

Access Hawai'i Committee Meeting Minutes

September 6, 2012

1:00 p.m.

Video Conference Centers

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Members Present

Dean Seki, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)
Sharon Wong, Acting Administrator, DAGS/Information and Communication Services Division (ICSD)
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Clay Sato, Data Processing System Manager, representing the IT Manager of the Attorney General Office
(secondary representative)
Todd Rasmussen, ISCO Manager, representing the Director of the Department of Commerce and Consumer
Affairs (secondary representative)
Kevin Thornton, Director of Support Department, Judiciary
Kristilyn Kam, DPSA, City & County of Honolulu (VCC)
Burt Tsuchiya, Information Systems Manager, representing the Director of the County of Hawai'i (VCC)
Jacob Verkerke, Information Systems Manager, County of Maui (VCC)
Mandi Swanson, Information Technology Project Leader, representing the CIO for the County of Kauai
(secondary representative) (VCC)
Senator Les Ihara, Jr., State Senate
Representative Kyle Yamashita, State Representative

Members Absent

Cheryl Park, Director, Office of Information Practices (OIP)
Robert Su, Information Technology Manager, Department of Taxation (TAX)

Other Attendees

Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)
Debra Gagne, Office of Information Management and Technology (OIMT)
Arnold Kishi, Information and Communication Services Division (ICSD)
Diane Erickson, Deputy Attorney General, Department of the Attorney General (ATG)
Susan Bannister, Information and Communication Services Division (ICSD)
Michael V. Little, Records Report Management Specialist, representing the Director of the Office of Information
Practices (secondary representative)

***Participated via videoconference center (VCC)*

I. Call to Order, Public Notice, Quorum

Chairperson Seki called the meeting to order at 1:17 p.m. at which time quorum was established and introductions made. Chair Seki noted that he will be leaving the meeting at 2:15 p.m. and at that time will designate a committee member to preside over the meeting.

II. Approval of the July 18, 2012 Meeting Minutes

Member Fujioka moved to approve the minutes, Member Thornton seconded. Vote was taken and meeting minutes were unanimously approved.

III. Hawaii Information Consortium (HIC) General Manager's Report and Appropriate Action

Russell Castagnaro and Jing Xu reviewed all of the items below.

- 1. Executive Summary**
- 2. Marketing Activity**
- 3. Highlights**
- 4. Additional Items**
- 5. Analytics Report: Portal web traffic statistics**
- 6. Financial Report**
- 7. New applications: new services launched**
- 8. Review of project list**
- 9. Review of open ticket reports (Mantis): open items within portal work queue**
HIC will be replacing Mantis with a software program called Jira. This will consolidate reports into one server.
- 10. Approval of all charges to portal users and service level agreements (SLA) with government agencies**
No SLAs to approve.

At the next meeting, Russell Castagnaro will provide members with HIC's functional organizational chart as requested by Member Verkerke and new SLAs for approval.

IV. Status and Discussion on Hiring of a Portal Program Manager

Member Wong asked to amend the agenda to include an additional item relating to this topic. Chair Seki asked for a motion. Member Wong moved to amend the agenda to add that "the Access Hawai'i Committee (AHC) review and approve potential expenditures from the special funds for equipment and supplies for the Portal Program Manager when hired." Member Fujioka seconded the motion.

During discussion, Member Wong explained that expenditures from the AHC special fund require approval by the AHC. Adding this agenda item in conjunction with the "Status and Discussion of Hiring of a Portal Program Manager" agenda item will allow ICSD to expend monies from the special fund to purchase equipment and supplies for the newly established Portal Program Manager position. A vote was taken and the following members voted in favor of amending the agenda: Members Ihara, Wong, Fujioka, Sato, Thornton, Yamashita, Rasmussen, Swanson, Tsuchiya, Verkerke, and Kam. None opposed.

Member Wong reported that the DAGS held interviews for the Portal Program Manager position. Two candidates are being considered, but no selection has been made as yet. Equipment, such as a computer, printer, monitor, lap top, and dock station, need to be purchased. Depending on the office location, a telephone might also need to be installed. Member Wong requested approval to spend up to \$2,500 for equipment.

Member Fujioka moved to approve the \$2,500 requested by Member Wong and in conjunction with that, a budget to allocate recurring and one-time costs be submitted at the next meeting. Member Rasmussen seconded. The motion was unanimously carried. Member Verkerke amended the motion to allow \$3,000 for expenditures. All approved.

V. Discussion Regarding Establishing a Standing Committee Relating to Interaction with the Portal Program Manager and HIC and Appropriate Action

Member Senator Ihara moved to have a standing committee to interact with the Portal Program Manager and HIC. Member Fujioka seconded the motion.

In discussions, Member Senator Ihara stated that it is difficult for members to have any dialogue with HIC since committee members are not allowed to discuss board business outside of its public meetings. By establishing a standing committee, the AHC would be able to meet with HIC and the Portal Program Manager between its quarterly-held meetings. Members discussed what type of committee should be created—a standing or investigative one, and what would be its purpose.

At 2:16 p.m., Chair Seki needed to leave so designated Member Wong to act as chair for the remainder of the meeting. After much discussion, it was determined that a committee is not necessary at this point in time and the motion to establish a standing committee was withdrawn. Members agreed that after the Portal Program Manager is hired and has served a month in that role, the AHC will reconvene at a properly noticed meeting to continue discussions.

VI. Announcements

The next meeting will be on December 6, 2012 at 1:00 p.m.

VII. Adjournment

Member Sato moved to adjourn the meeting, Member Verkerke seconded. Meeting was adjourned at 2:50 p.m.