

Access Hawaii Committee Meeting Minutes

June 6, 2008

8:00 AM to 10:30 AM

Comptroller's Conference Room 410

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Members Present

Russ Saito, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)
Debra Gagne, Administrator, Information and Communication Services Division (ICSD)/DAGS
Ruth Yamaguchi, Assistant Administrator, State Procurement Office (SPO)
Paul Tsukiyama, Director, Office of Information Practices (OIP)
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)
Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs (DCCA)
David Maeshiro, CIO, Judiciary
Gordon Bruce, Director, City & County of Honolulu (VCC)**
Clayton Yugawa, Director, County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, IT Project Leader, County of Kauai (VCC)**

Members Absent

Aaron Fujioka, Administrator, State Procurement Office (SPO) – represented by designated member
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA) – represented by designated member
Representative Pono Chong, House of Representatives
Senator David Ige, State Senate
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Eric Knutzen, CIO, County of Kauai (VCC) – represented by designated member

Other Attendees

Leonard Fernandes, Branch Chief, Judiciary
Alan Young, City & County of Honolulu (VCC)**
Robert Su, IS Manager, Department of Taxation
Dennis Uyesugi, DAGS/ICSD
Eileen Nishikawa, DAGS/ICSD
Remigio Caday, DAGS/ICSD
Sharon Wong, Data Processing System Manager, DAGS/ICSD
Diane Erickson, Deputy Attorney General, Department of the Attorney General (AG)
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)

***Participated via videoconference center (VCC)*

I. Call to Order – Welcome and Introductions

Chairperson Saito called the meeting to order at 8:07 a.m., at which time quorum was established. Access Hawaii Committee members and other attendees introduced themselves.

II. Review and Approval of the May 2, 2008 Meeting Minutes

Chairperson Saito moved to approve the May 2, 2008 meeting minutes. AHC members voted and approved the minutes.

III. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report, and said that May was quite busy with obtaining a lease of new office space and holding discussions with ICSD to migrate to the data center.

Jing Xu reported on the marketing activity. There was a PVL press release to renew online in May. NIC, the parent corporation of HIC, announced the portal contract award that HIC received last year. HIC submitted three entries for the NASCIO award: Hawaii Electronic Death Registry, State ID, and Hawaii Compliance Express. For the Best of Web, the PVL application was submitted. They are working with new partners such as the Attorney General's Charity Division, Hawaii Community Development Authority, and Oahu Metro Planning Organization.

Russell reported that DCCA's Business Registration Division (BREG) had been given the International Association of Commercial Administrators (IACA) 2008 merit award for the On-line Documents system. This is the third year that DCCA-BREG has won an IACA award as a result of its partnership with HIC. These awards are not yet on the web site, but a press release was issued. They are working with Kauai on the motor vehicle renewals, and will then work with the Big Island. They are working on an application upgrade for DCCA Insurance Division.

Three staff members of HIC participated in the Honolulu Triathlon.

2. Discussion of new applications

New activity with the Liquor Commission brought out discussion about how SOWs would be reviewed and approved by the AHC. At previous meetings, this was brought up but never voted on. Do we want to change the process?

The Liquor Commission is a time and materials project that has a tight timeline, as they need a fully developed system by early July because of their gross liquor sales reporting that needs to be done in August. It works like HUI Express. Agencies such as the Liquor Commission want to know how they get AHC approval for their projects. A question was asked that if agencies pay for HIC services, does the AHC need to vote? A comment was made that these types of projects should be prioritized. Also discussed was new activity for Oahu Metropolitan Planning Organization (a quasi local/federal/state agency, attached to the City & County of Honolulu), Hawaii Community Development Authority, and Hawaii Trails.

3. Review of project list

Discussion on the project list included how projects move up from categories D, to C, to B, then to A, and at what points are projects prioritized and voted on by the AHC. Also discussed was whether HIC is allowed to do back-end applications. EDRS is back-end and front-end. A suggestion was made for the SOW to identify situations where there is a reliance on the department's ability to develop the back-end or to involve third-parties.

A motion was put on the table to vote on approving all four new activity, however, there was a request to have more information in the format of an Executive Summary for the Oahu MPO, HCDA, and Hawaii Trails to provide more information before voting. Apart from the Liquor Commission, there is no urgency to vote, and the AHC should develop its own operating procedures.

An amendment on the motion to consider voting on approving just the Liquor Commission project was moved, seconded, and approved.

Hawaii Trails also has a July 1 launch date, and it will be an amendment to an existing contract, as phase two. Because this will be done through an amendment and is not considered a new service, the AHC will not need to approve this.

The issue of approving SOWs and SLAs will be put on the agenda of the next meeting under the governance agenda item. Debra Gagne asked Clay Sato to assist with the flow chart and timeline. Kevin Thornton volunteered to assist.

4. Review of open ticket reports (Mantis)

Clay Sato requested that HCJDC projects be listed with the Attorney General's projects.

5. Access to AHC Information via Website

There was no discussion on this issue.

IV. Discussion of the AHC prioritization process for applications to be developed by the Internet Portal Manager

1. Status update on AHC prioritization process

Debra Gagne reported that Russ Saito asked to have the Client Services Branch of the ICSD share their work on tracking and prioritizing the Governor's Initiatives through an electronic system (eGITS). Since handouts were not given to neighbor island attendees, the handouts were not discussed. The intent of eGITS is to provide a mechanism to update and prioritize processes in their area that needs to be updated or made available online to meet the Governor's initiative of back-office processes and online forms by 2010. This method could be used as a potential way for the AHC to do its prioritization. A concern was brought up that eGITS is being brought up under this agenda item, which is for prioritization process and that we may be at risk in confusing the AHC responsibilities with the State's own governance bodies. Russ Saito clarified that any information brought to the AHC should be provided in the format of an SOW or HIC work. Hence, this will not be placed on the next agenda. It may be useful for HIC and ICSD to meet on this.

2. Discussion of content management system

Russell Castagnaro has a short list of content management system solutions which he can address at the next meeting.

V. Discussion of Program Manager Position

Debra Gagne reported that an ICSD exempt position being considered for hiring the Program Manager has been extended. Work needs to be done on developing a job description and qualifications. She hopes to have a draft completed in July for Personnel to review, since July is when the extension period starts.

VI. Discussion of Governance of Web Sites and Internet Service Providers

David Maeshiro drafted a letter soliciting membership for this subcommittee, and identified suggested members. To keep membership of this sub-committee to a reasonable size, Debra Gagne will be the liaison to the IT Governance Committee. The draft letter will be provided to the AHC for comment so that Russ Saito can send the memo out. This will be put on next month's agenda.

VII. Draft Policy for Electronically Posting Calendar Items


Since Paul Tsukiyama was not present at the last meeting when this was discussed, he asked for clarification. By law, board agendas and meeting notices are required to be sent to the Lieutenant Governor's (LG's) office. Currently, the LG's office does not accept any form of electronic transmittals. However, it would be beneficial to the public to have the agendas and meeting notices posted electronically on the HIC State Calendar. Should a change to the law be required, a Legislative amendment would be needed instead of a policy directive from this committee. Perhaps we should make a suggestion that the agendas and meeting notices get posted on the web site. Does Section 92.7 need to be amended or would the LG's internal procedures be able to address this? Paul Tsukiyama will draft a document and have it reviewed by the AHC.

VIII. Adjournment

Chairperson Saito adjourned the meeting at 9:35 a.m.

Respectfully Submitted,

7/24/08
Date



Russ K. Saito, Chairperson
Access Hawaii Committee