



## Information Privacy and Security Council (IPSC)

### Meeting Minutes

February 20, 2013

Keoni Ana Building 1177 Alakea St, Room 302 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihu'e State Office Bldg. 3060 'Eiwa Street Basement Lihu'e, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
--	---	--	---

MEMBERS / DESIGNEES PRESENT	
Member Name	Department
<b>Bhagowalia, Sonny</b> – State CIO (Chair)	Office of Information and Management Technology
<b>Decasa, Meliton Jr.</b>	Dept. of Education
<b>Ito, Jodi</b> (Designee)	University of Hawai'i
<b>Kam, Geoffrey M</b> (Designee)	City and County of Honolulu
<b>Keane, David</b>	Dept. of Human Resources Development
<b>Merez, Gino</b> (Designee)	Dept. of Health
<b>Norman, Nyree</b>	County of Kaua'i
<b>Thornton, Kevin</b>	Judiciary
<b>Verkerke, Jacob</b>	County of Maui
<b>Yong, Lim</b>	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
<b>Tsuchiya, Burt</b>	County of Hawai'i
<b>Taniguchi, Carol</b>	Legislature
<b>Crosby, Todd</b> – IPSC Executive Director	Office of Information and Management Technology

OTHER ATTENDEES	
Name , Title	Department
Kagawa, Lila	Dept. of Human Resources Development
Kali, Keone	Office of Information and Management Technology
Haybrich, Jeff	Office of Information and Management Technology

- |      |  |       |
|------|--|-------|
| I.   | Call to Order – Welcome<br>The meeting was called to order by the Chair at 13:02   | Chair |
| II.  | Approval of previous meeting minutes <ul style="list-style-type: none"> <li>• Under announcements, Correct spelling of Tokuda.</li> <li>• The minutes were unanimously approved as revised with motion by Member Ito and seconded by Member Decasa.</li> </ul> | Chair |
| III. | Legislative Update <ul style="list-style-type: none"> <li>• Discussion took place regarding Administrative Package 1003, aligning Cyber Security under the Chief Information Officer.</li> </ul>   | Chair |
| IV.  | Records Retention Overview – State Archives  | Susan |



## Information Privacy and Security Council (IPSC)

### Meeting Minutes

February 20, 2013

(Unable to attend – will be moved to next month)

Shaner

V. Discussion of potential State eMail solutions and their implications

Chair

- Discussion took place regarding email Notes licensing in the cloud. Potential unified approach for 2013/2014 yielding more capability for the same or lower cost. Keone Kali is doing a survey of Notes applications. He added that Local Domino support would remain in-house.
- County members expressed hesitation to move to the Cloud due to Connectivity and e-discovery concerns but may take advantage of a statewide pricelist later if they did not have to commit upfront.
- Member Decasa suggested that the attachments quota be factored separately from the e-mail content quota.
- Member Verkerke suggested that policies be created to disallow out of office notes being sent externally as it could be a cyber security risk of advertising absence.

VI. Reports from Standing Committees

a. Investigation of Best Practices, Automated Tools, and Training

Ito

- It was noted that Karen Higa is responsible for developing and migrating templates for mobile apps, as well as my.hawaii.gov.

b. Appropriate use of non-State controlled e-mail systems in conducting State Business

Decasa

- Discussion and agreement that the committee needs to come out with notification of policy

c. Yearly Privacy Reports

Crosby

- There is lots of Legislative interest in privacy reports, however the Council reports are missing areas.
- Discussion of an XML tool and a vendor on the pricelist that may help with capture. A follow up was requested of the committee to identify potential tools.

VII. Review and discussion of Council deliverables and Standing Committees  
There were none to discuss.

Council

VIII. Announcements and Good of the Order

Council

- Jeff Habrych and Keone Kali announced that a Security Operations Center is being built. IPSC members are welcome to participate or rotate staff into space. There will be seating, consoles, and visibility into activity. It was noted that the center will be a unified effort with discussion taking place on how to integrate



Information Privacy and Security Council (IPSC)

Meeting Minutes

February 20, 2013

with State Civil Defense and the Fusion Center and non-Executive Branch folks have been asked to participate.

- The Chair noted that he wants to institute a new quarantine breach policy... • The Chair announced that the Gartner Security Benchmark is complete... • The Chair announced that RFPs are coming out for Data at Rest Encryption...

IX. Executive Session: The council may conduct an executive session closed to the public pursuant to Hawai'i Revised Statues (HRS) §92-4. The executive session will be conducted pursuant to HRS §92-5(a)(8) for the purpose of discussing information that must be kept confidential pursuant to State law.

- No executive session was held.

X. Adjournment Chair Member Ito motioned to adjourn with Member Decasa seconding. Upon unanimous agreement, the meeting was adjourned at 14:39.

Next meeting date: March 20, 2013 from 1:00 PM to 3:00 PM Individuals who require special needs accommodation are invited to call (808) 586-1920 x315 at least five working days in advance of the meeting.

Respectfully Submitted,

September 20, 2013 Date

/s/ Todd Crosby, Executive Director Information Privacy and Security Council