



## Information Privacy and Security Council (IPSC)

### Meeting Minutes

November 20, 2013

Kalanimoku Bldg 1151 Punchbowl St, Basement VCC Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor VCC Wailuku, HI 96793	Lihu'e State Office Bldg. 3060 'Eiwa Street Basement VCC Lihu'e, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement VCC Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
<b>Bhagowalia, Sonny</b> – State CIO (Chair)	Office of Information and Management Technology
<b>Crosby, Todd</b> – IPSC Executive Director	Office of Information and Management Technology
<b>Decasa, Meliton Jr.</b>	Dept. of Education
<b>Ho, Keith</b> (Designee)	City and County of Honolulu
<b>Ito, Jodi</b> (Designee)	University of Hawai'i
<b>Keane, David</b>	Dept. of Human Resources Development
<b>Merez, Gino</b> (Designee)	Dept. of Health
<b>Swanson, Mandi</b> (Designee)	County of Kaua'i
<b>Taniguchi, Carol</b>	Legislature
<b>Verkerke, Jacob</b>	County of Maui
<b>Yong, Lim</b>	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
<b>Thornton, Kevin</b>	Judiciary

OTHER ATTENDEES	
Name , Title	Department
Kunimoto, Valri	Attorney General
Goshorn, Christine	Office of Information and Management Technology Consultant
Wong, Matthew	Office of Information and Management Technology

- I. Call to Order – Welcome Chair
  - The meeting was called to order at 13:03 by the chair with quorum present. The chair asked the members if we may be able to alter the schedule of the exec session to accommodate our guest speaker, Doug Robinson due to a last minute conflict or if members feel we will finish prior agenda items in under 40 minutes. No change in schedule will be needed per vote of the membership.
- II. Approval of previous meeting minutes Chair
  - Member Ito requested under reports from committee that a name is misspelled "Hioki" on page 3 and that there is a typo for item 13 - Statutes.
  - There was a motion to accept the minutes as amended by Member Ito,



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with a second by Member Yong. The minutes were unanimously approved as amended.

- III. Demonstration of the new Enterprise Project Management System Chair
- This agenda item will be discussed tomorrow at the summit per the chair. No other discussion took place.
- IV. Demonstration of WiFi in State buildings Chair
- This agenda item will be discussed tomorrow at the summit per the chair. No other discussion took place.
- V. Legislative update Chair
- Discussion of existing PII protection laws and potential updates
  - Review the existing statutes covering PII with focus on protection of PII and definition of breaches
  - Guest Chrissi Gosorn (OIMT Consultant) reviewed the “duty to protect” section in the proposed legislation which was noted that it should be a new section noted as such by the AG in attendance.
  - Motion to approve as is for submission to legislative package moved by Member Merez with a second by Member Keane.
- VI. Discussion of potential State eMail solutions and their implications Chair
- This is still under study and requested by chair to defer to the next meeting.
- VII. Reports and updates from Committees
- a. Best Practices, Automated Tools, and Training Ito
- Member Ito noted that updates are deferred until new web site is up.
- b. IPSC web content posting updates Ito
- Member Ito noted that updates are deferred until new web site is up. Chair requests by January Member Ito meets with Karen Higa to update.
- c. Appropriate use of non-State controlled e-mail systems in conducting State Business Decasa
- It was discussed and agreed that follow up work will be done via committee members and OIMT staff with additional OIMT consultant help.
- d. Security Operations Center operations Chair
- The Chair reports 13 monitors are in and 5 desks are now staffed. MG Wong will be assisting with the staffing with one seat of the SOC. Members will be invited to attend one of the SOC orientation events next month.



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- VIII. Review and discussion of OIMT Policy Development Council
- The Chair noted that existing BYOD policy has caused a stir. Discussion about BYOD took place in possible options balancing the policies.
  - The chair requested for James Lum to start updates from the EA Working Group be shared with the IPSC during meetings.
- IX. Review and discussion of mobility implications to privacy and security Council
- Chair requested to defer this item in that it will be covered at the summit tomorrow and then to have a follow up at the next meeting. This request was unanimously approved by the members.
- X. Review and discussion of OIMT projects of interest to the Council Chair
- The Chair noted that List of projects was previously provided to the council. Status will be reviewed at the summit with deeper discussion at the next meeting.
- XI. Review of existing posted best practices and recommendations for update Council
- Chair noted that NASCIO has a lot of this collateral and potential update information that could be used for our site. Chair would like the data reviewed by the committee and provide update next month.
- XII. Announcements and good of the order Council
- None
- XIII. Executive Session: The council may conduct an executive session closed to the public pursuant to Hawai'i Revised Statutes (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. Council
- Cyber Security Update
  - A Motion was made by Member Ito, second by Member Yong, and unanimous approval the council went into executive session at 13:28 for an update on confidential security issues discussion led by Doug Robinson.
  - Member Lim moved to exit executive session at 13: 56, seconded by Member Ito, and unanimous approval.
- XIV. Adjournment Chair
- A Motion to adjourn was made by Member Ito with a Second by Member Keane @ 13:58.

Next meeting date: December 18, 2013 from 1:00 PM to 4:00 PM

Respectfully Submitted,

April 16, 2014  
Date

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