



DATA TASK FORCE MEETING - DRAFT

December 16, 2024, 3:00 p.m.

1151 Punchbowl St., Conference Room 410, Honolulu, Hawaii 96813

This meeting was conducted remotely. The public may participate via interactive conference technology (ICT) or in person at the physical meeting location indicated above.

[Click here to join the meeting](#) Meeting ID: 220 414 301 575; Passcode: yy6j47

Or call in (audio only)

[+1 808-829-4853,,615153385#](#) Phone conference ID: 615 153 385#

Members Present

Rebecca Cai, Office of Enterprise Technology Services (ETS)

Dr. Eugene Tian, Department of Business, Economic Development and Tourism

Representative Amy Perruso, State House

Sandra Furuto, University of Hawai'i

Thomas Lee, Hawai'i Data Collective

Phan Sirivattha, Department of Human Services

Steve Sakamoto, Department of Health

Kaimana Walsh, Hawai'i Green Growth

Members Excused

Mai Nguyen Van, Judiciary

Torrie Inouye, Bank of Hawai'i

Timothy Hosoda, Department of Education

Other Attendees

ETS: Chritine Sakuda, Shelby Albertson, Javzandulam Azuma, Juha Kauhanen, Kyle Makanui, Bradford Baris

Candace Park

Joan Delos Santo

Arthur Buto

Candace Park

Anthony Benabese

Matt Stevens

I. Call to Order, Roll Call

Roll call was taken. With quorum established, the meeting was called to order at 3:00 p.m.

II. Public Testimony

None.

III. Review and Approval of the September 16, 2024, Meeting Minutes

Chair Cai made a motion to approve the minutes as presented, which was seconded by Member Lee. A vote was taken and passed unanimously.

IV. Approve Data/AI Policies

- Data Privacy Guidelines – Review & Approval. Chair Cai stated with feedback received by Data Task Force members, original documents which were drafted as standards were changed to guidelines due to lack of resources and tools to enforce standards. Approved with no objections or concerns from Data Task Force.
- Data Catalog Guidelines – Review & Approval. Approved with no objections or concerns from Data Task Force.
- Data Classification Guidelines – Review & Approval. Approved with no objections or concerns from Data Task Force.
- Data Retention Guidelines – Review & Approval. Approved with no objections or concerns from Data Task Force.
- Open Data Guidelines – Review & Approval. Approved with no objections or concerns from Data Task Force.
- GenAI Assistant Technologies Usage Guidelines – Review & Approval. Deferred to the next Data Task Force meeting. Member Sakamoto provided feedback regarding unclear verbiage of how to handle non-public data entered into free Gen AI tool. Chair Cai reviewed this feedback with Enterprise Technology Services' (ETS) Public Information Officer (PIO) and Chief Security Officer (CSO) and proposed to change verbiage that if non-public data is accidentally entered into a free Gen AI tool, for departments to notify their department IT lead, security lead, and PIO immediately and they will review the data impacted and follow existing procedures.

Member Sakamoto clarified that data entered into free Gen AI tools should be treated like a data breach. Chair Cai confirmed that it depends on the type of data, where it is leaked, and it is up to the department leads to assess the type of data leaked.

Member Sakamoto also proposed a question whether any AI generated content that is published publicly should require a footnote indicating whether the content was generated by AI. Chair Cai suggested that it should be required to have all AI generated content reviewed by a human reviewer and that AI generated content should not be used as is, but only used to improve efficiency and provide human beings with a draft to start a document. Chair Cai asked how we should define what is the threshold for content that should be disclosed is AI generated indicated by a footnote.

Member Sirivattha suggested it is similar to copyright and if we should use an academic framework to help navigate disclosure of AI generated content. Chair Cai took action item to add more information about IP and copyright to guidelines. Member Furuto asked if the state is operating under the assumption that GenAI state licensed versions are wall guarded and not using state data to train the model. Chair Cai took action item to add that assumption to the guidelines.

V. 2024 Deliverables Summary

- Overview with accomplishments summary – Chair Cai highlighted the achievements of the data task.
 - Creation of State of Hawaii Data and AI Strategy and publication of data quality guideline.
 - Established data governance and geospatial governance framework and identified data leads/geospatial data leads from each department.
 - Published a data AI glossary and provided data literacy training on data.hawaii.gov.
 - Progress on AI literacy training and responsible AI use guidelines.
- Discussion point 1: How to ensure future regular updates? – Chair Cai discussed the need for tools, resources, and authority to enforce data guidelines and ensure compliance.

Member Rep. Perruso inquired about the inclusion of resources in the governor's budget and suggested working with the new Chair of Economic Development and Technology to introduce legislation for a resource proposal. Member Rep. Perruso took on the action item of speaking with the new Chair and meeting with Chair Cai to continue this discussion.

Member Rep. Perruso also inquired about other states practices and if data standards are enforceable by law and if the state of Hawaii can model its approach based on other states established practices. Chair Cai took on the action item of summarizing this information and providing it to the data task force members. Member Rep. Perruso also cautioned that state departments are very siloed and suggested having a conversation around the standardization of practices with departments that could assist in breaking down these barriers. Stated there is also a range within the departments in terms of resources available to them and it could be useful for the task force to assess that range to appropriately ask for an allocation of resources for departments that will need support.

VI. SR69 Update

- Summary of the current plan for updates by departments – Data leads from each department/office were asked to report what data sets published to opendata.hawaii.gov were updated in Q4 2024 (Oct – Dec) and Q1-Q4 2025 (Jan – Dec). Nine departments reported they are currently working on schedules to update their open data sets on the state open data portal and this was indicated by TBD (To be determined). Thirteen departments indicated 0 data sets updated meaning 0 data sets were updated in Q4 and there have been 0 data sets identified that need to be updated in 2025.

Member Tian expressed that some data sets are one-time reports and there is no update, and some data sets will not require an update every year so there may be data sets that will be updated, but not on a yearly basis.

- Discussion point 2: How to ensure future regular updates? – Chair Cai discussed the need for regular updates to open data sets to opendata.hawaii.gov, emphasizing automation, data quality, and compliance with Office of Information Practices (OIP) laws. Chair Cai expressed a need for a state open data coordinator to oversee updates and work with departments. Also expressed that many departments are already

publishing data regularly on their own websites so what is needed is to establish a link between data published to department websites and the state open data website to have all open data in a centralized location.

Member Tian stressed maintaining consistent data titles and formats for automation to work, sharing that scheduled data releases in his department are automatically captured without manual intervention through UHERO with a schedule provided by DBEDT. Chair Cai recommended that DTF could work with his team to identify how they conduct their UHERO update to assist in establishing automatic updates for the state data portal connected to all departments.

VII. Geospatial Data Governance Framework

Chair Cai discussed the creation of a geospatial data governance framework in collaboration with the state GIS program. Identified and meet with GIS Leads from individual departments to start geospatial data governance. She highlighted the framework aims to automate the catalog generation for geospatial data sets, identify data owners for geospatial data sets, and classify geospatial data to facilitate easier data sharing.

VIII. Discussion point 3: Suggested Topics for Next Meeting on March 17th, 2025

- Review of responsible AI use guidelines.
- Publication of AI literacy training.
- Review of legislative updates related to data governance.

IX. Announcements

Next Meeting: March 17, 2025

X. Adjournment

The meeting adjourned at 3:57 p.m.