

Access Hawaii Committee (AHC) Meeting Minutes

June 2, 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)
Senator Les Ihara, Jr., State Senate
Debra Gagne, Administrator, DAGS/ICSD
David Maeshiro, CIO, Judiciary
Cheryl Kakazu Park, Director, Office of Information Practices
Liane Kimura, Data Processing System Manager, Department of the Attorney General (AG)
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
James Kiley, IS Manager, designee for County of Hawai'i (VCC)**
Susan Underwood, Information Management, Section Head Management Information Systems -
County of Maui (VCC)

Members Absent

Aaron Fujioka, Administrator, State Procurement Office (SPO)
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*
Representative Pono Chong, House of Representatives
Robert Su, IT Manager, Department of Taxation (DOTAX)
Brandon Raines, County of Kaua'i-*represented by designee*

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 was late to arrive. Member Gagne motioned to approve that she chair the meeting until Comptroller arrived. Member Maeshiro seconded. Vote was taken. Motion approved. Meeting was called to order 1:17 p.m., at which time quorum was established and introductions were made.

Membership expressed their appreciation to receive meeting packet link instead of attachments.

II. Approval of the May 5, 2011 Meeting Minutes

Member Verkerke 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 - Hardcopies of the Hawai'i Information Consortium, LLC Financial Statements for the Years Ended December 31, 2010 and 2009 were made available. Russell Castagnaro will send an electronic copy to Debra Gagne for distribution to AHC members.
2. Marketing Activity
80% Adoption rate for BREG, about 120,000
95% adoption rate for PVL (Professional Vocational Licenses) for Nurses
3. Highlights – Senator Ihara asked for an explanation of the self funded model that HIC employs.
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. Discussion of the DLNR fees already in place. Russell Castagnaro explained that they were vetted and agreed upon with DLNR. AHC approval sought retroactively. Senator Ihara suggested a retroactivity policy for fees should be in place. Member Gagne motioned to approve fees as set. Member Kakazu Park seconded. Discussion ensued. Vote was taken. Motion approved.

There were no SLAs or new project approvals.

Russell Castagnaro asked for a copy of the 2010 AHC report to the Legislature. Debra Gagne to follow up.

The new portal design went live in late May. Member Gagne suggested that a memorandum from the Comptroller be sent to Executive branch agencies informing them to match style, and a memorandum to all other State entities encouraging them to match style be created and sent. Member Thornton motioned as such. Member Coppa seconded. Discussion queried whether style change should await State of Hawai'i CIO. Member Coppa indicated that the role for the CIO in the first 13 months was not as operational and that we should proceed. Vote was taken. Motion approved.

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 Hawai'i.gov Websites

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

1. Posted materials on AHC site for Access Hawai'i Committee-Role and Responsibilities' document. Members encouraged to familiarize themselves with the documents to clarify why we are here and what we do.
2. Posted materials on AHC site for Access Hawai'i Committee CMS SOW language and SLA.

Member list was updated on AHC site.

VI. Announcements:

1. Reverting to quarterly meetings. Member Gagne motioned that the committee meet quarterly. Member Thornton seconded. Vote was taken. Motion approved.
2. Next meeting: Thursday, September 1, 2011 at 1:00 p.m.

VII. Adjournment

Member Maeshiro motioned to adjourn. Member Kakazu Park seconded. Meeting was adjourned at 2:37 p.m.

Respectfully submitted,

Date

Bruce A. Coppa, Chairperson
Access Hawai'i Committee

DRAFT