



OFFICE OF ENTERPRISE TECHNOLOGY SERVICES

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Information Technology Steering Committee
February 23, 2017
Kalanimoku Building, Conference Room 322C
1151 Punchbowl St., Honolulu, HI 96813

Meeting Minutes

Members Present	
Name	Organization
Nacapuy, Todd (Chair)	Office of Enterprise Technology Services (ETS)
Ancheta, Benjamin Jr.	'Ike
Kuroiwa, Jared I.	KHON-2
Moriyama, Liane M.	Department of the Attorney General
Nakaoka, Aryn	Tri-net Solutions
Taguchi, Kelly	Oceanic Time Warner Cable
Thornton, Kevin	Judicial Branch
Yoshimi, Garret	University of Hawai'i

Other Attendees	
Name	Organization
DeMello, Keith	ETS
Faitau, Rachel	ETS
Fang, Zheng	Hawai'i Information Consortium (HIC)
Fors, Michael	Public Consultant Group
Kennedy, Mark	Microsoft
Ramos, Burt	HIC
Tearney, Deena	Pacific Point
Vellanki, Bhanu	eWorld
Yabusaki, Donn	Department of Commerce and Consumer Affairs
Yamada, Judy	Department of Public Safety
Yau, Tom	eWorld
Yoshikami, Norman	Department of the Attorney General
Zalkind, Peter	Microsoft

*Immediately prior to the meeting, Aryn Nakaoka was sworn in as a new member of the Information Technology Steering Committee (ITSC), appointed by the Senate President, to serve the remainder of a term previously vacated, through June 30, 2019.

I. Call to Order

Chair Nacapuy called the meeting to order at 1:30 p.m. Quorum was established with seven members present. Chair Nacapuy introduced new member Aryn Nakaoka. *Note: The eleven-member ITSC requires at least six members to establish quorum and take official action.*

II. Review and Approval of November 2016 Meeting Minutes

Member Thornton moved for the ITSC to approve the November 17, 2016, meeting minutes, and Member Ancheta seconded the motion. The ITSC adopted the minutes by unanimous consent.

III. Public Testimony on Agenda Items

None.

IV. Proposed Charter Amendments

Members reviewed proposed amendments to the ITSC Charter, which were attached to the agenda. It was explained that recent statutory changes, including those in Act 58 (Senate Bill 2807 SD2) of 2016, require updates to the charter.

Member Moriyama moved for the ITSC to adopt the proposed charter amendments attached to the meeting agenda, and Member Ancheta seconded the motion. In discussion, members asked that the charter specify that ITSC meetings will be scheduled for one and a half hours (versus one hour), and that the OIMT logo should be replaced with the ETS equivalent. The ITSC adopted the charter with amendments by unanimous consent.

(Subsequent to the meeting, the adopted ITSC Charter was posted at <http://ets.hawaii.gov/it-steering-committee/>)

V. Information Technology Strategic Roadmap Presentation

Chair Nacapuy presented a preliminary Information Technology (IT) Strategic Roadmap presentation in the form of an interactive media presentation posted with the agenda at <http://ets.hawaii.gov/2017-it-steering-committee-meetings/>.

Pursuant to Act 58 of 2016, departments are required to develop IT roadmaps as part of the statewide IT strategic roadmap maintained by ETS. Chair Nacapuy stated that the goal is to provide stability in deciding major, long-term IT decisions beyond individual CIOs, who may change as administrations change, and for the ITSC to serve as a guiding force in the interest of continuity. The concept is to have a statewide roadmap approved by the ITSC, to which the CIO will execute. In addition, posting an approved statewide roadmap provides transparency and allows non-government partners to proactively build expertise and resources to support the State's planned initiatives.

The preliminary IT Strategic Roadmap was organized under three overarching governor's priorities: Effective Government, Efficient Government, and Open Government. Below that are the CIO/ETS priorities: IT Governance, IT Workforce Development, Cybersecurity, Services-Oriented Infrastructure, Enterprise Programs and Projects, Open Data, and Cost-Transparency. During the presentation, Chair Nacapuy mentioned that ETS is instituting contract management best practices and guidelines. ETS is also working with departments to equip them with the knowledge and resources to build out their roadmaps.

Chair Nacapuy asked members to review the IT Strategic Roadmap and provide comments for discussion and appropriate action at the May 2017 meeting. A text version of the presentation will be provided to facilitate review by members.

Member Yoshimi joined the meeting during the presentation.

VI. Proposed Metrics for Evaluation of the Chief Information Officer

In February 2016, the ITSC formed a Permitted Interaction Group to provide recommendations on operationalizing ITSC mandates under Hawai'i Revised Statutes (HRS) section 27-43, identifying how the ITSC can best reach out and gather input from the community, and establishing measurable objectives and an approach to hold itself accountable. Based on the group's recommendations, the ITSC in November 2016 selected an evaluation method consisting of grading success of project metrics under the CIO/ETS priority categories.

Proposed metrics were attached to the February 2017 meeting agenda for member discussion and appropriate action.

Member Kuroiwa moved for the ITSC to adopt the proposed metrics, and Member Thornton seconded the motion. In discussion, it was proposed that, under the Open Government category, "establish policy for exposing public data" be revised to "establish policy for open data." The metrics were adopted with the amendment, with six members voting aye and Chair Nacapuy abstaining.

VII. Platform as a Service

Chair Nacapuy reported that ETS has been evaluating platform as a service options, but is not yet ready to make a recommendation. However, it is hoped that a recommendation will be made by the next meeting. A possible special meeting may be called if necessary.

VIII. Good of the Order

Announcements

- Chair Nacapuy announced that the State Procurement Office (SPO) in partnership with ETS recently announced that Hawai'i state and local government agencies now have access to the U.S. General Services Administration (GSA) Schedule Program for procuring IT services, under GSA Schedule 70. The public announcement will be made shortly. (Subsequent to the meeting, a news release was issued on March 1 and is available at <http://ets.hawaii.gov/>)
- Due to potential conflicts, the last two meetings of the year may be rescheduled. Alternative dates will be determined and announced in advance.

Next Meeting

The next ITSC meeting is scheduled on May 25, 2017, from 1:30 to 3 p.m.

IX. Adjournment

Member Ancheta moved to adjourn the meeting, and Member Kuroiwa seconded the motion. The meeting adjourned at 2:46 p.m.

Respectfully Submitted,



Jun 6, 2017

Date

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