

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

March 7, 2014

1:00 p.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 Wailuku VCC Maui District Health State Office Bldg. 54 S. High St. 3 <sup>rd</sup> Floor 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**

Keone Kali, CIO Designate, Office of Information Management and Technology (OIMT) and Acting AHC 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)

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)

Kevin G. Thornton, Director of Support Department, Judiciary

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

Donald Jacobs, Jr., Director, County of Hawaii (*Hawaii VCC*)

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

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

### **Members Absent**

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

Senator Les Ihara, Jr., State Senator

Representative Kyle Yamashita, State Representative

### **Other Attendees**

Joshua Wisch, Deputy Director, Department of Taxation (DOTAX)

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

Jing Xu, Director of Operations, Hawaii Information Consortium, LLC (HIC)

Carrie Miyasato, Partner Liaison, HIC

Ann Yuasa, Staff, HIC

Dan Purcell, member of the public

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

Member S. Wong called the meeting to order at 1:06 p.m. at which time quorum was established and the requirements for public notice were made.

## **II. Approval of the December 16, 2013 and the January 8, 2014 Meeting Minutes**

Member Verkerke moved to approve the revised December 16, 2013 meeting minutes as distributed, and Member Thornton seconded the motion. There was no discussion. Vote was taken, and the revised December 16, 2013 meeting minutes were unanimously approved.

Jing Xu, Director of Operations of the Hawaii Information Consortium, LLC (HIC), indicated a correction to the date from February 20 to January 20 in the last paragraph of Recommendation 2 of Agenda item IV on page 2 of the January 8, 2014 meeting minutes. There was no further discussion. Member Thornton moved to approve the January 8, 2014 meeting minutes as distributed and revised, and Member Yoneshige seconded the motion. Vote was taken, and the revised January 8, 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.**

Dan Purcell, a member of the public, did not provide any written testimony. He informed the Committee that he would not comment on any agenda item. He commented on the lack of wi-fi access in the Kalanimoku videoconference room and shared congratulatory remarks to the former CIO Bhagowalia and CIO Designate Kali.

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

Mr. Xu informed the Committee that HIC General Manager (GM), Russell Castagnaro, is unable to attend this meeting. He discussed the HIC GM's Report for January-February 2014. The New SLAs (Service Level Agreement) for the County of Hawaii listed on page 4 should be New SOWs (Statement of Work). A new SLA has been submitted to the City and County of Honolulu. He also introduced the new HIC Partner Liaison, Carrie Miyasato, who was not included in the Additional Items on page 4. She was recently hired to replace Sean Scura, HIC Partner Liaison, who relocated to the mainland.

## **V. Status of the Statement of Work (SOW) for the AHC Support Services; Discussion and Appropriate Action**

**HIC was unable to revise the SOW by January 27, 2014. The revised SOW (see attached) is presented for review by the AHC for discussion and appropriate action.**

The Committee's discussion focused on the first two recommendations presented in the approved Final Report to the Access Hawaii Committee (AHC) by the Investigative Committee for Matters of the Suspension of the Collection of the Monthly Portal Management Fee.

Recommendation 1: Request that HIC provide a report to show a reasonable accounting of their use by the past months funds totaling approximately \$56,000 from June 6, 2013-January 31, 2014, as these funds were not deposited into the AHC Special Fund account.

The revised HIC AHC Status Report Q42013 was not submitted to the Committee per Recommendation 1 with the requested revisions as stated in the January 8, 2014 meeting minutes. Member Yoneshige commented that the time period in the revised Statement of Work (SOW) was changed from February 1-June 30, 2014 to April 1-June 30, 2014. He expressed his concern that the February 1-March 31 time period should be covered by an agreement or some form of governance. The Committee decided that the February 1-March 31 time period will be included in the report under Recommendation 1 to include the previously established period from June 6, 2013-January 31, 2014, the additional month of February 2014, and the anticipated work projected by HIC in March 2014.

Acceptance of the HIC AHC Status Report (Report) for the first period since the suspension of the collection of the monthly portal management fee will remain deferred until the requested revisions are completed. The final Report should be completed to the satisfaction of the AHC before the SOW for April 1, 2014-June 30, 2014 is signed.

Mr. Xu informed the Committee that the Report was not submitted to the Committee because the current agenda did not include the Report. He agreed to provide the final Report to the Committee by March 14, 2014.

Recommendation 2: Request that HIC provide a Statement of Work (SOW) from February 1, 2014 through June 30, 2014 for \$40,000 worth of work.

The Committee discussed the revised Statement of Work (SOW) for April 1, 2014-June 30, 2014 presented by the HIC. The revised SOW does not include the period of February 1, 2014-March 31, 2014 per Recommendation 2 and the requested revisions (such as a project list, and Final Report of Accomplishments) as identified in the January 8, 2014 meeting minutes. At the June 6, 2013 meeting, the Committee previously approved the suspension of the collection of the portal management fee when there is a two-year reserve in place. The whole fiscal year 2014 is included in the time period of the automatic suspension.

Mr. Xu informed the Committee of the revision in the Scope Statement section to exclude the continuation of the development of eDeposit. The Deliverables section was also revised. There was discussion that there is no clarity as to how the \$8,000 per month is being accounted for, and an accounting of additional projects and work needs to be provided; otherwise after-the-fact accounting of the use of funds is presumed without having Committee influence.

Member Verkerke went on record to say that the SOW does not meet the requirements of the AHC, that HIC is not being responsive to the Committee, and wanted clarification on whether HIC's delay in providing the requested documents is an attempt to circumvent the SOW, which will result in the Committee being told of events after they occur. Mr. Xu did not agree with Member Verkerke's statements, saying that HIC is acting in good faith without the SOW in effect, as they have been providing the administrative functions related to agenda and minutes that are identified in the SOW.

Relating to the second item in the SOW on completing a broad study of eGovernment in Hawaii, the Committee is recommending that HIC provide the costs associated with HIC hiring a third-party to complete this work, to include development, support and maintenance efforts.

When the SOW is ready to be signed, the title of Acting AHC Chairperson Kali needs to be changed to either CIO Designate or CIO, depending on the timing of his confirmation by the Hawaii State Senate. Mr. Xu agreed to provide the revised SOW to the Committee by March 21, 2014.

The Committee discussed the urgency to schedule another meeting this month in compliance with the State's Sunshine Law prior to the effective start date of the revised SOW. Member S. Wong will check on the availability of the locations for the proposed meeting on Thursday, March 27, 2014. The date, time, and locations will be determined.

#### **VI. Announcement**

1. Next Meeting: March 27, 2014.
2. The following meeting is on June 5, 2014.

#### **VII. Executive Session - The AHC may elect to consult with counsel pursuant to Section 92-5(a)(4), HRS, 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.

#### **VIII. Adjournment**

Member Yoneshige moved to adjourn the meeting, and Member Verkerke seconded the motion. Upon unanimous affirmative vote, the meeting was adjourned at 2:05 p.m.