



Data Task Force
September 29, 2025, Meeting Minutes
Remote Meeting via Interactive Conference Technology
1151 Punchbowl Street, Conference Rm. 410, Honolulu, HI

DRAFT

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, Chair, Office of Enterprise Technology Services (ETS)
Representative Amy Perruso, State House
Mai T. Nguyen Van, Judiciary
Steve Sakamoto, Department of Health
Dr. Thomas Lee, Hawai'i Data Collective
Dr. Seth Colby, Dept. of Business, Economic Development & Tourism
Sandra Furuto, University of Hawai'i

Members Excused

Kaimana Walsh, Hawai'i Green Growth
Phan Sirivattha, Department of Human Services
Tammy Oyadomari-Chun, Department of Education

Other Attendees

Deputy Attorney General: Candace Park
Department of Health: Derek Vale
ETS: Javzandulam Azuma, Bradford Baris, Joanna Lee, Lisa Huang
Others: Ryan Kagimoto, Jacob Wiencek, Caleb W (UHERO), Peter Fritz, Raymond Sin

I. Call to Order; Roll Call

Roll call was taken. With quorum established, the meeting was called to order at 3:04 p.m.

Chair Cai introduced the new Board member Dr. Seth Colby with the Department of Business, Economic Development & Tourism (DBEDT). Dr. Seth replaced Dr. Eugene who retired earlier this year. Dr. Seth shared his background, mentioning his move from the Department of Taxation to the Research and Economic Analysis Division within DBEDT. He expressed his enthusiasm for working with the team and utilizing publicly produced data for better decision-making.

II. Public Testimony

Pursuant to Chapter 92-3, Hawaii Revised Statutes ("Sunshine Law"), a discussion was conducted on the time limit for oral testimony. Chair Cai proposed a motion to establish a standard of three (3) minutes for oral testimony per person/organization per agenda item from members of the public, while allowing the Chair to maintain the discretion to alter the time limit as needed per meeting. Representative Perruso seconded the motion. The motion was voted and passed anonymously.

Mr. Sin from the U.S. Air Force, formerly a high school teacher in Las Vegas, Nevada, provided a public testimony, emphasizing the importance of following the Sunshine Law and suggesting that Board members attend public meetings to understand the process better. He also highlighted the significance of addressing housing, healthcare, and education through data.

III. Review and Approve the June 30, 2025, Meeting Minutes.

It was decided to postpone the approval of June 30, 2025 meeting minutes due to the concerns about the compliance with legal requirements for distributing the meeting minutes.

IV. Existing Data & AI Guidelines Update

Chair Cai pronounced that the seven (7) guidelines were updated: Data Quality Guidelines, Data Privacy Guidelines, Data Catalog Guidelines, Data Classification Guidelines, Data Retention Guidelines, Open Data Guidelines, and GenAI Assistant Technologies Usage Guidelines, which were approved last December and recently reviewed/approved by DAGS Comptroller and ETS CIO and published on data.hawaii.gov.

V. Discuss and Update the Current Data & AI Strategy on data.hawaii.gov

Chair Cai presented an update on the Data and AI strategy, focusing on building trust, transparency, and citizen satisfaction through responsible use of data and AI. She highlighted the importance of data sharing standards and tools to improve transparency and interoperability.

VI. AI Briefing: Potential Use Cases of AI for the State Government

a. "AI use cases for the government" refers to specific, practical applications of artificial intelligence that address problems and improve the efficiency, effectiveness, and responsiveness of government operations and services to benefit citizens and achieve public policy goals.

b. Discuss how AI can help the State government provide more efficient services to the citizen, enhance public safety, and streamline administration and operations.

Chair Cai discussed the selection and governance of AI tools, emphasizing the need for business fitness, data handling, security, trustworthiness, and cost-effectiveness. She also mentioned the importance of knowledge sharing and collaboration among departments.

Chair Cai pointed out, there were more uses of AI to serve the residents and the government agencies, especially in housing, healthcare, and education. We wanted to utilize approved AI tools to improve accessibility and transparency. To accelerate and improve the operational efficiency, we would like to build human-centric data approach to have all the solutions and services around the citizens, around our residents instead of around the departments in order to proactively serve residents and improve their satisfaction. Instead of citizens reaching out to different departments, perhaps, we could proactively reach out to citizens to understand all their needs.

Chair Cai emphasized the critical strategy to establish governance standards and tools to ensure equitable and ethical use in data and AI. Chair Cai share some slides from a Stanford University professor about the evolution of AI in the beginning, 20, 30, and 50 years ago, the huge machines built by IBM. Those were manually coded but now we had this AI machine learning reliant on the data and we would not have to create or maintain the rules manually any more. We could use the good quality data to train the model to teach us how to react under a certain circumstance. As we may notice, for AI Strategy of the federal government, 80% was about data.

Chair Cai reported that she participated in a data and AI governance lead meeting last week where she shared these slides and outlined various AI applications like conversational AI and process automation. She highlighted the need to meet with each department to discuss AI applications and stressed four key considerations for selecting AI tools: 1) business fitness and readiness; 2) data accuracy; 3) data security; and 4) cost-effectiveness.

Chair Cai continued, as for the policy standards, we would have the minimum standard for the State level, but departments would have their own detailed policies like DOH and DHS as they had more requirements for compliances. Our team would support their use cases. We would like to facilitate the sharing of not only the data, but also the successful stories so that we could all learn from each other. We would focus on the master data management and use their tools to make things easier and more affordable for the government.

Mr. Fritz shared insights about the use of large language models (LLMs) by large law firms and the Attorney General's office, emphasizing that these models were typically restricted to internal use. Mr. Fritz suggested that similar internal AI systems could be beneficial for other departments, such as the Department of Taxation, to handle internal documents securely and efficiently. Chair Cai appreciated Mr. Fritz's input.

VII. Update Current Data & AI Governance Framework (data.hawaii.gov)

a. A data and AI governance framework is a structured set of principles, policies, and practices that guide an organization in the responsible, ethical, and compliant development and deployment of AI technologies and their underlying data.

b. Discuss and update the Data & AI Governance framework to ensure that this framework provides a comprehensive roadmap for the State organizations to manage AI's complexities, foster trust, and drive innovation safely.

Chair Cai highlighted the importance of the guidelines approved last year, especially the AI Technology Use Guidelines, which was published earlier this year. She mentioned the availability of a Statewide SharePoint for the State employees to share use cases and learning topics. When ready, we would make it available for the public as soon as the information could be made public. Mr. Fritz suggested the committee consult with the Office of Information Practices (OIP) regarding the requirements for executive meetings and the limits on discussions outside of meetings, to ensure compliance with legal guidelines. Member Lee thanked all the participants, in particular, Mr. Fritz and Mr. Sin, for sharing their experiences with the Sunshine Law. Member Lee emphasized the importance of public engagement for accountability.

VIII. Discuss Dates of Future Meetings

Future meetings were proposed to be held quarterly on Mondays at 3:00 – 4:00 p.m.

IX. Good of the Order

a. Announcements

None.

b. Next Meeting

December 15, 2025

X. Adjourn

There was no further discussion, Chair Cai proposed to adjourn the meeting. The motion was moved by Member Lee that was seconded by Member Sakamoto. Meeting adjourned at 3:48 p.m.