

## **Access Hawaii Committee Meeting Minutes**

March 1, 2012

1:00 PM

Video Conference Centers  
Kalanimoku Building  
1151 Punchbowl Street  
Honolulu, Hawai'i 96813

### **Members Present**

Jan Gouveia, Deputy 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)  
Cheryl Park, Director, Office of Information Practices (OIP)  
Herbert Lam, Information Technology Manager, Department of the Attorney General (AG)  
Todd Rasmussen, ISCO Manager, representing the Director of the Department of Commerce and Consumer Affairs (DCCA) (secondary representative)  
Kevin Thornton, Director of Support Department, Judiciary  
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

### **Members Absent**

Robert Su, Information Technology Manager, Department of Taxation  
Kristilyn Kam, Data Processing Systems Analyst, City and County of Honolulu  
Burt Tsuchiya, Director, County of Hawaii  
Representative Kyle Yamashita, House of Representatives

### **Other Attendees**

Susan Underwood, Info Mgmt. Section Head, County of Maui  
Jing Xu, Marketing Director, Hawai'i Information Consortium (HIC)  
Anna Carriveau, State Senate  
Burt Ramos, HIC  
Janet Pick, HIC

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

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

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

#### **II. Approval of the September 1, 2011 Meeting Minutes**

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

#### **III. Introductory Presentation on the Internet Portal Manager by Hawaii Information Consortium**

Jing Xu provided a handout, presented an overview of the portal program, and answered questions posed by various members.

#### **IV. Discussion of 2012 Annual Legislative Report on the Operation of the Internet Portal for the Period July 1, 2010 through June 30, 2011**

Member Wong opened the discussion on the draft report. Member Park requested that the report be modified to include an explanation of the acronyms and an introductory paragraph to explain the Internet portal operations. Member Park also suggested that the report should be used as a marketing tool to the Legislature, neighborhood board meetings. Member Wong motioned to revise the report, Member Fujioka seconded.

#### **V. Hawaii Information Consortium General Manager Report**

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**
- 10. Approval of all charges to portal users and service level agreements (SLA) with government agencies**

Statement of Work (SOW) documents do not need approval by the Access Hawaii Committee.

#### **VI. Discussion and Decision on Executing a Supplemental Contract to Extend the Portal Manager Contract (SPO Vendor List Contract No. 08-13) with Hawaii Information Consortium, LLC Beginning January 4, 2013 for a Three Year Period**

Member Park motioned to extend the contract, and Member Wong seconded the motion. During discussion, Member Ihara requested to see the actual contract before voting. Member Wong will coordinate with HIC to get the contract posted on the AHC website. Member Wong will schedule a meeting in March, outside of the regular three month meeting schedule, subject to availability of the video conference centers and the ability to achieve quorum. Member Verkerke requested to consider this to be an executive session agenda item.

Member Park motioned to defer this to the next meeting, Member Thornton seconded. Vote was taken and motion was carried.

#### **VII. Status and Discussion of Hiring a Portal Program Manager**

Member Fujioka motioned to defer this to the next meeting, Member Thornton seconded the motion. Vote was taken and motion was carried.

#### **VIII. Discussion and Approval of Hawaii Information Consortium's Proposed Social Media Policy**

Member Fujioka motioned to defer this to the next meeting, Member Thornton seconded the motion. Vote was taken and motion was carried.

#### **IX. Announcements**

The next meeting will be on June 7, 2012 at 1 p.m.

**X. Adjournment**

Member Fujioka requested motion to adjourn, Member Thornton seconded. Meeting was adjourned at 3:00 p.m.