DAVID Y. IGE
GOVERNOR

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Comptroller

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Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

State Capitol Management Committee (SCMC) Meeting
Thursday, November 19, 2015
10:00 a.m.
State Capitol Building, Conference Room 414
415 South Beretania Street
Honolulu, Hawaii 96813

MINUTES

Attendees: See roster.

1. **Call to Order** – 10:08 a.m.

2. **Introductions and Public Comments**

3. **Review and Approve Minutes of the October 1, 2015 Meeting**

   Minutes of the October, 2015 meeting were reviewed and accepted. The minutes will be posted on the Committee's website.
   a. Carol Taniguchi – moves to accept the motion
   b. Senator Espero – seconds the motion

4. **Committee's Authority and Responsibilities**
   a. Under Act 97 (2014), the SCMC is able to recommend funding, review and authorize expenditures of money for the Capitol, as well as approve policies and procedures for operations within the Capitol. DAGS administrative rules govern facilities under jurisdiction of DAGS; however, Act 97 allows the SCMC to approve House and Senate manuals setting forth policies and procedures specific to Capitol operations. SCMC does not have the authority to adopt administrative rules.

      DAGS oversight of buildings includes the Capitol. DAGS provides services to the Capitol (windows, lights above the chambers, parking, carpets, floors, IT and bringing building up to code).

5. **Maintenance and Operations Report**
   a. Projects to prepare for session – see CIP reporting below

DRAFT

6. **CIP Report**
   a. **2015 – Fire Alarm, 5th Floor Windows, Other**
   Fire Alarm Project—
   Mr. Kurata affirmed the completion and certification of the fire alarm project and a final meeting will take place sometime before legislative session.

   5th Floor Window Replacement—
   Contractor requested for an extension due to delays. Extension will be denied if it impedes with legislative session. A final decision will be made at next week's meeting pending a progress report from contractors.

   b. **2016 – Future Projects**
   Roof Pagoda—
   Mr. Kurata and his team are in the process of preparing documents for bidding to address the pagoda shaped portion of the roof. Project scheduled to begin after session and funding has moved forward.

   Capitol Pond—
   Mr. Kurata and his team will be submitting a supplemental request to address the capitol ponds. To date it is unclear where funding priorities lie, but DAGS is moving forward with the request because a solution is needed. Senator Espero questioned the extent to which the problem can readily be addressed. He further suggested that the committee may need to make a recommendation or ask the Legislature if they (the Legislature) want to fund it. Senator Espero also suggested that extensive details need to be provided if a request will be put in for $14M to address this issue. $14M will be used to address structural integrity of the pond and the original intent of saving the water. $120,000/year is needed to upkeep the pond – labor and materials included. (Mr. Kurata corrected the amount of funds being requested for this project to $1.4M for design after the meeting.)

   Mr. Kurata shared his concerns that a sensible solution is needed to reduce maintenance costs moving forward. DAGS will be making a proposal to the Legislature and working with SHPD to iron out further details and issues.

7. **Permitted Interaction Groups (PIGs)**
   (Mr. Kuroda passed out PIG guidelines issued by the Office of Information Practices)

   Mr. Kuroda explained the roles and responsibilities of these groups and discussed the benefits of forming these groups -- the ability to provide insight, information and recommendation without being bureaucratic. The function of these groups is mainly to advise and collect data. Guidelines on the formation of these groups are in the attachment Mr. Kuroda provided. Mr. Kuroda reiterated that the purpose of these groups are advisory.

   Suggestion of two Permitted Interaction Groups (PIGs) are below:

Security and Capital Improvement Projects
Review current security measures including but not limited to electronic access, keyboard alert system and camera systems and propose improvements if necessary. Also review approved and ongoing capital projects and propose priorities for future projects.

- Senator Espero, Chair
- Shawn Tsuha, Deputy Director, Department of Public Safety
- Laurel Johnston, Deputy Chief of Staff, Office of the Governor
- Kevin Kuroda, Sergeant-at-Arms, House of Representatives

Review of DAGS Administrative Rules
Review DAGS Administrative Rules that impact the Capitol (Mainly Central Services and Automotive Management) and propose adjustments if necessary.

- Carol Taniguchi, Chief Clerk, Senate, Chair
- Representative Saiki Scott
- James Kurata, Administrator, Central Services, DAGS
- Kevin Kuroda, Sergeant-at-Arms, House of Representatives

Ms. Kam suggested that the function for each PIG should be specified.

Mr. Kuroda shared Speaker Souki's concern about Capitol security and safety. Specifically, Speaker Souki strongly supports screening individuals prior to entering the capitol and is willing to provide resources for a consultant if necessary.

Representative Saiki inquired if HAR chapter 111 applies to the Judiciary. According to the deputy attorney general, chapter 111 only applies to buildings under the jurisdiction of the Department of Accounting and General Services.

8. **Other Business**
Senator Espero suggested holding an unannounced fire alarm drill. Mr. Kuroda mentioned the last fire drill they had 2-3 years ago was successful. The inspector approved and made various suggestions for improvement. In light of current events and the completion of the fire alarm system, a suggestion was made to conduct a building wide announced evacuation drill.

Senator Espero questioned if training is provided for specific crisis scenarios. Ms. Taniguchi answered yes and mentioned that training is conducted during the interim and that all pertinent information is readily available on the Senate Portal.

9. Next Meeting Date – to be determined based on the progress of PIG members and feedback of committee members.

10. Adjournment – 10:57 a.m.

STATE CAPITOL MANAGEMENT COMMITTEE

Meeting
Thursday, November 19, 2015
10:00 a.m.

State Capitol Building
Conference Room 414
415 S. Beretania Street, Honolulu, HI 96813

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