Information Technology Steering Committee (ITSC)
established for the State of Hawai`i per HRS §27-43(b)

Meeting Minutes
Thursday, May 3, 2018   10:00 a.m. to 11:30
1151 Punchbowl Street, Room 410, Honolulu, Hawai`i

Members Present:
Todd Nacapuy, Chair, Office of Enterprise Technology Services (ETS), State of Hawai`i
Benjamin Ancheta, Ekahi Health System
Jared Kuroiwa, KHON2
Michael Nishida, First Hawaiian Bank
Christine Sakuda, Transform Hawai`i Government
Kevin Thornton, Judiciary, State of Hawai`i
Marcus Yano, SystemMetrics Corp.
Garret Yoshimi, University of Hawai`i

Other Attendees:
Valri Kunimoto, Deputy Attorney General, State of Hawai`i
Todd Omura, ETS
Michael Otsuji, ETS
Vincent Hoang, ETS
Caroline Julian-Freitas, ETS
Zheng Fang, Hawaii Information Consortium
Brian Black, Member of the Public
Peter Fritz, Member of the Public

I. **Call to Order**
   Chair Nacapuy called the meeting to order at 10:04 a.m. Quorum was established with seven members present. Member Ancheta joined the meeting at 10:40 a.m., increasing member attendance to eight.

II. **Announcements**
   See item VIII. on the agenda.

III. **Review and Approval of February 28, 2018 Meeting Minutes**
   The February 28, 2018 meeting minutes were unanimously approved.

IV. **Public Testimony on Agenda Items**
   A. Oral and written testimony was presented by Brian Black, Executive Director of the Civil Beat Law Center for the Public Interest, for the discussion on availability of State of Hawaii Online Data (Item VII. on the agenda).

   The following best practices were advocated:
   • Centralized access to data
   • Machine readable open data standard format (with API protocols when possible)

- Timely and complete data
- Educate the public about collected data

Suggested priority focus areas for data release, per a survey of stakeholders:
1. **Financial** data (budget, revenue, expenditures, payroll, pension)
2. **Tax** data (collections, credits, exemptions, tax base)
3. **Procurement** data (solicitations, awards, contracts, amendments)
4. **DOH** data (enforcements, inspections)
5. **DCCA** data (licensing, complaints, business registration)
6. **DLNR** Bureau of Conveyance data

ITSC Questions/Comments:
- Member Yano asked if ETS has authority to implement the guidelines. Chair Nacapuy responded that while ETS can develop policies, procedures, and standards, it does not have statutory authority to enforce open data access statewide. State agencies are responsible to update their own data. Web data maintenance is often not a priority.
- Member Thornton clarified with Mr. Black that the sort of data addressed refers to aggregate data and datasets appropriate for online disclosure, balancing the public right to know with security, privacy, and statutory revenue generating sources.
- Member Sakuda asked Mr. Black what strategy he would like to see going forward. Mr. Black stated he would like agencies to start looking at the process earlier in the development and highly recommends the ITSC review the Sunlight Foundation's guidelines (https://sunlightfoundation.com/opendataguidelines/)

B. Mr. Peter Fritz also gave oral testimony for the discussion on availability of State of Hawaii Online Data (Item VII on the agenda). Mr. Fritz asked for consideration of not only data availability, but also for data accessibility for every member of the public, including those with disabilities such as mobility impairments. Mr. Fritz believes the core solution is to develop a statewide policy so all departments understand the responsibility in this regard. Chair Nacapuy agreed with Mr. Fritz's concerns and reiterated the difficulty of ensuring statewide compliance without statutory authority.

V. Status of Legislative Bills Pertaining to the Office of Enterprise Technology Services
Chair Nacapuy reviewed the status of legislative bills pertaining to ETS:

HB2080 (Companion SB2902) – Relating to Technology Development
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.
- Bill did not pass conference committee. Nonetheless, a 2018 Hawaii Annual Code Challenge is planned for late September focusing on the environment.

HB2651 (Companion SB2704) – Relating to Wireless Broadband Facilities
Establishes a process to upgrade and support next generation wireless broadband infrastructure throughout the State. Establishes a permitting, application, review, and

approval process for wireless service providers to install wireless facilities on state or county 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.
- Passed out of conference, awaiting the governor's consideration.

SB2738 – Relating to Found Electronic Devices
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.
- Passed. Governor is expected to sign.

HCR 94 SD1 – Requesting the development of a state information technology strategic plan to include data goals and objectives.
- Passed. Measure was adopted. (See also item VII. below.)

VI. **Permitted Interaction Group Report and Recommendations on the 2018 Metrics for Evaluation of the Chief Information Officer; Receipt of Report**
In its February 28, 2018 meeting, the ITSC voted to form a Permitted Interaction Group to develop the 2018 metrics for evaluation of the CIO based on the ETS initiatives and to study the appropriate grading metrics of the CIO. Pursuant to section 92-2.5, Hawai`i Revised Statutes (HRS), the report was formally submitted to the ITSC and will be discussed at a subsequent meeting.

VII. **Discussion on Availability of State of Hawaii Online Data**
Per HCR 94 SD1, ITSC is tasked to develop a statewide information technology strategic plan. A statewide operational strategic roadmap was developed; however, there is no governing system or framework. HCR 94 allows for this plan development but with no funding. In this resolution, ITSC is requested to:

- Submit the State Information Technology Strategic Plan with data goals and objectives, as well as recommendations, including any necessary proposed legislation, to the Legislature no later than twenty days prior to the convening of the Regular Session of 2019; and
- Consider model legislation in other states, as well as commonly accepted best practices; and
- Consult with the Department of Accounting and General Services, including the Office of Information Practices, ETS, and other departments.

Considerations discussed:
- Member Nishida asked what would be the intent and vision of the resolution.
- Chair Nacapuy emphasized that the strategic plan should set guidelines for the CIO who would execute operations according to that plan.
- Member Yoshimi recommended focusing on the process more than the document itself to ensure there would be a long-term, forward-looking guidance system and principles. For example, the plan should examine:
  o How to pick future projects

- o   Does it align with the governor's goals
- Member Thornton agreed with member Yoshimi and suggested that business representation would be a key to an effective legislative proposal.
- Member Sakuda mentioned that Transform Hawai`i Government supports this initiative and is willing to provide funding for resources. Member Yoshimi said that ITSC should decide how to use this resource. Chair Nacapuy agreed, as ETS has resources otherwise occupied in time-consuming IT modernization projects.
- Member Sakuda suggested that ITSC meet monthly instead of every other month. No formal decision was made at this meeting.

The ITSC voted unanimously to form a Permitted Interaction Group to work on the applications of House Concurrent Resolution 94. Members Ancheta, Kuroiwa, Nishida, Sakuda, Thornton, Yano, and Yoshimi volunteered to be part of the group.

VIII.   Good of the Order

A. Announcements

1. ETS has a new LinkedIn blog with videos: https://business.linkedin.com/talent-solutions/blog/recruiting-strategy/2018/4-ways-the-government-of-hawaii-modernized-its-hiring-process-to-attract-tech-talent

2. The State and ETS received an IT Innovation of the Year award for the Hawaii Annual Code Challenge (HACC) from StateScoop, a division of Scoop News Group, the leading government IT media company in Washington, D.C.

B. The next ITSC meeting will be on Thursday, May 24, 2018, 1:30 p.m. at the same Honolulu location (Kalanimoku Building, Room 410).

IX.   Adjournment

The meeting was adjourned at 11:17 p.m.