



NEBRASKA STATE RECORDS BOARD

ANNUAL REPORT

Neb. Rev. Stat. § 84 - 1205.05

2017

MEMBERS

Neb. Rev. Stat. §§ 84 - 1203 and 1204 (2), (3)

John A. Gale, Secretary of State, State Records Administrator, Chairperson
Pete Ricketts, Governor or designee
Doug Peterson, Attorney General or designee
Charlie Janssen, Auditor of Public Accounts or designee
Don Stenberg, State Treasurer or designee
Byron Diamond, Administrator, Department of Administrative Services or designee
M. John Steier, representing Banking groups (Replacing Crystal Wichita, October 2017)
Tony Ojeda, representing Insurance groups
Brian Buescher, representing Law groups
Brenda Ealey, representing Library groups
Greg Osborn, representing the General Public
Angela Stenger, representing Media groups

Meetings were held on March 1, 2017, June 14, 2017, September 13, 2017, and December 13, 2017. All meetings were held in the Nebraska State Capitol, Room 1507, Lincoln, Nebraska, commencing at 9:00 a.m. except for the meeting on March 1, 2017, was held in Room 2102 of the capitol. Following are the agendas and minutes of each meeting. NOTE: The minutes included for the meeting held on December 13, 2016 are in *draft* form. The minutes will be approved at the March 7, 2018 meeting.

A blue ink signature of John A. Gale, written in a cursive style.

John A. Gale
Secretary of State
State Records Board Chair



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of March 1, 2017

Agenda Item 1. CALL TO ORDER, ROLL CALL.

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:05A.M. on March 1, 2017 in Room 2102 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Phil Olsen, representing the Auditor of Public Accounts;
Tony Ojeda, representing the Insurance Industry;
Brenda Ealey, representing Libraries;
Leslie Donley, representing the Attorney General;
Byron Diamond, Director of Administrative Services;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Angela Stenger, representing the Media;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public

Absent:

Mike Foley, Lt. Governor, representing the Governor;

Staff in attendance:

Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Lt. Gov. Foley arrived at 9:12 A.M.

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING.

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on February 1, 2017, and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA.

Mr. Chase indicated that there was no modification to the agenda but there was a minor alteration to documents attached to Agenda Item 9d. Mr. Diamond moved to adopt the agenda as presented; seconded by Ms. Stenger.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES.

Chairman Gale asked for a motion to approve the minutes of the December 7, 2016 meeting. Mr. Diamond moved to adopt the agenda as presented; seconded by Mr. Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 6. PUBLIC COMMENT.

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN'S REPORT.

Agenda Item 7.a. AGREEMENTS & ADDENDA: In the past, copies of unsigned templates were attached to each agenda item identifying signed template agreements where the Board Chair was authorized to sign on behalf of the Board if agreements were approved template agreements. Chairman Gale expressed a concern that the Board was not being fully informed since they were not able to view the final signed template agreements. Chairman Gale requested that in the future, copies of all signed agreements and addenda based on approved templates are available to the members of the Board.

Agenda Item 7.a.1. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the NE State Records Board, and, the City of Bloomfield, the City of Columbus, the Board of Geologist, the City of Hebron, the Village of Palmer, the Nebraska State Parole Board, and the City of Wilber. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Mr. Chase introduced Addendum 1 to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the City of

Bloomfield, the City of Hebron, the Village of Palmer, the City of Saint Edward, and the City of Wilber. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Mr. Chase introduced Addendum 2 to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the Nebraska State Historical Society. The agreement was signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Mr. Chase introduced the Statement of Work agreements between NI, LLC, the Historical Society (Meadowlark Website), the Department of Motor Vehicles (Meadowlark Website), the Power Review Board (Website Content Management), and the City of Waverly (Meadowlark Website). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.5. Mr. Chase introduced an EGSLA template and an addendum template regarding the Gov2Go application to be offered free to users by NI LLC and its parent company, NIC Inc. Appearing on behalf of NI LLC was general manager, Brent Hoffman and Carmen Easley. Appearing on behalf of NIC was associate general counsel, David Greer who indicated that Gov2Go is a national platform where users create an account and can receive notifications, be redirected to state or local websites or potentially accept payments. The Board expressed concerns for the security of information gathered by Gov2Go and the potential conflicts with any automated payment systems and Nebraska law. Both NI LLC and NIC indicated that the information gathered would be limited by the master contract and not sold to third parties. NI LLC and NIC also stated that any payment system developed under Gov2Go would comply with state law. Mr. Stenberg moved to adopt the EGSLA and Addendum Template with the provision that all changes to the application is subject to the review of the Board. The motion was seconded by Greg Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.6. Integrated Hardware Addendum: Mr. Chase introduced an addendum that would expand PIN Debit and integrated hardware services to state agencies. With the addendum were two options. The first (7.a.6.i) would be in addition to the PIN Debit template for local entities that were approved by the Board on December 7, 2017. The second option (7.a.6.ii) would replace the PIN Debit template for local entities while allowing the same template to be used for state agencies. Mr. Stenberg moved to adopt the second option (7.a.6.ii) with the correction of the statute from “Neb. Rev. Stat. §81-118” to “Neb. Rev. Stat. §81-118.01,” and the motion was seconded by Greg Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.b. LB 644: Mr. Chase informed the Board that LB 644 would repeal Neb. Rev. Stat. §81-1205.01, which created the Technical Advisory Committee (TAC). The TAC was primarily used to review grant proposals from 2006 to 2013. Chairman Gale noted that when Portal Operations Review Subcommittee met on February 13, 2017, it had no objection to the elimination of TAC. Mr. Chase also indicated that the Board signed an agreement with the Office of Chief Information Officer (OCIO) to provide assistance on technical matters in the case Neb. Rev. Stat. §81-1205.01 is repealed.

Agenda Item 8. Executive Director’s Report.

Agenda Item 8.a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update. Chairman Gale noted that over \$500,000.00 may be appropriated from the Cash Fund for the general fund. Mr. Olsen motioned to approve the Cash Fund Balance as presented, and seconded by Lt. Gov. Foley.

Voting For:	Buescher Gale Stenberg	Diamond Ojeda Wichita	Donley Olsen	Ealey Osborn	Foley Stenger
Voting Against:	None				

The motion carried.

Brenda Ealey left at 10:20 A.M. and returned at 10:25 A.M.

Agenda Item 8.b. Tablets: The Board directed at its meeting on December 7, 2016, to purchase 15 Samsung Tab A tablets to replace the use of paper documents at the meeting. The Executive Director hopes that changes to the Board’s website will be made soon to increase interactivity.

Agenda Item 8.c. Nebraska Brand Committee Update: Mr. Chase provided an update on Addendum 2 of the EGSLA with the Board, NI LLC and Nebraska Brand Committee (NBC). NI LLC plans to purchase Apple Ipads from Computer Hardware Inc. (CHI) located in Kearney Nebraska. Mr. Chase has received statements from representatives of the OCIO and the Department of Administrative Services (DAS). Both indicated that they have no objections NI LLC subcontracting as long as the Master Contract is followed.

Agenda Item 8.d. Nebraska Department of Labor Update: Mr. Chase provided an update with Addendum 4 to the EGSLA with the Board, NI LLC and the Nebraska Department of Labor (NDOL), which was to allow user to pay elevator permit fees online. The online system was to launch in late November, 2016. Because of a rare issue, the system did not deploy correctly. The system fix was introduced on December 11, 2016 and NI LLC worked to ensure all payments were complete. No further problems had been reported. Christopher Cantrell, the NDOL Director of Safety, stated that the problems have been resolved and requests no action from the Board.

Agenda Item 9. Nebraska.gov Reports.

Agenda Item 9.a. Subscriber Fees: In the September 28, 2016 and the December 7, 2016 meetings, NI LLC requested that its subscriber fees be increased. Appearing on behalf of NI LLC were Brent Hoffman and Carmen Easley. Additional options were provided by NI LLC to

accommodate previous information submitted to the Board. Mr. Hoffman said that they have continued to request additional fees to protect investments. The consensus of the Board discussion was that this issue should have been raised in the 2016 master contract discussions; that the subject should be addressed in the next public bidding for this contract if NI LLC, participates in the bidding; that relying on subscriber fees to support and sustain the customer support services across-the-board rather than just the subscriber customer services had not been the understanding of the Board. Mr. Ojeda commented that the Board should note NI LLC’s pre-tax and post-tax income if the fee-increase issue arises again. Lt. Governor Foley made a motion to deny the request for an increase in subscriber fees, and seconded by Mr. Diamond.

Voting For: Buescher Diamond Donley Ealey Foley
 Gale Ojeda Olsen Osborn Stenger
 Stenberg Wichita

Voting Against: None

Agenda Item 9.b. Project Priority Report: Mr. Brent Hoffman and Carmen Easley presented the updated priority report. Mr. Hoffman indicated that the project priority system has improved with the inclusion of the OCIO. The Board requested that the column titled “Actual End Date” be changed to “Revised End Date” in future reports. Mr. Chase indicated that Project Priority Report would be added to the Board’s website when upgraded.

Ms. Donley made a motion to approve Project Priority Report, and seconded by Mr. Ojeda.

Voting For: Buescher Diamond Donley Ealey Foley
 Gale Ojeda Olsen Osborn Stenger
 Stenberg Wichita

Voting Against: None

Agenda Item 9.c. Business plans: Business plans for 2016 and 2017 were offered by NI LLC. Mr. Chase indicated that NI LLC did not offer a timely business plan as required by the master contract for 2016. To correct this error, NI LLC submitted the 2016 business plan with its 2017 business plan. Appearing on behalf of NI LLC was Brent Hoffman and Carmen Easley. Both plans emphasize a desire to improve electronic services with Nebraska. The board also directed NI LLC to continue to present portal updates to the executive director on behalf of the board. Mr. Stenberg made a motion to approve both the 2016 and 2017 business plans, and seconded by Mr. Ojeda.

Voting For: Buescher Diamond Donley Ealey Foley
 Gale Ojeda Olsen Osborn Stenger
 Stenberg Wichita

Voting Against: None

Agenda Item 9.d. General Manager’s Report: Appearing on behalf of NI LLC were Brent Hoffman and Carmen Easley. NI LLC stated that the report, among other things, shows its revenue sources and expenses and its relationship with its parent company, NIC. Mr. Stenberg added that the payment statements listed in the appendix to the report shows not only revenue but also what sources produce revenue.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on June 14, 2017, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Mr. Ojeda moved to adjourn the meeting, which was seconded by Mr. Diamond. All members present signified their agreement by saying "aye". Chairman Gale declared the meeting adjourned at 11:40 P.M.



John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

6/14/17
Date



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of June 14, 2017

Agenda Item 1. CALL TO ORDER, ROLL CALL.

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:03A.M. on June 14, 2017 in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Mike Foley, Lt. Governor, representing the Governor;
Phil Olsen, representing the Auditor of Public Accounts;
Tony Ojeda, representing the Insurance Industry;
Brenda Ealey, representing Libraries;
Leslie Donley, representing the Attorney General;
Byron Diamond, Director of Administrative Services;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public

Absent:

Angela Stenger, representing the Media;

Staff in attendance:

Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Angela Stenger arrived at 9:04 A.M.

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING.

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on May 14, 2017, and on the state’s website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA.

Mr. Chase indicated that there was no modification to the agenda. Treasurer Stenberg moved to adopt the Agenda as presented; seconded by Mr. Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES.

Chairman Gale asked for a motion to approve the minutes of the March 1, 2017 meeting. Mr. Ojeda moved to adopt the Minutes as presented; seconded by Mr. Olsen.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 6. PUBLIC COMMENT.

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN’S REPORT.

Agenda Item 7.a. AGREEMENTS & ADDENDA:

Agenda Item 7.a.1. Chairman Gale introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board, and, the Village of Alvo, Village of Ansley, City of Bassett, Cass County, Cherry County, Dodge County, Department of Economic Development, Village of Goehner, City of Harvard, Village of McCool Junction, City of Nelson, Polk County, City of Ravenna, Department of

Roads, Village of Spencer, City of Stromsburg, and the Village of Unadilla. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Chairman Gale introduced the following addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Village of Alvo, (Addendum1), Village of Ansley (Addendum 1), City of Bassett, (Addendum 1), Cherry County - Treasurer, (Addendum 1) Dodge County, (Addendum 1), Village of Goehner, (Addendum 1), City of Harvard (Addendum 1), City of Nelson, (Addendum 1), Polk County, (Addendum 3), City of Ravenna, (Addendum 1), Village of Spencer, (Addendum1), City of Stromsburg, (Addendum 1) and the Village of Unadilla (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Chairman Gale introduced the Statement of Work agreements with Nebraska Interactive, LLC, the Nebraska State Records Board and the following entities: the Department of Aeronautics (Website Content Management), Department of Corrections – Cornhusker State Industries (Website Redesign), Health & Human Services – New Center for Nursing (Meadowlark Website), Liquor Control Commission – Craft Brewery, Micro Distillery & Farm Winery Reports (Website Redesign), New Sarpy/Cass Health Department (Drupal Website), Public Service Commission (Website Content Management). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Chairman Gale introduced the following two amendments to the Statements of Work. The first was Amendment 1 to the Statement of Work for the Attorney General website previously approved by the Attorney General, NI LLC, and the Nebraska State Records. The second was Amendment 2 to the Statement of Work for the Nebraska Investment Council website previously approved by the Nebraska Investment Council, NI LLC, and the Nebraska State Records Board. The agreement was signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.6. Mr. Chase introduced an updated addendum for Event Registration (the item was mistakenly introduced out of sequence with Agenda Item 7.a.5). The addendum removes redundant or outdated language and adds provisions for PIN Debit payments and integrated hardware services. The new language is identical to the Integrated Hardware Addendum approved at the Board meeting of March 1, 2017. Mr. Ojeda moved to adopt the addendum and the motion was seconded by Mr. Buescher.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.5. Mr. Chase introduced an updated addendum for Real Estate Tax Payments. The addendum removes redundant or outdated language and adds provisions for PIN Debit payments and integrated hardware services. The language is identical to the

Integrated Hardware Addendum approved at the Board meeting of March 1, 2017. Mr. Osborn moved to adopt the addendum and the motion was seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.7. Mr. Chase introduced a Statement of Work to update the Board’s current website to a content management system website though NI LLC’s Drupal-based software known as “Meadowlark.” Under the agreement, NI LLC would provide a Meadowlark website to the Board at no cost. Brent Hoffman, the general manager of NI LLC stated providing the free website would allow NI LLC to save money and resources if the Board had its own content management website. The website would also allow the Board to expand services to the public and its members. Secretary Gale requested that any records retained by the new website meet retention requirements. Ed Toner, the Chief Information Officer for the Office of the Chief Information Officer (OCIO), stated he believed Meadowlark was a good product but warned of security issues on the availability information not meant for the public. Ms. Stenger moved to adopt the Statement of Work, which was seconded by Treasurer Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8. Executive Director’s Report.

Agenda Item 8.a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update. Mr. Chase indicated that under LB 327 (which was signed by the Governor on May 15, 2017) \$530,000.00 will be transferred from the Cash Fund on or before June 15, 2018, and \$356,000.00 will be transferred on or before June 15, 2019. Mr. Osborn motioned to approve the Cash Fund Balance as presented, which was seconded by Ms. Wichita.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8.b. Tablets: Mr. Chase indicated that with the acquisition of the covers, all hardware requirements have been met regarding the Board’s purchase and use of electronic tablets.

Agenda Item 8.c. Grant Procedures and Grant Subcommittee Update: Mr. Chase presented information regarding updating Grant Procedures last updated by the Board in 2011. With the repeal of Neb. Rev. Stat. §84-1205.02 (LB 644), the Technical Advisory Committee (TAC) has been eliminated. The Grant Procedures require TAC’s participation in determining whether a project is financial or technically feasible. Phil Olsen agreed to serve as the chair of the Grant Subcommittee. The grant procedures were recently revised and streamlined. The new procedures will be presented to the Board at the next meeting.

Although not an agenda item, Mr. Chase did present a summary of the 2017 NIC Annual Conference. The summary listed a number of videos from the conference that were available at Youtube.com. The videos show other technology programs of other states serviced by NIC.

Agenda Item 9. Portal Manager Reports.

Agenda Item 9.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the first quarter of 2017. Mr. Toner said the OCIO reviews progress of ongoing projects with NI LLC at its monthly portal review meetings and this coordination provides more efficient progress of services for the State of Nebraska. Lt. Governor Foley requested an update of the Nebraska Brand Committee’s Addendum 2 that was approved by the Board on September 28, 2016. Mr. Hoffman said the project was proceeding as scheduled and could evolve with any change in the law or technology. Ms. Donley made a motion to approve Project Priority Report, which was seconded by Mr. Ojeda.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

Agenda Item 9.b. General Manager’s Report: Mr. Hoffman stated that the general manager’s report had been modified to consolidate services available, improvements and developments, and how NI LLC is contributing to improving revenue to state and local entities. The report shows a total of 718 active electronic services have been developed for state and local entities. In the first quarter of 2017, these services generated 600,000 page views with 166,842 new users from inside and outside of the state of Nebraska as well as a growth in mobile device users. Carmen Easley, the Director of IT Operations for NI LLC, and Scott Somerhalder, the Vice President of Operations at NIC, gave an extended presentation on Gov2Go; a mobile application allowing users to have a single profile to access multiple government services. Gov2Go was part of a revised EGSLA and addendum to the master contract approved by the Board at the March 1, 2017 meeting.

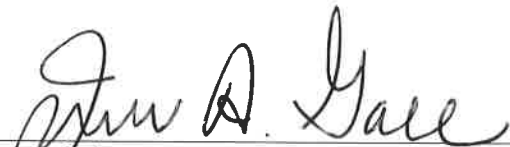
Tony Ojeda left at 10:28 A.M. and returned at 10:33 A.M.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on September 13, 2017, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Lt. Governor Foley moved to adjourn the meeting, which was seconded by Ms. Wichita. All members present signified their agreement by saying "aye". Chairman Gale declared the meeting adjourned at 10:55 A.M.



John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

9 / 13 / 17

Date



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of September 13, 2017

Agenda Item 1. CALL TO ORDER, ROLL CALL.

The meeting of the Nebraska State Records Board (NSRB) was called to order by Chairman John A. Gale at 9:03 a.m. on September 13, 2017, in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Jason Jackson, representing the Governor;
Phil Olsen, representing the Auditor of Public Accounts;
Tony Ojeda, representing the Insurance Industry;
Brenda Ealey, representing Libraries;
Leslie Donley, representing the Attorney General;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Crystal Wichita, representing the Banking Industry
Greg Osborn, representing the General Public
Angela Stenger, representing the Media

Absent: Byron Diamond, Director of Administrative Services

Staff in attendance:

Steven Chase, Executive Director
Tracy Marshall, Recording Clerk

Mr. Diamond arrived at 9:05 a.m.

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING.

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on August 13, 2017, and on the state’s website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA.

Mr. Chase indicated that there was no modification to the agenda. Mr. Osborn moved to adopt the Agenda as presented; seconded by Treasurer Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES.

Chairman Gale asked for a motion to approve the minutes of the June 14, 2017 meeting. Treasurer Stenberg moved to adopt the Minutes as presented; seconded by Mr. Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Ojeda	Olsen	Osborn	Stenger	Stenberg
	Wichita				

Abstained: Jackson

Voting Against: None

The motion carried.

Agenda Item 6. PUBLIC COMMENT.

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN’S REPORT.

Agenda Item 7.a. AGREEMENTS & ADDENDA:

Agenda Item 7.a.1. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board, and, the Village of DeWitt, Lower Platte North Natural Resources District, Village of Mead, Merrick County, Sioux County, and the City of Wisner. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Mr. Chase introduced the following Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board

and the following entities: the Cass County Sheriff (Addendum 2), Custer County Village of DeWitt (Addendum 1), Lower Platte North Natural Resources District (Addendum 1), Village of Mead (Addendum 1), and Sioux County Treasurer (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Mr. Chase introduced the following Real Estate Tax Payment Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: Cherry County Treasurer (Addendum 2), and Custer County Treasurer (Addendum 2). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Mr. Chase introduced the Statement of Work agreements with Nebraska Interactive, LLC, the Nebraska State Records Board and the following entities: Dodge County (Meadowlark Website), Board of Geologist (Meadowlark Website), Power Review Board (Meadowlark Website), and Sarpy County (Drupal Website to be managed and hosted by Sarpy County). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.5. Mr. Chase introduced the Amendment to the Statements of Work for the New Sarpy/Cass Health Department Drupal Website previously approved by the Nebraska Investment Council, NI LLC, and the Nebraska State Records Board. The agreement was signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.6.i. Mr. Chase introduced the first of two addenda templates for Payment Processing that is sponsored by the Office of the Chief Information Officer (OCIO) and NI LLC. Appearing on behalf of the OCIO was James Ohmberger, IT manager, and Brent Hoffman, the general manager of NI LLC. The first template is the Business Payment Processing Template that provides processing services to state and local agencies primarily accepting a low volume of large payments from businesses. Mr. Ohmberger stated support of the templates because it would lead to Payment Card Industry (PCI) compliance, provide greater security and expand online services to the public. Treasurer Stenberg moved to adopt the Business Addendum in a single vote with Agenda Item 7.a.6.ii. The motion was seconded by Mr. Jackson.

Agenda Item 7.a.6.ii. Mr. Chase introduced the second of two addenda template for Payment Processing Services offered to state and local agencies which is sponsored by the OCIO and NI LLC. The second template is the Citizen Payment Processing Template that provides processing services to state and local agencies primarily accepting a high volume of smaller payments from citizens. Mr. Hoffman indicated that only one template will be signed by NI LLC and the partner, depending on the partner’s needs and the volume of payments. Treasurer Stenberg moved to adopt the Citizen Addendum in a single vote with Agenda Item 7.a.6.i. The motion was seconded by Mr. Jackson.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.7. Mr. Chase introduced Addendum Eleven for Nebraska Department of Health and Human Services (NDHHS). Appearing on behalf of the NDHHS was its Chief Information Officer, Chris Hill. Also appearing was Mr. Ohmberger for the OCIO and Mr. Hoffman from NI LLC. The addendum initiates the first phase of automating employment background checks against NDHHS’s Central Registry. Under Nebraska law, all individuals who were charged with abuse to vulnerable individuals are listed on the Central Registry and certain employers are prohibited from hiring such individuals. The current system, which is free to users, requires employers to submit a written request via fax or mail and wait anywhere from two to ten days for a response. The proposed system could reduce the time of requests to two days or less, but would potentially cost users up to \$5.50 per request with other fees involved. The NDHHS would create the project with the OCIO and NI LLC, and the addendum only addresses the \$1.50 fee for payment processing services provided by NI LLC. Ms. Donley moved to adopt the addendum and the motion was seconded by Mr. Diamond.

Voting For: Diamond Donley Ealey Gale Olsen
 Osborn Wichita

Voting Against: Buescher Jackson Ojeda Stenger Stenberg

The motion carried.

Agenda Item 7.a.8. Mr. Chase introduced Addendum Nine for the Nebraska Department of Agriculture (NDOA), known as the Online Licensing Services Suite II. Appearing on behalf of the NDOA was Dale Fangmeier, OCIO IT Manager assigned to the NDOA, who stated that the addendum would complete a series of projects (starting with NDOA Addendums Seven and Eight) that would allow all licenses, registrations or permits requested be made online and meet PCI compliance. Treasurer Stenberg moved to adopt the addendum and the motion was seconded by Mr. Diamond.

Voting For: Buescher Diamond Donley Ealey Gale
 Jackson Ojeda Olsen Osborn Stenger
 Stenberg Wichita

Voting Against: None

The motion carried.

Agenda Item 7.a.9. Mr. Chase introduced Addendum Five for the Nebraska Department of Revenue (NDOR). Appearing on behalf of the NDOR was legal manager Michael J. Walsh. Also appearing was IT manager Brian Catlin of the OCIO assigned to the NDOR. Mr. Walsh and Mr. Catlin stated that the addendum would augment its current online tax payment system by allowing citizens to pay overdue taxes and arrange payment plans online. The system would be available 24 hours a day and would leave NDOR employees free to perform other tasks. Mr. Osborn moved to adopt the addendum and the motion was seconded by Treasurer Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

A break occurred at 10:42 a.m. The meeting resumed at 10:50 a.m. All members were present when the meeting resumed except Mr. Stenberg, who returned at 10:55 a.m.

Agenda Item 7.a.10. Mr. Chase introduced Addendum Two, State Property Damage Payments, for the Nebraska Department of Transportation (NDOT). Appearing on behalf of the NDOT was engineer Bill Wehling of the Building Technology and Support Division (BTSD). This addendum would allow citizens and businesses responsible for damage to state property (approximately 30,000 accidents per year) to be able to make payments online. Treasurer Stenberg moved to adopt Agenda Items 7.a.10 and 7.a.11 in a single vote. The motion was seconded by Ms. Stenger.

Agenda Item 7.a.11. Mr. Chase introduced Addendum Three, Oversized / Overweight Truck Permits for the Nebraska Department of Transportation. Appearing on behalf of the NDOT was engineer Bill Wehling of the Building Technology and Support Division (BTSD). This addendum would streamline the permit process for oversized or overweight vehicles online. Both projects would permit NDOT employees to perform other tasks and save the state money. Treasurer Stenberg moved to adopt Agenda Items 7.a.11 and 7.a.10 in a single vote. The motion was seconded by Ms. Stenger.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 7.a.12. Mr. Chase introduced Addendum Five, Unemployment Insurance (UI) Tax Payments for the Nebraska Department of Labor (NDOL). Appearing on behalf of the NDOL was UI Director Nellie Spangler and Chief Legal Counsel, Katie Thurber. The Nebraska unemployment trust fund is primarily supplied by employer contributions known as UI taxes. Ms. Spangler indicated that there is an online option for employers to report UI taxes. but almost no options to make payments online. The NDOL project would allow employers to pay UI taxes online. Because 47 percent of the reports made are by large employers or employer representative groups, a higher portal fee of \$3.00 was requested. Mr. Buescher moved to adopt the addendum and the motion was seconded by Mr. Olsen.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8. Executive Director’s Report.

Agenda Item 8a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the second quarter of 2017. Mr. Chase indicated \$530,000.00 from the Cash Fund has been transferred as required under LB 327. This transfer will be shown on the next cash fund balance report. Treasurer Stenberg moved to adopt the Cash Fund Balance and the motion was seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8.b.1. Grant review: The Grant Review Subcommittee (GRS) proposed new procedures for approving grants offered by the NSRB as well as revising the Grant Overview document, along with the Grant Application and the GIS Supplemental Questionnaire appearing on the NSRB website. All documents and procedures were approved by the GRS at its meeting on August 18, 2017. Secretary Gale clarified that the item was only to approve the grant documents and procedure and not to reopen the grant program. Mr. Ojeda moved to adopt the grant procedures and forms. The motion was seconded by Ms. Wichita.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 8.c. Website Update: Mr. Chase presented the new NSRB website indicating that it was operational and able to contain much of the NSRB’s historic information as well as the date and time of the next meetings. Mr. Chase also indicated the website would save the NSRB at least \$250.00 per meeting or approximately \$1,000.00 per year.

Agenda Item 9. Portal Manager Reports.

Agenda Item 9.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the second quarter of 2017. Mr. Hoffman indicated that a dynamic version of the project priority report is updated frequently and available through the NSRB’s website. Mr. Hoffman stated that on the project priority report made for the NSRB does show projects with projected completion dates. Many of the projects have been completed; however, projects that are not

completed can be viewed on the dynamic report available on the website. Mr. Diamond moved to adopt the Project Priority Report, and the motion was seconded by Mr. Ojeda.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Jackson	Ojeda	Olsen	Osborn	Stenger
	Stenberg	Wichita			

Voting Against: None

The motion carried.

Agenda Item 9.b. General Manager’s Report: Mr. Hoffman presented the portal manager’s report for the second quarter in 2017. Of concern to the NSRB was the Network Issues Detail Report on page 8 which indicated that the subscriber database stopped responding for 60 minutes on May 22, 2017 but also indicated that the outage occurred from 12:25 p.m. to 2:20 p.m. The report also indicates that the Nebraska.gov website was not available on June 11, 2017 from 5:10 a.m. to 8:10 a.m. but the outage was only for 20 minutes. Mr. Hoffman stated that he would investigate the outage further with the executive director and provide an update at the next meeting on December 13, 2017.

Agenda Item 9.c. Nebraska Brand Committee (NBC) – Mobile Inspection Project: On September 28, 2016, the NSRB approved Addendum 2 to the NBC EGSLA, which created a mobile cattle brand inspection project that would operate in real time. Jess Evers of NI LLC appeared with Jon Widdowson, NBC Chair of the Board, Jaclyn Wilson, the NBC Vice Chair of the Board, and G. David Horton, the NBC Interim Director to demonstrate the project for the NSRB.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NSRB meeting will be held on December 13, 2017, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

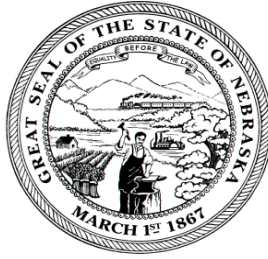
Mr. Buescher moved to adjourn the meeting. All members present signified their agreement by saying “aye”. Chairman Gale declared the meeting adjourned at 12:07 p.m.



 John A. Gale
 Secretary of State
 State Records Administrator
 Chairman, State Records Board

12 / 13 / 2017

 Date



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of December 13, 2017

Agenda Item 1. CALL TO ORDER, ROLL CALL.

The meeting of the Nebraska State Records Board (NSRB) was called to order by Chairman John A. Gale at 9:03 a.m. on December 13, 2017, in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Lt. Gov. Mike Foley, representing the Governor;
Craig Kubicek, representing the Auditor of Public Accounts;
Byron Diamond, Director of Administrative Services
Tony Ojeda, representing the Insurance Industry;
Brenda Ealey, representing the Libraries;
Leslie Donley, representing the Attorney General;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
M. John Steier, representing the Banking Industry

Absent:

Greg Osborn, representing the General Public
Angela Stenger, representing the Media

Staff in attendance:

Steven Chase, Executive Director
Colleen Byelick, Agency Counsel
Tracy Marshall, Recording Clerk

Others in attendance

Brent Hoffman, Nebraska Interactive LLC (NI LLC), general manager
Ed Toner, Chief Information Officer, Office of the Chief Information Officer (OCIO)
Melody Benjamin, Vice President of Membership Services, Nebraska Cattlemen

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING.

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on November 13, 2017, and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA.

Mr. Chase indicated that there was no modification to the agenda. Lt. Gov. Foley moved to adopt the Agenda as presented; seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Foley	Ojeda	Kubicek	Stenberg	Steier
Voting Against:	None				
Absent:	Osborn, Stenger				

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES.

Chairman Gale asked for a motion to approve the minutes of the September 13, 2017 meeting. Mr. Ojeda moved to adopt the Minutes as presented; seconded by Lt. Gov. Foley.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Foley	Ojeda	Kubicek	Stenberg	Steier
Voting Against:	None				
Absent:	Osborn, Stenger				

The motion carried.

Agenda Item 6. PUBLIC COMMENT.

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN'S REPORT.**Agenda Item 7.a. Agreements & Addenda:**

Agenda Item 7.a.1. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC (NI LLC), the Nebraska State Records Board,

and, the Village of Bee, City of Bridgeport, Board of Engineers & Architects, City of Fullerton, Hayes County, City of Hickman, Village of Howells, Johnson County, Village of Leigh, Pawnee County, Department of Revenue, Scottsbluff County, Department of Transportation and the Upper Loup Natural Resources District. All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.2. Mr. Chase introduced the following Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the following entities: the Village of Bee (Addendum 1), City of Bridgeport (Addendum 1), Cass County Clerk (Addendum 3), City of Fullerton (Addendum 1), Hayes County Treasurer (Addendum 1), City of Hickman (Addendum 1), Village of Howells (Addendum 1), Johnson County Treasurer (Addendum 1), Village of Leigh (Addendum 1), Merrick County Treasurer (Addendum 1), Pawnee County Clerk (Addendum 2), Pawnee County Treasurer (Addendum 1), and the Upper Loup Natural Resources District (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.3. Mr. Chase introduced the following Event Registration Addenda to the Electronic Government Service Level Agreement between NI LLC, the Nebraska State Records Board and the Historical Society (Addendum 3), and the Commission on Deaf and Hard of Hearing (Addendum 1). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.4. Mr. Chase introduced the following Real Estate Tax Payment Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and Pawnee County Treasurer (Addendum 3). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.5. Mr. Chase introduced the following Citizen Payment processing Addenda to the Electronic Government Service Level Agreement between NI, LLC, the Nebraska State Records Board and the City of Hebron (Addendum 2). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.6. Mr. Chase introduced the Statement of Work agreements with Nebraska Interactive, LLC, the Nebraska State Records Board and the following entities: the Athletic Commission (Meadowlark Website), and the Department of Education - Vocational Rehabilitation (Meadowlark Website). All agreements were signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.a.7. Mr. Chase introduced the following Gov2Go Addenda to the Electronic Government Service Level Agreement between NI LLC, the Nebraska State Records Board and the following entities the Department of Agriculture, Commission for the Deaf and Hard of Hearing, Board of Geologist, Public Accountancy, and the State Patrol. The agreement was signed by Chairman Gale pursuant to Board authority.

Agenda Item 7.b. ANNUAL AUDIT OF NEBRASKA INTERACTIVE, LLC, 2016

The annual audit was provided to the Finance Subcommittee, which has reviewed the report in a meeting on December 1, 2017. Secretary Gale has appointed Mr. Tony Ojeda to the subcommittee to replace member Crystal Wichita. The subcommittee will meet again on December 15, 2017 for

further review of the audit. The Lt. Governor moved to table this matter until the next NSRB meeting, which was seconded by Treasurer Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Foley	Ojeda	Kubicek	Stenberg	Steier

Voting Against: None

Absent: Osborn, Stenger

The motion carried.

Agenda Item 8. Executive Director's Report.

Agenda Item 8a. Cash Fund Balance: Mr. Chase presented the Nebraska State Records Board Cash Fund Balance update for the third quarter of 2017. Mr. Chase indicated \$530,000.00 from the Cash Fund has been transferred as required under LB 327. An additional \$356,000.00 will be transferred on or before June 15, 2019. Mr. Chase said the Fund should be able to meet the 2019 requirements. Lt. Gov. Foley moved to adopt the Cash Fund Balance, which was seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Donley	Ealey	Gale
	Foley	Ojeda	Kubicek	Stenberg	Steier

Voting Against: None

Absent: Osborn, Stenger

The motion carried.

Agenda Item 8.b. Nebraska State Patrol - Addendum 4 (Update): Mr. Chase reported an update to the Board for the online concealed carry handgun permit renewal project. Since the program was launched on September 12, 2017, there has been 1225 online permit renewal applications filed in less than three months from 40 different states and three foreign countries. Mr. Hoffman noted, approximately 76 percent of all services relating to the renewal of permits are being performed online because of the new program.

Agenda Item 8.c. Nebraska Department of Health and Human Services (NDHHS) - Addendum 1: In 1998, NI LLC and NDHHS entered into an agreement approved by the NSRB in which it would provide online access to birth certificates. The agreement also had no portal fee because NDHHS was receiving a grant which was used to pay NI LLC; which would pay all merchant fees. In 2016, NDHHS's grant was discontinued but NI LLC has continued to pay the merchant fees without receiving a transaction fee. NI LLC continued to pay the merchant fees with the understanding that it would provide an updated solution for NDHHS and a new agreement would be signed with an established portal fee. However, NDHHS has decided not to contract with NI LLC and make a Request for Proposal (RFP). Brent Hoffman stated that NI LLC would like to start the process of either terminating Addendum 1 with NDHHS or finding another solution. Treasurer Stenberg indicated that even if the NDHHS made an RFP, it would still need to use the

state's credit card processor. Ed Toner, the CIO, indicated that any RFP or any project from NDHHS would need to be reviewed and approved by the OCIO. The Board indicated that it would consider this matter after further review by the OCIO.

Agenda Item 8.d. Outage Report Update: At the NSRB meeting on September 13, 2017, Nebraska Interactive presented conflicting information in the general manager's report regarding service issues and outages that occurred on Monday May 22, 2017 and Sunday, June 11, 2017. NI LLC has provided a response to these issues that has been forwarded to the office of the OCIO for review. The Executive Director has asked the OCIO to provide a written report for the next NSRB meeting. Mr. Toner indicated that the OCIO could not validate or disprove the outage times or transactions from the written report provided. However, the OCIO could review NI LLC's synthetic transactions (which is a common practice of generating a false transaction to show the website was operational) for the time periods in question to verify if the outage reports are correct. NI LLC has agreed to provide the synthetic transactions to the OCIO within a week of the meeting. The OCIO will then review the transactions and deliver its findings at the next NSRB meeting. Chairman Gale also requested that the Executive Director provide the Board members with a copy of the outage report.

Agenda Item 8e. Review of Project Status Reports (PSRs): As part of its efforts to review the status of NI LLC projects, the Executive Director will make quarterly inquiries to state and local agencies on the progress of such projects with NI LLC. The Executive Director has schedule regular PSR review meetings with the OCIO, which will be in addition to monthly meetings with the Executive Director, the OCIO and NI LLC. The OCIO will also receive the biweekly PSRs as part of its review. It is important to note that the PSRs are different than the Project Priority Reports in that the PSRs are internal documents as to the progress and status of a project. Mr. Diamond indicated that the Project Priority Report and the PSRs could be summarized better to serve the Board in providing information on both the priority and status of projects. Chairman Gale suggested that Mr. Diamond meet with the OCIO, NI LLC, and the Executive Director to devise revised reports for the Board.

A break occurred at 10:30 a.m. The meeting resumed at 10:40 a.m.

Agenda Item 9. PORTAL MANAGER REPORTS.

Agenda Item 9.a. Project Priority Report: Mr. Hoffman presented the updated priority report for the third quarter of 2017. Mr. Chase then raised the question of whether the PSRs should continue to be added to the General Managers Report now that the PSRs are being reviewed monthly by the Executive Director and the OCIO. Mr. Hoffman agreed that the PSRs would not be necessary and could be replaced by revised reports along with information provided through the Board's website. The Chairman agreed that it no longer needs the PSRs attached to the General Manager's report and assigned Mr. Diamond, Mr. Toner, Mr. Hoffman and Mr. Chase to review this matter and report its findings to the board at the next meeting. Ms. Donley moved to adopt the Project Priority Report, which was seconded by Mr. Diamond.

Voting For:	Buescher Foley	Diamond Ojeda	Donley Kubicek	Ealey Stenberg	Gale Steier
Voting Against:	None				
Absent:	Osborn, Stenger				

The motion carried.

Agenda Item 9.b. General Manager’s Report: Mr. Hoffman updated the Board on the Nebraska Department of Motor Vehicles (NDMV) award-winning website as well as other new applications. Mr. Hoffman also spoke of NI LLC’s revenue and expenses. He indicated that NI LLC’s revenue increased by five percent but its expenses grew by six to seven percent. The expense increase was the result of hiring more staff and the recent relocation of NI LLC’s offices.

Agenda Item 9.c. Nebraska Brand Committee (NBC) – Mobile Inspection Project – Addendum 4: Mr. Hoffman stated that the inspection part of the project went live on December 1, 2017 and were receiving payments electronically. Mr. Chase attended the first NBC Inspector training in Kearney, Nebraska on December 8, 2017. He reported that this was one of four training sessions for inspectors across Central and Western Nebraska. More inspectors will be allowed to perform work in the field. The NBC will require that all inspectors perform all inspections electronically within the next 45 to 60 days. According to Mr. Hoffman, other issues such as completing the Brandabetical categorization system, the sale barns and feed lots are not complete. He also indicated that the whole project may not be complete until July 1, 2018; one year after the date stated in Addendum 4. Mr. Hoffman indicated that NI LLC is committed to completing the project, even though the scope of the project has expanded. Appearing on behalf of the Nebraska Cattlemen’s Association was Melody Benjamin, who said her association was supportive of this project because it is the first large modernization project in the industry in over 70 years.

Agenda Item 10. DATE FOR NEXT MEETING

Chairman Gale announced the next NSRB meeting will be held on March 7, 2018, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 11. ADJOURNMENT

Mr. Ojeda moved to adjourn the meeting, which was seconded by Treasurer Stenberg. All members present signified their agreement by saying “aye”. Chairman Gale declared the meeting adjourned at 11:50 a.m.

John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

Date