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GOVERNOR



TODD NACAPUY  
CHIEF INFORMATION OFFICER

**STATE OF HAWAII**  
**OFFICE OF INFORMATION MANAGEMENT AND TECHNOLOGY**

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**Information Technology Steering Committee (ITSC)**

**May 28, 2015**

**10:00 a.m.**

**Kalanimoku Building**

**1151 Punchbowl Street, Room 410**

**Honolulu, Hawai'i 96813**

**Meeting Minutes**

**Members Present:**

Todd Nacapuy, Chair, ITSC, and Chief Information Officer, State of Hawai'i  
Jared Kuroiwa, Digital Director, KHON2 TV  
Liane Moriyama, Administrator, Hawai'i Criminal Justice Data Center  
Kiman K.L. Wong, Director – Wireless, Home Phone, IntelligentHome and Government Relations, Oceanic Time Warner Cable  
Clyde Sonobe, Assistant Superintendent, Hawai'i State Department of Education Office of Information Technology Services  
Kevin Thornton, Director, IT and Business Services Department, Judiciary  
David Keane, Data Processing Systems Manager, Department of Human Resources Development  
Kyle Yamashita, Member, House of Representatives, State of Hawai'i

**Members Absent:**

**Staff/Support**

Debra Gagne, Office of Information Management and Technology (OIMT)  
Valri Kunimoto, Deputy Attorney General  
James Lum, OIMT  
Leila Kagawa, OIMT  
Keith DeMello, OIMT

**Public Attendees:**

Peter Fritz  
Burt Lum, Hawai'i Open Data  
Derek Shigano, Budget Analyst, House Finance  
Alison Shimabukuro, Hawaiian Telecom  
Brandon Onishi, Hawaiian Telecom  
Arnold Kishi, ICSD

**A. Call to Order, Roll Call**

Chair Nacapuy called the meeting to order at 10:04 a.m.  
Sign in sheet was distributed. Verbal roll call conducted and quorum was established.

**B. Presentations — News and Other Items**

1. Chair Nacapuy shared his vision to move the state forward with an enterprise strategy, utilizing the IT Steering Committee as advisory support on best practices and effective communications. Chair Nacapuy stated that the current ITSC charter is broad enough as written that it does not need to be redefined. Chair Nacapuy asked for feedback from the members on the charter.

Member Wong stated that the ITSC has been engaging in this way, but he felt that even more focus should be placed on strategy than operational status.

Member Moriyama asked about the role of the ITSC in developing statewide policies. Chair Nacapuy indicated the ITSC will help steer the state, adding that many of the systems date from as far back as the 1950s and that he hopes to move the state toward commercial grade software. With more than 65,000 employees across all state jurisdictions there is the potential to use that buying power to achieve favorable pricing.

Member Moriyama also asked about the possibility of an IT roles reclassification to attract more millennials to state employment. Chair Nacapuy concurred that this was important and added that there are too few millennials currently in state employment.

**C. Oral Communications**

Visitor Peter Fritz noted that July 26, 2015, is this anniversary of the Americans with Disabilities Act. He stressed the ongoing need for an enterprise approach to software consistency as it relates to creating accessible documents and content, adding that this is an issue that cannot be ignored.

**D. Report from the CIO**

1. Todd Nacapuy Confirmed as State CIO on April 22, 2015

Those present reviewed a news release issued by the Governor's Office on April 8 to announce the nomination of Nacapuy. He has since been confirmed by the Senate and started as State CIO.

2. OIMT News Renamed *howz.IT*

Keith DeMello shared that the *OIMT News* e-newsletter was renamed to *howz.IT* to be more inclusive of not only the Information and Communication Services Division, which the State CIO oversees, but also the entire state technology team across all departments.

3. Office 365 Update

The Microsoft Office 365 Project (which involves the transition of Executive Branch personnel from Lotus Notes and other email applications to Outlook along with the entire Office 365 product suite/environment) is being accelerated. The new target date for completing the transition is January 1, 2016. Chair Nacapuy commented that OIMT will be expanding transition resources available to department IT personnel as well as individual users.

**Commented [A1]:** Was it January 2016?

4. Website/Document Accessibility Project

Leila Kagawa reported that one of the deliverables of the project is enhanced training for state employees on creating accessible documents and content. This will be a centralized effort with policies being developed throughout the summer. The Disability and Communication Access Board should be able to audit documents and content for compliance.

5. Transformation Internship Program (TIP)

Leila Kagawa reported on the recruitment for business transformation interns. The 2015 TIP Summer Session will run on June 29 to Aug. 9, 2015.

6. Enterprise Architecture

James Lum reported that 82 policies have been developed and are under review. Security policies will be the first priority. A project to operationalize the policies has been kicked off and will focus on aligning with best practices with narrative on how state departments can comply with the policies.

7. Training Center of Excellence Program Management

Debra Gagne provided an update on Office 365 training activities. Four methodologies include:

- o Microsoft e-learning portal
- o SharePoint site with tips and tricks
- o BrainStorm Quick Help videos for context specific help
- o MicroSoft voucher availability for admin training

Chair Nacapuy commented that he prefers a “direct to the end user” approach to training, vs. a “train the trainer” approach.

Program Management Center of Excellence Project Management

Debra Gagne provided an update on the development of documents, templates and SharePoint sites created to provide project management guidance to state employees. Chair Nacapuy noted that project management is important because there is a 7 percent success rate in the state for IT projects over \$10 million.

**E. Legislative Update**

Keith DeMello reported that two measures passed in the 2015 legislative session impact IT in the state: HB500, which is the State Budget bill, and SCR162, which calls for an audit of IT expenditures across the Executive Branch. This being the first year in a biennium, it was also noted that bills such as SB1186, which was intended to update the definition of personally identifiable information (PII), may resurface next year.

**F. Items for Committee Open Discussion**

1. Vacancies on the Committee

Letters have been submitted to the Governor, Speaker of the House, Senate President and the Chief Justice requesting new appointments and re-appointments of members. It was also

mentioned that Garrett Yoshima, the new Director of Information Technology at the University of Hawai'i, would be a good candidate

**G. Consent Agenda**

**Minutes**

February 26, 2015 minutes. Motion was made by Member Moriyama and seconded by Member Thornton to approve the minutes with minor formatting revisions noted by Liane Moriyama. Vote to approve the minutes was unanimous.

**Other Business**

**1. Consent Agendas**

Consent Agenda for March, April and May 2015. Motion was made by Member Kuroiwa and seconded by Member Keane to discontinue the review of consent agendas. Vote to discontinue review of the consent agendas was unanimous.

**H. Committee Synopsis and Other Reports**

No reports. Committee information is available on their respective websites.

**I. Next Meeting**

Thursday, August 27, 2015, 10:00 a.m.

**J. Adjournment**

Chair Nacapuy made a motion to adjourn. Member Thornton seconded the motion. There was no further discussion. Vote to adjourn was unanimous. The meeting adjourned at 10:50 a.m.