

Access Hawai'i Committee (AHC) Meeting Minutes
October 7, 2016, 1:00 p.m.
Videoconference Centers
Kalanimoku Building
1151 Punchbowl St., Room B-10
Honolulu, HI 96813

Videoconference Centers (VCC)

County of Hawai'i, Hilo VCC, Hilo State Office Bldg., 75 Aupuni St., Basement, Hilo, HI 96720

County of Maui, Wailuku VCC, Maui State Office Bldg., 54 S. High St., 3rd Flr., Wailuku, HI 96793

County of Kaua'i, Lihue VCC, Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

Members Present

Todd Nacapuy, Chief Information Officer, Office of Enterprise Technology Services (ETS), State of Hawai'i

Kerry Yoneshige, Business Management Officer, representing the Comptroller of the Department of Accounting and General Services (DAGS), State of Hawai'i

Mara Smith, Project Manager, representing the Administrator of the State Procurement Office (SPO), State of Hawai'i

Jennifer Brooks, Attorney, Office of Information Practices (OIP), State of Hawai'i

Stuart Okumura, Juvenile Justice Information System (JJIS) Coordinator, Department of the Attorney General (ATG), State of Hawai'i

Donn Yabusaki, Manager, Information Systems and Communications Office, representing the Director of the Department of Commerce and Consumer Affairs (DCCA), State of Hawai'i

Kevin Thornton, Director of Information Technology and Systems Department, representing the Administrative Director of the Courts, Judiciary, State of Hawai'i

Keith Ho, Deputy Director, Department of Information Technology, City & County of Honolulu

Donald Jacobs, Director, Department of Information Technology, County of Hawai'i (VCC)¹

Jacob Verkerke, Chief Technology Officer, Department of Management, IT Services Division, County of Maui (VCC)¹

Mandi Swanson, IT Project Leader, representing the CIO of the County of Kaua'i (VCC)¹

Senator Glenn Wakai, State Senate

Representative Chris Lee, House of Representatives

Members Absent

Robert Su, IT Manager, Department of Taxation (DoTax), State of Hawai'i

Other Attendees

Valri Kunimoto, Deputy Attorney General, ATG

Bonnie Kahakui, Procurement Specialist, SPO

Derek Ichiyama, Portal Program Manager, ETS

Keith DeMello, Sr. Communications Manager, ETS

Bryant Yabui, Contract and Procurement Specialist, ETS

Susan Bannister, ETS

Russell Castagnaro, General Manager, Hawaii Information Consortium (HIC)

Teri Berschneider, Director of Portal Operations, HIC

J. Shoket, HIC

Burt Ramos, HIC

¹Participated via VCC

Scott Somerhalder, NIC
Jerome Koehler, HIC

I. Call to Order and Determination of Quorum

Chair Nacapuy called the meeting to order at 1:02 p.m., at which time quorum was established and the requirements for public notice were made.

II. Approval of the June 2, 2016, Meeting Minutes

Member Yoneshige made a motion to approve the minutes, which was seconded by Member Brooks. Vote was taken and the motion unanimously passed.

III. Public Testimony

None were received.

IV. Hawai'i Information Consortium (HIC) General Manager's Report, including Balance Sheet Details and Fee Schedule

HIC General Manager Russell Castagnaro and HIC Director of Operations Teri Berschneider presented their report. The new Hawai'i State Public Library System website was launched with good reviews. HIC is working with Mr. Ichiyama on developing a workflow for Statement of Work (SOW). Mr. Castagnaro voiced strong concerns regarding the new requirements set by ETS, such as the development cycles and deadlines and requiring a cost assessment to the hour in the SOW. He said HIC would have to absorb all costs before the partner has committed to move forward on a project. At a previous meeting, Mr. Castagnaro explained how the different models (self-funded, time and material, hybrid) and sizes have different requirements, which would make meeting the new requirements very difficult or impossible. HIC uses Agile software, which is not designed to provide data in this manner.

V. Portal Program Manager Report

a. Review of Project Dashboard, including Status within Interim Scope of Work (SOW) Approval Process

Derek Ichiyama has been sending committee members the bi-weekly project dashboard via email. He also distributed the SOW Approval Criteria flow chart for IT Governance approval policy. Chair Nacapuy clarified that the T205 or ICSD-205 form is a request to spend for IT. Administrative Directive 11-05 states that all IT projects greater than \$1 million must be approved by the CIO. If a contract is tied to HIC's contract, a T205 form is required even if there is no dollar amount involved. The IT Governance process is to ensure that contracts conform to IT best practices. County members clarified that, at a previous meeting, the committee voted to give the CIO authority to approve SOWs on a temporary basis until a more formal process could be established. Counties should have the autonomy to apply best practices.

Member Brooks made a motion to have the Portal Program Manager amend the SOW Approval Criteria diagram to reflect a workflow with two different processes going from the

“email to ETS” square to the “CIO approved.” One process would be for state executive branch agencies, which are currently subject to “ITG review,” and the other would be for all non-state executive branch or agencies to reflect whether the Service Level Agreement (SLA) and the SOW are aligned. The motion was seconded by Member Verkerke. Mr. Castagnaro clarified that it starts from the ETS section and the AHC reviews it for compliance for non-executive department and agencies. Vote was taken and the motion unanimously passed.

Because reviews of the SLAs are now more in-depth, the committee decided that it should look into reviewing the SLAs to streamline the process.

Member Brooks made a motion to have the Portal Program Manager review the SLA process and current SLAs and come up with a proposal for streamlining the process and reconciling the differences between the SLA by the next meeting, which was seconded by Member Yoneshige. Vote was taken and the motion unanimously passed.

b. Committee Membership Process; Discussion on AHC Member Selection

Since DoTax will no longer be utilizing HIC, it was suggested that another department be identified to take its place on the AHC. “Using or planning to use the services of the portal manager” is a requirement specified in statute for some AHC members. Ms. Kunimoto, Deputy Attorney General, will look into how this can be accomplished. Mr. Castagnaro will provide Chair Nacapuy and AHC with a list of services that each department is using to help select a new department/agency.

Chair Nacapuy asked to amend the agenda to move item VIII before item VII so attendees do not have to wait for members to return from executive session. There were no objections.

VI. Approval of Statements of Work

County of Hawai`i, Department of Liquor Control: Licensing and Permitting Application
Allow members of the public to register for liquor license and permits online, receive notifications via email, and meet the demand for online credit card payment. Chair Nacapuy pointed out some concerns/risk in the SOW, such as missing dates in the Milestone Schedule.

Member Verkerke made a motion to approve the SOW for the County of Hawai`i Department of Liquor Control, which was seconded by member Thornton. Vote was taken and motion unanimously passed.

County of Hawai`i, Mass Transit Agency: Mobile Bus Application
Make current bus location, bus stop information, and general transit information more accessible for riders. Chair Nacapuy stated that the SOW lacks all the items in the SLA and dates are missing in the Milestone Schedule. Suggested putting number of months in place of dates. Questions arose regarding first payment of \$10,471. Mr. Castagnaro agreed that the amount could be moved when first prototype is delivered. He asked the committee to approve this SOW with the understanding that HIC will revise its Milestone Schedule with the County of Hawaii.

Member Jacobs made a motion that the County of Hawai`i will make a modification on the invoice schedule to move the payment of SOW payment down to the delivery of design

prototype level. Motion was seconded by Member Brooks. Vote was taken and motion unanimously passed.

Member Rep. Lee left the meeting at 1:45 p.m. Member Verkerke left at 1:50 p.m.

HIC will work with departments in writing the SOWs. HIC mentioned that the Department of Health Medical Marijuana Patient Registry System SOW was already approved but included in the packet, per the committee's request, to include SOWs that are self-funded.

Member Brooks made a motion to continue the temporary process of having the CIO review and approve the three executive branch SOWs, which was seconded by Member Thornton. Vote was taken and motion unanimously passed.

- VII. Development of a New Request for Proposals (RFP) for the Internet Portal Services Provider Contract; Discussion and Appropriate Action
The Committee anticipates going into executive session pursuant to HRS Section 92-5(a)(4) to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities to discuss the draft of the new request for proposals for the Internet Portal Services Provider Contract.

Due to time constraints, item will be discussed at the next AHC meeting.

- VIII. Senate Resolution 54, Requesting the AHC, HIC, and Each State Agency Who Currently Has a Partnership with HIC to Collaborate and Provide the Legislature with a Comprehensive Progress Report Regarding the Activities and Expenses of the State's Internet Portal; Discussion and Appropriate Action

HIC will incorporate some items of SR 54 in its Annual Report and present a progress report at the next meeting. A special meeting will be scheduled to allow the AHC to review and approve the report in time to submit to the Legislature.

- IX. Announcement

Next scheduled meeting is on December 1, 2016, 1:00 p.m.

- X. Adjournment

Member Brooks made a motion to adjourn the meeting, which was seconded by Member Jacobs. Vote was taken and the motion unanimously passed. Meeting adjourned at 2:58 p.m.