



**Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
July 28, 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
Karen Sherman	County of Maui
Kelly Agena	County of Kaua'i

Members Excused

Carol Taniguchi	Legislature
Mark Wong	City and County of Honolulu

Other Attendees

Candace Park	Department of the Attorney General
Janey Yamashita	ETS

I. Call to Order

Quorum was established and Chair Hoang called the meeting to order at 11:01 a.m.

II. Review and Approval of the May 19, 2021 Meeting Minutes

Chair Hoang called for a motion to approve the May 19, 2021 meeting minutes. Member Ito made a motion, which was seconded by Member Thornton. A vote was taken, and the motion carried unanimously.

III. Public Testimony on Agenda Items

None.

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

Chair Hoang summarized the changes to the 2021 reporting process.

- The report form itself was changed. The goal was to expediate and improve the quality and number of submissions.

- Communications and timeline were altered. A memo was sent to agency leadership in July, and IT coordinators and IT contacts were also notified to spread awareness and understanding of what information is required.
- The report form in pdf format allows agencies to save a copy to their files for future reference and helps speed up communications.

The report is submitted annually to the legislature and is intended to assist with making informed decisions.

Chair Hoang asked if any council members had any comments regarding the reporting process changes and how those changes may have impacted their agencies.

- Member Giardina noted they are getting more responses to the inquiries.
- Member Merez also noted more inquiries, and asked if IPSC members would receive a list of who has responded. Chair Hoang replied that it would depend on how the data is reported. Some departments compile responses from their programs into an aggregate. Chair Hoang suggested working further with IT coordinators to ensure the inquiry is reaching the correct programs.

Chair Hoang asked that if any contacts are missing to forward the information to the IPSC or advise the reporting program to contact the IPSC to add their information to the registry. The hope is for better responses for more accurate reporting to the legislature.

V. Good of the Order

- Announcements – None
- Next meeting: August 18, 2021
 - The CISO has a new meeting conflict with the usual 1:00 p.m. start time for IPSC meetings and asked the members if they had a preferred time for rescheduling. Member Ito said the same day at a later time would work for her. A poll would be taken for rescheduling future meetings.

VI. Adjournment

Chair Hoang called for a motion to adjourn the meeting. Member Ito made a motion, which was seconded by Member Chee. A vote was taken, and the motion carried unanimously. The meeting adjourned at 11:16 a.m.