



**OFFICE OF ENTERPRISE TECHNOLOGY SERVICES**

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**Information Technology Steering Committee (ITSC)  
Meeting Minutes  
February 28, 2018**

Kalanimoku Building, Room 410  
1151 Punchbowl Street  
Honolulu, Hawai'i 96813

**Members Present**

Todd Nacapuy, Chair, Office of Enterprise Technology Services (ETS)  
Benjamin Ancheta, Huliau Capital  
Jared Kuroiwa, KHON2  
Aryn Nakaoka, Tri-net Solutions  
Michael Nishida, First Hawaiian Bank  
Christine Sakuda, Transform Hawai'i Government  
Marcus Yano, SystemMetrics Corp.  
Garret Yoshimi, University of Hawai'i

**Other Attendees**

Valri Kunimoto, Deputy Attorney General, Dept. of the Attorney General  
Michael Otsuji, ETS  
Todd Omura, ETS  
Vincent Hoang, ETS  
Caroline Julian-Freitas, ETS  
Kaimana Bingham, ETS  
Peter Fritz  
Freddie Wheeler, Jr., HPPA

**I. Call to Order**

Chair Nacapuy called the meeting to order at 2:04 p.m. Quorum was established with seven members present.

**II. Announcements**

None.

**III. Review and Approval of Previous Meeting Minutes**

Member Ancheta made a motion to approve the December 12 and 19, 2017 meeting

minutes, which was seconded by Member Nishida. The motion passed unanimously.

#### **IV. Public Testimony on Agenda Items**

Member Sakuda joined the meeting at 2:06 p.m.

Peter Fritz raised several issues regarding the lack of digital accessibility on State web pages. He did a cursory check and found accessible issues with most of the websites. He suggested that a survey be conducted to see what can/cannot be done and the types of problems that occur. Chair Nacapuy suggested that ETS run an accessibility survey on state websites using web accessibility scanners on the main pages of state websites.

Mr. Fritz also mentioned House Bill 2541 relating to Elections, voting by mail. He, along with the National Federation of the Blind, provided testimony addressing the concern that this bill as it is currently written will make it difficult for persons with disabilities to vote. Mr. Fritz believes the Office of the Elections (Elections) will violate the Americans with Disabilities Act if they do not provide adequate accessible methods for persons of disabilities. He recommends that Elections look how other states have resolved this issue. Chair Nacapuy will track this bill and bring this up with Elections.

#### **V. 2018 Office of Enterprise Technology Services Initiatives**

The ETS team of Todd Omura, IT Governance Officer, Michael Otsuji, IT Service Operations Officer, Vincent Hoang, Chief Information Security Officer, and Kaimana Bingham, Solution Delivery Specialist, reported on the CIO's priority areas.

**IT Governance:** The team gave an update on its collaboration with executive branch departments' road maps. Departments are required to report its IT budget and spend requests, which should be reflected on its road map. The CIO holds monthly meetings with each department. ETS is in the process of building a model for budget analysis with new data from Sharpcloud software.

**Enterprise Projects & Programs:** ETS is also developing a process for the Independent Verification and Validation Reports for the Tax System Modernization Program. The Kauhale On-Line Eligibility Assistance (KOLEA) is behind schedule since a protest has been filed.

**Services-Oriented Infrastructure:** ETS continues to build and educate staff on Microsoft Office 365; extended the use of Sharpcloud to daily operations; changed Adobe initiatives, is transferring departmental processes; is sharing information with departments; added to Operations and Maintenance; and needs to build up network telecommunications since there is no redundancy on neighbor islands.

**Open Data Metrics:** Mr. Fritz suggested that ETS provide more guidelines and training to departments for web accessibility.

**Cyber Security:** Member Sakuda asked if the cybersecurity metrics is what ETS is responsible for or does it also include departments' cybersecurity responsibilities.

Mr. Hoang stated that for now the metrics are based on what ETS is responsible for. Currently, ETS does not have visibility into other departments. ETS provides services to deploy Microsoft SCCM program and would assist with installation, and have departments work closely with vendors. ETS has offered to install Microsoft SCCM for departments and have departments work closer with vendors who can provide more information and tools. The goal is to have departments accountable for their infrastructure. Most of the major breaches were due to error or lack of fundamentals such as patching systems. Pushing to get a better display of infrastructure that is in the cloud with Microsoft Office 365.

**VI. 2018 Metrics for Evaluation of the Chief Information Officer**

The Committee decided to form a Permitted Interaction Group (PIG) to develop the 2018 metrics for evaluation of the CIO based on the ETS initiatives. Since the Committee meets on a quarterly basis, Member Sakuda made a motion for the ITSC to meet more often than quarterly, which was seconded by Member Yoshimi. The motion passed unanimously and the committee will meet every two months. The PIG will present its report at a meeting to be scheduled for April/May 2018.

Member Sakuda left the meeting at 3:10 p.m.

Member Yoshimi made a motion to form a PIG to study the appropriate grading metrics of the CIO for 2018, which was seconded by Member Yano. The motion passed unanimously. Members may volunteer to serve on the PIG by email.

**VII. Status of Legislative Bills Pertaining to the Office of Enterprise Technology Services**  
Chair Nacapuy reviewed the legislative bills that ETS is tracking.

**HB2080/SB2902** Appropriates funds for grants to participants in software application challenges so that the proofs of concept created during the challenges can be developed into prototypes suitable for local and state government. Appropriates funds. Requires matching funds.

ETS supports this bill. Passed House and Senate committees with amendments.

**HB2311/SB2738** Clarifies that found electronic devices that may contain personal information shall be sanitized before providing the unclaimed property to finders or disposing of the property by public auction or other means.

ETS/Information Privacy and Security Council supports this bill.

Passed the Senate with amendments.

**HB2651/SB2704** Establishes a process to upgrade and support next-generation wireless broadband infrastructure throughout the State. Establishes a permitting, application, review, and approval process for broadband or wireless service providers to install broadband or wireless facilities on state or county solely-owned utility poles, or install associated utility poles, in the right of way. Applies to permit applications filed with the State or county after 12/31/2018.

