

## **Access Hawaii Committee Meeting Minutes**

January 4, 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  
Ruth Yamaguchi, Designee for State Procurement Office (SPO)  
Eileen Madigan, JJIS Coordinator, Department of the Attorney General (AG)  
Lawrence Reifurth, Director, Department of Commerce and Consumer Affairs (DCCA)  
Kurt Kawafuchi, Director, Department of Taxation (DOTAX)  
David Maeshiro, Chief Information Office, Judiciary  
Paul Tsukiyama, Director, Office of Information Practices (OIP)  
Senator David Ige, State Senate  
Gordon Bruce, Director, City & County of Honolulu  
Clayton Yugawa, Director, County of Hawaii (VCC)\*\*  
Susan Underwood, Info. Mgmt. Section Head, County of Maui (VCC)\*\*  
Mandi Swanson, IT Project Leader, County of Kauai (VCC)\*\*

### **Members Absent**

Representative Pono Chong, House of Representatives  
Aaron Fujioka, Administrator, State Procurement Office (SPO) – represented by designated member  
Jacob Verkerke, IS Manager, County of Maui (VCC)\*\* - represented by designated member  
Eric Knutzen, CIO, County of Kauai (VCC) – 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  
Leonard Fernandes, Branch Chief, Judiciary  
Robert Su, ITS Officer, Department of Taxation (DOTAX)  
Kristilyn Kam, Designee for City & County of Honolulu (VCC)\*\*  
Jing Xu, Marketing Director, Hawaii Information Consortium (HIC)  
Rosie Warfield, Partner Relations 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 8:22 a.m., at which time quorum was established. Access Hawaii Committee members and other attendees introduced themselves.

### **II. Review and Approval of the December 7, 2007 Meeting Minutes**

Chairperson Saito moved to approve the November 2, 2007 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, Inc. is in the process of being signed. A Notice of Amendment to Exemption was requested to extend the existing contract's timeframe until this new contract is executed and approved, so HIC continues to be under contract to provide existing services.

### **IV. Hawaii Information Consortium**

**Jing Xu, Marketing**

#### **1. General Manager's Report**

Jing Xu reviewed the General Manager's Report; they are working on the new contract, infrastructure upgrades, and the online tax filing application. The heading for the portal metrics should be listed as November, not October.

Jing will look into posting documents online to an HIC website, similar to what occurred in the past. In addition, this effort will assist the Legislature's paperless initiative for this session.

#### **2. Discussion of new applications**

In December, there was a soft launch of the State ID application.

#### **3. Review of project list**

The HIC Project Report includes additional columns, and the bolded items in the report were discussed. The ELF 2008 Updates are online tax filings, which is a small percentage of filings. ELF is an acronym for Electronic Filing.

#### **4. Review of open ticket reports (Mantis)**

There are 344 open tickets, of which 191 tickets are for the agencies and 153 are internal HIC tickets.

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

Sharon Wong reported that she received comments from one agency and incorporated the comments into the annual report, which was finalized and sent to the Governor. The report consisted of a two-page summary of the AHC and agency efforts, and the HIC Annual Report. She provided highlights of the report and will send the finalized version to the AHC members. Chairperson Saito wants to ensure that for the subsequent year's reports, agencies should document their activities to be included in the annual report.

One agency provided comments on the consistent look and feel of web sites. A working group will be established to research and provide recommendations on this effort, and to look into establishing portal guidelines. Interested members to serve on the committee are: representatives from the DCCA, the City and County of Honolulu, the Judiciary, and the State Senate.

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

Debra Gagne requested to defer this until the next meeting.

### **VII. Adjournment**

Chairperson Saito adjourned the meeting at 8:58 a.m.

Respectfully Submitted,

2/4/08

Date

A handwritten signature in black ink, appearing to read "Russ K. Saito", written over a horizontal line.

Russ K. Saito, Chairperson  
Access Hawaii Committee