

Access Hawaii Committee Meeting Minutes

February 3, 2011

1:00 PM

Video Conference Centers
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)
Liane Kimura, Data Processing System Manager, Department of the Attorney General (AG)
Kealii Lopez, Directory, 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
Senator David Ige, State Senate
Representative Pono Chong, House of Representatives
Fred Pablo, Department of Taxation (DOTAX)
Brandon Raines, County of Kaua'i-*represented by designee*
Gordon Bruce, Director, City and County of Honolulu

Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs
Clay Sato, IT Manager, Department of the Attorney General
Chris Straither,
Robert Su, IT Manager, Department of Taxation
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)
Randall Nishiyama, Deputy Attorney General, Department of the Attorney General

***Participated via videoconference center (VCC)*

I. Call to Order, Public Notice, Quorum

Chairperson Coppa called the meeting to order at 1:10 p.m., at which time quorum was established and introductions made.

II. Approval of the December 2, 2010 Meeting Minutes

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

III. Introduction and Overview of Hawaii Information Consortium, Portal Manager

Russell Castagnaro provided a slide presentation overview of the portal program.

IV. Hawaii Information Consortium General Manager Report

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

- 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**

HIC requested approval for two completed SOWs for the Governor's Office and Lieutenant Governor's office for forms processing with no cost. Member Gagne motioned to take the vote, and Member Maeshiro seconded the motion. Discussion included various member comments. Member Verkerke requested to see the SOW document to make an informed decision before voting. Member Lopez commented that since the work was already done, we should move forward with the vote. Advising Deputy Attorney General Randall Nishiyama was asked whether voting on something the Committee has not seen is permissible, and he commented that it is within this Committee's authority to vote on the measure if they so desire. Vote was taken and unanimously approved.

V. ICSD Public Information Access General Manager's Report

Member Gagne reviewed the 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

Sharon Wong reviewed the Committee's membership as defined in HRS 27G. Chairperson Coppa requested that letters reconfirming membership be sent out to all Committee members. Member Verkerke requested that the recently adopted 'Access Hawaii Committee Roles and Responsibilities' document be included with the letter, and also to ask members to provide their availability to attend meetings. Discussion on which three departments should be represented resulted in the Committee extending meeting invitations to other departments when their specific SOWs are discussed. The other departments would not include the Department of Commerce and Consumer Affairs, the Department of the Attorney General, and the Department of Taxation, since these departments are represented on this Committee.

Chairperson Coppa left the meeting for a Legislative hearing, and appointed Member Gagne to conduct the meeting.

Advising Deputy Attorney General Randall Nishiyama clarified the roles of the primary and secondary designees. Designees for the ex-officio members are acceptable, and all need to be named parties. The best practice is for individuals to be designated in writing. The designees should be knowledgeable about the Committee business to promote continuity and effectiveness in the work of the Committee.

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

When Member Gagne asked if it is too late in this Legislative Session to modify HRS 27G, Advising Deputy Attorney General said that modification can be made to an existing bill with an appropriate title. Member Gagne thought that Chairperson Coppa should be asked whether the CIO should be the Chairperson of the Committee.

VIII. Discussion of Implementation of the Recommendations by the Investigative Committee for Matters of AHC Oversight and AHC Special Fund and Appropriate Action

Member Verkerke recommended that the investigative committee reconvene to approve SOWs. Advising Deputy Attorney General Nishiyama said we cannot re-form an investigative committee because it is not on the agenda. Russell Castagnaro commented that this would be a good idea, but he does not want to put up an obstacle and make the process more lengthy if it will take two meetings to get an SOW approved. Member Lopez asked the question: What is the body's role in approving SOWs? Russell Castagnaro commented that while the Service Level Agreements (SLAs) are to be statutorily approved, pricing (which is also to be statutorily approved) can be in either the SOW or a separate pricing and fees document. Member Fujioka is concerned that the Committee should not be micromanaging the contractor, that the Committee should be overseeing them more on a conceptual level.

The discussion on submitting legislation to modify HRS 27G to expand the Committee's responsibilities was not finished and will be further discussed at the next meeting. Designee Sato said that if the State governance process was effective, then we should not have to take time from the Counties to discuss State matters. This was the exact reason why the investigative committee was formed last year because the focus of the AHC was drifting away from statutory mandates and expanding to State concerns. Member Verkerke agreed with Designee Sato, that the Counties should not be invited to vote on the direction of the State's IT governance. Member Sato did not think that a Sunshine Law committee would be the best forum for discussing State IT governance issues. Member Maeshiro motioned to defer decision making, and Member Lopez seconded. Motion was approved.

Sharon Wong reported that HIC was given the 60-day notice to start collecting the \$8,000 per month administrative fees effective March 1, 2011. SB 120 is currently in the Legislature that will repeal many special funds, including the AHC special fund. If this occurs, the AHC will not be able to utilize the money which would be collected.

The 2011-2013 Fiscal Biennium Budget included a temporary state position for the State Portal Program Manager. Member Lopez motioned to defer decision making, and Member Maeshiro seconded. Motion approved.

IX. Status Report of the Annual Report to the Legislature

HIC provided a draft of their annual report which will be incorporated into the AHC annual report. Sharon Wong requested that Committee members review the document and provide comments and changes to both Russell Castagnaro and her.

X. Presentation of Reports of the Investigative Committee for Matters of Content Management System (CMS)

Designee Sato reviewed the CMS reports.

XI. Announcements

The next meeting will be on March 3, 2011 at 1 p.m.

XII. Adjournment

Member Lopez requested motion to adjourn, Member Maeshiro seconded. Meeting was adjourned at 3:02 p.m.

Respectfully Submitted,

Date

Bruce A. Coppa, Chairperson
Access Hawaii Committee