

Access Hawai'i Committee Meeting Minutes

July 15, 2014

1:00 p.m.

Video Conference Centers

Kalanimoku Building

1151 Punchbowl Street, Room B-10

Honolulu, Hawai'i 96813

Videoconference Centers (VCC):

County of Hawai'i Hilo VCC Hilo State Office Bldg. 75 Aupuni St. Basement Hilo, HI 96720	County of Maui Maui VCC Maui State Office Bldg. 54 S. High St. 3 rd Floor Wailuku, HI 96793	County of Kaua'i Lihue VCC Lihue State Office Bldg. 3060 Eiwa St. Basement Lihue, HI 96766
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Members Present

Sharon Wong, Acting Administrator, DAGS/Information and Communication Services Division (ICSD)
Kerry Yoneshige, Business Management Officer, representing the Comptroller, Department of Accounting and General Services (DAGS) (Secondary representative)
Mara Smith, Acting Assistant Administrator, representing the Administrator of the State Procurement Office (SPO) (Secondary representative)
Jennifer Brooks, Attorney, representing the Director of the Office of Information Practices (OIP)
Stuart Okamura, Coordinator, Department of the Attorney General (AG), Juvenile Justice Information System
Kevin Thornton, Director of Support Department, Judiciary
Donn Yabusaki, IS Manager, representing the Director of the Department of Commerce and Consumer Affairs (DCCA) (Secondary representative)
Keith Ho, Deputy Director, representing the Designate & CIO of the City and County of Honolulu (Secondary representative)
Jacob Verkerke, IS Manager, County of Maui (VCC)*
Mandi Swanson, IT Project Leader, representing the CIO for the County of Kauai (Secondary representative) (VCC)*
Representative Kyle Yamashita, State Representative

Members Absent

Keone Kali, Chief Information Officer
Robert Su, IT Manager, Department of Taxation (DoTAX)
Donald Jacobs, Acting Director, County of Hawaii
Senator Les Ihara, Jr.

Other Attendees

Joshua Wisch, Deputy Director, DoTAX
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)
Jing Xu, HIC
Valri Kunimoto, Deputy Attorney, AG
Dan Purcell, member of the public
Susan Bannister, ICSD

**Participated via videoconference center (VCC)*

I. Call to Order and Determination of Quorum

Designated Chairperson Sharon Wong called the meeting to order at 1:14 p.m. at which time quorum was established and the requirements for public notice were made.

II. Approval of the March 27, 2014 Meeting Minutes

The committee reviewed the March 27, 2014 meeting minutes. Member Yoneshige made a motion to approve the minutes which was seconded by Member Verkerke. A vote was taken and the March 27, 2014 meeting minutes was unanimously approved.

III. Public Testimony

Member of the public Dan Purcell expressed his approval of availability of Wi-Fi connectivity.

IV. HIC AHC Status Report II (February 1, 2014 - February 28, 2014)

Chair Wong stated that the HIC AHC Status Report II (February 1, 2014 - February 28, 2014) was based on the AHC March 27, 2014 meeting, which had some errors.

Member Yoneshige made a motion to accept the HIC AHC Status Report for the month of February as presented which was seconded by Member Brooks. A vote was taken and the motion was unanimously approved.

V. HIC AHC Status Report (March 1, 2014 – March 31, 2014)

The AHC reviewed the status report.

- Member Swanson requested that AHC reports be posted on the website or emailed to members with file names and the date of report.
- Mr. Russell Castagnaro, HIC General Manager, is discontinuing the use of Perl, a programming language software. The change will bring more usability with the same look and feel and functionality. Only two programs are left to update.

Member Swanson made a motion to approve the HIC AHC Status Report for March as presented which was seconded by Member Yoneshige. A vote was taken and the motion was unanimously approved.

VI. HIC AHC General Manager's Report (March 2014 - May 2014)

Mr. Castagnaro and Mr. Jing Xu, HIC Director of Operations, went over the HIC AHC General Manager's Report for March to May 2014.

- The My.Hawaii.gov portal went live, making it the first of its kind in the country. HIC has seven applications, which includes business filings and PVL licenses. The my.hawaii.gov is seen as a great product while making it fun to use by incorporating a gamification approach. Gamification is a technique used to encourage the public to do more transactions online. Example given was showing how much paper or miles the user saves by conducting business online.
- An HIC audited financial report up to August will be made available at the next AHC meeting.
- Chair Wong asked for clarification of the deployment delays and the large volume of unfunded and T&M development projects as noted on the HIC Financial Report. Mr. Castagnaro stated deployment delays are sometimes caused by partners who delay the testing for various reasons. For the large volume of unfunded development projects, he explained that work continues to be done without additional funding. Example given was HIC's partnership with the Department of Land and Natural Resources, Building Division. HIC continued to host the BARS program without a signed SOW, which meant that there was no incoming revenue. The SOW has since been signed.

VII. Statement of Work (SOW) for Access Hawaii Committee Support Services; HIC report on work performed under SOW; Discussion and Appropriate Action

Chair Wong stated that a signed copy of the SOW for the April 1, 2014 through June 30, 2014 term of agreement period is available. A copy will be sent to the AHC members for their records. There was no further discussion.

VIII. Status of 2014 legislation related to raising the Special Fund appropriation ceiling from \$90,016 to \$150,000; Impact of legislation on the collection of the Portal Manager Fee; and the hiring of the Portal Manager; Discussion and Appropriate Action

Chair Wong reported that the request to the legislature to raise the special fund appropriation ceiling from \$90,016 to \$150,000 has been approved.

- The Portal Program Manager position is posted on the Department of Human Resources and Development website as a continuous recruitment.
- The AHC had previously decided that the special fund collection would stop any time the fund was twice the amount of the ceiling. With the raised ceiling to \$150,000, making twice the amount at \$300,000, the special fund currently has less than that amount. Chair Wong stated that the AHC will resume the collection of the \$8,000 per month from HIC.

IX. Executive Session – consult with counsel pursuant to Section 92-5(a)(4), HRS, pertaining to the committee’s powers, duties, privileges, immunities, and liabilities.

At 12:53 p.m., Chair Wong proposed that the AHC enter into executive session to consult with counsel on the charges to portal users. A motion to enter into executive session was made by Member Yoneshige and seconded by Member Thornton. A vote was taken and the motion was unanimously approved.

At 2:33 p.m., the AHC left executive session and the meeting reopened to the public.

X. Charges to Portal Users; Discussion and Appropriate Action

The AHC moved out of executive session and reviewed 27G-4(2), Hawaii Revised Statutes, concerning the duties of the AHC which states that the committee shall review and approve all charges to portal users. Chair Wong stated that the AHC has not reviewed the charges to portal users.

- Request was made to HIC to provide a report to the AHC that shows the schedule of fees assessed to portal users.
- The report titled, “Schedule of Fees Assessed Portal users for the Public” will identify the department, description of fee or service, transaction fee amount, authority to charge fee, date fee was assessed from, and a comments section, which for example can include fees that were adjusted over time with the revised amount.
- Discussion was held over what type of fees should be on the report. Member Swanson confirmed that the report will be on the convenience fee.
- Mr. Castagnaro will provide a report on all active fees at the next AHC meeting.

A motion that the AHC requests HIC to provide a report on active fees on portal users as discussed was made by Member Brooks and seconded by Member Thornton. Vote was taken and the motion was unanimously carried. This item will be on the next meeting’s agenda for discussion and appropriate action.

XI. Announcement

1. Next Meeting: September 4, 2014

XII. Adjournment

Member Yoneshige made a motion to adjourn which was seconded by Member Thornton. A vote was taken and the motion was unanimously carried. Meeting adjourned at 2:45 p.m.