

OFFICE OF ENTERPRISE TECHNOLOGY SERVICES

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INFORMATION AND COMMUNICATION
SERVICES DIVISION

OFFICE OF INFORMATION MANAGEMENT
AND TECHNOLOGY

Information Technology Steering Committee
February 25, 2016
Kalanimoku Building, Conference Room 410
1151 Punchbowl St., Honolulu, HI 96813

Meeting Minutes

Members Present	
Name	Organization
Nacapuy, Todd	Office of Enterprise Technology Services (ETS)
Keane, David	Dept. of Human Resource Development (DHRD)
Kuroiwa, Jared I.	KHON-2
Moriyama, Liane	Dept. of Attorney General (ATG)
Taguchi, Kelly	Oceanic Time Warner Cable
Thornton, Kevin	Judicial Branch

Other Attendees	
Name	Organization
DeMello, Keith	ETS
Fors, Michael	
Fritz, Peter	

- I. Call to Order**
Chair Nacapuy called the meeting to order at 1:31 p.m.
- II. Roll Call**
Quorum was established with six members present. (Note: This 11-member committee requires six members to establish quorum and take official action.)
- III. Reading and Approval of Minutes**
Member Moriyama moved for the IT Steering Committee (ITSC) to approve the December 2015 meeting minutes, and Member Thornton seconded the motion. The ITSC adopted the December 2015 meeting minutes by unanimous consent.
- IV. Public Testimony on Agenda Items**
None.

V. Chief Information Officer's Report

a. IT Governance

Chair Nacapuy provided an update on IT Governance as it relates to development and modernization projects cited in Section 41 of Act 119, SLH 2015. It was noted that ETS' IT Governance process also applies to IT projects that require technology resources estimated at \$1 million or greater, as well as other projects identified by the CIO.

Chair Nacapuy read a status of (Section 41) Act 119 projects and stated that the report would be included in minutes (see attached). Chair Nacapuy also suggested that the next ITSC meeting be extended to an hour and a half to provide more time for IT Governance updates in detail.

While provisions in Section 41 are specified to delegate special, federal and/or revolving appropriations to the user agencies, there currently is no clear mechanism for ETS to transfer general funds to another agency. This presented an obstacle in the release of general funds for a Department of Education project, which the CIO approved in October but could not transfer general funds to the department. Introduced this year, Senate Bill 2541 authorizes the State CIO to use or transfer funds, appropriated in Act 119, to executive departments and agencies for projects that have been approved by the governor. The bill is moving forward and should address the issue.

Chair Nacapuy motioned for the ITSC to form a Permitted Interaction Group to operationalize the ITSC mandates under Section 27-43, HRS, and Member Keane seconded the motion. In discussion, Chair Nacapuy read excerpts from Section 27-43 pertaining to the responsibilities of the ITSC. All ITSC members present expressed interest in participating in the group. The group would meet to identify how the ITSC can best reach out and gather input from the community, as well as establish measurable objectives and hold itself accountable. The motion was amended to form a Permitted Interaction Group with all members present, pending consultation with the Attorney General's Office and Office of Information Practices. The motion passed by unanimous consent.

b. Enterprise Payroll and Time & Attendance Modernization

On February 16, the State released a request for proposals (RFP) to modernize payroll and time and attendance. All ITSC members should have received the news release, and a background fact sheet was handed out to all attendees of the meeting (see attached). Chair Nacapuy acknowledged that State personnel do a remarkable job getting payroll out each period despite the antiquated process. The timeframe for implementation outlined in the RFP was based on market research. Chair Nacapuy also noted that the time and attendance module will be one of the first to go up and has the longest implementation.

c. Data Center Relocation Project

As part of the State's long-range plans to sustain and improve the Hawai'i Government Private Cloud (GPC), ETS worked with departments over the last several weeks to migrate GPC systems from the Kalanimoku Data Center to a geographically separate location, which had been serving as the disaster recovery site. The cutover was successfully completed on February 8, 2016. With the GPC cutover complete, plans can move forward to explore and make use of more cost-effective options offered by other public- and private-sector facilities. Previous plans to build out five data centers across the State is no longer the strategy.

i. Return on Investment Study

ETS is assessing past studies and strategies. Determination of strategic direction is anticipated by summer.

ii. Government Private Cloud Migration

Member Kean acknowledged the ETS cloud migration team, which moved 600 virtual servers during the January/February migration. Chair Nacapuy noted that much of the work was done before standard State business hours versus during, to minimize potential impact.

iii. Formal Agreement with University of Hawai'i IT Center

Chair Nacapuy reported that a formal announcement of an agreement between ETS and the University of Hawai'i Information Technology Services is scheduled for March 15.

d. eSign Services Update

At the last ITSC meeting, eSign Services and the Office 365 Project were mentioned as examples of Service-Oriented Infrastructure (SOI), a CIO priority, that leverages the State's enterprise status and related economies of scale. Since the governor's office began piloting ETS' eSign Services last fall, more departments, agencies and programs have begun adopting the electronic signature solution. At the time of the February meeting, there had been more than 7,180 unique eSign transactions with approximately 985 active users throughout the Executive Branch. ETS is about to launch G-1 (Leave & Absence form) eSign functionality. As part of the State's favorable enterprise license agreement, ETS has access to Adobe's development team.

e. Office 365 Project Update

At the time of the meeting, 11,504 Office 365 licenses have been activated and are being utilized by the Executive Branch. It was noted that ETS is piloting Skype for Business and other solutions as part of the Office 365 rollout.

f. Budget

Chair Nacapuy reported on ETS’ supplemental budget request, which is on top of the operating budget approved last session. The following is a summary of the proposed supplemental budget requests for AGS130 (Information Management and Technology Services) and AGS131 (Information and Communication Services Division):

Priority Number	Program	Prog ID	Request Title	FY 17	
				FTE	Amount
1	OIMT	130	Office 365 Enterprise Licenses		54,750
2	OIMT	130	Enterprise Adobe Licenses		400,000
3	OIMT	130	GIS System Migration		200,000
4	ICSD	131/EA	Security Postions	5.00	134,160
5	ICSD	131/ED	Web Developer Positions	11.00	277,002
6	OIMT	130	Chief Information Security Officer	1.00	75,000
7	OIMT	130	System Engineers	9.00	385,000
8	ICSD	131/EF	Network Technicians	5.00	134,160
10	OIMT	130	Enterprise Anti-Virus Licenses		150,000
13	OIMT	130	Infor Enterprise Licenses		1,600,000
Total				31.00	3,410,072

Positions are necessary to build skilled capacity to shift from consultants to State personnel. A chart was circulated showing fiscal year 2015 spend on consultants, versus the funds being requested to do that work with State positions (see attached).

IT workforce was also discussed. Across the State, there are approximate 90 vacant IT positions. At the time of the meeting, there were 19 within ETS (OIMT and ICSD). ETS successfully filled 18 positions since May 2015. It was noted that work flexibility is a high priority to new generation of workers.

VI. Legislative Updates

An update was provided on several bills with the potential to impact State IT:

- a. **S.B. 2807 and H.B. 2278, Relating to Enterprise Technology Services** — Introduced as part of the Governor’s package to consolidate OIMT and ICSD. At the time of the meeting, the bill had been referred to Ways and Means.
- b. **S.B. 2541, Relating to Information Technology** — As previously mentioned, this bill authorizes the State CIO to use or transfer funds, appropriated in Act 119, to executive departments and agencies for projects that have been approved by the governor. ETS and DOE provided testimony in support, and the bill is moving forward and should address the issue.
- c. **S.B. 2894 and H.B. 2365, Relating to Health Insurance** — Appropriates funds to the Department of Labor and Industrial Relations and the Department of Human Services for resources required to comply with the Affordable Care Act

(ACA). ETS joined the departments in providing testimony in support of the measure.

- d. **S.B. 2898 and H.B. 2369, Making Emergency Appropriations for the State to Comply with the Affordable Care Act** — Makes an emergency appropriation for fiscal year 2015-2016 for the Department of Labor and Industrial Relations and the Department of Human Services to cover short-term costs required to comply with the ACA. ETS provided testimony in support of the measure.
- e. **H.B. 1595, Relating to Legislative Testimony** — Establishes the Remote Testimony Task Force to develop procedures for the public to testify remotely via the Internet during legislative proceedings. ETS provided supportive testimony.
- f. **H.B. 2755, Relating to Incident Response** — Requires the CIO to develop and maintain an incident response plan to cyber-attacks for each Executive Branch department. ETS provided testimony to assign this responsibility to the CIO, versus a position in the DOD as in the previous version of the bill. As a result of the testimony, ETS provided a secure briefing to members of the House Committee on Veterans, Military, and International Affairs, and Culture and the Arts, which had been hearing the bill.

Peter Fritz also noted that S.B. 2293, Relating to Open Government, modifies requirements with regard to the electronic mailing and posting of public meeting notices. The bill proposes to require the posting of the notice on the State or appropriate county websites and increases public access to information before a public hearing by a board.

VII. Unfinished Business

a. Remaining Committee Vacancies

Three vacancies remain on the ITSC; two are Senate appointments, and the third is a gubernatorial appointment. Recommendations have been made to the Governor's Office. ETS will continue to provide updates.

VIII. New Business

None.

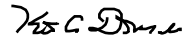
IX. Good of the Order

The ITSC's remaining regularly scheduled meetings this calendar year are May 26, August 25, and November 17. Meetings will run from 1:30 to 3 p.m. It was noted that the November meeting may conflict with the CIO Council meeting but this will be resolved in favor of the ITSC meeting as scheduled.

X. Adjournment

The meeting was adjourned at 2:32 p.m.

Respectfully Submitted,



Jun 3, 2016

Date

Keith A. DeMello
Senior Communications Manager
Office of Enterprise Technology Services
State of Hawai'i