DATA TASK FORCE MEETING

September 21, 2026, 3:00 p.m. to 4:00 p.m.

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

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

Join the meeting now

Meeting ID: 266 890 058 154 03

Passcode: sa7AV3MH

Or call in (audio only)

+1 808-829-4853,,819375054#

AGENDA

I. Call to Order, Roll Call

II. Public Testimony

Individuals who are unable to provide testimony at this time will be allowed an opportunity to testify when specific agenda items are called.

Individuals may provide oral testimony at the meeting or may submit written testimony in advance of the meeting via email at ets@hawaii.gov or via mail addressed to Data Task Force, at 1151 Punchbowl Street B10, Honolulu, Hawaii 96813, Subject: *Data Task Force Testimony*.

In accordance with Hawai'i Revised Statutes, Section 92-3 and the Committee's prior vote in 2025, testimony will be limited to three (3) minutes per person per agenda item, at the discretion of the Chair to modify this limit at any given meeting. Testimony can be presented through the virtual Teams conference room or in person at the physical meeting location indicated above.

III. Review and Approval of the Meeting Minutes for June 29th, 2026 Data Task Force Meeting

IV. AI Guidelines Review and Approval: Review of the updated AI Guidelines with Data Task Force members' feedback incorporated

V. Discuss Potential Laws Needed to Support and Enforce the AI Governance Concepts Recommended in the AI Guidelines

VI. Update on Potential Mandatory State AI Training: This is to educate state employees on responsible use of AI; covering information mostly from the AI Guidelines on how to understand AI risks and safely use any AI tools. This is NOT technical training.

VII. How to Drive AI Adoption among Business Users: Introduction to AI Champions approach for discussion and approval. AI Champions approach is an organizational AI adoption management strategy that identifies diverse, influential business leaders with business process expertise and deep understanding of potential AI risks impacts on business as to drive safe, practical, and ethical artificial intelligence adoption.

VIII. Data/AI Use Cases Update:

a. The Data sharing project for Department of Corrections and Rehabilitation and Department of Human Services: timeline and progress.

b. The AI use case governance agentic workflow is a starting template for state departments to use as reference for their AI use case submission, risk assessment, approval, and monitoring. An AI use case governance agentic workflow automates and secures the lifecycle of artificial intelligence projects through standardized intake, tiered risk scoring, human-in-the-loop approvals, and continuous runtime monitoring.

c. A legislative tracking agent for statewide government users to identify relevant bills, notify user of upcoming hearings, and draft preliminary testimony. Legislative tracking agents automate the process of monitoring statutory changes, sending real-time alerts, and generating initial documents such as policy testimonies.

d. The omni-channel virtual agent was championed by the Department of Transportation. An omni-channel virtual agent is a smart automated assistant that connects with customers across all platforms (like web chat, SMS, phone, and social media) while saving the conversation history.

e. A budget assistant agent for document creation championed by the Department of Health. The agent will summarize financial data from different documents and create a draft summarization document for users to review and edit.

f. The HR assistant for Position Description classification analysis. The HR assistant championed by the Department of Health shall summarize insights to human workers for review and action to improve productivity and accelerate business process.

IX. Good of the Order

a. Next scheduled meeting: December 14, 2026 (moved up one week from December 21, 2026)

X. Adjournment

This interactive conference technology meeting will allow closed caption transcription to be activated by participants.

The Data Task Force meeting packet will be available at https://data.hawaii.gov/meetings/.

Pursuant to HRS section 92-3.7(c):

In the event the audiovisual connection to the Teams/ Zoom meeting is lost, the meeting may be recessed for up to thirty (30) minutes to restore communication. If communication cannot be restored within thirty (30) minutes after an interruption to communication, the meeting may be continued to an alternative date and time. In the meantime, please try to reconnect to the meeting with the same link used to initially access the meeting.

Auxiliary Aid or Accommodation Due to Disability

If you require an auxiliary aid/service or other accommodation due to disability, please contact Lisa Huang at (808) 586-6000 or email ets@hawaii.gov as soon as possible. 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
June 29, 2026, Meeting Minutes
Remote Meeting via Interactive Conference Technology
1151 Punchbowl Street, Conference Rm. 410, Honolulu, HI

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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)
Torrie Inouye, Bank of Hawai'i
Steve Sakamoto, Department of Health
Sandra Furuto, University of Hawai'i
Dr. Thomas Lee, Hawai'i Data Collective
Mai Nguyen Van, Judiciary
Phan Sirivattha, Department of Human Services
Yang-Seon Kim, Department of Business, Economic Development, and Tourism

Members Excused
Representative Amy Perruso, State House
Kaimana Walsh, Hawai'i Green Growth
Nicholas Todd, Hawai'i State Department of Education

Other Attendees
ETS: Javzandulam Azuma, Joanna Lee, Bradford Baris, Sierra Seifert
Candace Park, Deputy Attorney General
Derek Vale, Department of Health
Caleb Wood, UHERO Data Portal
Brian Black

I. Call to Order; Roll Call

Roll call was taken and quorum established. The meeting was called to order at 3:00 p.m.

II. Public Testimony

None.

III. Review and Approve the Meeting Minutes of March 16, 2026

Chair Cai proposed for the approval of March 16, 2026, Data Task Force (DTF) Meeting Minutes. Member Nguyen Van motioned and seconded by Member Sakamoto. With no objections the minutes were approved unanimously.

IV. Update of Hawai'i Data & AI Summit on May 13, 2026

The Hawai'i Data & AI Summit brought together government leaders and technology partners for a dynamic day of collaboration, insight, and innovation. This summit was

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designed to spark fresh thinking and deliver practical strategies: https://events.govtech.com/Hawaii-Data-AI-Summit.

Chair Cai summarized that the Data and AI Summit had 260 government employees registered, compared to 230 in 2025, and 23 event sponsors, compared to 19 in 2025. Due to the size growth, the 2027 Summit will be moving to a bigger location to accommodate more people.

V. Update from the State Data/AI Officers Summit 2026

The 2nd State AI Officers Summit (June 3-5 in Atlanta, Georgia) was an exclusive public-sector event to help government leaders share strategies on deploying artificial intelligence and data governance. It provided an opportunity for senior AI leaders from across states, territories, and tribes for three days of candid, peer-to-peer exchange.

Chair Cai said the State Data/AI Officers Summit was focused on how governments can move from AI experimentation to responsible implementation, with discussions centered on governance, workforce readiness, procurement, evaluation, and the future of AI in public service. At the Summit, there was a Fireside chat with OpenAI CEO Sam Altmam. Anthropic offers $100,000 to states to identify their own cyber security vulnerabilities using Claude Security. Chair Cai participated in an AI Evaluation working group and during a session on vision of future government service empowered by data and AI, she was proactive and personalized service with government in our neighborhood and on the road.

VI. The New White House Executive Orders on AI: Promoting Advanced Artificial Intelligence Innovation and Security – The White House

Chair Cai briefly went over the New White House's Executive Order 14409 which directs federal agencies to strengthen AI-related cybersecurity, create a voluntary framework for secure frontier-model deployment, and prioritize enforcement against criminal misuse of AI—especially by AI agents capable of unauthorized system access. It highlights risks that frontier AI models pose to government infrastructure and stresses the need for agencies to detect and patch vulnerabilities in their own systems while holding vendors accountable for securing code they do not share. The page also raises policy questions, including whether vulnerability patching should be mandatory, what actions should apply to different risk levels, and whether certain AI models should be restricted or allowed based on user roles.

VII. Responsible Data/AI Use Approach

Data/AI governance guiding principles; AI risks to consider; Data/AI governance architecture diagram with different functions and tools we need; AI and data tool evaluation criteria update; and recommended approach on use case prioritization.

Chair Cai gave a small presentation that explains that a responsible data and AI approach require proactive risk management across every layer of AI use—from users to models—

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supported by clear guardrails and accountability. It outlines key risks such as misuse, compliance violations, poor model reasoning, inaccurate or incomplete data, unauthorized access, and data privacy threats. To address these risks, the framework defines guardrails involving policies, procedures, and technical controls, including acceptable-use policies, AI training, risk classification, human-in-the-loop oversight, model approval processes, data stewardship, privacy and classification policies, monitoring, audit trails, encryption, role-based access controls, vendor transparency, and multi-vendor resilience. Together, these safeguards ensure AI systems are trustworthy, mission-ready, and grounded in secure, high-quality data.

Chair Cai continues that the State uses open data and AI architecture to support flexible, scalable innovation while maintaining strong, consistent governance across the entire AI lifecycle. This approach allows any use case, user interaction, interface, tool, agent, application, or approved model to operate within a unified framework that includes enterprise AI orchestration, enterprise data governance, master data management, and shared standards for data quality, classification, protection, and access control. By enabling interoperability across vendors and technologies—such as ERP, CRM, and lakehouse platforms—the architecture ensures that agencies can innovate quickly while still enforcing safeguards that maintain trust, protect data, and manage risk effectively.

Chair Cai also explains that data and AI use cases should be prioritized by evaluating both their readiness and their measurable business impact. Readiness is determined by whether the necessary data is high-quality and well-controlled, whether processes are clearly defined, whether responsible business owners are available, and whether required technologies are in place. Business impact is assessed through factors such as operational efficiency gains, improved customer experience and satisfaction, cost reduction, better quality and accuracy, and reduced fraud or compliance risk. Use cases that demonstrate both high readiness and high business impact are considered the highest priority.

VIII. Update on AI Acceptable Use Guidelines

Discussion on expanding the Generative AI Assistant Technologies Usage Guidelines to ensure they will be more effective across the State agencies.

Chair Cai goes over the draft AI Acceptable Use Guidelines outline statewide standards for ethical, transparent, and secure use of AI across Hawai‘i agencies, aligned with NIST AI RMF and ISO/IEC 42001. They emphasize protecting PII and ensuring data privacy, maintaining human oversight of AI-assisted decisions, and requiring transparency for AI-generated content. The guidelines also address bias mitigation, fairness, AI-ready data and retention compliance, centralized AI inventories, and standardized criteria for evaluating AI tools—including security, explainability, fairness, interoperability, scalability, and vendor governance. Finally, they promote use-case-driven implementation with meaningful success metrics and encourage statewide collaboration through a shared AI use-case inventory.

Key areas addressed include:

- Safeguarding PII and maintaining data privacy
- Human oversight of AI-assisted decisions
- Transparency and disclosure of AI-generated content

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- Bias mitigation and fairness
- AI-ready data and retention compliance
- Centralized AI inventories
- Standardized tool evaluation criteria (security, explainability, fairness, interoperability, scalability, vendor governance)
- Use-case-driven implementation with operational, technical, and equity-based success metrics
- Statewide collaboration through a shared AI use case inventory

Member Vale commented that at the Department of Health, AI training is mandatory for all staff. He also added that ideally its suggested that we would want to make guardrails that are very clear in contractual terms and would need to be added/modified for all existing AI contracts.

IX. Update on Data/AI Projects:

a. Data sharing project for Department of Corrections and Rehabilitation, and Department of Human Services

Chair Cai highlights progress on two major Data/AI initiatives: the Department of Transportation's omni-channel virtual agent project and the data-sharing initiative between the Department of Corrections and Rehabilitation and the Department of Human Services. It shows how these projects span the full Data/AI lifecycle—from user interaction and enterprise AI orchestration to approved AI models and robust data governance, including data quality, cataloging, classification, protection, and access controls. The framework emphasizes that any use case, agent, application, model, vendor, or technology can plug into this enterprise-wide architecture, supported by ETS-procured governance tools and department-specific tools that enhance user experience and adoption.

b. Omni-channel virtual agent with Department of Transportation

An omni-channel virtual agent is a smart automated assistant that connects with customers across all platforms (like web chat, SMS, phone, and social media) while saving the conversation history.

c. Any data or AI policies to recommend

Chair Cai outlines several recommended enhancements to statewide AI policies and standards, including adding formal model approval processes, mandatory AI and data training, AI risk classification aligned with frameworks like NIST RMF, procurement rules, and expanded monitoring and reporting requirements. It also proposes stronger AI use-case risk management standards—such as business impact, privacy, civil rights/bias, and AI risk assessments—as well as clearer human-in-the-loop and workflow requirements. Additional recommendations include governance standards for AI agents, covering authority controls, multi-agent authentication and auditing, and workflow checkpoints. Finally, the page calls for publishing AI-ready data guidelines focused on data quality, stewardship, classification, and privacy to ensure accountability and safe AI usage across agencies.

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X. Good of the Order

a. Next scheduled meeting: September 21, 2026

The next meeting is scheduled for September 21, 2026.

XI. Adjournment

Chair Cai made a motion to adjourn, which was moved by Member Furuto and seconded by Member Nquyen Van. Meeting adjourned at 4:00 p.m.