

Access Hawai'i Committee Meeting Minutes

January 8, 2014

11:30 a.m.

Video Conference Centers
Kalanimoku Building
1151 Punchbowl Street, Room B-10
Honolulu, Hawai'i 96813

Members Present

Kerry Yoneshige, Business Management Officer, representing the Comptroller, Department of Accounting and General Services (DAGS)
Sharon N.H. Wong, Acting Administrator, DAGS/Information and Communication Services Division (ICSD)
Mara Smith, Procurement Manager, representing the Administrator, State Procurement Office (SPO)
Clay Sato, DPSM, representing the IT Manager of the Office of the Attorney General
Kevin G. Thornton, Director of Support Department, Judiciary
Keith Ho, Deputy Director, representing the Director and CIO, City and County of Honolulu
Donald Jacobs, Jr., Director, County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, IT Project Leader, representing the CIO, County of Kauai (VCC)**

Members Absent

Sanjeev "Sonny" Bhagowalia, CIO, Office of Information Management and Technology (OIMT) and Chairperson
Jennifer Brooks, Attorney, representing the Director of the Office of Information Practices (OIP)
Keali'i Lopez, Director, DCCA
Robert Su, IT Manager, Department of Taxation (DOTAX)
Senator Les Ihara, Jr., State Senator
Representative Kyle Yamashita, State Representative

Other Attendees

Valri Kunimoto, Deputy Attorney General, Office of the Attorney General
Kristine Reitan, Staff, State Representative Kyle Yamashita
Jing Xu, Director of Operations, HIC
Ann Yuasa, Staff, HIC

***Participated via videoconference center (VCC)*

I. Call to Order, Public Notice, Quorum

Member S. Wong explained that Chairperson Bhagowalia was unable to attend the meeting and that he authorized her to chair this meeting in his absence. Member S. Wong called the meeting to order at 11:35 a.m. at which time quorum was established and the requirements for public notice were made.

II. Approval of the December 16, 2013 Meeting Minutes

Member S. Wong informed the AHC that Jing Xu, HIC Director of Operations, sent an e-mail with the revised December 16, 2013 meeting minutes and recommended that the approval be deferred to the next meeting. Member S. Wong will work with HIC to revise the format and content.

Member Yoneshige moved to defer the approval of the minutes as distributed, and Member Thornton seconded the motion. There was no discussion. Vote was taken, and the motion was passed with a unanimous vote.

III. Public Testimony

There was no public testimony as members of the public were not present.

IV. Discussion and Approval of the Investigative Committee Report and Two HIC Reports Regarding the Suspension of the Collection of the Portal Management Fee

- **Final Report to the Access Hawaii Committee by the Investigative Committee for Matters of the Suspension of the collection of the Monthly Portal Management Fee**
- **HIC AHC Status Report Q42013**
- **Statement of Work, Access Hawaii Committee, AHC Support Services**

Recommendation 1: Request that HIC provide a report to show a reasonable accounting of their use by the past months funds totaling approximately \$56,000 from June 6, 2013-January 31, 2014, as these funds were not deposited into the AHC Special Fund account.

The HIC AHC Status Report Q42013 was provided to fulfill Recommendation 1, and Committee discussion occurred on various topics:

Of the projects that were worked on, how did the use of the \$56,000 help to accelerate the progress or completion of the project schedule? Of those projects, were there changes in the work that resulted in an increase to the scope of work that either were or were not approved by the AHC? Of those projects, were there any new projects that the AHC did not approve?

The report should be written to include a format to easily show the data and metrics by projects (as answers to the questions above) and to also include: project outcomes, any increase in percentage completion due to the use of the \$56,000 compared against the original project schedule, etc. This format can be then used in the SOW so that the Committee can clearly compare and evaluate the benefit of AHC's use of the funds for the two periods (June 6, 2013-January 31, 2014 and February 1, 2014-June 30, 2014).

Recommendation 2: Request that HIC provide a Statement of Work (SOW) from February 1, 2014 through June 30, 2014 for \$40,000 worth of work.

HIC provided a draft SOW that was discussed.

The "Relevant to AHC Meetings" section should be modified for incremental effort, meaning that only new items that will be covered as part of this SOW should be listed. The SOW should not list items currently being performed by HIC.

Item 1) Initiate a broad study of eGovernment in Hawaii in the "Relevant to the Promotion of eGovernment" section was discussed. Various questions were raised such as: What is the objective/result of the study? The sub-items are broad and should be clarified to identify how the Committee would use the results of this study? Are there specific services or statewide services that this study will identify?

Item 2) Continue the development of eDeposit, the Treasury Deposit Report (TDR) replacement pilot project, with DAGS and Budget & Finance was discussed. Clarification was given that the eDeposit and the Treasury Deposit Report (TDR) replacement pilot project is the same project.

The Committee also asked how the funds will be used, and to provide a better accounting of hours.

The Delivery section should include a Final Report of Accomplishments.

Jing Xu of HIC indicated that an updated version of the SOW would be finalized the week of January 20 for Sonny Bhagowalia, AHC Chairperson to sign. Member S. Wong asked whether the Committee should review the updated SOW, and other committee members indicated that the Committee did not need to review the SOW again, as long as HIC addresses all items brought up at this meeting.

Recommendation 3: The fee suspension should be kept in place while the AHC waits to see if the supplemental budget request will pass at the upcoming 2014 Legislative session.

There was no discussion.

Recommendation 4: Since the Portal Manager contract is a State Procurement Office (SPO) contract (SPO VL No. 08-13), ask the SPO for a determination on whether the suspension of the monthly fee is within the contract scope or whether a contract amendment needs to be issued.

A retroactive contract amendment may need to be issued because there are no provisions for modifications.

Member Verkerke moved to approve and adopt the Final Report to the AHC by the Investigative Committee, and Member Yoneshige seconded the motion. Vote was taken, and the Final Report to the AHC by the Investigative Committee was unanimously approved.

Member Yoneshige moved to defer the acceptance of the HIC AHC Status Report Q42013 until the requested revisions are completed, and Member Verkerke seconded the motion. The motion to defer the acceptance of the HIC AHC Status Report Q42013 until the requested revisions are completed was passed with a unanimous vote.

Member Yoneshige moved to approve the SOW for the period of February 1, 2014 through June 30, 2014 with the discussed requirements and revisions and authorize the execution of the SOW by the CIO and Chairperson. Member Verkerke seconded the motion. The motion was passed with a unanimous vote.

Member Yoneshige moved to revise the SOW by January 27, 2014, and Member Thornton seconded the motion of the amendment of the motion. The motion to amend the motion was passed with a unanimous vote.

V. Announcement

1. Next Meeting: March 7, 2014

Member S. Wong informed the AHC that Member Senator Ihara said he will be able to attend the meeting as currently scheduled.

VI. Adjournment

Member Verkerke moved to adjourn the meeting, and Member Yoneshige seconded the motion. Upon unanimous affirmative vote, the meeting was adjourned at 12:35 p.m.