



Information Privacy and Security Council (IPSC)

Meeting Minutes

February 19, 2015

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
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Crosby, Todd – IPSC Executive Director	Office of Information and Management Technology
Decasa, Meliton Jr.	Dept. of Education
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Norman, Nyree	County of Kaua'i
Sherman, Karen	County of Maui
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Verkerke, Jacob (Designee)	County of Maui

MEMBERS ABSENT	
Member Name	Department
Wong, Mark	City and County of Honolulu
Yong, Lim	Dept. of Human Services
Yoshimi, Garrett	University of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Member Name	Department
Demello, Keith	Office of Information Management and Technology
Domai, Mike	Office of Information Management and Technology
Guren, Alexi	Office of Information Management and Technology
Herr, Mike	Office of Information Management and Technology
Kunimoto, Valri	Attorney General

OTHER ATTENDEES	
Name	Affiliation
(none)	

I. Call to Order – Welcome

Chair

Executive Director Crosby called the meeting to order at 13:03. Quorum was established with nine (9) members present. *Note - This twelve (12)-member Council requires eight (8) members to establish quorum and to take official Council action.*



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II. Approval of previous meeting minutes Chair

Member Merez moved and Member Keane seconded that the Information Privacy and Security Council approves the January regular meeting minutes as amended.

The amendments were as follows:

- Don Jacobs attended, correct number of attendees.
- Executive session – correct start time.

As there were no objections, the Information Privacy and Security Council ADOPTED the regular meeting minutes as amended by UNANIMOUS CONSENT (9-0-0).

III. Public Testimony on agenda items ¹ Chair
None.

IV. Legislative Update Chair

This agenda item was erroneously removed from the current agenda. Executive Director Crosby called for a motion to add this agenda item. Member Jacobs moved with Second by member Thornton. The agenda item was added by unanimous consent (9-0-0).

Discussion took place on the status of SB1186 SB1. Member Thornton noted that HB287 is also still active.

V. Update from Best Practices and Yearly Reporting Committee: Chair

- Keith Demello gave an update regarding strategies to obtain complete compliance in 2015 reporting. The committee agreed that we would be starting earlier giving agencies more time to submit.
IT was discussed that the committee also update the privacy named agency designees and determine how the Council can keep them more involved throughout the year.
County members of the committee requested that they distribute to their designees directly. This was felt as a good idea as local County staff is more familiar to their designees. Member Decasa suggested that this might also be a good method for DOE also.
Member Keane suggested that the committee prepare a letter to agencies now to reestablish list. Keith Demello offered his help in preparing.
Discussion took place on methods to store the list and make communications easier.

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.



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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 Keane moved the council go into executive session with member Decasa seconding. With no objections, the Council went into executive session at 13:35.

- Review and discussion from the Enterprise Architecture Working Group on the strategy and development of policies concerning security and privacy. Chair and OIMT Invited Guests
 - Alexi Guren (contractor) and Mike Domai, both members of the OIMT Enterprise Architecture team, reviewed the policy development framework with focus on security and privacy items. It was noted that over half of the documents being developed are security and/or privacy focused. The documents set the minimum expectations. Departments are expected to enhance or strengthen as required by state or federal laws or business requirements. They would like IPSC members to contribute to the continuous improvement of the documents they are publishing. They will share the privacy-focused documents with the members for review & comment.
- Review and discussion of Cyber Security Threats, and current use of tools on the State network Chair and OIMT Invited Guests
 - Mike Herr – updated the members of current events over the past month.
- Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems Chair and OIMT Invited Guests
 - An update was presented on 365 compliance and security efforts.
- Security / Privacy concerns and issues in Member Agencies Chair
 - Member Keane – A new DHRD application went live and would like to work with the Cyber team on some testing efforts.

With all executive session agenda items covered, Member Keane moved that the Council end executive session with Member Thornton seconding. With none opposed, executive session was concluded at 14:25.



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- VII. Announcements and good of the order Council
- Executive Director Crosby reminded members that the next meeting date is March 16, 2015 at 1:00 PM.
- VIII. Adjournment Chair
- Member Keane moved to adjourn with second my member Decasa. With none opposed, the meeting was adjourned at 14:28.

Next meeting date: March 18, 2015 at 1:00 PM

Respectfully Submitted,

March 30, 2015
Date

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