



DATA TASK FORCE MEETING

March 17, 2025, 3:00 p.m.

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

This meeting will be 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: 274 597 019 266; Passcode: stA8VY

Or call in (audio only)

[+1 808-829-4853](tel:+18088294853) Phone conference ID: 522 589 644#

AGENDA

I. Call to Order, Roll Call

II. Public Testimony

Individuals may provide oral testimony at the meeting or submit written testimony in advance on any agenda item. Written testimony may be sent via email to ets@hawaii.gov, Subject: *Data Task Force Testimony*; or delivered to Data Task Force, 1151 Punchbowl Street, B-10, Honolulu, Hawaii 96813. Oral testimony will be limited to three (3) minutes per person or organization.

III. Approve meeting minutes for the December DTF meeting

IV. 2025 Hawaii Data & AI Summit: Data Task Force panel planning

V. 2024 Data and AI Activities Summary – Thank you!

VI. Status update on the 7 Data and AI guidelines required to be developed in accordance with HRS section 27-44

VII. Per 27-44, what is data task force's scope of work on creating and implementing policies, standards, guidelines to start improving the State's data and AI?

VIII. New bill update: SB742 Relating to Data Sharing – Establishes a statewide data sharing and governance working group

IX. Roles and responsibilities of departments in statewide data sharing

X. Additional discussion points:

- Federal changes and removal of data – impact to your agency
- Some states ban DeepSeek use on state devices and networks due to data-harvesting concerns
- Suggested topics for the next meeting?

XI. Announcements

Next Meeting: June 16, 2025

XII. Adjournment

If you need an auxiliary aid/service or other accommodation due to disability, call Joanna Lee at (808) 587-9735 or email joanna.y.lee@hawaii.gov Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.



DATA TASK FORCE MEETING - DRAFT

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

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

Meeting was held via Microsoft Teams (videoconference interactive conferencing technology). Physical location: 1151 Punchbowl Street, Conference Room 410, Honolulu, Hawai'i.

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,

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

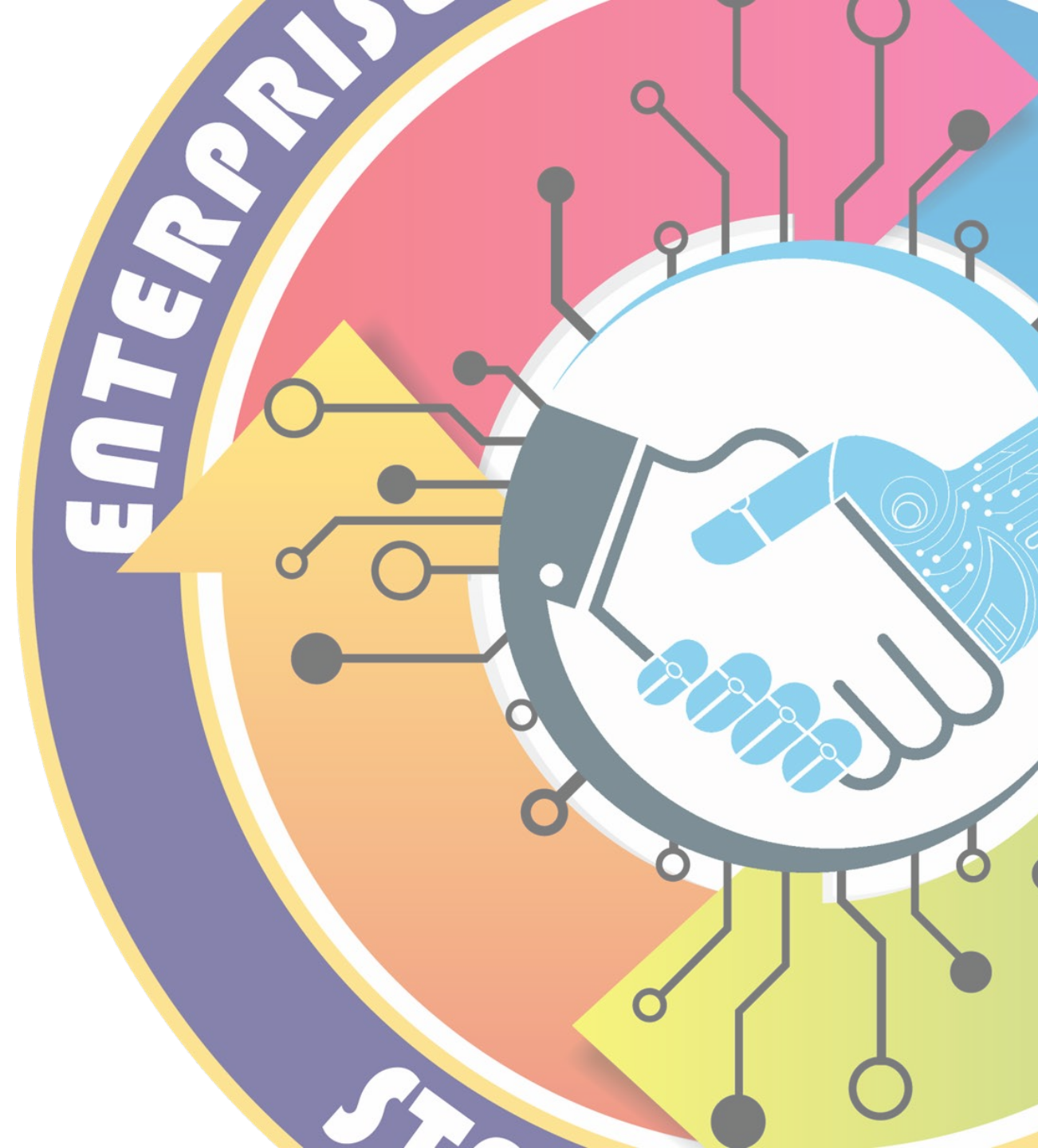
X. Adjournment

The meeting adjourned at 3:57 p.m.



Hawaii's Journey to a Data-Driven Future

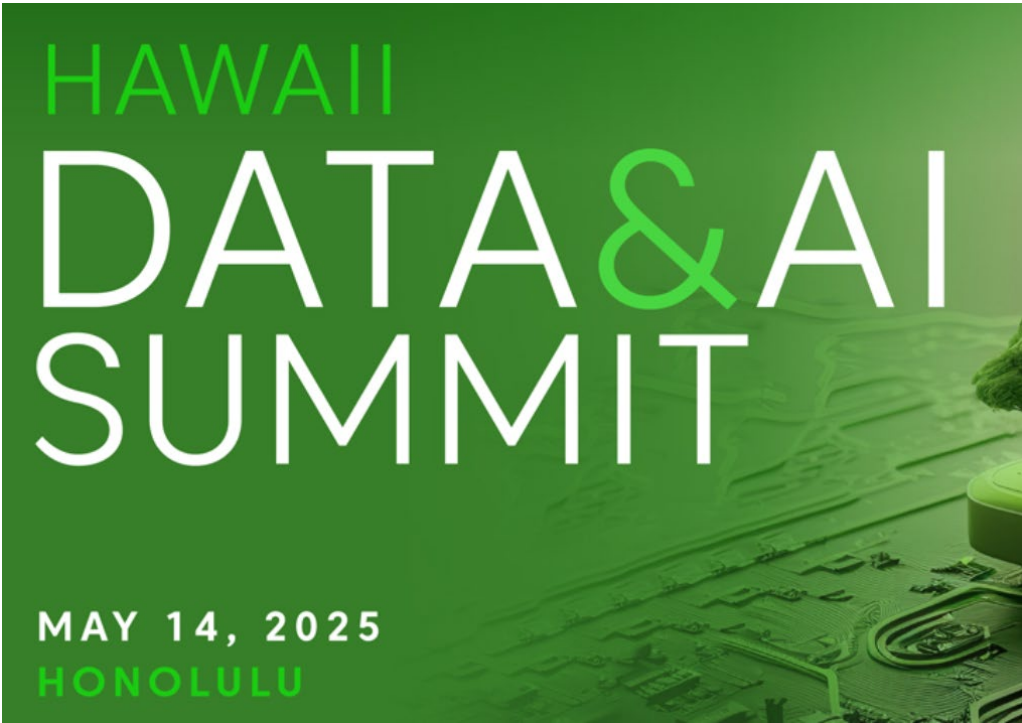
Data Task Force Meeting
March 17th, 2025



Agenda



1. Approve meeting minutes for the December DTF meeting
2. 2025 Hawaii Data & AI Summit: Data Task Force panel planning
3. 2024 data and AI activities summary – Thank you!
4. Status update on the 7 data and AI guidelines approved during December 2024 meeting
5. Per 27-44, what is data task force's scope of work on creating and implementing policies, standards, guidelines to start improving the State's data and AI?
6. New bill update: SB742 – a statewide data sharing and governance working group
7. Roles and responsibilities of departments in statewide data sharing
8. Additional discussion points:
 - Federal changes and removal of data – impact to your agency
 - Some states ban DeepSeek use on state devices and networks due to data-harvesting concerns
 - Suggested topics for next meeting?



10:00 am Hawaii	General Session - State of Hawaii Data Task Force and AI Guidelines Update In this session you will hear the latest from the Hawaii Data Task Force and Office of Enterprise Technology Services on their Data and AI Guidance for the state of Hawaii.
10:45 am Hawaii	Networking Break in the Exhibit Area



2024 Data & AI activities summary – Thank You!

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> • Data & AI guiding principles • Data & AI vision, mission, & strategy 	<ul style="list-style-type: none"> • Data governance framework • Data & AI approach 	<ul style="list-style-type: none"> • Data management landscape • Policies development roadmap 	<ul style="list-style-type: none"> • Data literacy training curriculum • Data & AI Summit 	<ul style="list-style-type: none"> • Data glossary Terms • Data quality guidelines • Data privacy guidelines 	<ul style="list-style-type: none"> • AI literacy training contents • Action plan for SR69 • Data catalog guidelines 	<ul style="list-style-type: none"> • Data governance tool evaluation • Data analytic tool evaluation • Data classification guidelines 	<ul style="list-style-type: none"> • State departmental data leads identification • Master data management tool evaluation • Data retention guidelines 	<ul style="list-style-type: none"> • Data governance work group • Open data guidelines • Data quality guidelines Published 	<ul style="list-style-type: none"> • Geospatial data leads identification • Open data decision tree 	<ul style="list-style-type: none"> • Geospatial Data Governance Work Group • AI assistant technologies Guidelines • AI literacy training 	

In 2024, 7 data/AI guidelines documents were approved by the State Data Task Force and are currently pending AG review



Data Quality Guidelines	Guidance to proactively monitor, manage, and improve data quality which includes accuracy, completeness, consistency, timeliness, uniqueness, and validity.
Data Privacy Guidelines	Guidance to ensure Personally Identifiable Information (PII) data is identified and protected during data collection, processing, storage, usage, and sharing processes.
Data Catalog Guidelines	Guidance to identify and inventory all existing data assets with a summary of what each data set is, who owns each data set from business, and how it can be used (metadata).
Data Classification Guidelines	Guidance to classify data based on sensitivity for proper protection including data set level access control. This is the key enabler of secured data sharing.

Data Retention Guidelines	Guidance to define how long a data set shall be stored to ensure compliance and to prevent data loss by ensuring regular backups.
Open Data Guidelines	Guidance to ensure that publicly accessible data is consistently shared and updated, outlining how to identify open data (public data) according to the OIP policies.
GenAI Assistant Technologies Usage Guidelines	Guidance to safely and responsibly use GenAI assistant technologies. It includes dos and don'ts, best practices, and key features of specific GenAI tools.



According to ACT27-44, what is our scope of work on creating and implementing policies, standards, guidelines to start improving the State's data and AI?

§27-44

“(a) There is established within the office of enterprise technology services a full-time chief data officer to develop, implement, and manage statewide data policies, procedures, and standards pursuant to section 27-44.3 and to facilitate data sharing across state agencies. The chief data officer shall use the state information assets and analytics to research and recommend processes and tools to improve inter-departmental and intra-departmental decision making and reporting. The chief data officer shall be appointed by and report directly to the chief information officer. Each executive branch department, including the department of education and University of Hawaii, shall use reasonable efforts to make appropriate and existing data sets maintained by the department electronically available to the public through the State's open data portal at data.hawaii.gov or successor website designated by the chief data officer”

“There is established a data task force to assist the chief data officer in developing the State's data policies, procedures, and standards. ”



- **Scope:** only executive branch? Or all state agencies?
- **Issuing body:** Data Task Force?
- **Reviewing process:** who else besides Data Task Force?
- **Enforcement entity:** each department? ETS? AG?
- **Tools to empower ‘enforcement entity’:** Data Governance Tool, Master Data Management Tool, AI Governance Tool, Data Sharing Platform, Open Data Platform.
- **Resources:** Need data and AI center of excellence resources for tool and platform support.
- **Anything else?**



New bill update: SB742 on data sharing

"§27- Data sharing and governance working group.

- (a) There is established within the office of enterprise technology services a data sharing and governance working group.
- (b) The data sharing and governance working group shall:
 - (1) Review the adequacy of the departmental data sharing under section 27-7 and the data task force under section 27-44 in addressing the State's capabilities with regard to data sharing, with focus areas including:
 - (A) The ability of the data exchange partnership to address gaps in data collection, including high school to workforce data, federal employment data, and self-employment data;
 - (B) Existing barriers to seamless and frequent cross departmental data sharing;
 - (C) Alignment between existing data-sharing efforts and relevant strategic plans from state and county governments, including the public education system, university of Hawaii, and workforce development council;
 - (D) The ability for unemployment compensation wage record systems to include occupation, pay rate, and work location;
 - (E) Gaps in resources and personnel to effectively collect, share, analyze, and disseminate findings from data; and
 - (F) Needs relating to technology upgrades, data interoperability, and modernization initiatives; and

(2) Recommend an ongoing data-sharing governance structure that:

- (A) Identifies a centralized coordinating agency to ensure effective cross-agency direction, collaboration, and accountability;
- (B) Establishes formal governance structures and timelines for interagency collaboration and data sharing protocols;
- (C) Provides a unified, consistent source of information or analysis for policy development and implementation;
- (D) Develops a framework to guide current management and future improvement;
- (E) Details a process for developing and prioritizing research questions transparently and inclusively;
- (F) Details a process for disseminating actionable insights to a broader range of stakeholders, including philanthropic organizations and public-private partnerships;
- (G) Identifies opportunities to enhance the relevance and usability of system outputs for stakeholders, including policymakers and the public;
- (H) Supports the creation of public-facing, accessible dashboards;
- (I) Develops guidelines for stakeholders related to the use of artificial intelligence; and
- (J) Includes mechanisms to prioritize and address stakeholder feedback.



There are multiple sources of truth for both internal data and public open data. A federated data framework is needed to improve user experience, inter-operability, and policy/decision making

Internal Decision Support Portal

Open data portal

Data Sharing Platform with AI/ML Capabilities
(Data governance, Master Data Management, Data Sharing)

State Agencies

- Data that needs to be shared for inter-operability.
- EXCLUDE: non-sharable data

Counties/Cities:

- Data that needs to be shared for inter-operability.
- EXCLUDE: non-sharable data

DBEDT - Data Book

- State social, economic, and political statistics.
- 800+ data sets for download.

DOE - Data Book

- State educational statistics.
- Educational data sets for download with visualizations.

Federal Agencies

- Data shared by federal agencies with state through MOUs.
- Compliance is a MUST.

Non-Government Organizations

- Data needed to support policy making and decisions.

DOH - Data Warehouse

- State health Statistics.
- Health data sets for download with visualizations.

Other State & Federal Agency Open Data

- Many agencies publish their own open data (some with visualizations)

With a federated data framework, departments manage own data and share data via the statewide data platforms to ensure cost savings and standardization



Functions	Tools	Department responsibilities	ETS Data and AI team responsibilities
Catalog data sets	Tool: Data governance tools	Create catalog of own data sets	<ul style="list-style-type: none"> Set statewide standards and guidelines Set up and maintain tool for departmental usage Maintain enterprise license for cost saving Support departments as center of excellence when needed
Classify and protect data		Classify own data based on state standards	
Assess and improve data quality		Assess and improve quality of own data sets	
Request data for sharing		Submit request for data sharing on data from someone else	
Control assess of own data		Grant/Deny data sharing requests on data owned	
Create and map common master data (citizens, regions, etc.)	Tool: Master Data Management tools	Provide expertise on own definition of common master data	<ul style="list-style-type: none"> Create and maintain state level master data record and mapping Set up and maintain MDM tool Maintain enterprise license for cost saving
Manage map data	Tool: Geospatial data platform	Create and manage own data	<ul style="list-style-type: none"> Set statewide standards and guidelines Set up and maintain tool for departmental usage Maintain enterprise license for cost saving Support departments as center of excellence when needed
Transform shared data	Tool: Data sharing and management platform	Create transformation for own data	
Merge and connect data for relevancy		Merge own and shared data for own data use case	
Create data models		Create data models for own data use case	
Analyze data	Tool: Data analytics tools	Conduct data analysis for own use case	
Visualization data		Create own visualization	
Present data		Present to business users	

Additional discussion topics



1. Federal changes on open data and challenges – impact to your agency?

- Following executive orders from President Donald Trump's administration, government organizations removed or modified over **8,000 web pages** and approximately **3,000 datasets**. The changes primarily affected content related to **diversity, equity, and inclusion (DEI) initiatives, gender identity, public health research, environmental policy, and various social programs**.
- Data.gov: **3,379 datasets** removed. (The Hill)
- The Centers for Disease Control and Prevention (CDC): over **3,000 pages** altered or removed.
- Census Bureau: **3,000 pages** of research materials removed.
- A federal judge on Feb. 11 asked government agencies to restore health-related webpages and datasets following Trump's executive order. Other websites and datasets have been reactivated, but hundreds of former federal pages are still unaccounted for. (The Hill)

2. States ban DeepSeek use on state devices and networks due to data-harvesting concerns

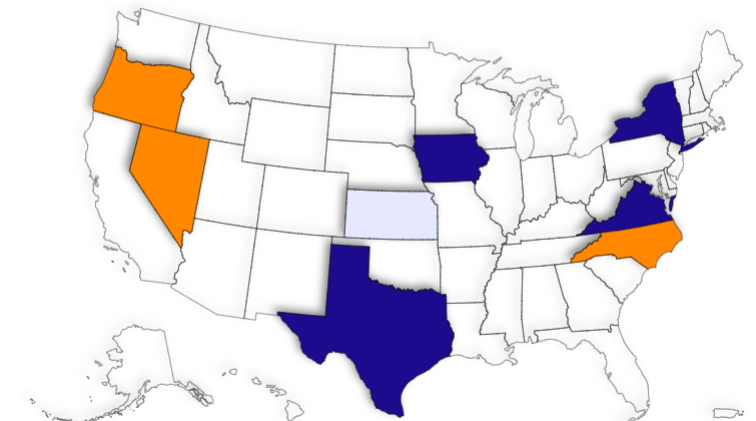
- Governor ban: Texas, New York, Virginia, Iowa
- Bill pending legislation: Kansas
- Departmental ban: Nevada, North Carolina, Oregon

3. Suggested topics for next meeting?

Where is DeepSeek Banned?

In response to growing concerns about data security, a number of state governments have banned DeepSeek AI on state-owned devices. Click on the state to see how they are taking action.

■ Statewide ban ■ Pending legislation ■ Department policy





Thank you!

