

**Access Hawai'i Committee (AHC)
Meeting Minutes - DRAFT**

June 3, 2021

Virtual Audio-Video Conference Meeting via Zoom

Members Present

Todd Omura, IT Governance Officer, representing Douglas Murdock, Chief Information Officer, Office of Enterprise Technology Services (ETS)
Curt Otaguro, Comptroller, Department of Accounting and General Services (DAGS)
Jennifer Brooks, Attorney, Office of Information Practices (OIP)
Stuart Okumura, Juvenile Justice Information System Coordinator, Department of the Attorney General (ATG)
Robert Hiltner, Information Systems & Communications Office Manager, representing the Director, Department of Commerce and Consumer Affairs (DCCA)
Kevin Thornton, Director of Information Technology and Systems Department, representing the Administrative Director of the Courts
Stephen Courtney, Deputy Director, Department of Information Technology, City and County of Honolulu
Scott Uehara, Director, Department of Information Technology, County of Hawai'i
Mandi White, IT Project Leader, representing the CIO, County of Kaua'i
Representative Gregg Takayama, State House

Members Excused

Bonnie Kahakui, Acting Administrator, State Procurement Office
Vince Hu, Chief Technology Officer, County of Maui
Senator Glenn Wakai, State Senate

Other Attendees

Caroline Julian-Freitas, ETS
Susan Bannister, ETS
Burt Ramos, General Manager, NIC Hawaii (HI)
Janet Pick, Director of Operations, NIC HI
Laurenz Bacungan, NIC HI
Zheng Fang, NIC HI
Patrick Nakamura, NIC HI
Megan Nichols, NIC HI
John O'Connor, NIC HI
Julie Shohet, NIC HI
Shawn Taylor, NIC HI
Tony Tran, NIC HI
Disa Hauge, Department of Education (DOE)
Camille Masutomi, DOE
Lois Mow, DOE
Shane De Mattos, Department of Land and Natural Resources
Jeremie Makepa, County of Kauai
Janell Kim Han, Budget and Finance
Cy Fukagawa, County of Maui

I. Call to Order

Chair Douglas Murdock designated Todd Omura, ETS IT Governance Officer, as chair for today's meeting as he was unable to attend. With quorum established, Acting Chair Omura called the meeting to order at 1:03 p.m.

II. Approval of the March 4, 2021 Meeting Minutes

Member Hiltner made a motion to approve the minutes as presented, which was seconded by Member Otaguro. Vote was taken and the motion passed unanimously.

III. Public Testimony

None.

IV. Approval of Statements of Work (SOW) and Service Level Agreements (SLA)

1. SOW and SLA Under Review

- a. Department of Education (DOE), Commerce Platform and Payment System, SOW

Disa Hauge, DOE, requested approval of this SOW. Member Hiltner requested that the transactions fees be standardized. Burt Ramos, General Manager, NIC HI, explained that they are working on it. Member Otaguro made a motion to approve the SOW, which was seconded by Member Brooks. Vote was taken and the motion passed unanimously. Member Uehara left the meeting at 1:15 p.m.

- b. Department of Land and Natural Resources (DLNR), Division of Forestry and Wildlife, Hunt Application System, SOW Amendment 2

Shane De Mattos, DLNR, requested approval of the SOW. Modifications to the system will allow for more flexibility when changes are made and will also make the site more user-friendly and transparent. Member Brooks made a motion to approve the SOW, which was seconded by Member Thornton. Vote was taken and the motion passed unanimously.

- c. County of Kauai, Fire Department (KFD), Fire Permit Payments, SOW

Fire Captain Jeremie Makepa requested approval of this SOW. The system will allow customers to pay their fire permit payments online via credit card or eCheck. The KFD will be the fourth Kauai County agency to use NIC HI's centralized payment portal. This is a self-funded model, with no development or hosting fees. The work effort is approximately \$15,000. Capt. Makepa thanked NIC HI for their efforts.

Member White made a motion to approve the SOW, which was seconded by Member Hiltner. Vote was taken and the motion passed unanimously.

- d. Department of Budget and Finance (B&F), Financial Administration Division, Unclaimed Property Search, SOW Amendment 1

Janell Han, B&F specialist, requested approval of the SOW. The upgrade will provide a more modern look similar to other state platforms and an improved user experience. There is no cost with this upgrade.

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

- e. Office of Enterprise Technology Services (ETS), Hawaii eRecording Master SOW

This Master SOW will allow State agencies or counties and the public to submit and pay for documents online to be electronically recorded with the DLNR, Bureau of Conveyances. All fees will be defined in subsequent Connection Agreements. Janet Pick, NIC HI Director of Operations, explained that this Master SOW is partly for administrative purposes. The Master SOW will be used by multiple agencies through a Connection Agreement. County of Kauai and County of Maui Connection Agreements follow on the agenda. Member White made a motion to approve the SOW and Connecting Agreements, which was seconded by Member Brooks. Vote was taken and the motion passed unanimously.

- f. County of Kauai, Hawaii eRecording, Connection Agreement

This item was approved with the Master SOW.

- g. County of Kauai, Hawaii eRecording, Connection Agreement

This item was approved with the Master SOW.

- h. Department of Land and Natural Resources, Bureau of Conveyances (BOC), Hawaii eRecording MOU

Item was removed from agenda.

- 2. Signed/To Be Signed SOW, Memorandum of Understanding (MOU)

- a. County of Hawaii, Department of Liquor Control, Licensing and Permitting Application, MOU

Chair Murdock signed the MOU to defer liquor renewal payments from May 10, 2021 through June 30, 2021 due to COVID-19.

V. Portal Program Manager's Report

Burt Ramos, NIC Hawaii General Manager, presented their quarterly report, which was included in the meeting packet. He will provide an update on the Migration to Amazon Web Services at the next AHC meeting.

VI. Announcements

The next AHC meeting is scheduled for August 5, 2021.

VII. Adjournment

At 2:00 p.m., Member White made a motion to adjourn, which was seconded by Member Brooks. Vote was taken and the motion passed unanimously.

Recorder: Susan Bannister, ETS