



**Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
January 20, 2021**

Videoconference meeting via Webex

Members Present

Vince Hoang, Chair	Office of Enterprise Technology Services (ETS)
David Shak	Department of Commerce and Consumer Affairs (DCCA)
Jonathan Chee	Department of Education (DOE)
Gino Merez	Department of Health (DOH)
David Keane	Department of Human Resources Development (DHRD)
Louis "Jack" Giardina	Department of Human Services (DHS)
Kevin Thornton	Judiciary
Jodi Ito	University of Hawai'i (UH)
Karen Sherman	County of Maui

Members Excused

Carol Taniguchi	Legislature
Mark Wong	City & County of Honolulu
Nyree Norman	County of Kaua'i
Scott Uehara	County of Hawai'i

Other Attendees

Janey Yamashita	ETS
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I. Call to Order

Quorum was established and Chair Hoang called the meeting to order at 1:10 p.m.

II. Review and Approval of the November 18, 2020 Meeting Minutes

Chair Hoang called for a motion to approve the minutes. Member Chee made a motion to approve the meeting minutes, which was seconded by Member Thornton. A vote was taken, and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Annual Personal Information System Report; Discussion and Appropriate Action

- Proposed Revision to Privacy Impact Assessment (PIA) Form

Chair Hoang presented the proposed revisions to the Annual Personal Information System Report, Privacy Impact Assessment (PIA) form. Recommendations from previous IPSC meetings were incorporated into a draft form. The purpose of the changes is to increase clarity and simplify the form for responders and for improved data analyses. Cyber Liability Insurance (CLI) related additions were also proposed.

Chair Hoang made a motion to approve adoption of the revised form including the CLI additions for use starting summer 2021. The motion was seconded by Member Giardina. A vote was taken, and the motion passed unanimously.

Member Ito asked if UH can use the PIA questions to prepare their online form, and Chair Hoang affirmed they could.

V. 31st Legislature; Discussion and Appropriate Action

There are currently no bills for consideration by the IPSC; however, Chair Hoang commented that the Office of Information Practices (OIP) proposed an amendment to the Sunshine Law that would affect how IPSC meetings are conducted. The proposed draft can be found on the OIP's website (<https://oip.hawaii.gov/whats-new/oip-posts-third-draft-of-sunshine-law-proposal/>).

VI. Good of the Order

a. Announcements

- Member Sherman announced that County of Maui member designee, Jacob Verkerke retired. The new CTO, Vince Hu, will become the new designee.
- Member Giardina commented that the governance platform standard from ETS helped DHS understand how cyber security tied to other federal standards.

b. Next scheduled meeting: February 17, 2021

VII. Adjournment

Chair Hoang made a motion to adjourn the meeting, which Member Ito seconded. A vote was taken, and the motion carried unanimously. The meeting adjourned at 1:35 p.m.