

Access Hawai`i Committee (AHC) Meeting Minutes
December 15, 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., 3rd 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, Project Manager, 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)¹

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

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

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

Bonnie Kahakui, Procurement Specialist, SPO

Derek Ichiyama, Portal Program Manager, ETS

Keith DeMello, Sr. Communications Manager, ETS

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

Scott Somerhalder, Vice President, NIC Inc.

Steve Kovzan, Chief Financial Officer, NIC Inc.

Janet Pick, HIC

Ryan Kanno, Public

¹Participated via VCC

I. Call to Order and Determination of Quorum

Chair Nacapuy called the meeting to order at 1:01 p.m., at which time quorum was established.

In the interest of maintaining quorum, Chair Nacapuy asked for a motion to move item VI, AHC Annual Report to the Legislature, up to item II as the committee may lose quorum. Member Yoneshige made a motion to move item VI up to item II, which was seconded by Member Yabusaki. Vote was taken and the motion unanimously passed.

II. AHC Annual Report to the Legislature

Burt Ramos, HIC General Manager, presented their year-end summary report.

Member Yoneshige left the meeting at 1:08 p.m. Member Verkerke joined the meeting at 1:08 p.m.

Discussion also included Agenda item V “HIC Presentation on Self-Funding Model and Payment Processing”. Mr. Ramos along with Steve Kovzan and Scott Somerholder of NIC Inc. presented on the Internet Portal’s self-funded model. History of the relationship with HIC and the State was shared. NIC’s business philosophy was also explained. Mr. Kovzan then went on to describe revenues collected and profit margins. Member Brooks inquired if the profit figure that was shared was net revenue. Mr. Kovzan confirmed that that was correct. Mr. Somerholder elaborated on how NIC hopes to share best practices that are utilized in other states to benefit the state of Hawaii. Details for these items can be found on the slide presentation posted on the AHC site.

Chair Nacapuy suggested that nomenclature be consistent and clear. As an example, “Partner Total” vs “Statutory Fees Collected”. There is confusion as to what the user (citizen) is paying, what the agency is paying, what the actual fees are, what is being collected and how it’s being distributed. Chair Nacapuy asked the Board if everyone is clear on the definitions of the terms used to describe fees and services. Member Swanson confirmed. Chair Nacapuy asked to have a glossary for terms to be added to the annual report for clarification of the terms used. Member Brooks confirmed that it can be added later as an amendment. Chair Nacapuy asked if the Counties had any questions. The Counties stated that they had no questions.

Chair Nacapuy asked for a motion to approve the HIC’s Annual Report to the Legislature with the suggested amendments. Member Brooks moved to approve the Annual Report with recommended amendments of adding a glossary of terms, which Member Thornton seconded. Vote was taken and the motion unanimously passed.

III. Approval of the December 1, 2016, Meeting Minutes

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

IV. Public Testimony

None were received.

V. Development of a New Request for Proposals (RFP) for the Internet Portal Services Provider Contract

The Board decided that a Request for Information (RFI) will be the initial step for the new RFP. Both the RFI and the timeline for release are under internal review.

VI. Announcement

Next meeting will be on March 2, 2017, 1:00pm.

VII. Adjournment

Member Verkerke made a motion to adjourn the meeting, which was seconded by Member Brooks. Vote was taken and the motion unanimously passed. Meeting adjourned at 2:08 p.m.