



Information Privacy and Security Council

Meeting Minutes

July 20, 2016

Keoni 'Ana Bldg.
1177 Alakea St.
Room 304
Honolulu, HI 96813

Wailuku State Office Bldg.
54 South High St.
Third Floor VCC
Wailuku, HI 96793

Lihu'e State Office Bldg.
3060 'Eiwa St.
Basement VCC
Lihu'e, HI 96766

Hilo State Office Bldg.
75 Aupuni St.
Basement VCC
Hilo, HI 96720

MEMBERS / DESIGNEES PRESENT

Member Name	Department
DeMello, Keith (designee; acting chair)	Office of Enterprise Technology Services (ETS)
Ho, Keith (designee)	City & County of Honolulu
Jacobs, Don	County of Hawai'i
Swanson, Mandi (designee)	County of Kaua'i
Verkerke, Jacob (designee)	County of Maui
Tungol, Wilfredo (designee)	Department of Health
Keane, David	Department of Human Resources Development
Yong, Lim	Department of Human Services
Thornton, Kevin	Judiciary

MEMBERS ABSENT / NOT REPRESENTED

Member Name	Department
(Not yet appointed)	Department of Commerce and Consumer Affairs
Decasa, Meliton	Department of Education
Taniguchi, Carol	Legislature
Yoshimi, Garret	University of Hawai'i

INVITED GOVERNMENT ATTENDEES

Member Name	Department
Crosby, Todd	ETS
Tam, Lei Lily (intern)	ETS
Levins, Stephen	Department of Commerce and Consumer Affairs

I. Call to Order

Acting Chair DeMello called the meeting to order at 1:05 p.m. Quorum was established with nine members present. *Note: The twelve-member Information Privacy and Security Council (IPSC) requires eight members to establish quorum and take official Council action.*

II. Review and Approval of Previous Meeting Minutes

Member Thornton moved for the IPSC to approve the June 2016 meeting minutes, and Member Yong seconded the motion. The IPSC adopted the meeting minutes by unanimous consent.

III. Public Testimony on Agenda Items

None.

IV. State and County Agency Personal Information (PI) System Annual Reports

The new, SharePoint-based collaborative site and online form for PI System Annual Reports were reviewed. Acting Chair noted that IPSC members and designees should have received login information since the last meeting. ETS employee Todd Crosby noted that updates were made since the last meeting based on feedback from members/designees testing the site and form. Members Jacobs and Swanson stated they was not able to log in or had not received the login information. DeMello and Crosby said they will follow up to ensure they are provided access.

Member Tungol asked to have the SharePoint site login URL resent to him. This URL is different from the “Member Area” of the WordPress website. During the meeting, Crosby added a hyperlink to the SharePoint login in the Member Area for members’ convenience.

DeMello and Crosby noted that it may be problematic to add all the individual agency privacy designees because they are not all on the State Executive Branch’s Active Directory. Instead, it was proposed that the online form be piloted by the Executive Branch agencies. The remaining agencies would submit their forms via email, as was done last year. However, DeMello proposed that the form be updated to the same language of the new online form, designed to be aligned with federal reporting. IPSC members representing Hilo, Maui and Kauai voiced their agreement.

DeMello reported that the CIO memo reminding agency privacy designees of the annual deadline to submit their reports (September 30) and providing submission instructions should go out no later than mid-August, in order to provide sufficient notice.

V. Status of the Permitted Interaction Program Research and Recommendations on Guidelines for Found Media Sanitation

As Member Sherman was not present, an update on the Permitted Interaction Group was deferred.

VI. Executive Session

Member Keane moved to enter into executive session to discuss internal handling of employee personally identifiable information, pursuant to HRS sections 92-5(a)(6), to consider sensitive matters related to public safety or security, and 92-5(a)(8), to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order. Member Yong seconded the motion. The motion passed unanimously.

The IPSC entered executive session at 1:40 p.m., during which members discussed internal handling of employee PII.

Note: Invited government employee Stephen Levins entered the meeting at 1:48 p.m.

Members exited executive session at 1:49 p.m.

VII. Good of the Order

The next IPSC meeting is scheduled for Wednesday, August 17, 2016, 1 p.m.

VIII. Adjournment

The meeting adjourned at 1:50 p.m.

Respectfully Submitted,



Sep 9, 2016

Date

Keith A. DeMello
Senior Communications Manager
Office of Enterprise Technology Services
State of Hawai‘i