

Access Hawai'i Committee (AHC) Meeting Minutes

July 23, 2018
1:00 p.m.

Videoconference Centers (VCC)

Kalanimoku Bldg., 1151 Punchbowl St., Rm. 410, Honolulu, HI 96813

Hilo State Office Bldg., 75 Aupuni St., Basement, Hilo, HI 96720

Wailuku State Office Bldg., 54 S. High St., 3rd Flr., Wailuku, HI 96793

Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

King Kalakaua Bldg., 335 Merchant St., 3rd Floor Conference Room, Honolulu, HI 96813

Members Present

Derek Ichiyama, representing the Chief Information Officer, Office of Enterprise Technology Services (ETS)

Meoh-Leng Silliman, representing the Comptroller, Department of Accounting and General Services (DAGS)

Bonnie Kahakui, representing the Administrator, State Procurement Office (SPO)

Jennifer Brooks, Attorney, Office of Information Practices (OIP)

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

Stuart Shirai, representing the Director, Department of Commerce & Consumer Affairs (DCCA) (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, County of Kaua'i (VCC)¹

Members Absent

Robert Su, IT Manager, Department of Taxation (TAX)

Kevin Thornton, Director of Information Technology and Systems Department, representing the Administrative Director of the Courts

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

Jules Ung, Director, Department of Information Technology, County of Hawai'i

Senator Glenn Wakai, State Senate

Representative Chris Lee, State House of Representatives

Other Attendees

Valri Kunimoto, Deputy Attorney General, ATG

Miyoke Ng, DAGS

Todd Omura, ETS

Greg Dalin, ETS

Susan Bannister, ETS

Janet Pick, Director of Operations, Hawai'i Information Consortium (HIC)

Tony Tran, HIC

Julie Shohet, HIC

Todd Nacapuy, ETS

¹Participated via VCC

I. Call to Order

Chair Nacapuy was delayed. His designee, Derek Ichiyama, served as Acting Chair and called the meeting to order at 1:16 p.m., at which time quorum was established.

II. Review and Approval of the March 1, 2018 Meeting Minutes

Janet Pick of HIC asked that the last sentence in section V.B.1, “This was an ongoing cost to the department.”, be removed from the minutes. She clarified that there was no cost to the department as this project had not gone live yet at that time. The SOW was to change the fees from being absorbed by the partner to being passed on to the end-users. But because the service was not deployed at that time, HIC did the amendment before it went live, thus the Department did not pay for anything.

Member Brooks made a motion to remove the last sentence under V.B.1, which was seconded by Member Designee Swanson. Member Brooks amended her motion to a motion to approve the minutes with the amendment to V.B.1 by deleting the last sentence, which was seconded by Member Okumura. Vote was taken and the motion unanimously passed.

III. Public Testimony

None.

IV. Portal Program Manager’s Report

A. Hawaii Information Consortium (HIC) Report

Burt Ramos, HIC General Manager, was out of town, so Janet Pick reviewed the General Manager’s report that was submitted with the agenda. She introduced Tony Tran of HIC’s program management office. This report covered the following topics.

- Eleven new services and upgrades were added from February to June 2018
- Hawaii State Public Library System received the Communicator Award of Distinction
- HIC upgraded its Transport Layer Security. All applications were upgraded prior to its deadline of June 2018.
- DCCA payments-- in late April, DCCA contracted with another vendor to process all DCCA payments. HIC will cease processing payments for DCCA and will transition payments over to Pacific Point payment solution.
- Electronic Remittance to Partners—HIC’s goal is to eliminate manual check distribution via automation
- The Customer Service Statistics have been expanded in response to Chair Nacapuy’s comments at a prior meeting.
- HIC’s contract has been extended for one year through January 2020.

B. Update on the New Request for Proposals for the Internet Portal Services Provider Contract

This item was put on the agenda in error.

V. Approval of Statements of Work (SOW)

Acting Chair Ichiyama reviewed the following SOWs.

A. SOWs Under Review

1. Department of Commerce and Consumer Affairs, Professional and Vocational Licensing Division, PVL Licensee Self-Printing Service

SOW signed.

2. Department of Health, Harm Reduction Services Branch, Medical Marijuana (Cannabis) Registration System for Out of State Patients, Amendment 3

ETS is currently reviewing this SOW then will send it to DOH and HIC.

B. SOWs to be Signed

1. Hawai'i County, Parks and Recreation, Mauna Kea Tour Operators Application

SOW signed.

2. Department of Business and Economic Development, Hawaii State Energy Office, Solar Water Heater Variance

SOW signed.

C. SOWs Signed

Todd Nacapuy entered the meeting at 1:45 p.m. Ichiyama continued to facilitate the meeting as Acting Chair.

1. Department of Business, Economic Development and Tourism, Foreign Trade Zone No. 9, Bill Presentment and Payment Processing
2. Department of Health, Disability and Communication Access Board
3. Office of Enterprise Technology Services, 2017 ACA Automation Support
4. Department of Business, Economic Development and Tourism, Business Development and Support Division, Community-Based Economic Development Applications
5. Department of Land and Natural Resources, Division of Forestry and Wildlife, Hunt Lottery Drawing System
6. Department of Land and Natural Resources, Division of Boating and Ocean Recreation, Maintenance 2
7. Department of the Attorney General, Tax and Charities Division, Online Charity

Registration

8. Department of Land and Natural Resources, Department of Aquatic Resources, Commercial Marine Dealer Reporting System

VI. Good of the Order

Announcement: Next Meeting - September 6, 2018

VII. Adjournment

Member Brooks made a motion to adjourn the meeting, which was seconded by Member Okumura. Vote was taken and the motion unanimously passed. Meeting adjourned at 1:52 p.m.

Recorded by: *Susan Bannister* 9/6/18
Susan Bannister Date