

## **Access Hawaii Committee Meeting Minutes**

May 6, 2010

1:00 PM to 3:00 PM

Kalanimoku Video Conference Center

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, DAGS/ICSD

Aaron Fujioka, Administrator, State Procurement Office (SPO)

Clay Sato, IT Manager, designee for Department of the Attorney General (AG)

Ron Boyer, Department of Commerce and Consumer Affairs (VCC)\*\*

Kristilyn Kam, DPSA, designee for City and County of Honolulu (VCC)\*\*

Jacob Verkerke, IS Manager, County of Maui

Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*

Mandi Swanson, IT Project Leader, designee for County of Kauai (VCC)

### **Members Absent**

Cathy Takase, Acting Director, Office of Information Practices

David Maeshiro, CIO, Judiciary

Senator David Ige, State Senate

Representative Pono Chong, House of Representatives

Kurt Kawafuchi, Director, Department of Taxation (DOTAX)

Eric Knutzen, CIO, County of Kauai-*represented by designee*

Liane Kimura, IT Manager, Department of the Attorney General (AG) -*represented by designee*

Gordon Bruce, Director, City and County of Honolulu-*represented by designee*

### **Other Attendees**

Kevin Thornton, IS Manager, designee for Department of Commerce and Consumer Affairs

Sharon Wong, Data Processing System Manager, DAGS/ICSD

Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)

Rosie Warfield, Hawaii Information Consortium (HIC)

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

### **I. Call to Order – Welcome and Introductions**

Chairperson Saito called the meeting to order at 1:12 p.m., at which time quorum was established and introductions made.

### **II. Review and Approval of the May 6, 2010 Meeting Minutes**

Debra Gagne initiated a motion to approve the May 6 meeting minutes; Aaron Fujioka seconded the motion. Meeting minutes were approved.

### **III. Hawaii Information Consortium**

**Russell Castagnaro, General Manager**

#### **1. General Manager's Report**

Jing Xu reviewed the General Manager's Report. He reported that they are still working with the DBEDT film office on a film permitting process. Since Russell Castagnaro is out of town, the financial section of the report was not updated.

**2. Discussion of new applications**

Kevin Thornton asked to discuss DCCA's request to add notifications to the State calendar, and Russ Saito said this can be discussed under the Announcement section of the agenda.

**3. Review of project list**

There is an 'N/A' section of the report, which will be made more descriptive.

**4. Review of open ticket reports (Mantis)**

Contact HIC if there are any questions on this report.

**5. Approval of new Statement of Works (SOWs)**

None

**IV. ICSD Public Information Access Section**

**Debra Gagne**

Debra Gagne reviewed the March and April ICSD Public Information Access Section (PIAS) reports. She also reported on the SPO incident, and said that there haven't been any material concerns, and that departmental access to the SPO site should be brought back during the 2<sup>nd</sup> or 3<sup>rd</sup> week of May. Russ Saito added that the ICSD sites provide information, the HIC sites provide transactions, although in some cases they cross over.

**V. Investigative Committee Reports**

1. Subcommittee Report: Project Prioritization - No report
2. Subcommittee Report: Content Management System – Clay Sato reported that the subcommittee is waiting for confirmation of the fees and for approval by HIC corporate. Jing Xu said he would follow up with Russell Castagnaro.
3. Subcommittee Report: Governance of Web Site and Web Site Service Providers - No report, although Debra Gagne said that any pertinent material is being sent to David Maeshiro.

**VI. Update on Public-Facing Website Information**

Debra Gagne reported that a survey was sent to the DP Coordinators on April 5. Out of 47 sent, 18 responses were received, although 2 were already accounted for as ICSD hosted sites. A reminder was sent out, copying the IT technical governance committee members. Questions resulted that the committee might want to address are: Do we need clarification on what the AHC wanted? Is the survey to address automating back offices processes, or online citizen services? Is there a distinction between a web site and a web application? What do we mean by application, and hosted/Intranet application? We could probably get more responses if we are clear on what we are asking.

Russ Saito commented that the issue is governance for public-facing websites. So at the very least, we need to know what we have through HIC, ICSD, and other hosting entities. As this administration leaves office, it is apparent that there is support for the executive branch to have this type of governance. What needs to be addressed is whether this is practicable or desirable for other jurisdictions to have this type of governance.

Jacob Verkerke was commented that the AHC statute's sole purpose is to provide oversight of the portal manager. He thinks the AHC is being pulled in a direction to become an internal state IT governance body that it was never meant to be. If the committee will be repurposed, it should be done through changes in the legislation. Until then, he feels that the report that Debra Gagne submitted and the survey is out of bounds of this committee. He feels that the committee needs to

refocus on what the committee was committed for, and there is no reason for the neighbor islands to be involved or exposed to this discussion.

Russ Saito asked for comments from the neighbor island committee members. Burt Tsuchiya has no comment, as he was not involved during the original formation of the committee and does not know the background. Mandi Swanson said she also feels the same way as Burt.

Russ Saito thought that for the State, all Internet traffic was to go through the portal. According to Jacob Verkerke, who was on the committee when Kathy Matayoshi, representing DCCA was involved, the key was oversight of the portal manager, not portal management.

Clay Sato provided some history where initially, the mandate was to have all State agency business services on the portal, but this could not be enforced. The edict then changed to every State agency having one service on the portal, and nothing was sent out after that. Moving forward, the thought was that opportunities should be looked at. Clay agreed with Jacob, and that overall governance should be with the technical committee.

Sharon Wong offered to send out the Access Hawaii Committee legislation, to include the Acts, Session Laws, and Committee reports, for all committee members to review. Aaron Fujioka commented that the statutory provisions need to be revisited, and that we should not go beyond the statutory limits. Jacob Verkerke commented that he thinks the statute is quite clear. Russ Saito said that at the next meeting, we can discuss the intent of the Act and move forward.

**VII. AHC Annual Report (July 1, 2008 – June 30, 2009)**

**Russ Saito**

Russ Saito will retrieve the report and send it in to the Legislature.

**VIII. AHC Special Fund Bill**

**Russ Saito**

Debra Gagne reported that HB2505 was passed. This allows a special fund (with a \$185,000 ceiling) to support the AHC. The bill is en route to the Governor, and she has until July 6 to make a decision to sign, not sign, or veto the bill.

**IX. Announcements**

The CIO bill is dead for this session but is in-tact so the next Legislature can re-introduce it.

Kevin Thornton informed the committee that DCCA would like to add a notification system to the State calendar to allow email notifications to 1,200 public members. This would save time and money by eliminating notices by mail. DCCA wanted to bring this up prior to developing a Statement of Work since it affects the State calendar system. Jing Xu would like to discuss this further with DCCA, then possibly expanding this to others as well.

**X. Adjournment**

Aaron Fujioka requested motion to adjourn, Debra Gagne seconded. Meeting was adjourned at 2:15 p.m.

Respectfully Submitted,

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Date

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Russ K. Saito, Chairperson  
Access Hawaii Committee