

Access Hawai`i Committee (AHC) Meeting Minutes  
December 1, 2016, 1:00 p.m.  
Videoconference 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 State Office Bldg., 54 S. High St., 3<sup>rd</sup> Flr., Wailuku, HI 96793

County of Kaua`i, Lihue VCC, Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

**Members Present**

Todd Nacapuy, Chief Information Officer, Office of Enterprise Technology Services (ETS), State of Hawai`i

Kerry Yoneshige, Business Management Officer, representing the Comptroller of the Department of Accounting and General Services (DAGS), State of Hawai`i

Mara Smith, Assistant Administrator, representing the Administrator of the State Procurement Office (SPO), State of Hawai`i

Jennifer Brooks, Attorney, Office of Information Practices (OIP), State of Hawai`i

Stuart Okumura, Juvenile Justice Information System (JJIS) Coordinator, Department of the Attorney General (ATG), State of Hawai`i

Donn Yabusaki, Manager, Information Systems and Communications Office, representing the Director of the Department of Commerce and Consumer Affairs (DCCA), State of Hawai`i

Kevin Thornton, Director of Information Technology and Systems Department, representing the Administrative Director of the Courts, Judiciary, State of Hawai`i

Donald Jacobs, Director, Department of Information Technology, County of Hawai`i (VCC)<sup>1</sup>

Jacob Verkerke, Chief Technology Officer, Department of Management, IT Services Division, County of Maui (VCC)<sup>1</sup>

Mandi Swanson, IT Project Leader, representing the CIO of the County of Kaua`i (VCC)<sup>1</sup>

**Members Absent**

Robert Su, IT Manager, Department of Taxation (DoTax), State of Hawai`i

Keith Ho, Deputy Director, Department of Information Technology, City & County of Honolulu

Senator Glenn Wakai, State Senate

Representative Chris Lee, House of Representatives

**Other Attendees**

Valri Kunimoto, Deputy Attorney General, ATG

Diane Erickson, Deputy Attorney General, ATG

Bonnie Kahakui, Procurement Specialist, SPO

Derek Ichiyama, Portal Program Manager, ETS

Keith DeMello, Sr. Communications Manager, ETS

Susan Bannister, ETS

Burt Ramos, General Manager, Hawaii Information Consortium (HIC)

Teri Berschneider, Director of Portal Operations, HIC

Janet Pick, PMO, HIC

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<sup>1</sup>Participated via VCC

I. Call to Order and Determination of Quorum

Chair Nacapuy called the meeting to order at 1:03 p.m., at which time quorum was established and the requirements for public notice were made.

II. Approval of the October 7, 2016, Meeting Minutes

Member Thornton made a motion to approve the minutes, which was seconded by Member Brooks. Vote was taken and the motion unanimously passed.

III. Public Testimony

None were received.

IV. Portal Program Manager Report

a. Project Dashboard

Derek Ichiyama reported that there are 36 actual projects.

b. Status of Interim Scope of Work (SOW) Approval Process

Mr. Ichiyama revised the SOW Approval Criteria Workflow Process based on what was discussed at the last meeting. A workflow was added for the non-executive agencies and counties. During discussion, the following were recommended.

- The “CIO approval as to form only” flow chart symbol be changed to a rectangle as no decision is necessary at that stage. Once the CIO approves the SOW, the project can be moved forward. The committee will review and approve any SOWs that are close to an AHC meeting.
- Another decision point be added at the juncture where the Yes splits off. If there is an AHC meeting, then it goes down for AHC approval, and if No, then it goes over to e-signature.

Mr. Ichiyama presented a rough draft of a new Service Level Agreement (SLA) and will send it to the committee for review. Nine main items will be included in all future SOWs. Member Verkerke asked if the SLA can be named something more appropriate like Master Services Agreement. Chair Nacapuy stated that these can be addressed in the new RFP.

c. Hawai`i Information Consortium Report

Burt Ramos was introduced as HIC’s new General Manager as of November 1, 2016. Highlights included the successful launch of the Hawai`i State Public Library System website and the payment processing for the Employer-Union Health Benefits Trust Fund. At the next meeting, HIC will invite representatives from NIC to offer a presentation and explanation of the self-funding processing and payment processing, as well as discuss the year-end report.

V. Approval of Statements of Work

- a. Online Permitting and Payment Processing Services (Count of Hawai`i Department of Parks and Recreation)

Mr. Ichiyama explained the changes in the SOW.

- Under the Portal Administration Fee, Transaction Fee, or No Fee section, the Portal Administration Fee was initially a \$1.00 minimum and changed to a minimum of \$2.50. If it goes over \$10 it will have a 2.5% processing fee added to the total price.
- The agency requested that the second paragraph be put in to allow them the flexibility to decide per park whether or not the permittee will pay the fee or the agency will absorb it. In this case, the fee will be absorbed.
- The last paragraph was changed from monthly to weekly basis. Working with HIC to see if the fund disbursements occur on a real time basis or same day basis.

Member Swanson asked the reason for the significant increase and if it should be noted in the amended SOW. During discussion, it was explained that Mauna Kea Park used to be under the jurisdiction of the Department of Land and Natural Resources and now under the County of Hawai`i. The cabins were recently renovated. The reason for the increase is that the back-end charges have increased. The permit fee is also higher than other campsites. The \$1.00 per person wasn't viable for the total amount that is now being collected for the Mauna Kea cabins.

Bonnie Kahakui recommended that, for paragraph 2 in the SOW, there should be documentation for historical purposes indicating which option the agency will take. It will be the agency's responsibility to inform HIC of the option, and HIC will keep track of it. The amended SOW should state, "The Partner has the option to absorb or pass on the Portal Administration Fee provided the partner notify HIC as to its allocation of fees, to the fee payer per reservation site."

Member Jacobs pointed out that "Administration" was misspelled in heading and that the Director and Deputy Director will be changing on Monday, December 5, 2016, noon. HIC will edit the SOW and route it via e-signature before then.

Member Thornton made a motion to accept the amended SOW as amended, which was seconded by Member Brooks. Vote was taken and the motion unanimously passed.

- b. Medical Marijuana Registration System – work on the SOW is ongoing
- c. ACA Automation Support – work on the SOW is ongoing

VI. AHC Annual Report to the Legislature Progress Report

HIC will present a report and response to Senate Resolution 54 of 2016 at the AHC December 15, 2016, meeting.

VII. Development of a New Request for Proposals (RFP) for the Internet Portal Services Provider Contract; Discussion and Appropriate Action

Chair Nacapuy stated that the committee would like to enter into Executive Session pursuant to HRS Section 92-5(a)(4) to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities to discuss the draft of the new request for proposals for the Internet Portal Services Provider Contract. At 1:55 p.m., Member Brooks made a motion to go to Executive Session, which was seconded by Member Yabusaki. Motion passed.

At 2:02 p.m., the committee recessed to await an additional ATG representative. The committee returned to executive session at 2:15 p.m.

At 2:40 p.m., the committee left executive session.

VIII. Announcement

Member Jacobs announced that on December 5, 2016, there will be a new IT Director for the County of Hawai'i. Sheila Cadaoas has been the alternate and will serve on the AHC until further notice.

Next meeting is on December 15, 2016, 1:00 p.m.

X. Adjournment

Member Verkerke made a motion to adjourn the meeting, which was seconded by Member Thornton. Vote was taken and the motion unanimously passed. Meeting adjourned at 2:42 p.m.