



**Information Technology Steering Committee
Meeting Agenda**

Thursday, December 17, 2015

9:00 – 10:00 a.m.

Kalanimoku Building, Conference Room 410
1151 Punchbowl St., Honolulu, HI 96813

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Public Testimony on Agenda Items*
- V. Chief Information Officer's Report
 - a. Proposed Consolidation of the Information and Communication Services Division (ICSD) and the Office of Information Management and Technology (OIMT)
 - b. CIO Priorities (see attached, "CIO Priorities")
 - i. IT Workforce Development
 - ii. IT Governance
 - iii. Enterprise Shared Services
 - iv. Enterprise Programs and Projects
 - v. Open Government
 - vi. Cyber Security
- VI. Unfinished Business
 - a. Committee Appointments/Reappointments
 - b. Remaining Committee Vacancies (see attachment, "Committee Roster")
 - c. Amendments to Committee Charter (see attachment, "ITSC Charter Amendments")
- VII. New Business
- VIII. Good of the Order
 - a. 2016 Meeting Schedule: February 18, May 19, August 18, November 17
- IX. Adjournment

Individuals who require special needs accommodations should call (808) 586-1920 ext. 325 at least three (3) working days in advance of meeting.

*Any interested person may submit data or views, in writing or in person to the council on any agenda item. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted three minutes, or an amount of time otherwise designated in advance by the chairperson, to provide testimony to the council.

CIO Priorities

- i. **IT Workforce Development** — Implement programs, strategies and reforms to develop and empower the State’s information technology (IT) workforce to increase our ability to modernize government processes, systems, solutions and services while reducing overreliance on third parties. Establish flexible programs to attract and retain individuals possessing modern IT disciplines to fill service and skill gaps within the State’s IT operations. Build outreach campaigns to recruit candidates from non-traditional sectors. Continue to develop internship and apprenticeship programs to expose government opportunities to high school graduates as well as two-year and four-year degree program participants.
- ii. **IT Governance** — Establish governance processes and standards that guide the management and oversight of the state’s IT and information resource investments, acquisitions and projects, as outlined in statute ([HRS Section 27-43](#)), to seek efficiencies and cost-savings through economies of scale, leveraging of shared assets, reduction of waste, and alignment with statewide IT strategies and industry best practices. Implement governance procedures across enterprise programs and projects to ensure successful outcomes and positive return on investment (ROI) to the extent possible. Efficiently manage the statewide portfolio to ensure projects are prioritized appropriately and resources are sufficiently managed.
- iii. **Enterprise Shared Services** — Identify and launch centrally managed “Service-Oriented Infrastructure” (SOI) that leverages the State’s enterprise status and related economies of scale (e.g., Network, Security, Data Management, Unified Communications, Data Center, and various Cloud Services).
- iv. **Enterprise Programs and Projects** — Facilitate the establishment and execution of programs and projects identified as priority and/or enterprise in scope (e.g., tax, asset management, budget, finance, grants, human resources, payroll, procurement, and time and attendance).
- v. **Open Government** — Build on established open data and transparency platforms to facilitate open government mandates outlined in statute ([HRS Section 27-44](#)).
- vi. **Cyber Security** — Establish cyber security standards, maintain the security posture of the State Network, and direct departmental remedial actions, if necessary, to protect government information or data communication infrastructure, in accordance with statute ([HRS Section 27-43.5](#)).

Information Technology Steering Committee

Purpose: The Information Technology Steering Committee (ITSC) assists the Chief Information Officer in developing the State's information technology standards and policies.

Restrictions: NO

Compensation: N/A

Number of Seats: 11

Website: <http://ets.hawaii.gov/it-steering-committee/>

Meeting Location/Duration/Frequency: Meeting Location: Kalanimoku Building, 1151 Punchbowl Street, Room 410 (Comptroller's conference room); Meeting Frequency: Quarterly; Meeting Time: 10 – 11:30 a.m.; Meeting Duration: 1.5 hours; Chair Person: Todd Nacapuy, Chief Information Officer; Vice Chair Person: N/A.

Legal Authority: Act 84, Session Laws of Hawaii 2011 Hawai'i Revised Statutes 27-43

Current Membership:

| | <i>Name</i> | <i>Appointment Dates(s)</i> | | <i>Expiration</i> | <i>Term#</i> | <i>Representing</i> | <i>Remarks</i> |
|----|-------------------|-----------------------------|-------------------------|-------------------|--------------|---------------------|--|
| 1 | Nacapuy, Todd | 4/8/2015 | | | | CIO | Chair |
| 2 | Keane, David | 6/14/2011 | Reappointed 7/5/2015 | 6/30/2019 | | House | |
| 3 | Kuroiwa, Jared I. | 6/4/2013 | | 6/30/2015 | | Senate | Holdover |
| 4 | Moriyama, Liane | 5/24/2011 | Reappointed 7/5/2015 | 6/30/2019 | | House | |
| 5 | Sonobe, Clyde S. | 7/29/2014 | Reappointed 7/5/2015 | 6/30/2019 | | House | |
| 6 | Taguchi, Kelly | 7/1/2015 (retroactive) | | 6/30/2019 | | Senate | |
| 7 | Thornton, Kevin | 1/8/2013 | Reappointed 7/1/2015 | 6/30/2019 | | Chief Justice | |
| 8 | Yamashita, Kyle | 12/22/2011 | Reappointed 7/5/2015 | 6/30/2019 | | House | |
| 9 | VACANT | | | | | Governor | |
| 10 | VACANT | | | | | Senate | Wong, Kiman K.L. resigned 7/7/2015 |
| 11 | VACANT | | | | | Senate | Lassner, David resigned 10/27/2014 |



State of Hawai'i



Office of Information Management & Technology

IT Steering Committee Charter

January 2012
ADOPTED

IT STEERING COMMITTEE CHARTER

I. PURPOSE

Act 200, Session Laws of Hawaii 2010, established the Information Technology Steering Committee to assist the Chief Information Officer in executing his responsibilities. The Act, as amended by Act 84 of 2011, reads as follows:

There is established an information technology steering committee to assist the chief information officer in developing the State's information technology standards and policies, including but not limited to:

- 1) Assisting the chief information officer in developing and implementing the state information technology strategic plans;
- 2) Assessing executive branch departments' progress in meeting the objectives defined in the state information technology strategic plans and identifying best practices for shared or consolidated services;
- 3) Ensuring technology projects are selected based on their potential impact and risk to the State, as well as their strategic value;
- 4) Ensuring that executive branch departments maintain sufficient tools to assess the value and benefits of technology initiatives;
- 5) Assisting the chief information officer in developing state information technology standards and policies; and
- 6) Clarifying the roles, responsibilities, and authority of the information and communication services division, specifically as it relates to its statewide duties.

II. MEMBERSHIP

The members of the information technology steering committee shall be appointed in equal number by the senate president and speaker of the house of representatives, respectively, and shall include representatives from executive branch departments, including large user agencies such as the department of education and the University of Hawaii; the judiciary; the legislature; and private individuals. The chief information officer shall serve as the chair of the committee and shall ensure that the committee is evaluated periodically.

III. ROLES AND RESPONSIBILITIES

The responsibilities of the ITSC are as indicated by the Hawaii Revised Statutes.

IV. METHODS AND PROCEDURES

A. Meetings

The ITSC shall meet ~~monthly~~ quarterly, typically on ~~the~~ a third Thursday, and as often as necessary to accomplish its purpose. Agendas will be distributed electronically to the ITSC membership prior to the date of the meeting.

Meetings will be scheduled for 1 hour.

B. Meeting Ground Rules

The Chair presides over the meetings. The ITSC is advisory in nature, and so may provide the CIO with advice, insight, and recommendations on any topic related to information technology standards and practices.

D. Meeting Minutes

The OIMT Staff will prepare and distribute the draft meeting minutes to the membership electronically. Members may provide comments or corrections in the minutes for a two week period after the draft minutes have been distributed. The final minutes will be distributed to the membership again and stored as permanent records for internal viewing and possible distribution to oversight authorities upon request without further approval by the ITSC.

E. Communication

Meeting invitations, agendas, review documents, and other notices will be distributed by the Chair via email to each member unless other means are requested by individual members. Additionally, agendas, review documents, and final meeting minutes will be posted to the OIMT collaboration site.

F. Sunshine Law

As a general statement, the Sunshine Law applies to all state and county boards, commissions, authorities, task forces, and committees that have supervision, control, jurisdiction, or advisory power over a specific matter and are created by the State Constitution, statute, county charter, rule, executive order, or some similar official act.

A committee or other subgroup of a board that is subject to the Sunshine Law is also considered to be a “board” for purposes of the Sunshine Law and must comply with the statute’s requirements.