

Access Hawai'i Committee Meeting Minutes

October 27, 2015

1:00 p.m.

Videoconference Centers

Kalanimoku Building

1151 Punchbowl Street, Room B-10

Honolulu, Hawai'i 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 State Office Bldg., 54 S. High St., 3rd Flr., Wailuku, HI 96793

County of Kauai, Lihue VCC, Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

Members Present

Todd Nacapuy, Chief Information Officer, State of Hawai'i

Kerry Yoneshige, Business Management Officer, representing the Comptroller (secondary representative)

Bonnie Kahakui, Procurement Specialist, representing the Administrator of the State Procurement Office (SPO) (secondary representative)

Stuart Okumura, Coordinator, Juvenile Justice Information System, Department of the Attorney General (ATG)

Catherine Awakuni Colón, Director, Department of Commerce and Consumer Affairs (DCCA)

Kevin Thornton, Director of Support Department, representing the Administrative Director of the Courts

Donald Jacobs, Acting Director, County of Hawai'i (VCC)¹

Jacob Verkerke, IS Manager, County of Maui (VCC)¹

Mandi Swanson, IT Project Leader, representing the IT Manager, County of Kauai (secondary representative), (VCC)¹

Members Absent

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

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

Keith Ho, Deputy Director, City and County of Honolulu

Senator Glenn Wakai, State Senate

Representative Chris Lee, House of Representatives

Other Attendees

Clay Sato, Data Processing System Manager, ATG

Keith DeMello, Sr. Communications Manager, Office of Enterprise Technology Services² (ETS)

Diane Erickson, Deputy Attorney General, ATG

Derek Ichiyama, Portal Program Manager, ETS

Susan Bannister, ETS

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

Teri Berschneider, Director of Portal Operations, HIC

Kevin Dayton, Honolulu Star-Advertiser

¹Participated via videoconference center (VCC).

²Pending consolidation of the Information and Communication Services Division (ICSD) of the Department of Accounting and General Services and the Office of Information Management and Technology (OIMT).

I. Call to Order and Determination of Quorum

Keith DeMello called the meeting to order at 1:06 p.m., at which time quorum was established and the requirements for public notice were met.

II. Approval of the September 3, 2015 Meeting Minutes

Bonnie Kahakui from SPO provided clarification on the following statement made in the minutes, “that SPO administers the contract...” Ms. Kahakui stated that the contract administrator is the person designated to manage the various facets of contracts to ensure the contractor's total performance is in accordance with the contractual commitments and obligations. This clarification will be inserted in brackets in the September 3, 2015 meeting minutes.

Mr. DeMello noted that Sharon Wong, who was the Acting ICSD Administrator at that time, would have been the contract administrator. But with the consolidation of the signatory powers of ICSD and OIMT, and given that Ms. Wong is no longer the Acting ICSD Administrator, it is assumed that the contract administrator will be the CIO. Member Yoneshige made a motion to approve the minutes, which was seconded by Member Awakuni Colón. Vote was taken and the motion unanimously passed.

III. The University of Utah Study

At the last meeting, the Utah Study was not filed with the agenda with the Lt. Governor’s office, as had been reported to the chair and committee members at the time, so the item should not have been discussed. The Attorney General’s office recommended that the AHC revote on the outcome of the discussion that was reflected in the September 3, 2015 meeting minutes, i.e., “...to ask HIC to complete the accounting of the Statement of Work (SOW) specifically reporting work between April 1, 2014 and June 30, 2014.” Ms. Erickson stated that the discussion can be referenced in this meeting’s minutes.

Member Nacapuy made a motion to ask HIC to complete the accounting of the SOW reporting work between April 1, 2014 and June 30, 2014, which was seconded by Member Yoneshige. Mr. Castagnaro asked how this request is related to the Utah Study. Mr. DeMello explained that at the last meeting, it was noted that the original SOW was to do a study rather than a report. Mr. Castagnaro stated his opinion that the Utah Study was not meant to fulfill anything in the SOW.

Member Verkerke said that the motion to have Mr. Castagnaro complete the accounting of the work done between April and June 2014, was also meant to include a justification for the approach taken. Rather than providing a report, HIC produced a survey. Mr. Castagnaro said that HIC will report on work that occurred between April 1, 2014 to June 30, 2014 at the next meeting and reiterated his opinion that the Utah Study was not specifically intended to fulfill the SOW. Vote was taken and was unanimously passed.

IV. Report by the Permitted Interaction Group on its Recommendation to Develop Request for Proposals for the Internet Portal Services Provider Contract

The report was submitted to the AHC. Members will discuss and take action at the next meeting.

V. Discussion of HRS Section 27G-6, AHC Special Fund; and Suggestions for Amendments Regarding the Internet Portal Program Manager

ETS intends to ask the Legislature to make the Portal Program Manager position a permanent one. The position is currently a temporary exempt position. The AHC special fund pays for this position and other expenses related to the AHC. The position is currently authorized on a project-based status, approved by the Department of Human Resources Development (DHRD). Every year, ICSD seeks approval from DHRD to continue this position as a project-based position. At its last review, DHRD approved the position until June 30, 2016, and said it will not approve the position as currently structured after that. Member Yoneshige noted that DHRD's decision could be based on the position being exempt for a special project, which would have a beginning and end time frame, and this position does not.

This item will be on the next AHC meeting's agenda for discussion, expression of support, and action.

VI. Announcement

1. The next scheduled meeting is December 3, 2015.

VII. Adjournment

Meeting adjourned at 1:25 p.m.