

FINAL REPORT TO THE ACCESS HAWAII COMMITTEE

By

The Investigative Committee for Matters of AHC Oversight and AHC Special Fund

October 27, 2010

Committee Members: Jacob Verkerke (Chair), Sharon Wong (Secretary), Debra Gagne, Kevin Thornton, Liane Kimura

Background

The Investigative Committee was created at the July 1, 2010 meeting of the Access Hawaii Committee, for the purpose of submitting recommendations on 2 matters, deemed to be interrelated. First, the Investigative Committee was to make recommendations on the establishment of the Portal Program Manager function made possible by the enactment of HB2505, creating the Access Hawaii Committee Special Fund.

Second, the Investigative Committee was to make recommendations as to the focus of the Access Hawaii Committee itself, based on the Hawaii Revised Statutes, Chapter 27G, that created the Access Hawaii Committee.

Report

The Investigative Committee met six times during the months of August and September, 2010. Included in those meetings were a meeting with Hawaii Information Consortium (HIC) for the purpose of presenting a draft document, describing the role and responsibilities of the portal program manager function, and of soliciting feedback from HIC.

Also included in the meetings was a telephone consultation with 2 Gartner analysts, Donna Fitzgerald and Lily Mok, for the purpose of obtaining their recommendations and perspective on the portal program manager function, as well as industry expectations relative to the qualifications and compensation for appropriate candidates for that function.

The Investigative Committee members used the information collected and analyzed during its meetings to produce 2 documents:

Access Hawaii Committee – Discussion of Role and Responsibilities
State Portal Program Manager – Description of Role and Responsibilities.

Both Documents are attached to this report.

The Investigative Committee further discussed the opportunities and limitations of the short term prospect of hiring the Portal Program Manager through a contractual arrangement versus the long term potential of creating a civil service position. Those discussion prompted questions for the DAGS Administrative Services Office, which were answered in late September.

At the conclusion of its work, the Investigative Committee submits the following recommendations:

Recommendations for discussion and decision at the AHC meeting of December 2, 2010

1. Review and adopt the 'Access Hawaii Committee – Discussion of Role and Responsibilities' document.
2. Review and adopt the 'State Portal Program Manager – Description of Roles and Responsibilities' document
3. Provide formal 60-day notice to Hawaii Information Consortium of the Access Hawaii Committee's intent to start collecting administrative fees in the amount of \$8000 effective March 1, 2011. These fees are necessary to provide the funding through the AHC Special Fund for the State Portal Program Manager function.
4. Consider option of contracting through RFP for State Portal Program Manager function at the earliest opportunity, and submitting request for Fiscal Biennium Budget 2011-2013 for temporary state position for the State Portal Program Manager.