC) Meeting Minutes

May 5, 2011

1:00 PM

Comptroller's Conference Room 410

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Members Present

Bruce Coppa, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)
Debra Gagne, Administrator, DAGS/ICSD
Aaron Fujioka, Administrator, State Procurement Office (SPO)
David Maeshiro, CIO, Judiciary
Cheryl Kakazu Park, Director, Office of Information Practices
Kristilyn Kam, DPSA, C&C of Honolulu (VCC)
Jacob Verkerke, IS Manager, County of Maui (VCC)
Mandi Swanson, IT Project Leader, County of Kauai (VCC)
Kevin Thornton, IS Manager, designee for Department of Commerce and Consumer Affairs
Clay Sato, IT Manager, designee for Department of the Attorney General
James Kiley, IS Manager, designee for County of Hawai'i (VCC)**

Members Absent

Liane Kimura, Data Processing System Manager, Department of the Attorney General (AG) –
represented by designee
Everett Kaneshige, Deputy Director, Department of Commerce and Consumer Affairs –
represented by designee
Christopher Stathis, Director of Information Technology and Business Services, Judiciary –
represented by designee
Burt Tsuchiya, IT Director, County of Hawai'i – *represented by designee*
Senator Les Ihara, Jr., State Senate
Representative Pono Chong, House of Representatives
Robert Su, IT Manager, Department of Taxation (DOTAX) – *represented by designee*
David Shaperson, IT Specialist, DOTAX – *represented by secondary*
Preston Ko, GIS & Land Management, C&C of Honolulu – *represented by secondary*
Susan Underwood, Information Management, Section Head Management Information Systems -
County of Maui – *represented by secondary*
Brandon Raines, County of Kaua'i-*represented by designee*
Gordon Bruce, Director, City and County of Honolulu

Other Attendees

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

II. Approval of the March 3, 2011 Meeting Minutes

Member Gagne motioned to approve the minutes, Member Thornton seconded. Vote was taken and meeting minutes were approved.

III. Hawaii Information Consortium General Manager Report and Appropriate Action:

Russell Castagnaro reviewed all of the items below, except that Jing Xu reviewed the marketing activity.

1. Executive Summary
2. Marketing Activity
80% Adoption rate for BREG, about 120,000
95% adoption rate for PVL (Professional Vocational Licenses) for Nurses
3. Highlights
4. Additional Items (see below)
5. Analytics Report: Portal web traffic statistics
6. Financial Report
7. Discussion of new applications: new services launched
8. Review of project list
BOC (Bureau of Conveyances) due to go live for back office processing in June._
9. Review of open ticket reports (Mantis): open items within portal work queue
10. Approval of all charges to portal users and service level agreements (SLA) with government agencies
There were no SLAs or new project approvals.

Russell Castagnaro announced that the new portal design was ready. A sample was sent to all members. Color scheme changes depending upon daylight or dusk.

Summary of HIC and portal was provided for new members. HIC contract extends from 01/2007 to 01/2013 with two-year extensions possible.

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

Member Gagne reviewed the report.

1. Highlights
2. Overview of Hawaii.gov Websites

V. Discussion on Implementation of the Recommendations by the Investigative Committee for Matters of AHC Oversight and Appropriate Action:

1. Posting materials on AHC site for Access Hawai'i Committee-Role and Responsibilities' document
2. Posting materials on AHC site for Access Hawai'i Committee CMS SOW language and SLA.

Member Verkerke motioned that member list be updated on AHC site, Roles and Responsibilities and CMS (Content Management System) SOW (Statement of Work) be added to the AHC site. Member Maeshiro seconded. Vote was taken and action approved. Member Gagne will work with HIC to coordinate.

VI. Report on Legislative action per AHC vote. CIO as chair of AHC, and as a voting member of AHC.

Language clarifying CIO and AHC role did not get included in HB1060. Chairperson Coppa commented that like any other member, he could appoint a designee. For the time being, he will continue as chair to allow CIO to focus on strategic issues.

VII. Discussion on revising Hawaii.gov Home Page

Daytime to Dusk color scheme. Improvements in calendar. Press Release to be issued from Governor's Office. Discussion on agency recommendations and Executive Branch direction to adopt common look across web sites. Design utilized input from sub-committee. Discussion regarding whether AHC needed to vote to approve new site design was tabled. New portal will be introduced in May. Best of the Web voting entries close June 1, 2011.

VIII. Announcements:

1. Next meeting: Thursday, June 2, 2011 at 1:00 p.m.

IX. Adjournment

Member Fujioka motioned to adjourn. Member Sato seconded. Meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Date

Bruce A. Coppa, Chairperson
Access Hawai'i Committee

DRAFT