

## **Access Hawaii Committee Meeting Minutes**

December 2, 2010

1:00 PM to 3:00 PM

Video Conference Centers

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, DAGS/ICSD

Aaron Fujioka, Administrator, State Procurement Office (SPO)

Liane Kimura, Data Processing System Manager, Department of the Attorney General (AG)

Ron Boyer, Directory, Department of Commerce and Consumer Affairs (VCC)\*\*

David Maeshiro, CIO, Judiciary

Jacob Verkerke, IS Manager, County of Maui

Burt Tsuchiya, IT Director, County of Hawaii (VCC)\*\*

Mandi Swanson, IT Project Leader, designee for County of Kauai (VCC)

### **Members Absent**

Cathy Takase, Acting Director, Office of Information Practices

Senator David Ige, State Senate

Representative Pono Chong, House of Representatives

Director, Department of Taxation (DOTAX)

CIO, County of Kaua'i-*represented by designee*

Gordon Bruce, Director, City and County of Honolulu

### **Other Attendees**

Kevin Thornton, IS Manager, Department of Commerce and Consumer Affairs

Sharon Wong, Data Processing System Manager, DAGS/ICSD

Russell Castagnaro, General Manager, Hawai'i Information Consortium (HIC)

Jing Xu, Marketing Director, Hawai'i Information Consortium (HIC)

*\*\*Participated via videoconference center (VCC)*

### **I. Call to Order, Public Notice, Quorum**

Chairperson Saito called the meeting to order at 1:10 p.m., at which time quorum was established and introductions made.

### **II. Approval of the November 4, 2010 Meeting Minutes**

Aaron Fujioka motioned to approve the minutes, David Maeshiro seconded. Vote was taken and meeting minutes were approved.

### **III. Hawaii Information Consortium General Manager Report**

Russell Castagnaro reviewed all of the items below, except that Jing Xu reviewed the Marketing Activity.

#### **1. Executive Summary**

Under the 'New Partner Contacts' section, the aquarium sales report was discussed with the County of Maui, not the County of Hawai'i as reflected in the report.

2. **Marketing Activity**
3. **Highlights**
4. **Additional Items**
5. **Analytics Report: Portal web traffic statistics**
6. **Financial Report**
7. **Discussion of new applications: new services launched**
8. **Review of project list**
9. **Review of open ticket reports (Mantis): open items within portal work queue**
10. **Approval of new Statement of Works (SOWs) for new projects**

There is nothing to vote on today.

**IV. ICSD Public Information Access General Manager's Report:**

Debra Gagne reviewed the report.

1. **Highlights**
2. **Overview of Hawai'i.gov Websites**

**V. Reports of the Investigative Committee for Matters of AHC Oversight and AHC Special Fund:**

Jacob Verkerke, Chairperson of the Investigative Committee, reviewed the four recommendations presented at the last meeting. Chairperson Russ Saito asked if HIC had any comments. Russell Castagnaro provided three comments. First, he would like to change the term used in the document from 'outsourced portal provider' to 'contracted portal provider'. Second, while the State Portal Program Manager reports directly to the AHC Chairperson, this position could ultimately report to the State Chief Information Officer position in the future. Third, although he appreciated that the qualification of the person is listed as an independent contractor, without ties to any firm, this qualification may make it difficult for a State government employee to assume the job at a later date.

Jacob Verkerke responded by saying that the investigative committee's intent was to allow a contracted employee provide the services until such time that a State employee position could be established and hired. The qualification that this person is an independent contractor would ensure that another firm would not gain an unfair competitive advantage in the negotiations between the committee and HIC. When a State employee can be hired, the State Portal Program Manager document can be changed to include a State employee as being the State Portal Program Manager.

Russ Saito suggested that a motion be made to approve the reports and the four recommendations with two minor changes: 1. changing the term used throughout the documents from 'outsourced portal provider' to 'contracted portal provider'; and 2. including language so that a State employee can also be hired. Jacob Verkerke made the motion and Ron Boyer seconded. All members voted unanimously to approve the motion with the two changes.

**VI. Announcements**

The next meeting will be on January 6, 2010 at 1 p.m.

At noon on December 6, 2010, Governor-elect Abercrombie's Administration will be sworn in.

Chairperson Saito said that he really enjoyed working on this committee, and that either an Acting or Interim Comptroller has authority as Chairperson so there should be no disruption to the work of this Committee.

**VII. Adjournment**

Ron Boyer requested motion to adjourn, Debra Gagne seconded. Meeting was adjourned at 1:47 p.m.

Respectfully Submitted,

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Date

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Bruce A. Coppa, Chairperson  
Access Hawaii Committee

DRAFT