

Access Hawai‘i Committee (AHC) Meeting Agenda AMENDED

December 6, 2018

1:00 p.m.

Video Conferencing Centers (VCC):

Kalanimoku Bldg. Room 410 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
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- I. Call to Order
- II. Review and Approval of the September 6, 2018 Meeting Minutes
- 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. Hawai‘i Information Consortium Report (attached)
Written description of revenue-sharing funding model to be shared with Committee members
- V. Approval of Statements of Work (SOW); Discussion and Appropriate Action
 - A. SOWs Under Review
 1. Department of the Attorney General, Tax & Charities Division, Online Charity Registration

The purpose of this SOW Amendment 9 is to make the following changes:
 - a. New Schemas - the charity retrievals and charity registry will require changes to accommodate the new schemas.
 - b. Single Portal Application Program Interface (API) – In order for the Hawaii Charity Registry to display organizations from the single portal an API must be implemented.

Total Cost: \$24,586.38

Phase I Development Fee: \$1,130.89

Phase II Development Fee: \$23,455.49

Hosting Fees: \$0.00

Maintenance and Support Fees: \$0.00

Transaction Fees: This SOW does not change any existing transaction fees for the Charity Registration service. The current transaction fee of \$4.00 per transaction, plus 3% of each transaction processed will remain as is.
Other Fees: \$0.00

2. Department of Business, Economic Development & Tourism, Business Development Support Division (BDSD), Website Services

A monthly cap of \$4,000 will be put in place where work will not exceed this amount. Actual costs for work completed will be invoiced monthly per the rates specified in our master contract. HIC will invoice DBEDT for work completed on a monthly basis.

Total Cost: Unknown

B. SOWs Signed

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

Total Cost: Self-funded.

Transaction Fees: For all transactions completed, there will be a service fee \$1.50. Estimated 11,000 transactions per year.

Other HIC Fees: Credit/debit card transactions will incur an additional processing fee of 2.78% per transaction.

Maintenance and Support Fees: There are no maintenance or support fees because this project is self-funded.

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

2. 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

3. Office of Enterprise and Technology Services, Consolidated Annual Financial Report (CAFR)

The Department of Accounting and General Services (DAGS) has contracted with Accuity, LLP to assist with the development of the annual CAFR. HIC will work

with Accuity, LLP to provide information on services that are covered within this year's CAFR.

Total Cost: There is no charge for the services associated with this SOW. Actual hours worked will be reported to the Access Hawaii Committee.

VI. Annual Portal Report

A. *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 Annual Report.*

VII. Good of the Order

A. Announcements

Additional meeting in December 2018 to discuss Annual Report. Date to be determined.

B. AHC 2019 Meeting Schedule

March 7, 2019, 1:00 p.m.

June 6, 2019, 1:00 p.m.

September 5, 2019, 1:00 p.m.

December 5, 2019, 1:00 p.m.

VIII. Adjournment

Individuals who require special needs accommodation are invited to call the Office of Enterprise Technology Office at (808) 586-6000 at least three (3) working days in advance of the meeting.