Information Technology Steering Committee
May 25, 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.	Ekahi Health System
Kuroiwa, Jared I.	KHON-2
Moriyama, Liane M.	Department of the Attorney General (AG)
Nakaoka, Aryn	Tri-net Solutions
Thornton, Kevin	The Judiciary
Yamashita, Kyle (Representative)	Hawaiʻi State Legislature
Yoshimi, Garret	University of Hawaiʻi

Other Attendees	
Name	Organization
Azus-Richardson, Jason	Department of Agriculture
DeMello, Keith	ETS
Fors, Michael	Public Consultant Group
Fritz, Peter	Member of the public
Heresa, Darren	Pacxa
Kunimoto, Valri	AG
Lee, Kathleen	Hawaiʻi Public Policy Advocates
Lee, Kathryn	Data House
Muelliner, Bob	SFDC
Nguya, Allen	SHI
Pick, Janet	HIC
Ramos, Burt	HIC
Sakuda, Steve	eWorld
Sato, Clay	AG / Hawaiʻi Criminal Justice Data Center
Stande, Amanda	Oracle
Tearney, Deena	Pacific Point
Vellanki, Bhanu	eWorld

I.   Call to Order

Chair Nacapuy called the meeting to order at approximately 1:35 p.m. Quorum was established with seven members present. *Note: The eleven-member Information Technology Steering Committee (ITSC) requires at least six members to establish quorum and take official action.*

II. **Review and Approval of February 2017 Meeting Minutes**

Member Ancheta arrived during review of minutes, increasing member attendance to eight.

Member Kuroiwa moved for the ITSC to approve the February 2017 meeting minutes, and Member Yoshimi seconded the motion. The ITSC adopted the minutes by unanimous consent.

III. **Public Testimony on Agenda Items**

Mr. Peter Fritz provided verbal testimony that 6,061 lawsuits have been filed over website accessibility, representing a 37 percent increase. Mr. Fritz also shared that he feels ETS should address the issue as it relates to Hawaiʻi state government websites. It was acknowledged that ETS has been working with the Disability and Communication Access Board (DCAB) in support of a budget request for a web accessibility coordinator, but the 2017 Legislature did not approve the request. Mr. Fritz added that he feels there should be more of an emphasis on ETS' role, since DCAB has no enforcement authority.

IV. **2017 Legislative Recap**

As the 2017 legislative session ended, more than 200 bills passed by the Legislature were enrolled to the governor, who has until July 11 to sign, veto, or allow bills to become law without his signature.

Chair Nacapuy reported on the following:

- **House Bill 100, Relating to the State Budget** — As the State Budget Bill has not yet been signed by the governor, ETS deferred discussion until the final bill is enacted.

- **House Bill 1329, Relating to Technology Development** — Proposed as part of the governor's administrative package, this bill would have appropriated funds to the High Technology Development Corporation (HTDC) for grants to participants in the 2017 and 2018 Hawaii Annual Code Challenge (HACC); however, the bill did not pass. The intent of the bill was to facilitate the development of the proofs of concept created during the challenges into working prototypes. ETS strongly supported the bill as it would have aided in the practical application of solutions developed as part of the program. Nonetheless, the 2017 HACC is being planned for this summer with dates to be announced shortly.

- **Senate Bill 850, Relating to Information Technology** — Passed by the Legislature, this bill will improve oversight of large IT projects throughout the executive branch to ensure successful completion and implementation. It requires departments to conduct Independent Verification and Validation (IV&V) for IT projects that meet designated cost and complexity thresholds set by the state Chief Information Officer (CIO) and requires periodic status reports to Legislature. Thus, the bill augments and expands existing State IT governance and includes the Department of Education and University of Hawaii, which traditionally are outside the CIO's authority.

V. **Information Technology Strategic Roadmap Presentation**

At the February 2017 meeting, Chair Nacapuy presented the preliminary Information Technology (IT) Strategic Roadmap in the form of an interactive media presentation posted with the agenda. The IT Strategic Roadmap remains posted on the ETS website (ets.hawaii.gov).

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 reported that ETS is going department by department to assist them in the development of their departmental roadmaps. The goal is to get departments to think about their IT investments over the long term; for example, how consistent plans are across IT units, branches and up to the department levels, as well as how well they match up to the over-arching goals of the administration. ETS is working with the Department of Budget and Finance (B&F) to incorporate the roadmaps into the IT governance and budget planning purposes. If a department's spending request is not in its budget request, ETS will not approve the spending request without sound justification. Ultimately, this will help leaders make informed decisions and facilitate cost-transparency, particularly as it relates to the reconciliation of budget appropriations and actual expenditures.

VI. Metrics for Evaluation of the Chief Information Officer

Chair Nacapuy reported that ETS has created a webpage to track metrics approved by the ITSC at its February meeting to evaluate the CIO. The webpage is accessible at:
http://ets.hawaii.gov/metrics-for-the-evaluation-of-the-chief- information-officer/

The chair highlighted the following metrics:

- **IT Roadmapping** — This metric calls for full participation by executive branch departments in the annual IT budget request process described above. The deadline is December 1, 2017.

- **LinkedIn Pilot Project** — This metric calls for ETS to complete its previously announced LinkedIn Pilot Project and demonstrate progress toward a goal of 10 filled positions while leveraging LinkedIn's recruiter service product. The deadline was April 1, 2017. According to the status posted on the ITSC metrics webpage, ETS was able to hire or assign start dates for 13 new employees (42% of its vacancies) during the pilot project, which ran from October 2016 to April 2017, compared to 6 (17%) during the same timeframe a year prior. Furthermore, four additional candidates sourced through LinkedIn during the pilot have been identified for hire but are pending final approval.

VII. Platform as a Service; Discussion and Appropriate Action

Chair Nacapuy reported that ETS is recommending Salesforce as the office's Platform as a Service (PaaS) for Customer/Constituent Resource Management (CRM). While this does not preclude departments and agencies from procuring alternatives, it means ETS will commit resources to supporting the Salesforce platform. This will focus and facilitate the development of robust skillsets within the State to best support and further online CRM initiatives. ETS will also assist with scoping, pricing, and licensing requirements.

The Salesforce platform was identified after ETS evaluated several of the industry's top CRM PaaS options. Key factors in the decision were presented to the ITSC members, including: available features, performance (including infrastructure), maturity of the platform, available training material, presence of local partners experienced in developing and supporting the platform, and overall value. Subsequent to the meeting, this presentation was posted at:
http://ets.hawaii.gov/it-steering-committee/

VIII.   Executive Session

Member Moriyama moved for the ITSC to enter executive session, pursuant to Hawai'i Revised Statutes (HRS) section 92-5(a)(3), to discuss the conduct of negotiations over the selection of a vendor and, pursuant to HRS section 92-5(a)(4), to consult with the committee's attorney on questions and issues pertaining to the committee's powers, duties, privileges, immunities and liabilities. Member Yoshimi seconded the motion. The motion passed by unanimous consent. The ITSC entered executive session at approximately 2:22 p.m.

In executive session, Member Yoshimi moved for the ITSC to accept Salesforce as ETS' recommended PaaS. Member Ancheta seconded the motion. The motion passed unanimously.

The ITSC exited executive session at 2:51 p.m. Upon exiting, it was announced to attendees that ETS' recommendation was endorsed by the ITSC.

IX.   Good of the Order

Announcements

Chair Nacapuy announced that ITSC Member Keane, representative of the Department of Human Resources Development, has stepped down from the committee. In addition, Member Moriyama will be retiring from public service on June 30, 2017. These will result in two vacancies on the ITSC, both appointed by the House. The chair will inform the Speaker of the House of the vacancies. Liane strongly recommended that departments continue to be represented.

Next Meeting

The next ITSC meeting is scheduled on August 24, 2017, from 1:30 to 3 p.m. A location will be announced.

X.   Adjournment

Member Moriyama moved to adjourn the meeting, and Member Yoshimi seconded the motion. The meeting adjourned at 2:55 p.m.

Respectfully Submitted,

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