

Access Hawaii Committee Meeting Minutes

May 1, 2009

1:30 PM to 3:30 PM

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, ICSD/DAGS
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Paul Tsukiyama, Director, Office of Information Practices
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)
Lawrence Reifurth, Department of Commerce and Consumer Affairs
Kristilyn Kam, DPSA, City and County of Honolulu
Burt Tsuchiya, IT Director, County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, IT Project Leader, County of Kauai (VCC)**

Members Absent

David Maeshiro, CIO, Judiciary
Eric Knutzen, CIO, County of Kauai (VCC)-*represented by designated member*
Gordon Bruce, Director, City and County of Honolulu (VCC)-*represented by designated member*
Senator David Ige, State Senate
Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs
Russell Suzuki, Deputy Attorney General, Department of the Attorney General (AG)
Susan Underwood, Info. Mgmt. Section Head, County of Maui (VCC)**
Sharon Wong, Data Processing System Manager, DAGS/ICSD
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)
Nora Crispe-Smith, ICSD, Data Processing System Manager

***Participated via videoconference center (VCC)*

I. Call to Order – Welcome and Introductions

Chairperson Saito called the meeting to order at 8:33 a.m., at which time quorum was established and introductions made. The meeting was delayed because the videoconference site at the City and County of Honolulu was experiencing technical difficulties, so a sign was posted at the site indicating that the Kalanimoku Building location is within walking distance for interested parties to attend the meeting.

II. Review and Approval of the March 6, 2009 and April 3, 2009 Meeting Minutes

Debra Gagne initiated a motion to approve the March 6 meeting minutes; Aaron Fujioka seconded and minutes were approved. Lawrence Reifurth initiated a motion to approve the April 3 meeting

minutes; Aaron Fujioka seconded. A typographical error was noted on Russell Castagnaro's name on page 3, and minutes were approved.

III. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reviewed the Executive Summary of the General Manager's Report. HIC is working with ICSD to get new logging software for web reporting.

Jing Xu reported on the Marketing Activities. A new poster was made for the State ID office and was displayed at this meeting.

Russell Castagnaro reported that he and Lawrence Reifurth were on the Bytemarks café KIPO radio show and discussed eGovernment. For the Highlights section, the eFile/Tax system increased its tax filings by 40,000 over the 2008 fiscal year.

A defacement of the Tax site (that was inaccessible to the public) was similar to the SPO incident and occurred at the same time. As a result, Debra Gagne put together a collaborative team with HIC and ICSD to identify effective ways using tools and utilities to monitor and measure the sites that we deliver. A recommendation and the involvement of the Assistance Center to be the point of alert are targeted for May 30. Russell Castagnaro explained that this typically works where script kiddies put out scripts, usually in an automated fashion, hit all sites they can think of, then brag about it on some site. Russ Saito would like to create a separate briefing for the next legislative session on these types of activities, as information technology (IT) is always the first to be cut because no one understands how IT works or how prevention of malicious attack is necessary. A briefing like this should help in supporting IT funding. Debra Gagne welcomes the opportunity if Russ Saito can coordinate.

2. Discussion of new applications

The Maui sewer project will use the same application as Kauai's project. SAIC won a contract on a new PUC project, and SAIC asked to work with HIC on website design. The Law Library will be added to the Judiciary project.

3. Review of project list

The project report has changed in format, based on working with Debra Gagne and the project team. The section headers have changed: 'Launched in 2009' means these are operational; 'Project Approved' means development has not begun; 'N/A' means these are in conception phase, and not to the point of issuing and SOW; 'Eval for Approval' means the SOW was reviewed and will be brought to the AHC to move up to be more completely vetted. Instead of using sequential numbers, project IDs are assigned and will stay with the project until completion.

Russell Castagnaro reviewed the last four IDs on the project report: 44820, 49040, 49567, and 48877. For ID 45758 (DBEDT GIS Software Hosting), HIC will host the ARCGIS server for the State for other State agencies' use.

4. Review of open ticket reports (Mantis)

Russell Castagnaro asked members to contact him if there are any questions on this report.

5. Approval of new Statement of Works (SOWs)

Debra Gagne motioned to approve the move of projects 44820, 49040, 49567, 448877 into the approve category, and modify project 45758 to include the DAGS CIP database, and

Lawrence Reifurth seconded. Clay Sato asked if there are any impacts on resources and timeframes for other projects if these projects were to be approved. Russell Castaganaro replied that for the Kauai project, they are already working with the Big Island; for GIS, they will use West Virginia resources; and the others are in discussion phase. Motion carried.

IV. Investigative Committee Reports

1. Subcommittee Report: Project Prioritization

Debra Gagne reported that she reviewed a prototype of a system developed by ICSD's Client Services Branch, offered suggestions and design changes, then the system will be demonstrated to the AHC. Russ Saito requested a written summary to be provided with the minutes. (See Attachment)

2. Subcommittee Report: Content Management

Clay Sato reported that part one of the Statement of Work (SOW) is completed, and part two is being worked on. Part two deals with performance and service levels, which should be done by the next meeting. Membership of the working committee needs to be finalized to review proposed SOWs. Russ Saito requested a written summary to be provided with the minutes.

3. Subcommittee Report: Governance of Web Site and Web Site Service Providers

Since David Maeshiro is not in attendance, Debra Gagne reported that they are sharing information from the federal government, and that this effort is still in progress.

V. Update on Draft Policy for Electronically Posting Calendar Items

Paul Tsukiyama reported that the amended version of HB1148 HD and SD is moving forward. As decking was last night, Paul Tsukiyama will check final status of this bill. Russ Saito asked what the requirement for posting is – does it include meeting agendas, minutes, handouts, or anything to be discussed in the meeting? Much discussion on this item included Paul Tsukiyama indicating that what is required is to give reasonable notice of what is discussed so that the public is informed on the subject matter and can decide whether or not to testify on the matter. Russ Saito requested that the Attorney General (AG) provide a second opinion on this matter. Russell Suzuki indicated that the AG's office will work with Office of Information Practices to come up with a joint statement.

VI. Discussion on Unauthorized Access to Government Sites

This item will be moved into IV. 3. Governance of Web Sites and Web Site Service Providers in future agendas.

VII. Update on Public-Facing Website Information

Debra Gagne reported that at the last meeting, it was determined that the AHC should be interested in all State public-facing websites. ICSD and HIC provide hosting services, and there are 157 home pages that we are aware of. Other State sites could also be serving the public, and we may need to obtain information on these sites by solicitation or through a discovery mechanism. ICSD will start keeping the inventory list of all sites/services available to the public and use that inventory for monitoring, measuring, and reporting. At the next meeting, site names will be provided. Russ Saito requested a list of this, as the Legislature should be made aware of non-HIC hosts that need to be addressed.

VIII. Announcements

Debra Gagne mentioned at the last meeting that she wants to provide updates and discussion on the use of social media technologies. At the last IT Governance Technical committee, she advised the group that naming conventions and guidance is needed for social media sites. Debra Gagne will write a report summary for this. (See Attachment)

IX. Discussion to investigate a fee structure to fund the Program Manager position

Jacob Verkerke requested that this item be postponed since they are not prepared to discuss this item at this time.

X. Adjournment

Lawrence Reifurth requested motion to adjourn, Aaron Fujioka seconded. Meeting was adjourned at 9:55 a.m.

Respectfully Submitted,

6/24/09

Date

Russ K. Saito

Russ K. Saito, Chairperson
Access Hawaii Committee

Attachment to AHC May 1, 2009 Meeting Minutes

IV. 1. Subcommittee Report: Project Prioritization

The Prioritization sub committee met on April 17, 2009. Design review and logic review of the eAHC prototype system was provided by the Information and Communication Services Division Client Services Branch. The team reviewed the logic that would flow an AHC request from Proposed, Design, Development and Launch (matching the 4 categories in the HIC spreadsheet A-B-C-D). Decisions were made regarding the weighting factors. Decisions were made regarding the stakeholders and individuals in the approval process. Agency, HIC, Prioritization committee, with final report and recommendation to AHC. When technical team is ready they will provide a hands-on system demo for the committee.

VIII. Announcements:

State Government use of Social Media (like Twitter, Facebook etc.)

Included the topic in the IT Technical Governance Committee on April 16, 2009. Suggesting that the committee needs to provide governance regarding the use of Social Media sites. Naming conventions, appropriate use etc. Research has been conducted on the web to find Federal and State examples of efforts on this topic. These will be shared with the It Technical Governance Committee on May 21, 2009 as the starter set for a State of Hawaii specific document.