



Information Privacy and Security Council (IPSC)

Meeting Minutes

June 20, 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
Jacobs, Don	County of Hawai'i
Merez, Gino	Dept. of Health
Norman, Nyree	County of Kaua'i
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Verkerke, Jacob (Designee)	County of Maui
Sherman, Karen	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Wong, Mark	City and County of Honolulu
Keane, David	Dept. of Human Resources Development
Yoshimi, Garrett	University of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Kunimoto, Valri	Attorney General
Demello, Keith	Office of Information and Management Technology
Uchida, Mike	Information and Communications Services Div.
Herr, Mike (Consultant)	Office of Information and Management Technology

OTHER ATTENDEES	
Name	Affiliation

I. Call to Order – Welcome

Chair

Executive Director Crosby called the meeting to order at 13:00. 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 Decasa moved and Member Yong seconded that the Information Privacy and Security Council approves the regular meeting minutes. Discussion followed. As there were no objections, the Information Privacy and Security Council ADOPTED the regular meeting minutes as amended by UNANIMOUS CONSENT, (9-0-0). The amendments were as follows:
- Item VI B – add bullet.
 - Item V 2nd bullet correct missing word ...how THEY may...
- III. Public Testimony on agenda items ¹ Chair
- None.
- IV. Legislative Update Chair
- Discussion / review of legislation specific to privacy or data security to include the following:
- HB106, HB1090, HB1279, HB1305, HB287, HB446, HB561, HB613, HB979, SB1148, SB1186, SB1269, SB1279, SB514, SB658, SB998, SCR88, SR41.
- High level discussion took place on SCR88. The members will review it and be prepared for detailed discussion at the next meeting
 - SR41 – added additional responsibilities to IPSC – these tasks will be added into the existing investigative committee.
- V. Update from Best Practices and Yearly Reporting Committee: Chair
- 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
 - Reviewed the suggestions from Member Ito on the structure of content and simplifying it for easier, more logical consumption by the public. The council requests that the committee to meet within the next two weeks to finalize the content and present it at next meeting.
 - Review and update of Existing IPSC Publications
 - No action to report.
 - 2015 Reporting to the IPSC
 - Keith Demello proposed options for the actions and timeline to perform the collections and the options for communications and follow-up. A formal timeline will be presented at the next meeting.

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 Yong moved the council go into executive session with member Decasa seconding. With no objections, the Council went into executive session at 13:38.

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| <ul style="list-style-type: none">■ Review and discussion of Cyber Security threats, trends, and current use of security tools on the State network<ul style="list-style-type: none">Mike Uchida introduced himself and will be attending future meetings.Mike Herr provided an oral report to the members.Members requested that if there is an incident in their area, that they be notified in addition to the DP Coordinator. This was agreed by Mike Uchida and will be put in place.■ Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems<ul style="list-style-type: none">• Messaging and Collaboration Project<ul style="list-style-type: none">• Executive Director Crosby provided an update on project status with focus on security and privacy measures.■ Security / Privacy concerns and issues in Member Agencies<ul style="list-style-type: none">• Member Decasa discussed concerns within DOE with the various uses of third party companies and services.■ Review and discussion from the Enterprise Architecture Working Group on the strategy and development of policies concerning security and privacy<ul style="list-style-type: none">• No report. | <p>Chair and OIMT
Invited Guests</p> <p>Chair and OIMT
Invited Guests</p> <p>Chair</p> <p>Chair and OIMT
Invited Guests</p> |
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With all executive session agenda items covered, Member Merez moved that the Council end executive session with Member Yong seconding. With none opposed, executive session was concluded at 14:02.

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| <p>VII. Announcements and good of the order</p> <ul style="list-style-type: none">• Next meeting date: June 17, 2015, 13:00.• Member Merez mentioned that the HIPAA office is working to get Michael Leoz, a Federal DHS Region 9 representative, back to Hawaii for an educational panel. | <p>Council</p> |
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| <p>VIII. Adjournment</p> | <p>Chair</p> |
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Member Decasa moved to adjourn with second by member Thornton. With none opposed, the meeting was adjourned at 14:04.



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In an effort to reduce costs and increase public access to meeting materials, the Council will no longer be providing copies of materials for distribution to the public. Instead, at each meeting there will be a folder of materials for public review. Materials can also be viewed online at <http://ipsc.hawaii.gov>.

Individuals who require special needs accommodation should call (808) 586-1812 at least five working days in advance of the meeting.

Respectfully Submitted,

July 16, 2015

Date

_____/s/_____

Todd Crosby, Executive Director
Information Privacy and Security Council