



Information Technology Steering Committee (ITSC)

established for the State of Hawai`i per HRS §27-43(b)

Meeting Minutes

Thursday, December 20, 2018, 10:00 a.m.

1151 Punchbowl Street, Basement VCC, Honolulu, Hawai`i

DRAFT

Members Present:

Todd Nacapuy, Chair, Office of Enterprise Technology Services (ETS), State of Hawai`i
Benjamin Ancheta, Inkinen & Associates
Jared Kuroiwa, Upspring – AIO Digital
Aryn Nakaoka, Tri-net Solutions
Christine Sakuda, Transform Hawai`i Government
Kevin Thornton, Judiciary, State of Hawai`i
Representative Kyle Yamashita, Hawai`i State Legislature
Marcus Yano, SystemMetrics Corporation
Garret Yoshimi, University of Hawai`i

Members Excused:

Michael Nishida, First Hawaiian Bank
Kelly Taguchi, Spectrum

Other Attendees:

Todd Omura, ETS
Michael Otsuji, ETS
Vincent Hoang, ETS
Caroline Julian-Freitas, ETS
Valri Kunimoto, Deputy Attorney General, State of Hawai`i

I. Call to Order

Quorum was established. Chair Nacapuy did not attend the first portion of the meeting. A motion was made by Member Thornton, and seconded by Member Nakaoka, to amend the agenda to select a Vice Chair to preside over the meeting. A vote was taken, and the motion passed unanimously. Member Nakaoka nominated Member Yoshimi to act as Vice Chair, and Member Sakuda seconded the nomination. The nomination passed by unanimous vote, with Member Yoshimi abstaining. Vice Chair Yoshimi called the meeting to order at 10:04 a.m. A motion was made by Member Nakaoka and seconded by Member Yano to ratify any prior actions taken. The motion passed unanimously.

II. Public Testimony on Agenda Items

No testimony was given.

III. Executive Session

Pursuant to Hawai`i Revised Statutes (HRS) section 92-5(a)(2), to consider the evaluation of an officer, at 10:07 a.m., a motion was made by Member Sakuda and seconded by Member Kuroiwa for the ITSC to enter into Executive Session. The motion passed by unanimous vote.

At 11:11 a.m., Member Ancheta made a motion seconded by Member Nakaoka to reconvene the public meeting. Chair Nacapuy, the CIO, joined the meeting at this point.

IV. Results of the Chief Information Officer Evaluation

Metrics scoring and status details will be posted on the ETS website. Summary table:

2018 Metric Description	Grade	Comments
IT Governance		
1. Expand IT governance processes to include the Department of Education (DOE), pursuant to Administrative Directive (AD) No. 15-02 , “Program Governance Requirements for Act 119 and Enterprise Information Technology Projects”	F	DOE exception, not participating
2. Expand IT annual budget request process to include participation by the Department of Education, in accordance with HRS section 27-43(a)(5) , requiring departments to maintain their respective multi-year IT strategic and tactical plans and roadmaps as part of the State’s overall IT strategic plans	F	DOE exception
3. Reduce costs of IT projects reviewed under IT governance processes (AD No. 15-02)	A	
4. Deploy 10 Enterprise Architecture (EA) policies and standards on citizen-facing website; continuous deployment and maintenance of statewide policies and standards	D	
5. Establish web accessibility standard and launch statewide training resources	B	De facto standard WCAG 2.0AA based on SiteImprove; draft standards prepared but not published
IT Workforce Development		
6. Minimize level of vacancies within ETS	A	
7. Use of LinkedIn as a recruitment/branding tool throughout all departments (not only for IT positions)	D	
8. ETS Employee participation in the Civil Service IT Broadbanding Project	D	
9. Continue and expand Hawaii Annual Code Challenge program	A	
10. Technical training – Provide professional development and personal development to ETS based on needs assessment conducted	B	
Cybersecurity		
11. Fill all available ETS cybersecurity positions	A	
12. Implement cybersecurity response plan and identify and train key State personnel	A	
13. Establish metrics for cybersecurity response and effectiveness	A	
Enterprise Projects and Programs		
14. Issue RFP for State Web Portal Program per Access Hawaii Committee standards	F	No RFP
15. All enterprise projects receive an IV&V including plans to address any major findings	A	
16. Completion of Tax System Modernization Project, Phases 2 & 3	A	
17. Completion of Enterprise Payroll and Time & Attendance Modernization, Payroll Phase	B	
18. Implement Kauhale On-Line Eligibility Assistance (KOLEA), Phases 1 & 2	I	Project timeline shift
19. Report on upcoming enterprise projects, e.g., summary of project phase activities, by phase (planning, budgeting, procurement, or implementation), within upcoming 6-12 months	C	

2018 Metric Description	Grade	Comments
20. Report on actionable IV&V findings	A	
21. Departments with Enterprise Projects reports to ITSC semi-annually on status	D	
Services-Oriented Infrastructure		
22. Define level of support and further increase capability to provide tech support to departments as enterprise service	A	
23. Provide Enterprise-wide Office 365 Project Support	I	
24. Provide Enterprise-wide eSign Service Support	B	
25. Implement Government Private Cloud / Cloud Services	A	
26. Continue Network Operations & Maintenance	A	
27. Maintenance and Operations of Telecommunications Services	A	
Open Data		
28. Identify and Establish appropriate governance policies for open data	F	Not complete – submitted to OIP
29. Support Utilization of ETS Strategic Roadmap Dashboard	B	
30. Evaluated effectiveness of State Web Portal program and model	I	
Cost Transparency		
31. Collect departmental IT roadmaps, under new authority provided under HRS 27-43	B	Except DOE
32. Standardize and publish finance data in ETS IT strategic roadmap, incorporating and aligning information from departmental IT roadmaps	A	
33. Define and publish financial piece of ETS IT strategic roadmap setting clear goals and benchmarks for the CIO's priority areas and priority projects/programs by the deadline to submit Executive Budget Request to the Legislature	I	Needs additional information to support
34. Track cost savings by comparing planned budget to actual spending via the publicly accessible online dashboard	I	Wanting for additional data, especially significant data from large IT budgets

The ITSC recommends that consideration be given for the context of the large amount of work done, large cost savings demonstrated, and the need for additional participation by all departments, including in critical cases (DOE). Also recommended for next year, include updates and reporting related to strategic plan efforts in the scoring criteria.

Chair Nacapuy thanked the ITSC members for their public service and hopes the next CIO continues this evaluation process. The committee in turn thanked the CIO for his service and commitment to improving public systems.

V. Good of the Order

- A. ETS will inform the next CIO of the IT Strategic Plan process and give the CIO successor and the Governor's office the ability to provide input.
- B. The next ITSC meeting is scheduled for February 28, 2019, 1:30 p.m., at 1151 Punchbowl Street, in the basement Video Conference Center, Honolulu, Hawai'i

VI. Adjournment

Chair Nacapuy called for a motion to adjourn the meeting. A motion was made by Member Yoshimi and seconded by Member Yano. The meeting adjourned at 11:16 a.m.