

Access Hawai'i Committee (AHC) Meeting Minutes

September 6, 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, 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

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

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

Jules Ung, Director, Department of Information Technology, County of Hawai'i (VCC)¹

Members Absent

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

Keith Ho, Deputy Director, Department of Information Technology, City & County of Honolulu
Del Sherman (TA), County of Kauai

Senator Glenn Wakai, State Senate

Representative Chris Lee, State House of Representatives

Other Attendees

Valri Kunimoto, Deputy Attorney General, ATG

Todd Omura, ETS

Greg Dalin, ETS

Bryant Yabui, ETS

Susan Bannister, ETS

Burt Ramos, General Manager, Hawai'i Information Consortium (HIC)

Janet Pick, Director of Operations, HIC

¹Participated via VCC

I. Call to Order

Derek Ichiyama served as Acting Chair and called the meeting to order at 1:05 p.m., at which time quorum was established.

II. Review and Approval of the July 23, 2018 Meeting Minutes

Member Thornton 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.

IV. Portal Program Manager's Report

1. Hawaii Information Consortium (HIC) Report

Burt Ramos, HIC General Manager, reviewed the General Manager's report covering July to August 2018 and included the following. In response to CIO's request for more detail on HIC's expenses, HIC is working with SPO to disclose that. For the Annual Report to the Legislature, HIC's financial report will be by fiscal year and would also like to report to ETS and SPO in the same manner. Ichiyama agreed. HIC will participate in the Request for Information on Tuesday.

Ramos mentioned an article from StateScoop, that "Hawaii spends about \$480 million annually on IT." HIC's revenue is made up of state payments made by agencies that total about \$3.2 million and by payments using the transaction model that are paid for by businesses and visitors. This makes the state's IT spend about \$3.2-\$3.5 million a year, or under 1% for HIC. Ramos stated that although HIC is only a small part of the general IT spend, it brings high value to the state. HIC, and parent company, NIC, are promoting Product Gov2Go, a mobile platform for notifications that is free to use and has been tested in several states. On August 1, 2018, NIC purchased software Assets and launched a product called RX Gov in direct response to a growing and long-standing prescription drug monitoring program that's in the news. The acquired software is doing great in Wisconsin. HIC will be introducing a rapid application development platform.

Ramos will share research produced by the Center for Digital Government regarding a poll it conducted in March 2018. Key findings included that Hawaii digital service provided value and its citizens want simplicity. Another study done by a group name Granicus polled 500 agencies nationwide and how initiatives are driven by their consumers and the need for a budget to actually accomplish these initiatives. HIC's self-funded model helps provide the flexibility for agencies that don't have the budget to accomplish IT goals.

2.. Annual Report to the Legislature Update

Ichiyama proposed that the AHC's Annual Report to the Legislature be attached to the AHC December's meeting agenda to give members time to review the report. The committee would have the opportunity to discuss the report at the meeting and accept it as presented if there are no major changes. Another meeting would be scheduled if there are serious discussions/changes to the report. There were no objections.

V. Approval of Statements of Work (SOW)

Ichiyama reported on the following SOWs.

1. SOWs Under Review

A. Department of Business, Economic Development and Tourism (DBEDT), Small Business Regulatory Review Board, Website

This project will be broken into two separate phases. Funding for the second phase will be contingent upon funds being available to proceed. The agency may elect to end the project after PHASE 1 and not proceed with PHASE 2.

Total Cost:

The total project development cost for PHASE 1 will be: \$4,994.76

The total project development cost for PHASE 2 will be: \$12,052.35

Transaction Fees: N/A

Other Fees: N/A

Ichiyama reported that DBEDT would like to proceed with Phase 1 but they are unsure whether they will have funds for Phase 2. They may lose the funds for Phase 1 if it's not used. Janet Pick, HIC's Director of Operations, stated that the Department expects to encumber additional funds to complete the project and would be disappointed if AHC decides not to move forward with it. Phase 1 has HIC doing most of the work and scheduled to be completed by January 31, 2019. Phase 2 is scheduled for mid-October 2019 and to conclude by the end of the following October. Member Kahakui had concerns about a half-built product for the state. She noted that if the SOW can stand alone and be transferred from HIC to another vendor to complete a deliverable if necessary, then that would be fine. Member Brooks stated that she would be comfortable moving forward with this project. Member Thornton made a motion to support the expenditure on Phase 1, which was seconded by Member Brooks. Vote was taken, and the motion passed unanimously.

2. SOWs to be Signed

A. Hawai'i County, Online Road Test Schedule System

SOW was approved and will be signed via hard copy. Target start date is January 2019.

3. SOWs Signed

A. Department of Accounting & General Services, State Procurement Office (SPO),
Small Business Registration and Database

SOW signed. Ichiyama reported that the total cost of this project was paid for by a credit system in which HIC shared part of the transactional revenue from the website with SPO. Member Kahakui explained that HIC built SPO's Hawaii eProcurement system, HiePRO. HIC receives 0.75% of the original awarded vendor's amount from the vendors. In the SOW, SPO and HIC agreed that a portion of the HiePRO transactions will be given to SPO in the form of a credit. SPO will use the credits toward its Hawaii Awards and Notices Data System (HANDS) project. Because SPO does not have funds of its to fund the project, the credits can be used for upgrades and enhancements to the project. It was a lengthy process with HIC. Ramos stated that the self-funded model is a powerful model for the state. It ensures that departments can benefit from large transactional services. It could also help smaller agencies that don't have initial funds for projects.

Members discussed whether to include revenue sharing in the SOW template. Ramos stated that HIC is willing to negotiate but working with departments individually would be daunting. If AHC does not issue the Request for Proposals, HIC would work to include this model into its contract.

Member Brooks recommended that this funding model be placed on a future agenda for discussion. Member Verkerke requested that a written description be given to members. Ramos stated that HIC can make a presentation.

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

SOW signed.

VI. Good of the Order

Announcement: Next Meeting – December 6, 2018

VII. Adjournment

Member Thornton made a motion to adjourn the meeting, which was seconded by Member Brooks. A vote was taken, and the motion unanimously passed. Meeting adjourned at 2:10 p.m.

Recorded by: _____
Susan Bannister Date