

Access Hawai‘i Committee (AHC) Meeting

September 7, 2017
1:00–3:00 p.m.

Video Conferencing Centers (VCC):

Kalanimoku Bldg. Basement VCC 1151 Punchbowl St. Honolulu, HI 96813	Hilo State Office Bldg. Basement VCC 75 Aupuni St. Hilo, HI 96720	Wailuku State Office Bldg. Third Floor VCC 54 South High St. Wailuku, HI 96793	Lihu‘e State Office Bldg. Basement VCC 3060 ‘Eiwa St. Lihu‘e, HI 96766
--	--	---	---

Agenda

- I. Call to Order
- II. Review and Approval of the June 1, 2017, Meeting Minutes (attached)
- III. Public Testimony
Any person may submit testimony on any agenda item. Please limit in-person testimony to three minutes per item. Members of the public may join Committee members at any of the identified locations above.
- IV. Portal Program Manager’s Report; Discussion and Appropriate Action
 - A. Project Dashboard
 - B. Status of Statement of Work Template
 - C. Request for Information
 - D. Hawai‘i Information Consortium (HIC) Report (attached)
- V. Approval of Statements of Work (SOW); Discussion and Appropriate Action
 - A. SOWs Under Review
 1. Dept. of Health, State Council on Mental Health - Mental Health Website
New site will allow agency to easily update their website content, provide a responsive web design, and meet WCAG 2.0 level A ADA requirements.
Total Cost: \$15,706.80
 2. Dept. of Health, Emergency Medical Services (EMS)
Creation of EMS portal with EMS Program and Service Overview, Reference to Hawaii Revised Statutes Ch. 321 and Administrative Rules Title 11, Ch. 72.
Total Cost: Self-funded. 10% for the first 3 years, 5% for the years following
 3. Dept. of Health, Alcohol and Drug Abuse Div. – Inspection and Complaints Portal
HIC will design, develop, and maintain a public accessible portal for inspection of Clean and Sober Homes and Complaints.
Total Cost: \$199,978.98
 4. Dept. of Land & Natural Resources (DLNR), Hunter Education - Amendment 5 – Records Management
Phase IV – Reporting Interface. **Total Cost:** \$85,277.45

Individuals who require special needs accommodations are invited to call Susan Bannister at (808) 587-9736 at least three (3) working days in advance of the meeting.

5. DLNR, Div. of Forestry and Wildlife – Hunt Lottery, Amendment 1
 During Phase 1, HIC will develop the Hunt Lottery Drawing System to replace the current manual process, which will be integrated within the Go Hunt Hawaii website. Names for the lottery drawing will be retrieved from the existing Hawaii Hunt Application System database.
Total Cost: \$52,355.99 + Maintenance \$1200 per year
6. Dept. of the Attorney General – Charity Retrievals, Amendment 7
 HIC will add a new function to reject a submission in the Charity Retrieval System. **Total Cost:** \$6,094.25
7. University of Hawai‘i, James A. Burns School of Medicine (JABSOM) – Physician Survey
 HIC will coordinate and work with the Dept. of Commerce and Consumer Affairs to assist JABSOM with collecting Physician Workforce Assessment survey data. **Total Cost:** Self-funded; 1.5% of the total gross PVL renewal (REN) fee collected for MD or DOS. If purchase card (Pcard) is used, an additional 3% of the total amount will be added in order to cover the transaction processing fees.

B. SOW and Service Level Agreement Signed

1. Dept. of Commerce and Consumer Affairs, Insurance Licensee Self-Service SOW
 Develop and maintain a self-service portal for the insurance licensees to securely access their current license information, and provide the ability to download an electronic version of the license certificate.
Total Cost: No-cost project
2. DLNR, Hunter Education and Records Management System SOW Amendment 4
 The maintenance, support, and hosting fee associated with this project is \$24,000.00. This amount is approximately 20% of the total cost of the project (\$118,000.00). PARTNER will be invoiced a fixed cost of \$2,000.00 monthly beginning in March 2017. This coincides with the launch date of the Public Module of the service. Payment from PARTNER is due within 30 days from receipt of the invoice. **Total Cost:** \$24,000 per year
3. County of Kaua‘i, Online Property Tax Payments SOW Amendment 4
 New terms on ACH Returns and Credit Card chargebacks. **Total Cost:** For each returned ACH item, HIC will invoice PARTNER for the full amount of the real property tax including all convenience and transaction fees plus an additional \$10 bank return fee. In the event that HIC is unable to successfully contest a credit card chargeback, HIC will invoice PARTNER the original amount remitted plus a \$10 charge-back fee.
4. Dept. of Defense, Homeland Security Website SOW
 HIC will build a website for the Hawaii Department of Defense, Office of Homeland Security. The new site will allow the agency to easily administer and update their own website content, include a responsive web design (defined below) and meet WCAG 2.0 level A ADA requirements.
Total Cost: \$15,706.80

5. Dept. of Labor & Industrial Relations, Workforce Opportunity Tax Credit e-Application SOW Amendment 2
Replaces the Maintenance and Support Costs section of previous SOWs and renames the section to Maintenance, Support, and Hosting Costs. HIC will provide support for the proper installation and ongoing general maintenance and operation of the WOTC e-Application. **Total Cost:** \$14,640
6. University of Hawai`i, JABSOM Service Level Agreement
Serves as a memorandum of understanding with respect to the implementation of "Hawaii.gov" for the University of Hawaii, JABSOM.

VI. Proposed Terms of Use Policy for Hawai'i Government Websites (attached)

VII. Good of the Order

A. Announcement - Next meeting: December 7, 2017

VIII. Adjournment