



Information Privacy and Security Council (IPSC)

Meeting Minutes

March 18, 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
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
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Sherman, Karen	County of Maui
Yong, Lim	DHS HIPAA Coordinator

MEMBERS ABSENT	
Member Name	Department
Norman, Nyree	County of Kaua'i
Taniguchi, Carol	Legislature
Wong, Mark	City and County of Honolulu

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Demello, Keith	Office of Information and Management Technology
Herr, Mike	Office of Information and Management Technology
Park, Brandon	Department of Health

OTHER ATTENDEES	
Name	Affiliation

- I.

Call to Order – Welcome

Executive Director Crosby called the meeting to order at 13:01. 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.

Chair

- II.

Approval of previous meeting minutes

Member Decasa moved and member Thornton seconded that the Information Privacy and Security Council approve the February regular meeting minutes as circulated. The minutes were approved by a vote 9-0-0.

Chair



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- III. Public Testimony on agenda items ¹ Chair
None.
- IV. Legislative Update Chair
Discussion took place on the status of active Bills regarding privacy and security. The Chair will provide testimony on SCR88 and SR41 as they duplicate many of the functions that the IPSC already performs.
- V. Update from Best Practices and Yearly Reporting Committee: Chair
- Keith DeMello led a discussion on the IPSC yearly report. He suggested that the Council wait until after session concludes which will ensure that any legislative changes are reflected. He will assist the Council in the development of a CIO memo educating leaders across the state of the reporting requirements and their responsibility to name a privacy contact. This could be done via a series of emails. He suggests we target June with an August deadline for all reports, with bi-weekly follow-ups for those with missing data. He offered to assist the council with updating the reporting form.
 - Member Ito led a discussion for the update of the best practice and educational content on the web page. Discussion took place regarding the DOE Nutshell Guides and how they may be a more concise format adaptable to our messages. Discussion took place about changing format and focusing on our top 10 items. Member Ito will send out poll to determine top 10.
 - Member Ito will get the committee members to start editing the documents, with a target to have at least the MFP draft up for consideration at the next meeting.
- 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 Yong moved the council go into executive session with member Ito seconding. With no objections, the Council went into executive session at 13:30.
- a) Review and discussion from the Enterprise Architecture Working Group on the strategy and development of policies concerning security and privacy. Chair and OIMT

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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- Discussion took place on the policy forms that were shared from the OIMT Enterprise Architecture Working Group that focused on privacy and/or security. The IPSC Best Practices Committee will ensure alignment in the updating of their content. Invited Guests
- b) Review and discussion of Cyber Security Threats, and current use of tools on the State network Chair and OIMT
 - Mike Herr provided an update on current security issues across the State. Invited Guests
- c) Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems Chair and OIMT
 - A discussion took place on the enhancements that are in the queue to be implemented. Invited Guests
- d) Security / Privacy concerns and issues in Member Agencies Chair
 - Discussion took place on agency issues and solutions.

With all executive session agenda items covered, Member Thornton moved that the Council end executive session with Member Decasa seconding. With none opposed, executive session was concluded at 14:19.

- VII. Announcements and good of the order Council
- Executive Director Crosby - Next meeting date: April 15, 2015, 1:00 PM
 - Member Merez Introduced Brandon Park who is a new security staff member at DOH.
 - Member Yong told the members about the Anthem Breach and that there was an impact to Hawaii citizens.

- VIII. Adjournment Chair

Member Ito moved to adjourn the meeting with second by member Yong. With none opposed, the meeting was adjourned at 14:28.

Respectfully Submitted,

Date

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