

Access Hawaii Committee Meeting Minutes

February 1, 2008

8:00 AM to 10:30 AM

Comptroller's Conference Room 410

Kalanimoku Building

1151 Punchbowl Street

Honolulu, Hawai'i 96813

Members Present

Russ Saito, Comptroller/Chairperson, Department of Accounting and General Services (DAGS)
Debra Gagne, Administrator, Information and Communication Services Division (ICSD)/DAGS
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)
Clay Sato, Designee for Department of the Attorney General (AG)
Leonard Fernandes, Designee for Judiciary
Gordon Bruce, Director, City & County of Honolulu
Clayton Yugawa, Director, County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Mandi Swanson, Designee for County of Kauai (VCC)**

Members Absent

Representative Pono Chong, House of Representatives
Paul Tsukiyama, Director, Office of Information Practices (OIP)
Senator David Ige, State Senate
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Eric Knutzen, CIO, County of Kauai (VCC) – represented by designated member
David Maeshiro, CIO, Judiciary – represented by designated member
Eileen Madigan, JJIS Coordinator, Department of the Attorney General – represented by designated member

Other Attendees

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs (DCCA)
Sharon Wong, Data Processing Systems Manager, ICSD/DAGS
Robert Su, ITS Officer, Department of Taxation (DOTAX)
Kristilyn Kam, Designee for City & County of Honolulu (VCC)**
Russell Suzuki, Deputy Attorney General, Department of the Attorney General (AG)
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)
Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)

***Participated via videoconference center (VCC)*

I. Call to Order – Welcome and Introductions

Chairperson Saito called the meeting to order at 8:01 a.m., at which time quorum was established. Access Hawaii Committee members and other attendees introduced themselves.

II. Review and Approval of the January 4, 2008 Meeting Minutes

Chairperson Saito moved to approve the January 4, 2008 meeting minutes. AHC members voted and approved the minutes.

III. Status update on the Request for Proposal (RFP) for the State's Internet Portal Manager and Services Provider

Sharon Wong reported that the contract with Hawaii Information Consortium LLC has been signed. The Notice of Amendment to Exemption is complete as it was to expire upon execution of this new contract. This item will be taken off of the agenda.

The Program Manager position will be added to the agenda and assigned to ICSD to determine the mechanism for the position and funding source.

An orientation presentation by HIC will be added to next month's agenda to give the AHC an overview of their services. In conjunction with this discussion will be AHC's involvement in guiding independent development of websites with the portal. This is in line with the Governor's initiative of developing applications by 2010.

IV. Hawaii Information Consortium

Russell Castagnaro, General Manager

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report. HIC updated the tax filing application and BREGS application, and deployed a new BREGS online document application. They are updating the Service Level Agreements (SLAs) for all agencies by executing a one-page amendment, unless an agency wants to sign a new SLA.

Jing Xu reported on the marketing activity. They completed post card and emails for DCCA's annual filing for first quarter 2008. In December 2007, the State ID site was launched (Department of Attorney General), and a press release was issued on January 22, 2008.

Russell reported that one of the highlights this past month was that for BREGS, they are no longer sending paper copies of the annual renewals. Instead, they sent out notices with the reminder cards, and added print capability, so only a check needs to be sent in. The annual renewals increased from 6148 to 7300.

For the infrastructure work effort, most applications are load balanced at the web server level. By next month, they should have all applications switched over to 10G, which will be redundant.

HIC has begun work on the Business Continuity Plan (BCP) as per the contract.

To post AHC information on the website, HIC is looking at making improvements, and hope to have a preliminary version next month. Russ Saito requested to have the ehawaii.gov logo taken off the home page, as it is confusing to the user. He would prefer to link to the AHC reports, instead of typing in a URL.

Russ Saito requested a system diagram showing redundancy. Russell Castagnaro will provide this to him.

2. Discussion of new applications

A public beta site has been launched for online documents, while the old Certificate of Good Standing (COGS) application continues to be up and running.

3. Review of project list

Many new projects were added to the project list. In columns B and C, a status priority listing was added, where 0 means in testing or about to go in testing; 1 is highest priority; 2 is medium priority; and 3 is lowest priority.

4. Review of open ticket reports (Mantis)

Not discussed.

V. Review and approval of draft annual report to the Governor and Legislature

Sharon Wong reported that a copy of the final report was sent to AHC members. Russ Saito reported that there were no questions from the Legislature or Governor. In hearing however, they asked for profit and loss information. This item will be removed from the agenda.

VI. Discussion of the AHC prioritization process for applications to be developed by the Internet Portal Manager

Debra Gagne reported that she met with Russell Castagnaro. Subsequent meetings will be scheduled with interested parties, to revise the method and make it a more qualified, executive-level type summary. The basic idea is to create a summary of recommendations from the portal member, have AHC review and comment, and calculate the priority, to be published on the project list. Next month, it is hoped that this will be incorporated online with a demonstration of the application. An item will be added to the agenda on content management system for AHC prioritization.

Lawrence Reifurth asked whether the AHC would want to take a position on potential legislation that may be of interest to the AHC. For example, SB2320 related to public records, may be of interest. Discussion was that AHC is unlike most committees that are attached agencies and that members can testify as an individual member, but not as representing the committee. If the committee wishes to take a position, a meeting needs to be called with six day's notice. Since hearings notices are usually provided within 48 hours, this is not enough time to call a meeting. If the bill crosses over, then the committee could consider taking a position by submitting testimony before the final determination is made.

Debra Gagne asked whether the AHC should instill governance over all Internet service providers, being that HIC is the preferred provider for web application development. Governance issues would include look, design, consistent buttons and flow. As an example, ICSD spent time with executive branch agencies to gain a consistent look and feel, which will also be pushed down to all divisions and agencies connect to executive branch web sites. This will be put on the agenda for discussion of how do we impose requirements on any web application that is developed?

VII. Adjournment

Chairperson Saito adjourned the meeting at 8:50 a.m.

Respectfully Submitted,

3/25/08

Date

Russ K. Saito

Russ K. Saito, Chairperson
Access Hawaii Committee