

## **Access Hawai'i Committee Meeting Minutes**

December 16, 2013

1:00 p.m.

Video Conference Centers

Kalanimoku Building

1151 Punchbowl Street, Room B-10

Honolulu, Hawai'i 96813

### **Members Present**

Randy Baldemor, Deputy CIO, representing the CIO of the Office of Information Management and Technology (OIMT) and Chairperson  
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)  
Jennifer Brooks, Attorney, representing the Director of the Office of Information Practices (OIP)  
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  
Jacob Verkerke, IS Manager, County of Maui (VCC)\*\*  
Senator Les Ihara, Jr., State Senator

### **Members Absent**

Sarah Allen, Administrator, State Procurement Office (SPO)  
Keali'i Lopez, Director, DCCA  
Robert Su, IT Manager, Department of Taxation (DOTAX)  
Brandon Raines, CIO, County of Kauai  
Donald Jacobs, Jr., Director, County of Hawaii  
Representative Kyle Yamashita, State Representative

### **Other Attendees**

Joshua Wisch, Deputy Director, Department of Taxation (DOTAX)  
Valri Kunimoto, Deputy Attorney General, Office of the Attorney General  
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)  
Jing Xu, Director of Operations, HIC  
Teri Rebo, Partner Liaison, HIC  
Ann Yuasa, Staff, HIC

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

### **I. Call to Order, Public Notice, Quorum**

Chairperson Designee Randy Baldemor called the meeting to order at 1:05 p.m. at which time quorum was established and the requirements for public notice were made.

### **II. Approval of the September 5, 2013 Meeting Minutes**

Member Brooks moved to approve the September 5, 2013 meeting minutes as distributed, and Member Ho seconded the motion. Vote was taken, and the meeting minutes were unanimously approved.

Member Brooks indicated that Agenda item VII Public Testimony should be moved up on the current agenda. Member Senator Ihara moved to approve the change in the order of the agenda, and Member Yoneshige seconded the motion. Vote was taken, and the change in the agenda was unanimously approved.

Member Brooks also indicated that the Hawai'i Information Consortium LLC (HIC) General Manager's (GM) Report (Report) of Agenda item IV should have been attached to the public notice filed with the Lt. Governor's office in order for action to be taken on related topics of discussion to avoid a potential violation of the State's

Sunshine Law. However, since Russell Castagnaro, GM of HIC, is not a member of the AHC, the Report and related topics of discussion would be informational only and no action would be taken.

### **III. Public Testimony**

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

### **IV. Hawai'i Information Consortium General Manager's Report (see attached) and Appropriate Action**

HIC GM Russell Castagnaro discussed his report for September through December 2013. He informed the AHC that the applications this year have been introduced at an amazing pace. Forty-one services, including internal services, have been deployed since the beginning of 2013. An additional 10 applications will be deployed by the end of the calendar year. No major problems have occurred with the Electronic Marriage Registration System (EMRS) since the same-sex marriage option was added on December 2, 2013. The \$1 archive fee of the Hawaii Business Express (HBE) was initiated earlier than originally scheduled. The archive fee is deposited into the Archive Special Fund and is not collected as a portal fee. The Annual Report with graphics will be reviewed in Agenda item V.

Jing Xu, HIC Director of Operations, informed the AHC that approximately 20,000 licensees will renew their licenses during the November-December 2013 Professional and Vocational Licensing (PVL) renewal cycle. A new feature of the PVL renewal application introduced during this cycle links the licenses to the free portal accounts. Business registration postcards and electronic reminders will continue to be sent to individuals and companies. The State Procurement Office's (SPO) new HlePRO application registered over 400 vendors during the first two days. HIC is also working with the Attorney General's team to notify existing notaries of the new online system. New notaries have the option to electronically register but are not required to. A table of press releases including HIC's recognition and programs is included as part of the GM report. HIC sponsored and attended the Hawaii Digital Government Summit on November 21, 2013. HIC also attended three other conferences.

### **V. Discussion and Approval of the Access Hawaii Committee Annual Report to the Legislature**

Mr. Castagnaro discussed the HIC Annual Report for January 1, 2013–December 31, 2013. He informed the AHC of 33 no-cost applications and HIC's 8,800 no-cost hours to support the portal's infrastructure and shared services. Different fee models which may include non-transactional fees allow for variations in partner fees. Since many partners do not have the revenue to reduce transactional costs of time, materials, and hosting costs of security and maintenance, the partner costs have been negligible.

Member S. Wong informed the AHC of the AHC Annual Report, which summarizes the activities of the AHC. The HIC Annual Report will be attached to the AHC Annual Report as an exhibit.

Member Brooks moved to approve the AHC Annual Report which will be submitted to the Legislature, and Member Yoneshige seconded the motion. Vote was taken, and the motion was unanimously approved.

### **VI. Review of the Legislative Supplemental Budget Request to Increase the AHC Special Fund Appropriation Ceiling from \$90,018 to \$150,000**

Member S. Wong informed the AHC that the request for an increase in the AHC Special Fund Appropriation Ceiling (Ceiling) has been submitted to the 2014 Legislature to cover the costs of hiring a Portal Program Manager (PPM) and all associated assessments and costs. During the 2013 legislative session, a similar request was submitted to the Legislature and included converting the position from temporary to permanent. Last year's request was not successful. Member S. Wong discussed the Form A, FB 15 Supplemental Budget, Operating Budget Adjustment Request, Department of Accounting and General Services, and the Six Year Financial Plan. Concerns regarding the start date during the current fiscal year or beginning of the next fiscal year as well as the salary requirements to include the fringe benefits were discussed. If the Governor ends the hiring freeze and a PPM candidate is hired in January without the approved Ceiling increase, the initial salary will be lower to prevent the need to reduce the salary later if the Ceiling is not approved. As the Ceiling currently stands, \$62,000 is the maximum annual base salary of the PPM position, and \$90,018 is the maximum annual salary including fringe benefits.

**VII. Report and Recommendation from the Investigative Committee regarding the Suspension of the Collection of the Portal Management Fee**

Member S. Wong, Chair of the Investigative Committee, presented the Final Report which included four recommendations for the AHC to consider. Member Brooks indicated that the recommendations need to be presented during this meeting and discussed and voted on during the next meeting. Member Senator Ihara indicated that the report should include the Statement of Work (SOW) services that were deployed over the past six months. Member Senator Ihara asked about a survey and stressed the importance of providing services, such as library services including loaning personal computers, that the public really needs to increase public usage throughout the State. Mr. Castagnaro explained that an informal survey regarding services does exist at the portal. He also explained that multiple partners and agencies have had opportunities to work with the HIC and marketing has been focused on certain services. Working with the University of Hawaii and Hawaii Pacific University may ascertain a broader group of users. Public computers at the Attorney General's office have already been replaced by the existing library services.

**VIII. Announcements**

**1. 2014 AHC Meeting Schedule**

Member S. Wong requested an AHC meeting during the first two weeks of January 2014 before the Legislative session begins on January 15, 2014 and members were agreeable to this.

**2. Next Meeting: March 7, 2014**

Member Senator Ihara may not be able to attend the meeting as currently scheduled if the meeting conflicts with a Legislative deadline date. Member Verkerke inquired about the meeting days usually occurring on Wednesdays. Member Senator Ihara expressed concern that Friday meetings are harder to attend. Member S. Wong acknowledged the scheduling concerns and informed the AHC that this meeting date was chosen due to the proximity of the usual Wednesday schedule.

**IX. Adjournment**

Member Senator Ihara moved to adjourn the meeting, and Member Yoneshige seconded the motion. Upon a unanimous affirmative vote, the meeting was adjourned at 2:10 p.m.