



Information Privacy and Security Council (IPSC)

Meeting Minutes

December 17, 2014

Keoni 'Ana Building 1177 Alakea St Room 304 Honolulu, Hawai'i 96813	Wailuku State Office Bldg. 54 South High Street Third 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
------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Kali, Keone – State CIO (Chair)	Office of Information and Management Technology
Crosby, Todd – IPSC Executive Director	Office of Information and Management Technology
Decasa, Meliton Jr.	Dept. of Education
Ho, Keith (Designee)	City and County of Honolulu
Ito, Jodi (Designee)	University of Hawai'i
Jacobs, Don	County of Hawai'i
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Norman, Nyree	County of Kaua'i
Sherman, Karen	County of Maui
Tungol, Wilfredo (Designee)	Dept. of Health
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Kunimoto, Valri	Attorney General
Miranda, Mike	OIMT Consultant

OTHER ATTENDEES	
Name	Affiliation
- None -	

- I. Call to Order – Welcome. Chair
Executive Director Crosby called the meeting to order at 13:04. Quorum was established with Eight (8) members present. *Note - This twelve (12)-member Council requires eight (8) members to establish quorum and to take official Council action.*
- II. Approval of previous meeting minutes. Chair
Review and Discussion took place of the previous meeting minutes.
Member Merez moved and member Ito seconded that the Information Privacy and



Information Privacy and Security Council (IPSC)

Meeting Minutes

December 17, 2014

Security Council approves the November regular meeting minutes as amended. The Information Privacy and Security Council APPROVED the November regular meeting minutes as amended by UNANIMOUS CONSENT, 9-0-0). The amendments were as follows:

- Member Jacobs was not shown as absent.

Member Yong arrived at 13:11, Chair Kali arrived at 13:13.

- III. Public Testimony on agenda items.¹ Chair
None.
- IV. Update from Committee: Formation of best practices, automated tools, and investigation of training materials and programs for the protection of Personally Identifiable Information (PII) for posting on the IPSC web site. Ito
- Member Ito inquired if there were any updates from the committee. Member Ito would like to start incorporating MS-ISAC resources as available and will also begin to incorporate content for the general community.
 - Executive Director Crosby noted that this committee needs to review the existing Best Practices documents as published by the council and recommend any updates at the next meeting.
- V. Update from Committee: Collection of reports, Updating report memo and templates for next year. Crosby
- Executive Director Crosby reported that Chair Kali is preparing a memo to those entities that have not reported. The memo is delayed due to the change in administration, and will be sent out as soon as it is approved.
 - Discussion took place on the need to form a committee to update forms, process, and evaluate all reportable items for next year. Motion to form made by member Ito, with a second by Member Decasa. Members of the committee are: Ito, Crosby, Decasa, Lim, and Keane. The committee will also look at Kaua'i's collection applications. Member Ito told the members that UH also has a web app they to collect and she will demo during the next meeting. Due to the content of the database, it will be only shown during executive session.
 - Discussion took place on agencies that are requiring special registration of

¹ Any interested person may submit data or views, in writing or in person to the Council on any agenda item. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted three minutes, or an amount of time otherwise designated in advance by the Chairperson, to provide testimony to the Council.



Information Privacy and Security Council (IPSC)

Meeting Minutes

December 17, 2014

servers that contain Personally Identifiable Information.

VI. Executive Session

Executive Session – This portion of the meeting is closed to the public pursuant to Hawaii Revised Statutes sections 92-4, and 92-5(a)(4) (to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities) and/or 92-5(a)(6) (to consider matters relating to public safety or security).

- Member Kali moved the council go into executive session under 92-5(a)(6) with member Keane seconding. With no objections, the Council went into executive session at 13:23.
- a) Update from Committee: Review of existing Personally Identifiable Information (PII) protection strategies, protection statutes, and potential updates. Yong and OIMT Invited Guests
 - Discussion took place in the incorporation of the comments submitted and issues they may create and to submit via administrative package or the technology committee.
 - Move by Member Yong to approve draft bill submission as amended with second by Member Keane. As there were no objections, the Information Privacy and Security Council ADOPTED the motion by UNANIMOUS CONSENT.
 - Committee will finalize incorporating the approved amendments and Chair Kali will submit. It was felt that now that work has completed and there would be no discussion pertaining to items covered by 92-5(a)(6), that further discussion on this item would be done during regular session.
- b) Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems Chair and OIMT Invited Guests
 - Consideration of PII policy and development.
 - No discussion took place on this item as all discussion took place during item V.
 - Messaging and Collaboration Project and protection of PII
 - Executive Director Crosby gave an update on the project.
 - Digital Leakage Protection
 - Mike Miranda discussed enhancements being made to security systems and what benefits that would provide the State.
 - Government Private Cloud security issues
 - Discussion took place of the projects taking place in the Government Private Cloud project and efforts being taken to provide some potential automation to protect PII.
- c) Review and discussion of Cyber Security Threats, and current use of tools on the State network. Chair and OIMT Invited
 - Mike Miranda discussed the security and privacy events that occurred



Information Privacy and Security Council (IPSC)

Meeting Minutes

December 17, 2014

during the prior month, corrective actions taken and future enhancements Guests
being planned.

With all executive session agenda items covered, Member Yong moved that the Council end executive session with Member Ito seconding. With none opposed, executive session was concluded at 14:04.

VII. Announcements and good of the order. Council

- Member Merez – On January 15th his agency is hosting a HIPPA discussion – members are invited and may RSVP to him.
- Executive Director Crosby - Next meeting date: January 21, 2015 from 1:00 PM to 3:00 PM.

VIII. Adjournment. Chair

Member Yong moved to adjourn with second my member Decasa. With none opposed, the meeting was adjourned at 14:08.

Respectfully Submitted,

February 6, 2015

Date

_____/s/_____

Todd Crosby, Executive Director
Information Privacy and Security Council