

Access Hawaii Committee Meeting Minutes

January 13, 2009

12:30 PM to 2:30 PM

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)
Todd Crosby, Assistant Administrator, Designee for ICSD/DAGS
Aaron Fujioka, Administrator, State Procurement Office (SPO)
Paul Tsukiyama, Director, Office of Information Practices (OIP)
Liane Kimura, IT Manager, Designee for Department of the Attorney General
Kevin Thornton, IS Manager, Designee for Department of Commerce and Consumer Affairs
David Maeshiro, CIO, Judiciary
Kristilyn Kam, Data Processing System Analyst, Designee for City & County of Honolulu (VCC)**
James Kiley, IS Manager, Designee for County of Hawaii (VCC)**
Jacob Verkerke, IS Manager, County of Maui (VCC)**
Eric Knutzen, CIO, County of Kauai (VCC)

Members Absent

Debra Gagne, Administrator, Information and Communication Services Division (ICSD)/DAGS –represented by designated member
Clay Sato, Data Processing System Manager, Department of the Attorney General (AG)-represented by designated member
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)-represented by designated member
Senator David Ige, State Senate
Representative Pono Chong, House of Representatives
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)
Gordon Bruce, Director, City and County of Honolulu (VCC)*-represented by designated member

Other Attendees

Janis Higaki, Representative Pono Chong's Office
Russell Suzuki, Deputy Attorney General
Sharon Wong, Data Processing System Manager, DAGS/ICSD
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 12:36 p.m., at which time quorum was established.

II. Review and Approval of the December 5, 2008 Meeting Minutes

Aaron Fujioka moved to approve the December 5, 2008 meeting minutes, David Maeshiro seconded the motion. AHC members voted and approved the minutes.

1. General Manager's Report

Russell Castagnaro reviewed the General Manager's Report. HIC work activity for this month included moving to another rack at the data center, closer to DLNR's rack. The Google Analytics attachment uses a new view.

Jing Xu reported on the marketing activities and highlights.

Russell Castagnaro announced that members should request online access for Google Analytics to Jing or Rosie, and gmail account is needed. The September and October financial information is updated since the last report.

2. Discussion of new applications

No discussion.

3. Review of project list

Russell Castagnaro reviewed the bolded items in the HIC Project Report.

4. Review of open ticket reports (Mantis)

Russell Castagnaro asked members to contact him if there are any questions on this report.

5. Approval of new Statement of Works (SOWs)

None reported this month.

IV. Discussion of the AHC prioritization process for applications to be developed by the Internet Portal Manager**1. Weighting factors for a prioritization matrix**

Todd Crosby did not have any information to relay on Debra Gagne's behalf. Discussion centered around clarifying the status of this agenda item. Chairperson Saito proposes that an investigative committee with Debra Gagne, Russell Castagnaro, Clay Sato, Kevin Thornton, and himself review the latest draft document, and also to revisit the status of the possibility of using the State eGITS application as a tool for prioritization.

2. Discussion and approval of content management system (CMS)

Kevin Thornton reported that members of the subcommittee (Debra Gagne, Clay Sato, Kevin Thornton) met, however the recommendations were never brought to the AHC. The subcommittee met in October 28, 2008 with HIC, then the subcommittee met on November 17, 2008. Draft recommendations were created and Kevin Thornton distributed a handout "AHC Sub-committee meeting in regards to the HIC Content Management System (CMS), Revision 4 (1/12/09)". After some discussion on this report, Paul Tsukiyama said that further discussion on this document should be postponed until the next meeting and put on next month's agenda so that handout can be shared with all members.

V. Discussion of Governance of Web Sites and Internet Service Providers

David Maeshiro reported that the membership of the committee is being finalized. Four areas have not responded, and James Kiley will be the interim representative for the County of Hawaii since Clayton Yugawa retired.

VI. Update on Draft Policy for Electronically Posting Calendar Items

Paul Tsukiyama reported that there is not much change in status for this past month. The Office of Information Practices submitted legislation to allow boards and agencies to electronically file notices

and to eliminate the manual filing requirement. Paul Tsukiyama hopes to have a legislative update on the status of this proposed bill.

VII. Discussion on Unauthorized Access to Government Sites

Russell Castagnaro reported that the issue is data scraping. An example is that the Judiciary sells their traffic abstracts, and an event occurred where a vendor mined data from them. Unauthorized access like this could lose potential revenue. HIC is working with Judiciary to create an official policy.

AHC discussion involved attempting to define 'unauthorized access', 'public data', whether 'terms of use' were violated, and if there is an aspect of 'denial of service'. Eric Knutzen commented that perhaps a legal review is warranted, and that policing/enforcement would be difficult, unless there is a tool that would preclude data scraping. Russell Suzuki said that if the AHC seeks an opinion from the Attorney General's office, then the issue needs to be defined in writing. Russell Castagnaro volunteered to put together the right questions.

VIII. Discussion on the 2008 AHC Annual Report

Chairperson Saito opened a discussion on whether this report should be submitted as the HIC report only, or whether it should also include AHC achievements. Since AHC members have not submitted input, Chairperson Saito asked members to submit write-ups worth mentioning to Sharon Wong and Russ Saito by Friday, January 16, at the close of business.

IX. Announcements

Russell Castagnaro announced that the calendar can be extended to State and Counties, and can be branded to specific sites.

Todd Crosby commented that PIAS runs a similar report like the dashboard report, and asked if there is a composite traffic report for the State of Hawaii. Russell Castagnaro reported that he thinks there is only one traffic cookie per page, and that there could be other State sites also.

Sharon Wong announced that the next AHC meeting will be held on Friday, February 6, 2009 at 8:00 a.m.

X. Adjournment

At 1:35 p.m., Aaron Fujioka motioned to adjourn the meeting, seconded by David Maeshiro, and the meeting ended.

Respectfully Submitted,

7/26/09

Date

Russ K. Saito

Russ K. Saito, Chairperson
Access Hawaii Committee