

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

March 27, 2014

10:30 a.m.

Video Conference Centers

Kalanimoku Building

1151 Punchbowl St.

Room B-10

Honolulu, HI 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-MIS Conference 200 S. High St. Rm 616 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**

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)

Mara Smith, Acting Assistant Administrator, representing the Administrator, State Procurement Office (SPO)

Stuart K. Okumura, JJIS Coordinator, Office of the Attorney General

Donn Yabusaki, IS Manager, representing the Director, Department of Commerce and Consumer Affairs (DCCA)

Robert Su, IT Manager, Department of Taxation (DOTAX)

Keith Ho, Deputy Director, representing the Director and CIO, City and County of Honolulu

Jacob Verkerke, IS Manager, County of Maui (*Maui VCC*)

Mandi Swanson, IT Project Leader, representing the CIO, County of Kauai (*Kauai VCC*)

### **Members Absent**

Keone Kali, CIO, Office of Information Management and Technology (OIMT) and Chairperson

Jennifer Brooks, Attorney, Office of Information Practices (OIP)

Kevin G. Thornton, Director of Support Department, Judiciary

Donald Jacobs, Jr., Director, County of Hawaii

Senator Les Ihara, Jr., State Senator

Representative Kyle Yamashita, State Representative

### **Other Attendees**

Diane Erickson, Deputy Attorney General, Office of the Attorney General

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

Jing Xu, Director of Operations, HIC

Ann Yuasa, Staff, HIC

### **I. Call to Order and Determination of Quorum**

Member S. Wong called the meeting to order at 10:40 a.m. at which time quorum was established and the requirements for public notice were made.

### **II. Approval of the March 7, 2014 Meeting Minutes**

Referring to page 3, Agenda Item V, first paragraph of Recommendation 2, Member Yoneshige stated that the Board's previously approved suspension of collecting the Portal Management fee (Suspension) for the entire 2014 fiscal year at a previous meeting which needs to be included in this section.

Member Verkerke moved to approve the March 7, 2014 meeting minutes as distributed and revised, and Member Yoneshige seconded the motion. Vote was taken, and the revised March 7, 2014 meeting minutes were unanimously approved.

**III. Public Testimony – Any interested person may submit data or views on any agenda item. Please limit testimony to three minutes per item.**

There was no public testimony.

**IV. Review of HIC AHC Status Report Part – I (June 6, 2013 – January 31, 2014) (see attached); Discussion and Appropriate Action**

Member S. Wong asked if Phase I of the DAGS/OIMT eDeposit project (eDeposit) completed on December 24, 2013, is in production and live. Russell Castagnaro, General Manager of HIC, informed the Committee that while the project is complete, the team has not decided to launch the project yet. Since multiple agencies are involved, HIC is waiting for a single agency to drive this project. He indicated the need for a State project manager to ensure the right approvals. The current plan is to wait for Phase II.

Member Verkerke asked if the added value in the table of each project is based on the additional effort funded by the Suspension and Mr. Castagnaro confirmed this.

Member Verkerke asked if the collection of the convenience fees in the self-funded model will recoup the initial project's development effort, cost, and additional hours funded from the Suspension and if there is an expectation of setting up a revolving fund to be created to fund similar efforts. Mr. Castagnaro explained that eDeposit is not self-funded, and the other projects such as: DBEDT CBED Forms (T&M with Set Amount) (CBED); DLIR – HIOSH – Elevator Inspections (HIOSH); and the DLNR – DOFAW – Commercial Vessel Landing Permits (Comm Vess) are large and complex hybrid applications that HIC typically do not work on. The ongoing transaction fees for the CBED and Comm Vess projects will never recoup the project development costs, but will recoup the marginal costs for the applications, such as hosting, maintaining, transaction processing, and auditing. Since HIOSH is a full system, payback on the development time may occur in about ten years. He thought that Member Verkerke's idea of creating a revolving fund is worthy of discussion. The Committee can help HIC prioritize which applications should be developed.

Member S. Wong referred to the summary on the last page and asked if the 720 hours with the \$72,000 value of the total resources expended is only for project hours or if administrative hours are also included because the hours of the table add up to 687 hours, not 720 hours. Mr. Castagnaro explained that the AHC hours are included. Upon re-calculation, the total hours in the report are actually 700 hours and the dollar amount is \$70,000 instead of \$72,000. Member S. Wong also asked what is the hourly rate for the general tasks, and Mr. Castagnaro explained that the \$100 hourly rate covers the general task rate and is a blended rate of project hourly rates which ranges from \$70 to above \$100.

Member Yoneshige moved to accept the HIC AHC Status Report Part – I (June 6, 2013 – January 31, 2014) subject to the submission of the revised hours and dollar amount, and Member Verkerke seconded the motion. There was no further discussion. Vote was taken, and the motion was unanimously approved.

**V. Review of HIC AHC Status Report II (February 1, 2014 – March 31, 2014) (see attached); Discussion and Appropriate Action**

Jing Xu, Director of Operations of HIC, referred to the table on the last page and indicated that the \$56,000 should have been \$8,000. Mr. Castagnaro suggested changing the dollar amount to funds or resources so that the amount doesn't need to change each month. Member S. Wong indicated that the total resources expended in the summary only includes the hours for the DCCA PVL List Builder project (PVL List Builder) and not the twenty-one hours for the general tasks. She also asked HIC for another report for work done in March at the end of the month. Mr. Castagnaro agreed to provide a report for March 1, 2014, to the end of the reporting period and updated reports which will follow a similar format and be clear.

Member Yoneshige asked about the process that OIMT and HIC uses to determine which projects are funded by the Suspension funds, such as the PVL List Builder. Mr. Xu and Mr. Castagnaro explained that the rewrite

of PVL List Builder is a new project to improve an ongoing service that has been on the project to-do list for four years, and the funds from the Suspension helped to complete the project faster.

Member Yoneshige asked about the decision-making process to fund new projects that result in the development of a Statement of Work. Mr. Castagnaro explained that every new project is first evaluated on potential revenue generation, whether the project can utilize a self-funded or a hybrid model, or whether there are alternative sources of funding. Security, public safety, and legislatively mandated projects are other considerations in determining project priorities. The departmental partner makes the decision to go forward on a project. A vetting process will be considered for future projects. A Portal Program Manager will help make the process easier.

Referring to the last page of the report, Member Verkerke asked whether the inclusion of the three projects (BREG Entity List Builder Rewrite, Na Ala Hele Trail System Migration, and Online Hunting Licensing Suite) which HIC is evaluating for the remaining period is for April 1, 2014 to the end of this fiscal year. Member S. Wong's interpretation of the remaining period is through March and not the time period of the SOW (which would end June 30, 2014). She also asked HIC about what will happen with these projects after the end of March. Since this meeting is being held on March 27<sup>th</sup>, Member Verkerke asked about the actual work done on these projects to date. Mr. Xu and Mr. Castagnaro indicated that the BREG Entity List Builder Rewrite is almost done. The other two projects, Na Ala Hele Trail System Migration and Online Hunting Licensing Suite, are being considered but are pending further discussion with the agencies.

Member Yoneshige indicated that separate reports for February and March were unnecessary and Mr. Castagnaro agreed that one report would be provided. Member S. Wong indicated that the updated report would need to be reviewed again at the next meeting. Member Yoneshige asked whether HIC could circulate reports to the members so that the members have information to keep them current on what has occurred and to increase the information flow. Mr. Castagnaro asked if HIC is allowed to send the reports to the members, and Member Yoneshige indicated that the members can receive the reports but cannot discuss. The updated report will be sent to the AHC Committee and also be included in the packet for approval at the next meeting. Member Verkerke asked to have the updated report for this time period by April 30, 2014.

Member S. Wong stated that the Committee will defer the acceptance of the HIC AHC Status Report II to the next meeting. The revised report will include the actual work done, hours, and dollar values in March. No vote was taken.

## **VI. Review of Revised Statement of Work (SOW) for the AHC Support Services (see attached); Discussion and Appropriate Action**

Member Verkerke reiterated his comment that any projects listed in Report II and not completed by April 1, 2014, be included in the Statement of Work (SOW). For the Online Hunting Licensing Suite, Mr. Xu explained that although the feedback by the agency was very good, so far only discussion has occurred but no work has been started, and the Na Ala Hele Trail System Migration will not be realistically completed during the time period of the SOW. Mr. Castagnaro said that a City and County of Honolulu project to work with underprivileged children may be added to the SOW. He also supported Mr. Xu's apprehension to include projects in the SOW because the acceptance of the project's SOW is dependent on the readiness of the partners and nothing will happen in the time period of the SOW. Member Verkerke indicated that the projects that need to be included in the SOW are those that are initiated, influenced, benefitted, and supported by the additional funding due to the Suspension. Mr. Castagnaro agreed. Member Yoneshige indicated that aside from the projects listed on the SOW, any other work or other projects identified on the March 5, 2014 project list that will utilize the Suspension funds should be included in the SOW.

Member Yoneshige asked about the completion of the study of eGovernment services (Study) by June 30, 2014. Mr. Castagnaro explained that the Study will not be completed because the time frame could not be met by the Hawaii Pacific University (HPU), University of Hawaii (UH), and other people independently operating out of UH. The University of Utah may be a possible third party to complete the Study because a third party would be preferred over HIC conducting the Study on its own. Member S. Wong asked how the difficulty of finding the third party for the Study will impact the SOW, and Mr. Castagnaro confirmed that the SOW is impacted and asked about focusing on more projects to be completed during this time period or the need to have the University of Utah complete the Study. Member S. Wong asked if the University of Utah would be able to complete the Study in the time frame, and Mr. Castagnaro indicated that the completed Study

is part of the deliverables by the September 2014 AHC meeting. The gathered information will be valuable, and a Study done by academia is preferred. Member Yoneshige agreed with Mr. Castagnaro's preference to have the Study conducted locally and suggested the University of Hawaii-West Oahu and contacting Rockne Freitas. Member Yoneshige asked to keep the Study in the SOW, and Mr. Castagnaro will also include any additional resources re-directed to existing projects in the SOW.

Member Verkerke asked Mr. Castagnaro to modify the Scope of Work with the stipulated modifications discussed at this meeting. Member S. Wong agreed. Mr. Castagnaro will add on beneath the eDeposit Project, accelerated work on existing projects already listed in the March AHC project list. Member Verkerke emphasized the need to include the Study in the SOW to fulfill the AHC's responsibilities, and Mr. Castagnaro confirmed the importance to have the Study completed. Member Yoneshige suggested adding the following sentence to the first paragraph of the Scope Statement, "The projects to be undertaken are in priority order."

Member S. Wong expressed the need to have the revised SOW before April 1<sup>st</sup>, and Mr. Castagnaro agreed to submit the revised SOW to her by Friday, March 28, 2014, for review and for the Chairperson's signature.

Member Yoneshige moved to approve the Statement of Work for the time period from April 1, 2014 to June 30, 2014 subject to making the revisions that the projects will be listed in prioritized order and also add as the last priority item, that HIC will use any remaining funds to complete projects on the HIC March 2014 report. The Online Hunting Licensing Suite should be added above the last priority item of the Scope Statement. Member Verkerke seconded the motion. There was no further discussion. Vote was taken, and the motion was unanimously approved.

#### **VII. Announcement**

1. Next Meeting: June 5, 2014.

Member S. Wong asked members to submit to her any agenda topics to be considered at least fourteen days before the next meeting. Member Verkerke asked to include the legislative update.

#### **VIII. The AHC may elect to consult with counsel pursuant to Section 92-5(a)(4), HRS, in Executive Session on questions and issues pertaining to the committee's powers, duties, privileges, immunities, and liabilities.**

There were no questions or issues pertaining to the Committee's powers, duties, privileges, immunities, and liabilities.

#### **IX. Adjournment**

Member Verkerke moved to adjourn the meeting, and Member Yoneshige seconded the motion. Upon unanimous affirmative vote, the meeting was adjourned at 11:43 a.m.