



**Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
May 19, 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)
Scott Uehara	County of Hawai'i

Members Excused

Carol Taniguchi	Legislature
Kelly Agena	County of Kaua'i
Karen Sherman	County of Maui
Stephen Courtney	City and County of Honolulu

Other Attendees

Daniel Cup Choy	Member of the Public
Janey Yamashita	ETS

I. Call to Order

Quorum was established and Chair Hoang called the meeting to order at 1:01 p.m.

II. Review and Approval of the March 17, 2021 Meeting Minutes

Chair Hoang made a motion to approve the meeting minutes, which was seconded by Member Giardina. 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

- Finalize Logistics and Timelines

Chair Hoang recapped the finalized timeline for report gathering:

- 1) July 2021 – ETS will email a memo reminder to the agencies.
- 2) August 2021 – IPSC members will send a reminder to their respective agencies.

3) September 2021 – ETS will send a final reminder to the agencies.

Chair Hoang surmises the most difficult pieces for completing the report will be identifying the location sources and the records. However, he reminded the council that the form was simplified for ease of reporting. The assessment is not for seeking the quantity of personal information collected but rather the scale or range. This will simplify the data analytics and reporting.

- Review Distribution Contact Lists

Chair Hoang said that after today's meeting, the current contact lists for their respective agencies will be sent to IPSC members for review and revision as necessary.

Chair Hoang asked if any council members had any concerns regarding the logistics, timelines, or contact lists. No concerns were noted.

V. Good of the Order

- Announcements

Chair Hoang asked if the members had any comments or concerns. No comments were given. The CISO commented on the recent ransomware issues in the national news, and a White House executive order was issued. Explicitly recommended are multifactor authentication and end point detection. Chair Hoang offered to provide a summary of the executive order to any council member who requests one.

- Next meeting: June 16, 2021

VI. Adjournment

Chair Hoang made a motion to adjourn the meeting, which Member Ito seconded. A vote was taken, and the motion carried unanimously. Meeting adjourned at 1:08 p.m.