



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of July 20, 2006

The meeting was called to order by Chairman John Gale at 9:00 A.M. on July 20, 2006, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present, representing a quorum:

John Gale, Chairman;
William Bidrowski;
Jerry Catlett;
John Curry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Jeanne Herbers, representing the State Auditor;
Lauren Hill, representing the Governor;
Laureen Riedesel;
Ron Ross

Not present were:

Diane Vicars

Chairman Gale announced that the meeting notice had been published in the Lincoln Journal Star on July 12, 2006; an affidavit of publication has been received and will be made a part of the record; the Board members have received a copy of the agenda and documents as required by law; that a copy of the open meetings law was available for public review; and that a copy of the agenda and relevant documents were likewise available for public review.

Mr. Bidrowski moved to adopt the agenda; motion seconded by Ms. Hill.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Mr. Curry moved to approve the April 18, 2006 meeting minutes; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	Hill

Voting Against: None

Absent: Vicars

The motion carried.

William Ptacek, Deputy Secretary of State for Records Management, reported a change would be made to the NSRB Grant Application process. The change will be to an on-line grant application process due to the difficulties recently experienced with timely delivery from the USPS.

Chairman Gale opened a discussion on a grant application for \$17,500.00 by Polk County to enhance their web page. Ms. Linda Anderson, Polk County Assessor, testified on behalf of Polk County. Ms. Donley moved to approve the grant for \$17,500.00 contingent upon approval by the technical committee; motion seconded by Mr. Ross.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	Hill

Voting Against: None

Absent: Vicars

The motion carried.

Chairman Gale opened a discussion on a grant application for \$10,000.00 by Johnson County to improve web access to public information. Ms. Cindy Fields, Johnson County Deputy Assessor, testified on behalf of Johnson County. Ms. Herbers moved to approve the grant for \$10,000.00 contingent upon review and approval by the technical committee; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Gale	Catlett	Donley	Hill	

Voting Against: Ross

Absent: Vicars

The motion carried.

Mr. Ptacek reported on the NSRB Cash Fund Balance. Some discrepancies were discovered. Mr. Ptacek will review and revise and email a new report to the Board members.

Mr. Ptacek reported on the Grant Status Report which included an Unused Grant Monies Report. Department of Administrative Services State Personnel Director, Mike McCrory, testified on the Online Job

Application unused grant for \$25,000.00. Due to the continued lack of progress and responsiveness from Nebraska.gov on this project, he requested the grant be used to purchase software (or the development of software) that has connective linkage to NIS (Nebraska Information System). Mr. Ross moved to cancel the current grant and earmark \$25,000.00 for software that has NIS connectivity (linkage); motion seconded by Ms. Hill. After discussion Mr. Ross amended his motion to *change* the existing grant to include the NIS connectivity language, contingent upon the approval of the technical committee. Ms. Hill agreed to the motion amendment.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Mr. Ptacek opened discussion on the remainder of the unused grant monies. He indicated communication was received by Mr. Dan Sweetwood, Executive Director of the Board of Public Accountancy. The Board of Public Accountancy was awarded a grant in 2003 for \$25,000 for On-line Review of Annual Register & Submission of Applications and Forms. Mr. Sweetwood indicated they are waiting to move forward on this project and a letter outlining the situation will be forthcoming to the Board. Regarding the grant for \$25,000.00 for Kearney County to enhance their web page, Mr. Ptacek indicated Kearney County had not returned his phone calls. Mr. Curry motioned to cancel the Kearney County grant; motion seconded by Ms. Hill. Ms. Donley suggested a letter (possibly certified) be sent to Kearney County indicating their grant would be cancelled if the Board did not hear from them by a specified date. Mr. Curry withdrew his motion; Ms. Hill, indicating a 'strong' letter be sent to Kearney County, withdrew her second of the motion. Ms. Donley volunteered to draft a letter from the Board to Kearney County.

Continuing with the Grant Status Report, Mr. Ptacek opened discussion on the Reinvested Revenue Report. Mr. Ptacek deferred to Mr. Brian Stevenson, Nebraska.gov, for further discussion. Mr. Stevenson reported on the One-Stop Business Registration project for \$75,000.00. He is currently working with Rick Becker of the CIO's Office and will re-present the project scope development proposal as soon as they have concluded their meetings. He indicated the original proposal was not a grant. Mr. Stevenson will be responsible for the documentation. Mr. Ross moved to retain the project funding and await the amended project application to be resubmitted at the October, 2006 NSRB meeting; motion seconded by Mr. Curry.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	
Voting Against:	Hill				
Absent:	Vicars				

The motion carried.

Mr. Stevenson reported on the On-Line License Renewal project for HHSS. He indicated the HHSS direction has changed due to problems with the LIS system. The system is not being used. He recommended canceling this project. Mr. Catlett moved to cancel the On-Line License Renewal project; motion seconded by Mr. Ross.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Chairman Gale asked Mr. Stevenson about the three unused grants; Board of Public Accountancy, DAS State Personnel and Kearney County. Mr. Stevenson indicated regarding the Board of Public Accountancy, they are re-evaluating the project and will meet with the Office of the CIO. Regarding the DAS State Personnel project, Mr. Stevenson indicated Nebraska.gov has a job application developed and he was unclear as to the comments made by Mr. McCrory. He indicated he has not heard from Kearney County.

Chairman Gale called a recess at 10:55 a.m.

Chairman Gale reconvened the meeting at 11:13 a.m.

Chairman Gale opened discussion on the Chairman’s Report. Mr. Ron Moravec, Chief Deputy Secretary of State, reported on Board staffing issues/contract negotiations regarding an IT person for assistance to the Board. Brian Stevenson, Ron Moravec and the Department of Motor Vehicles will formalize the process to amend the contract with Nebraska.gov to require citizen notification if there is a breach of identity. This process is a result of LB876 which refers to those entities who conduct business in Nebraska.

Chairman Gale opened discussion on the contract proposed for the hiring of William Bidrowski. Chairman Gale explained a revised contract is being reviewed to hire someone to assist the NSRB in design development and business implementation; to act as a project manager to ensure follow-up, tracking and continuity on Board actions. Mr. Gale recommended Mr. Bidrowski for this position since Mr. Bidrowski has professional experience in this area and knows the Board and its functions. Mr. Bidrowski addressed the Board and described his experience in project management. Chairman Gale discussed the position being considered from Ms. Decker’s team; a technical analyst who would ensure the projects placed before the Board for consideration meet industry standards. The project manager would work with that person. Chairman Gale explained the NSRB has no budget for hiring staff; however, they may contract for services. Chairman Gale suggested Mr. Bidrowski would fit the needs of this position due to his experience in both the private business world as well as his membership on the NSRB, ensuring continuity in this position and that a one year trial might be appropriate since Mr. Bidrowski’s term on the Board will end in 12 months. Some members expressed concern as to what the public perception may be in hiring a Board member. This issue will be addressed at a later Board meeting.

Mr. Ross departed from the meeting at 11:50 a.m.

Chairman Gale opened a discussion on the Peer Review Report and Mr. Stevenson testified.

Mr. Moravec gave the General Counsel’s Report. He updated the Board on the NSRB Cookie Policy. The NITC raised the issue and the technical panel adopted a new Cookie Policy. Ms. Decker reported that this issue is on the NITC agenda for formal adoption at their August, 2006 meeting. Mr. Moravec recommended the NSRB adopt the NITC policy.

Mr. Moravec reported on the NSRB grant awarding process. He had a meeting with Gerry Oligmueller, Acting Director, Department of Administrative Services and Paul Carlson, Director of Accounting, Department of Administrative Services. He indicated Mr. Oligmueller and Mr. Carlson said there is nothing wrong with the way the NSRB is currently awarding the grant money. In the grant application, it indicates the grant expires if funds are not used in 12 months from award. Mr. Moravec said the NSRB needs to ensure the 'completion date provision statement' be included in all grants submitted, and if not, Mr. Ptacek should return the grant if altered in any way. Ms. Hill suggested a letter stating the grant was approved and the required completion date be included in that notification as well as the consequences if the money is not used. Mr. Ptacek said he emails the recipients of their successful award and will include this information in these notifications.

Mr. Ptacek announced a Special Meeting of the NSRB will be held on August 23, 2006. The agenda will be the Department of Motor Vehicles Addenda. It will be held via teleconference for Board members unable to attend and will begin at 2:00 p.m. Further instructions will be sent prior to the meeting.

Mr. Stevenson testified on the Nebraska.gov Reports. He announced the addition of two staff members to Nebraska.gov; Ms. Carmen Easley, Director of Marketing and Portal Operations, and Mr. Bruce Rice, Director of Development. Mr. Curry moved to approve Nebraska.gov's hiring and placement of Bruce Rice as its Director of Development, and its hiring and placement of Carmen Easley as its Director of Marketing; motion seconded by Ms. Donley.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Ross	Vicars			

The motion carried.

Mr. Stevenson presented the Project Status Report. Ms. Hill moved to accept the Project Status Report; motion seconded by Mr. Curry.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Ross	Vicars			

The motion carried.

Ms. Decker departed from the meeting at 12:55 p.m.

Mr. Stevenson gave a PowerPoint presentation overview of the Payment Card Industry Data Security Standards.

Chairman Gale set the date of the next regular Board meeting for Tuesday, October 17, 2006.

No further business appearing before the Board, Mr. Curry moved to adjourn; motion seconded by Ms. Herbers.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Decker	Ross	Vicars		

The motion carried.

Chairman Gale declared the meeting adjourned at 1:10 P.M.

John A. Gale
Chairman
State Records Board