

## **Access Hawaii Committee Meeting Minutes**

March 3, 2011

1:00 PM

Video Conference Centers

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

### **Members Present**

Debra Gagne, Administrator, DAGS/ICSD

Aaron Fujioka, Administrator, State Procurement Office (SPO)

David Maeshiro, CIO, Judiciary

Jacob Verkerke, IS Manager, County of Maui (VCC)\*\*

Mandi Swanson, IT Project Leader, designee for 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**

Bruce Coppa, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)

Cathy Takase, Acting Director, Office of Information Practices

Liane Kimura, Data Processing System Manager, Department of the Attorney General (AG) – *represented by designee*

Kealii Lopez, Director, Department of Commerce and Consumer Affairs – *represented by designee*

Burt Tsuchiya, IT Director, County of Hawai'i – *represented by designee*

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**

Susan Underwood, Information Management, Section Head, County of Maui (VCC)\*\*

Robert Su, IT Manager, Department of Taxation

Russell Castagnaro, General Manager, Hawai'i Information Consortium (HIC)

Jing Xu, Marketing Director, Hawai'i Information Consortium (HIC)

Randy Baldemor, Deputy Director, Department of Taxation

Diane Erickson, Deputy Attorney General, Department of Attorney General

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

### **I. Call to Order, Public Notice, Quorum**

As designated chairperson for this meeting, Member Gagne called the meeting to order at 1:15 p.m., at which time quorum was established and introductions made.

### **II. Approval of the February 3, 2011 Meeting Minutes**

Member Fujioka motioned to approve the minutes, Designee Thornton seconded. Designee Sato cited an error in the spelling of Chris *Straiter's* name under Other Attendees; corrected to Chris *Stathis* of the Judiciary. 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**
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 of the Service Level Agreement (SLA) for the City & County of Honolulu. Motion made to approve the SLA by Designee Sato, seconded by Member Fujioka. Motion approved.

### **IV. ICSD Public Information Access General Manager's Report**

Member Gagne reviewed the report.

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

### **V. 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**

Motion made by Member Gagne to list the Chief Information Officer (CIO) as a voting member of AHC. All in favor; motion approved.

Member Verkerke motioned that the CIO be the chair of AHC, seconded by Member Gagne. All in favor; motion approved.

Member Gagne clarified the actionable activity as a result of these 2 motions - to draft language in the testimony that will be presented to the Comptroller and submitted to the Legislature on behalf of DAGS.

### **VI. 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.

After extensive discussion, it was determined that an appropriate level of oversight of the AHC is outlined in the roles and responsibilities document. The AHC will focus on what the

Internet is used for and other areas, while the IT Technical Governance Committees should be charged with how the Internet is used. Member Maeshiro will turn over materials on Internet standards and policies to Member Gagne as chairman of the IT Governance Technical Committee where the committee would establish a subcommittee to address. Member Gagne motioned to remove VI.1 from future agendas, seconded by Member Verkerke. All agreed; motion approved.

2. Consider option of issuing an RFP to contract for a State Portal Program Manager function
  - Discuss the formulation of an RFP Committee and the establishment of a timeline to hire a contractor for the State Portal Program Manager

It was determined not to pursue a professional services RFP for a portal manager resource at this time. The amount of time and effort to bring someone on board as a temporary for-hire individual, until we get an approved individual, may not be worthwhile. In the interest of time, the committee will drop this and continue to proceed with the approved hire that it anticipates will occur in July.

**VII. Reports of the Investigative Committee for Matters of Content Management System (CMS):**

1. Discussion and Vote on Adopting the Document Titled "Generic Statement of Work for Hawai'i <Agency> Website Hosting and Design Services"

Designee Sato motioned that the committee accept the CMS SOW as written. Designee Thornton seconded. All agreed; motion approved.

**VIII. Announcements**

The next meeting will be on April 4, 2011 at 1 p.m.

**IX. Adjournment**

Member Gagne noted seeking motion to adjourn. Member Fujioka entered motion to adjourn; seconded by Designee Thornton. Meeting was adjourned at 2:58 p.m.

Respectfully Submitted,

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Date

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Bruce A. Coppa, Chairperson  
Access Hawaii Committee