

**NEBRASKA STATE RECORDS BOARD  
MEETING: October 29, 2001**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
October 29, 2001  
1:30 P.M.

NEBRASKA STATE RECORDS BOARD

AGENDA

525 South 13<sup>th</sup> Street

October 29, 2001 - 1:30 P.M.

1. Call to Order, Roll Call
2. Notice of Hearing (7/23/01 LJS)
3. Approval of Minutes from August 1, 2001 meeting
4. Records Management Cash Fund Balance
5. Grant Status Report
6. Report of the Subcommittee on the County Website Project
7. Nebraska State Records Board Grant Applications
  - a. Dept. of Agriculture—Online Fee Collection
  - b. Nebraska Art's Council—Online Grant Applications
8. Public Hearing On Fees For Online Services
  - a. Board of Engineers and Architects
9. Nebrask@ Online General Manager's Report
  - a. Project Priority List--Review and Approve
  - b. Compliance Audit Report
10. Privacy Policy Statement-- Subcommittee Report/Discussion
11. 3rd Annual E-Government Conference
12. Miscellaneous Matters
13. Schedule Next Meeting
14. Adjournment

**Public Notice**

**AMENDED NOTICE  
NOTICE OF PUBLIC MEETING**

Notice is hereby given of a public meeting of the Nebraska State Records Board on October 29, 2001 at 1:30 PM in the Workers Compensation Court Hearing Room, 525 South 13th Street, Lincoln, Nebraska. The meeting will include review of grant applications for the State Records Board Grant program and a public hearing on online fees related to filing licensing information with the Board of Engineers and Architects. The agenda for the meeting is available at the office of Secretary of State for public inspection during regular business hours.  
#1637300--1T Oct. 23



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of August 1, 2001

The meeting was called to order by Chairman John Gale at 1:35 P.M. on August 1, 2001, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;  
William Bidrowski;  
David Buelt;  
John Dale;  
Lauren Hill, representing the Governor;  
Lori McClurg;  
Don Stenberg;  
Kate Witck.

Not present were:

David Heineman;  
Mark Sutko.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star.

The minutes of the meeting of May 3, 2001, were considered. Ms. McClurg moved that the minutes be approved as circulated; motion seconded by Mr. Stenberg.

Voting For:	Bidrowski	Buelt	Dale	Gale
	Hill	McClurg	Stenberg	Witek

Voting Against: None

Absent: Heineman Sutko

The motion carried.

Greg Lemon, Deputy Secretary of State, reported on the Records Management Cash Fund - State Records Board balance.

Chairman Gale opened the public hearing on the Institute of Agriculture and Natural Resources grant application for archiving and digital access to the Conservation and Survey Division aerial

photography collection, in the amount of \$25,000. Duane Mohlman, Leslie Howard, and Mark Kuzila, all from the IANR, testified in favor of this application. After discussion by the Board, Mr. Dale moved to approve the grant application for \$25,000; motion seconded by Mr. Stenberg.

Voting For:	Bidrowski	Buelt	Dale	Gale
	Hill	McClurg	Stenberg	Witek

Voting Against: None

Absent: Heineman Sutko

The motion carried.

Chairman Gale opened the public hearing on the Chief Information Officer's grant application for the Governor's business portal initiative, in the amount of \$25,000. Steve Schafer, Chief Information Officer, testified in favor of this application. Rod Armstrong, General Manager of Nebrask@ Online, provided further information. After discussion by the Board, Ms. McClurg moved to approve the grant application for \$25,000; motion seconded by Mr. Stenberg.

Voting For:	Bidrowski	Buelt	Dale	Gale
	McClurg	Stenberg	Witek	

Voting Against: None

Not Voting: Hill

Absent: Heineman Sutko

The motion carried.

Rod Armstrong presented the Nebrask@ Online General Manager's Report, including the Financial Report and the Project Priority Report. He stated that a firm could not be found to do a contract compliance audit of Nebrask@ Online. After discussion, Ms. Witek moved to approve the Project Priority Report with monthly reviews by DAS and quarterly approvals by the Board; motion seconded by Mr. Dale.

Voting For:	Bidrowski	Buelt	Dale	Gale
	Hill	McClurg	Stenberg	Witek

Voting Against: None

Absent: Heineman Sutko

The motion carried.

Chairman Gale reported on the county website project. A fund transfer of \$140,000 was made from the UCC Cash Fund to the Records Management/State Records Board Cash Fund to continue this project. A complaint had been received about not letting private website designers to participate in this project. After discussion, Ms. Witek moved to form a subcommittee to gather information about this complaint; motion seconded by Mr. Stenberg. After further discussion, the motion and the second were withdrawn.

Ms. McClurg departed from the meeting.

Chairman Gale appointed a subcommittee of Mr. Gale, Ms. Witek, and Ms. Hill to gather history, information, and draft a response to the complaint regarding the county website project.

Chairman Gale opened discussion of the proposed privacy notice for Nebrask@ Online. After discussion, Mr. Stenberg moved to table the privacy notice for further review; motion seconded by Ms. Hill.

Voting For:	Bidrowski Hill	Buelt Stenberg	Dale Witek	Gale
Voting Against:	None			
Absent:	Heineman	McClurg	Sutko	

The motion carried.

Greg Lemon, Deputy Secretary of State, reported on the third annual E-Government Conference. Ms. Witek moved to approve continuation of planning for this conference; motion seconded by Mr. Stenberg.

Voting For:	Bidrowski Hill	Buelt Stenberg	Dale Witek	Gale
Voting Against:	None			
Absent:	Heineman	McClurg	Sutko	

The motion carried.

Greg Lemon presented the Grant Project Status Report. No action was required.

Mr. Stenberg asked that a presentation on the preservation of electronic data be made at a future meeting. This will be prepared by William Ptacek, Director of Records Management. Mr. Lemon reported that the county website project had received a civic.com award. Chairman Gale announced that two vacancies exist on the Board.

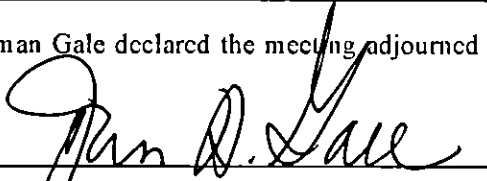
The next Board meeting will be scheduled in conjunction with the E-Government Conference.

Mr. Buelt moved that the meeting be adjourned; motion seconded by Ms. Hill.

Voting For:	Bidrowski Hill	Buelt Stenberg	Dale Witek	Gale
Voting Against:	None			
Absent:	Heineman	McClurg	Sutko	

The motion carried.

Chairman Gale declared the meeting adjourned at 4:10 P.M.

A handwritten signature in cursive script, appearing to read "John A. Gale", written over a horizontal line.

John A. Gale  
Chairman  
State Records Board

STATE RECORDS BOARD  
RECEIPTS & EXPENDITURES FY2002

10/12/2001

	JUL Actual	AUG Actual	SEP Actual	OCT Projected	NOV Projected	DEC Projected	JAN Projected	FEB Projected	MAR Projected	APR Projected	MAY Projected	JUN Projected	FY TOTAL	APPROPRIATION
Receipts-NOL	(\$149,145)	\$343,346	\$107,031	\$100,410	\$100,410	\$100,410	\$100,410	\$100,410	\$100,410	\$100,410	\$100,410	\$100,410	\$1,204,922	
Receipts-DMV/DR (7194)	\$4,980	\$5,265	\$5,997	\$5,414	\$5,414	\$5,414	\$5,414	\$5,414	\$5,414	\$5,414	\$5,414	\$5,414	\$64,968	
Receipts-UCC (7411)	\$367	\$456	\$346	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$4,679	
Receipts-Interest	\$2,549	\$2,464	\$3,063	\$2,692	\$2,692	\$2,692	\$2,692	\$2,692	\$2,692	\$2,692	\$2,692	\$2,692	\$32,304	
Transfer from UCC	\$137,725													
<b>TOTAL RECEIPTS</b>	<b>(\$3,523)</b>	<b>\$351,531</b>	<b>\$116,436</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$108,906</b>	<b>\$1,444,598</b>	
Expend-Operations	(\$1,857)	(\$8)	(\$2,162)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$22,027)	
Expend-NOL	(\$90,315)	\$0	(\$191,687)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$94,000)	(\$1,128,002)	
Expend-Grants & UCC Funds	(\$2,580)	(\$880)	\$0	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	(\$24,828)	(\$2,000)	(\$2,000)	(\$2,000)	(\$159,288)	
<b>TOTAL EXPENDITURES</b>	<b>(\$94,752)</b>	<b>(\$888)</b>	<b>(\$193,849)</b>	<b>(\$121,000)</b>	<b>(\$121,000)</b>	<b>(\$121,000)</b>	<b>(\$121,000)</b>	<b>(\$121,000)</b>	<b>(\$120,828)</b>	<b>(\$98,000)</b>	<b>(\$98,000)</b>	<b>(\$98,000)</b>	<b>(\$1,309,317)</b>	<b>\$1,941,855</b>
<b>PROFIT(LOSS)</b>	<b>(\$98,275)</b>	<b>\$350,643</b>	<b>(\$77,413)</b>	<b>(\$12,094)</b>	<b>(\$12,094)</b>	<b>(\$12,094)</b>	<b>(\$12,094)</b>	<b>(\$12,094)</b>	<b>(\$11,922)</b>	<b>\$10,906</b>	<b>\$10,906</b>	<b>\$10,906</b>	<b>\$135,281</b>	
<b>FUND BALANCE</b>	<b>\$434,601</b>	<b>\$785,244</b>	<b>\$707,831</b>	<b>\$695,737</b>	<b>\$683,643</b>	<b>\$671,549</b>	<b>\$659,455</b>	<b>\$647,361</b>	<b>\$635,439</b>	<b>\$646,345</b>	<b>\$657,251</b>	<b>\$668,157</b>	<b>\$668,157</b>	
GRANT ENCUMBRANCES	(\$77,889)	(\$77,889)	(\$77,889)	(\$114,828)	(\$91,828)	(\$68,828)	(\$45,828)	(\$22,828)	\$0	\$0	\$0	\$0	\$0	
UCC FUNDS ENCUMBRANCE			(\$137,725)	(\$135,725)	(\$133,725)	(\$131,725)	(\$129,725)	(\$127,725)	(\$125,725)	(\$123,725)	(\$121,725)	(\$119,725)	(\$119,725)	
UNENCUMBERED FUNDS	\$356,712	\$707,354	\$492,217	\$445,184	\$458,090	\$470,996	\$483,902	\$496,808	\$509,714	\$522,620	\$535,526	\$548,432	\$548,432	

APPROPRIATION AVAILABLE FOR GRANTS: \$512,813  
 CASH NOW AVAILABLE FOR GRANTS: \$492,217  
 CASH AVAILABLE FY2001 YEAR-END: \$548,432



## Grant Project Status Report Third Quarter

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Library Commission	Purchase Digital Microfilm/microfiche Scanner	\$7,000	\$7,000	June 2000
UNL-Conservation And Survey Division	Data Storage of Geologic Logs	\$24,805	\$24,805	July 31, 2001
State Patrol	Website Development Project	\$25,000	\$24,559	April 23, 2001
Energy Office	Dollar & Energy Saving Loan Program Automation Project	\$25,000	\$7,471.78	Unknown
Game & Parks	Interactive Internet Mapping	\$9,200	\$8,927.43	March-June 2001
State Surveyor's	Website for historical survey Records	\$25,000	\$6,489.24	2002 - 2003
Secretary of State	County Website Pilot Project	\$22,500	\$22,500	Done
*Attorney General	Attorney General's Opinions Online	\$8,000	\$0	Unknown
*Brand Committee	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000
*Wheat Board	Establish a web site	\$2,500	-\$0-	June 30, 2000

*Historical Society	Library/Archives Records Project	\$12,548	\$10,500	June 30, 2001
Dept. of Labor	Nebraska Workforce Development	\$25,000	\$23,000	Jan.-June 2001

\*Not reported yet for this quarter.

Nebraska Department of Labor  
 Nebraska Workforce Development Division

To: State Records Board Members

From: Greg Lemon, Chief Deputy Secretary of State

RE: Proposed Criteria for County Grant Program

Date: October 26, 2001

The Records Board Subcommittee on the county website program proposed that the Board consider the possibility of Records Board funding for county website pages being distributed to counties working with their chosen vendor (or possibly in-house) rather than working solely with Nebrask@ Online on web-page development and hosting. This memo outlines criteria for how such a program.

1. Maximum Grant amount per county: \$1,400
2. Performance Criteria/Requirements (Web page developer/host must meet these criteria to qualify for the grant:
  - a. Not less than 22 hours (6:00 A.M. to 4:00 A.M.) a day, seven days a week access to users.
  - b. On-site personnel for operations support shall be provided during regular business hours (8:00 A.M. to 5:00 P.M. local time).
  - c. A back up, disaster recovery, and security plan must be in place and made available for review.
  - d. If working with an outside contractor, the contract or agreement for services must contain transition provisions relating to and aimed at ensuring uninterrupted service should the contract be terminated or expire.

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

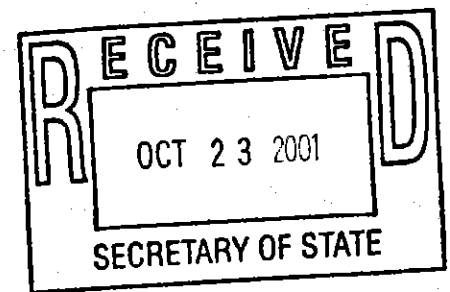
Type of Review: State Records Board Grant Application  
Project Title: Online Fee Collection for Commodity Checkoff Fees  
Agency: Department of Agriculture  
Nebraska Corn Board; Nebraska Grain Sorghum Board; Nebraska  
Wheat Board

Resolution passed by the Technical Panel on October 23, 2001:

The Technical Panel, having reviewed the revised grant application entitled "Online Fee Collection," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

**NSRB Grant Application  
Nebraska Department of Agriculture  
Online Fee Collection**



1. Name of agency applying for grant  
Nebraska Department of Agriculture (lead), Nebraska Corn Board, Nebraska Grain Sorghum Board, Nebraska Wheat Board
  
2. Title or brief description of the project  
Online Fee Collection for Commodity Checkoff Fees. The Department of Agriculture collects, reports and summarizes statutory fees for the Nebraska corn Board, Nebraska Grain Sorghum Board, Nebraska Wheat Board, and beginning in October, 2001, the Nebraska Ethanol Board. This grant will support development of an online system for reporting data and transmitting fees electronically.
  
3. Grant request amount  
\$18,700
  
4. Will there be a fee for accessing records associated with this project?  
No.
  
5. If yes, provide any statutory reference or authorization for the fee  
Not applicable.

6. Please describe the project in detail

Since about 1976, the Department of Agriculture has administered a joint fee collection program for different commodities. By statute, collections are made quarterly by first purchasers, and monthly for grain put under loan through the USDA Farm Services Agency. At the time the program was started, the commodity programs were a budget program within the Department of Agriculture. Over time, the Nebraska Wheat Board, Nebraska Corn Board and Nebraska Grain Sorghum Board became separate agencies. However, the fee collection responsibility was retained within the Dept. of Agriculture.

The agency system to process information for the fee collection program has undergone several changes over the years, but remains a slow, inflexible batch processing application that needs to be updated. Grant funds from Nebraska Information Technology Commission, government technology collaboration funds was requested to support the work necessary to upgrade the back-end application. Funding was not approved. The purpose of this grant application is to support the necessary back-end programming to convert the system to an online application and provide funds to Nebraska@ Online to develop the eGovernment portion of the application to allow reporting of data and online payment by those who collect the fees. The back-end programming cost to convert to an online application is estimated to be \$11,200.00. To develop the eGovernment application is \$7,500.00.

For example, elevators and other entities could report data online and make payments via an electronic funds transfer or via credit card. Users would be provided a web-enabled form to enter data and fee information. The information would be transmitted electronically via Nebraska@ Online to the Department's system where final processing would occur.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

Beneficiaries of this service will include purchasers of agricultural commodities who are responsible for collecting check-off fees, reporting information and paying the fees to the Department. These include grain elevators, the USDA Farm Services Agency, and large corporate commodity purchasers such as Conagra, Peavey, Cargill, Scoular, and others. Contact has been made with the Nebraska Grain & Feed Association, whose members make up the largest percentage of reporting entities. They as well as several of the corporate purchasers have indicated an interest in using electronic filing.

Approximately 700 quarterly reports are filed and a total of about \$7,725,000 in fees are collected. We hope to see a considerable amount of this volume move to electronic filing and payment once the system is operational.

The Department of Agriculture and commodity boards will also be significant beneficiaries of the program. Error checking built into the application will reduce the number of reporting errors that must be dealt with by agency staff. The efficiency of reporting for agency purposes and a much easier method of retrieving information from the database will improve the overall efficiency of the process. Commodity boards will have more timely information, and the state should benefit from quicker processing of fee payments.

8. Estimated time line for completion

Changes to the internal system are scheduled for completion by the end of 2001 to accommodate the need to begin collecting fees for the Ethanol Board, a requirement set in state law. We plan to have the online reporting and changes to the fee collection program software completed by April 1, 2002.

9. Agency contribution to the project (labor, equipment, etc.)

The funding request would support making the revisions to the agency system provided by in-house programmers, utilizing Department of Agriculture's existing AS400 platform, PC's, printers, etc. All forms and support of the system would be a cost shared responsibility of the agencies involved. Estimates for agency personnel time devoted to the project are approximately 350 hours.

10. **A. Has this project every been submitted as a budget request (explain)?**

No It would be difficult to get 4-5 agencies to approve, request and all be granted sufficient appropriation for such project. The agencies (except Dept. of Agriculture) are all cash funded and budgets must be approved by each respective board.

**11. B. Does the project require additional statutory authority (explain)?**

No.

**10. C. Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?**

Grant funds are requested to support initial development of the online filing and reporting system by Nebrask@ Online. As mentioned earlier, to support e-commerce the existing computer software needs to be upgraded to support e-commerce activities. Any ongoing costs for support and maintenance of the online system will be negotiated with Nebrask@ Online and paid from agency funds. Ongoing maintenance and support of the internal application will be part of the agency's annual operating budget.

**11. Please describe how this project will enhance the delivery of state agency services or access to those services.**

Elevators and other entities will be able to report data online and make payments via an electronic funds transfer or via credit card. Users would be provided a web-enabled form to enter data and fee information. The information would be transmitted electronically via Nebrask@ Online to the Department's system where final processing would occur.

**12. Please describe how this project will 1) improve the efficiency of agency operations; 2) facilitate collaboration among state agencies; 3) facilitate collaboration between state agencies and other public institutions; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer)**

Error checking built into the application will reduce the number of reporting errors that must be dealt with by agency staff. The efficiency of reporting for agency purposes and a much easier method of retrieving information from the database will improve the overall efficiency of the process. Commodity boards will have more timely information, and the state should benefit from quicker processing of fee payments.

The application will enhance existing collaboration between the Department of Agriculture and the various boards. More timely and accurate information can be provided to the boards for their use. Transfer of funds becomes more efficient and cost-effective. The grant proposal builds on an existing public/private partnership between the Records Board and the network manager of Nebrask@ Online.

**13. Contact person information**

Robert Storant  
Administrator, Finance & Personnel  
Department of Agriculture  
301 Centennial Mall South  
Lincoln, NE 68509

402.471.6821



Dear Greg,

As you and Linda discussed late last month, the Nebraska Arts Council would like to request that our pending proposal to the State Records Board for e-granting be changed as follows:

The Nebraska Arts Council is requesting funding to continue with the conversion of its grant-making process to e-granting.

The development process for the project began with a series of meetings, convened by the NAC, of state agencies that give grants. It was at the recommendation of this group that the NAC began working with IMS and NOL to develop its SOS grant application as an e-grant pilot project. The process has included development of an intermediate database, processes for submission, review, and acceptance of e-granting, and the online e-grant presence. We are seeking GCTF funds to convert all our remaining grant applications to e-grants.

IMS has been responsible for database development, and for developing the online presence. IMS has viewed this as a pilot project for their agency, establishing precedents and procedures that will aid them in developing similar programs with other grant-making state agencies. The NAC requests funding from the State Records Board to convert its final report forms to an e-grant format. We have received estimates that this would entail developing approximately 40 web "pages" at a cost of approximately \$500 per page. The total cost for this development would be \$20,000. We also request \$5,000 for marketing the new processes to our constituency, and for training constituents on these forms.

Please call me or Linda Hughes if you have any questions.

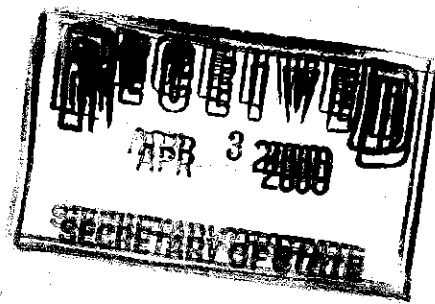
Regards,

Kathy Kuszak  
Associate Director for Administration.

Linda Hughes  
Grants Manager  
Nebraska Arts Council

3838 Davenport, Omaha, NE 68131  
402/595-2122; fax 402/595-2334

*Pending 6-16-00 dk*



Nebraska ARTS COUNCIL

Joslyn Castle Carriage House

3838 Davenport Street

Omaha, NE 68131-2329

phone 402-595-2122

fax 402-595-2334

[www.nebraskaartsCouncil.org](http://www.nebraskaartsCouncil.org)

March 31, 2000

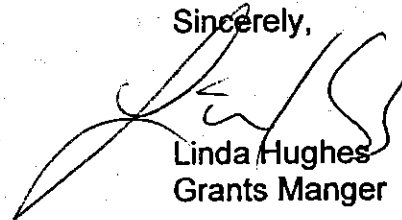
Greg Lemon  
State Records Board Grants  
State Capitol, Suite 2300  
Lincoln NE 68509

Dear Greg:

Enclosed is the Nebraska Arts Council's application to the State Records Board for a grant to improve access to public information.

Thank you very much for all your assistance when we were preparing the grant. Please call or email if we can provide additional information.

Sincerely,



Linda Hughes  
Grants Manger

Enclosure: State Records Board Grant Application

Mike Johanns, Governor

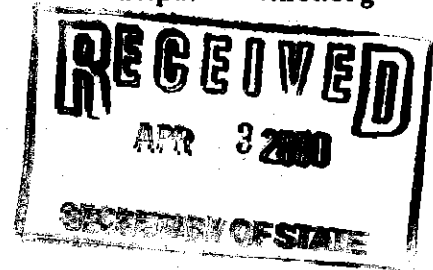
Terrence J. Ferguson, Chair

Jennifer Severin, Executive Director

Nebraska State  
Records Board  
State Capitol, Suite 2300  
Lincoln, NE 68509



Scott Moore  
Chairman  
(402) 471-8606  
<http://www.nol.org>



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

1. Name of agency applying for grant Nebraska Arts Council

Please see attached sheets for responses  
to questions 1 through 13

# APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

- 1) **Name of Agency applying for grant**  
Nebraska Arts Council, 3838 Davenport, Omaha, NE 68131
- 2) **Title or brief description of project**  
E-granting for Nebraska Arts Council grants
- 3) **Grant request amount**  
\$25,000
- 4) **Will there be a fee for accessing records associated with this project?**  
NO
- 5) **If yes, provide any statutory reference or authorization for the fee**  
N/A

6) **Please describe the project in detail**

The Nebraska Arts Council annually processes between 400 and 500 grant applications, submitted by schools, churches, and nonprofit organizations across the state. The applications go through a review process which includes an evaluation of the proposal by either a private citizen who has volunteered to be a grant reviewer, or by a panel of citizens who assemble at a public meeting to review grants.

Currently, applicants can either download grant forms from the agency's web page (<http://www.nebraskaartscouncil.org>) or complete the forms printed in our annual Grant Book. Applicants submit from three to 18 hard copies of the application and attachments. Staff at the NAC must enter application information into the grants management database, collate the grants into books for panel reviews, and send the applications to panelists two to three weeks prior to the public grant panel review meeting. Panelists receive boxes containing up to 35 grant applications that they must read and assess prior to the panel meeting. When they assemble in Omaha for the panel meeting, they must bring all the applications with them for review at the meeting.

The NAC is requesting funds to facilitate the application and review process by developing an **e-granting system**.

The agency has already made a significant commitment to advancing electronic access for its constituents. The NAC web page includes a link for downloading NAC grant forms. Another link enables organizations to enter their event information into a state-wide electronic arts calendar. The agency also sets up electronic registration for its annual Prairie Visions arts educator Training Institute. The NAC is a two-year recipient of funds from the Benton Foundation for our *Open Studio: the Arts Online* project, which trains artists in web page development. The e-granting system represents a key piece in the agency's development toward full electronic access.

Phase one of the e-granting project will take from 6 to 10 months, and will focus on research and development. Several State Arts Agencies across the country have either instituted or are developing an e-granting system. To ensure the best fit for the state of Nebraska, agency personnel would research existing e-granting systems in other states and different e-granting software. Vendors for e-granting software include Bromelkamp & Co. of

Minneapolis, Campagne Associates of New Hampshire, and Carnegie Mellon University of Pennsylvania.

Phase Two will take from 6 to 12 months, and begin when a selection of software and vendor has been made. This phase will include acquisition and installation of the software, installation of a dedicated ADSL line and server, make necessary upgrades to the existing NT server, and initial training of NAC staff in the new system. As training proceeds, the agency will begin efforts to educate applicants.

Phase Three will take from 12 to 24 months, and will include both education for applicants and full implementation of the system. Education efforts will continue past the end of Phase Three as new applicants come into the system, and the grant cycle for Basic Support Grants – a full application is submitted once every three years, with annual updates in-between – comes full circle.

When the project is finalized:

- a) applicants will be able to complete and submit grant applications online;
- b) the need for manual data entry of grant information will be eliminated;
- c) panelists can receive grant applications electronically, eliminating the cost and effort of sending hard copies of the applications;
- d) the agency can reduce the number of Grant Books printed annually because applications will be completed and submitted online;
- e) providing statistical information about the agency's grants to legislators, other elected officials, other state agencies and the public, and to the National Endowment for the Arts for reporting purposes, will be greatly simplified.

**7) Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service**

The primary beneficiaries will be the organizations applying for NAC grants. The application process will be significantly simplified for these groups, as will the burden of copying, assembling, and sending hard copies of information to the NAC.

Because some potential applicants in rural or under-served urban areas do not have personal computers with Internet access, the NAC will develop partnership agreements with public libraries, community colleges, state universities and colleges, public schools, and nonprofit organizations to provide internet access for applicants.

**8) Estimated timeline for implementation**

Three years; Year One will include research and development and preliminary implementation; Year Two will include implementation and education; Year Three will see complete implementation and continuing education for applicants.

**9) Agency contribution to project (labor, equipment, etc.)**

The NAC will contribute staff time to be trained on the software and to develop the on-line forms to be used for e-granting; communication and overhead costs related to the e-granting project; costs of developing and disseminating educational materials for applicants, and staff travel costs to workshops for applicants. Additionally, the NAC's computer lab will be available for applicants to utilize in preparing grant applications.

**10a) Has this project ever been submitted as a budget request (explain)?**

NO

**10b) Does the project require additional statutory authority (explain)?**

NO

**10c) Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

We are requesting funds for start-up costs. Project start-up costs will include: research & development; purchase of e-granting software and a dedicated server; installation of a dedicated ADSL line; development of security procedures and building a security wall to maintain the security of the agency database; training for agency personnel; education for potential applicants to include training, workshops, mailings, and other types of educational information.

The majority of the expenses will take place during the first 18 months. Agency resources will be re-allocated from data entry and paper handling to training efforts. Costs to train agency personnel and provide education for potential applicants will extend into year three, at a declining rate. Total estimated cost for the e-granting project is \$100,000. The agency will seek other funding sources, such as grants from the Woods and Cooper Foundations, to assist in covering the total costs.

**11) Please describe how this project will enhance the delivery of state agency services or access to those services.**

We anticipate that the e-granting project will enhance delivery of agency services by reducing the costs and effort required for Nebraska nonprofit organizations to develop and submit grant applications. E-granting will significantly reduce the burden on these organizations to complete applications, produce the required number of copies, and mail or ship the required number of application packets to the NAC. E-granting software will also simplify the process through pull-down menus that enable applicants to provide required information with a minimum of effort.

Access to agency services will be enhanced by the availability of NAC application forms on the Internet that can be completed and submitted easily on a home computer. Organizations that do not have their own computers will be able to submit applications through public access computers in local libraries, schools, colleges, universities, and nonprofit organizations.

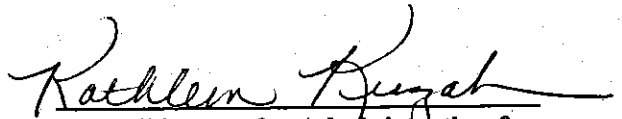
**12) Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; Facilitate collaboration between state agencies and other public institutions; 4) Support public/private partnerships in the delivery of public services.**

- 1) Agency operations will be more efficient because staff time to input application data will be significantly reduced, as the e-granting software will automatically transfer application information to the grants database. Processing and reviewing grant applications will require less staff time. Gathering statistical information for funders, elected officials and the public will also be greatly simplified.
- 2) Collaboration with other state agencies, such as the Department of Administrative Services and the Legislative Fiscal Analyst, will be facilitated through provision of information relating to the agency's grants.
- 3) Collaboration between the NAC and other public institutions will be facilitated in two ways. First, many libraries, colleges, schools, university departments, and educational service units request funding from the NAC; e-granting will simplify the application process for them as for other applicants. Second, the NAC will develop partnership agreements with these and other public institutions to provide access to computer equipment for applicant organizations that do not have their own computers.

- 4) The NAC has a number of partnerships with non-profit organizations across the state. These organizations not only apply for NAC grant funds to support their arts activities, but collaborate with the NAC on a variety of projects ranging from organizational development to educational initiatives to building organizational resources. These partnerships would be supported and enhanced through the e-granting process both in regard to the application process and in support of partnership projects.

13) Contact person for any questions regarding this application Kathleen Kuszak  
Phone #: 402/595-2122 E-mail: kkuszak@nebraskaartscouncil.org

Signed this 3 day of March, 2000

  
Associate Director for Administration for  
Jennifer A. Severin Agency Director

Please Return to:

State Records Board  
Suite 2300, State Capitol  
PO Box 94608  
Lincoln NE 68509-4608

**REQUEST FOR APPROVAL TO ESTABLISH FEES FOR THE  
NEBRASKA BOARD OF ENGINEERS & ARCHITECTS  
ONLINE ENGINEERS AND ARCHITECTS LICENSE RENEWALS**

Pursuant to Neb. Rev. State. Sec. 84-1205.03 and the *Nebraska State Records Board Guidelines for Submission of Requests for Fee-Based Electronic Access*, the following information is submitted regarding the Nebraska Board of Engineers & Architects' request to the Board for fees related to online license renewal.

**1. A copy of the contract under consideration.**

A copy of the proposed addendum is enclosed.

**2. A description of the Public Records which are the subject of the proposed electronic access fee and the proposed fees and splits (combines #2 & #5 of the State Records Board Guidelines).**

This request is for Board approval of an addendum to the existing contract between the Board of Engineers & Architects (E&A) and the NSRB. The addendum addresses the split of existing fees for license renewals for professional Engineers and Architects administered by E&A upon implementation of the online license renewal application. For license renewals completed online through *Nebrask@ Online*, NOL would receive 5% of the renewal fee, E&A would receive 95%. Instructions and fee schedules are attached. Once a renewal is received, it becomes a public record.

**3. The anticipated timeline for implementation.**

The development work on the application has been completed, and is currently available on the E&A web site. Future enhancements are anticipated for the next renewal period, which will begin October 1, 2002. These enhancements include changes to the continuing education requirements for license holders, as well as the possibility of E&A implementing a new database middleware software.

**4. Security Provisions**

Requiring the user to provide their name, license number and a receipt number will protect license renewals. Authentication of this information against the E&A licensee database will occur as this information is entered.

**5. The fee and distribution of the fee for electronic access.**

See #2 above.



**6. Explanation/Justification of the need for electronic access.**

There is substantial interest among Nebraska engineers and architects, as well as among virtually all other licensed occupations, to renew licenses online. Completion of the project will not only provide a convenient service desired by those who renew online, but will also improve the operational efficiency of E&A by eliminating several steps requiring the handling of paper.

**7. How fees and splits were determined.**

Fees for renewing E&A licenses are set in statute (*see Addendum One attached*). The proposed fee splits were determined by mutual agreement between Nebrask@ Online and E&A. The splits were determined by considering the resources required by NOL to develop, maintain and update the online license renewal system, and an assessment of pricing for similar services provided for other agencies.

**8. Any pertinent statutory provisions.**

Renewal fees for licensure of Engineers & Architects have been implemented pursuant to *Statute 81-3438, Certificates; expiration; renewal; fees; continuing education.*

**9. The cost of providing electronic access (renewal) and how that cost is computed.**

As noted elsewhere in this application, all fees involved in this application currently exist in statute. Regarding cost, NOL has the basic infrastructure in place to provide this service. Development work is necessary to bring the application online and accommodate credit card payment. Because of the nature of services offered by the network (most of which are provided to agencies and the public free of charge), it is difficult to allocate exact ongoing operating costs to this particular function. As mentioned, fee splits were arrived at by agreement between E&A and NOL.

**10. Projected Volume of Activity and Revenue**

Online licensing is a relatively new activity so there is not considerable experience on which to rely as far as projecting volume. First-year volume may range from 1% to 15%. Given the desire of the many professions to have online license renewal capability, projected first year numbers for this service should approach the higher-end of the scale, or about 10-12%. However, additional consideration should be given to the fact that the service was made available after the effective start of the renewal period, and time did not permit additional marketing and notification efforts to occur. Thus, the first full year of implementation will be 2002.

Based on approximately 3,500 total renewals and a 10% adoption rate, and averaging the various renewal fees at \$90, revenue projections for a full year are as follows:

**3,500 x 0.10 = 350 online renewals**

**350 x \$90 = \$31,500 total revenue from online renewals**

**95% to E&A = \$29,925**

**5% to NOL = \$1,575**

**Addendum One  
To the  
Interagency Agreement Between  
Nebraska Board of Engineers & Architects  
And  
Nebraska State Records Board**

This addendum to the Interagency Agreement between the Nebraska Board of Engineers & Architects and the Nebraska State Records Board sets forth certain services provided by Nebrask@ Online (operated under the auspices and authority of the Nebraska State Records Board), how the revenue from such Nebrask@ Online services is to be divided between the Board of Engineers & Architects (R/NBEA) and Nebrask@ Online (R/NOL).

This Addendum covers all data records with a statutory fee which are filed electronically through NOL at the direction of the Board of Engineers & Architects.

R/NBEA-95% of fee

R/NOL-5% of fee

**Disbursement of Fees:**

This paragraph shall supersede Section 6, Paragraph 1 of the Interagency Agreement between the Nebraska Board of Engineers & Architects and the Nebraska State Records Board. Invoices for all services rendered will be prepared by Nebrask@ Online and provided to the Nebraska Board of Engineers & Architects on a monthly basis. Rates for services shall be as provided above in this addendum. Terms of the invoice payment shall be net forty-five (45) days.

\_\_\_\_\_  
Authorized Officer  
Nebraska Board of Engineers & Architects

DATE: \_\_\_\_\_

\_\_\_\_\_  
Authorized Officer  
Nebraska State Records Board

DATE: \_\_\_\_\_





Contract Provisions Checklist for Compliance Audit as Required Under  
the Current Contract with the Nebraska State Records Board

***Nebraska Interactive, Inc. Responses***  
***October 22, 2001***

These Provisions were selected based upon 4 criteria:

1. The activity or requirement is not necessarily regularly monitored or reported to the State Records Board or Records Board Staff
2. The activity or requirement is a significant component of the role and duties of Nebrask@ Online.
3. The activity or requirement is not currently being reviewed as part of Nebrask@ Interactive's annual audit.
4. The activity or requirement is specific enough to be ascertained by audit procedures.

(numbers correspond to original RFP section numbers, a copy of which can be supplied upon request).

4.1.8 Assist the Nebraska State Records Board in seeking advice from the general public, its subscribers, professional associations, academic groups and institutions, and individuals with knowledge of an interest in areas of networking, electronic mail, public information access gateway services, add-on services and electronic filing of information.

***Nebraska Interactive has established working relationships or agreements with several statewide associations to receive input on Nebrask@ Online services. These include the Nebraska Bankers Association, Nebraska Independent Bankers Association, Nebraska Independent Insurance Agents, Nebraska Grain Sorghum Association, Nebraska Retail Federation, Nebraska Chamber of Commerce, Omaha Chamber of Commerce, Lincoln Chamber of Commerce, Nebraska Association of County Officials, Applied Information Management (AIM) Institute, Nebraska Restaurant Association, Nebraska Retail Grocers Association, and Nebraska Well Drillers Association. This list will continue to expand as more services are added to the NOL portfolio.***

***Comments and input from the general public and subscribers are received largely from an e-mail comment link on the Nebrask@ Online site, and from the subscription information section of the site. Comments are also received via phone calls inquiring about services or requesting customer support.***

***An online business survey has been posted on the Nebrask@ Online site. This survey will provide ongoing feedback from the business community regarding preferences for eGovernment services and other aspects of government services for business. A similar survey to gather general citizen input is under consideration for implementation in 2002.***

***Nebraska Interactive technical staff maintain leading-edge skill sets through regular contact with technicians in other states that are part of the National Information Consortium, continuing education through Nebraska educational institutions (in some cases leading toward advanced degrees), and both formal and informal groups of technically-skilled individuals. We meet regularly with staff and management from state government technology divisions to share information and coordinate efforts.***

4.1.14 System must be accessible to end users running popular, widely available telecommunications software. Support must be provided for VT-xxx (100, 102, 200, 220, 300, 320) terminal emulations at minimum. Support for popular browser packages such as Netscape and Microsoft Internet Explorer are encouraged.

***The vast majority of users accessing Nebrask@ Online do so through their internet service provider of choice. NOL services support both Netscape and Microsoft Internet Explorer browsers. Some subscribers continue to access the network through a dial-up connection (local or 800 number) using software supplied at no charge by NOL. These dial-up users are charged 12 cents per minute for connect time to recover our telecommunications service costs.***

4.2.1 Keep a record of all gateway, network and related operations in a format and medium approved by the Nebraska State Records Board, which records shall be the property of the Nebraska State Records Board and shall maintain and be a custodian of all financial and operational records, documents and papers filed with the Nebraska State Records Board.

***All gateway, network and related operations are maintained in a format and medium consistent with generally-accepted accounting practices. Summary network financial, project and marketing information is provided to the Nebraska State Records Board monthly in Microsoft Word format that can be***

***viewed electronically or printed. Customer account and billing information, including transaction logs, is maintained in an electronic database from which reports can be generated.***

4.3.9 Prepare brochures, advertisements, user instructions, training materials, and price guides subject to Nebraska State Records approval;

***Informational brochures, customer service agreements, user training materials and price guides are prepared and regularly updated in paper format. Subscription information, customer service agreements and customer assistance information is also available on the Nebrask@ Online website. Periodically, print advertising will be used in conjunction with local newspapers or periodicals. All pricing information is approved by the NSRB prior to posting to the website or including in print materials***

4.3.11 Provide telephone support for users as part of their subscription benefits without additional charge (the contractor is asked to specify the level and type of telephone support to be provided to customers);

***Telephone support is available as part of the subscription agreement via a local Lincoln number and toll-free 800 number during normal business hours (8 a.m. to 5 p.m. central time). An auto-attendant is available for users to leave messages during non-business hours with return phone calls placed the next morning by appropriate staff. For emergency user service, a pager option is provided 24 hours a day, 7 days a week.***

4.4 Supply training and applicable instruction material to system users. Explain in detail how you will comply with this requirement.

***A system user manual is sent to each subscriber providing detailed instructions on how to use each premium online service, the type of information or service provided, and a list of fees that have been approved by the NSRB. For users who prefer to access Nebrask@ Online via dial-up software instead of the internet, detailed instructions are provided on the installation and use of the dial-up software and notice of a 12-cent per minute charge. While some users of the dial-up service remain, all new subscribers in the past two years have chosen the internet access option.***

***In addition, online help screens and lists of frequently asked questions accompany each of the premium eGovernment services. This information is accessible in password-protected sections of the NOL website.***



4.7.2 Utilize appropriate hardware and software (compatible with Department of Administrative Services Central Data Processing (DAS CDP) Communications, and agency environments) to enable interactive exchange and adhere to all standards, policies, guidelines, and bulletins issued by DAS Central Data Processing and Communications Divisions relative to participation in the use of the State's central computing and telecommunications facilities. Copies of above guidelines may be obtained directly from the above noted agencies.

***Functional interaction with state agency systems requires that hardware and software be compatible with those systems and adhere to any standards and policies put in place by the agency. All Nebraska Interactive systems are compatible with agency systems, enabling us to effectively provide service to users.***

4.7.3 The manager must be able to repair or replace manager problem network hardware or software within two hours of failure or such other period as the contractor shall recommend, subject to Nebraska State Records Board approval. Contractors shall specify the additional cost, if any, to meet the two-hour standard, over and above the cost of contractor's recommended period. The manager shall have a back-up system that will take over in the event the manager problem network hardware or software cannot be restored to an operational mode with the specific period.

***Network hardware or software failures are routinely corrected within two hours of failure, subject to remedies that may be required of others with whom the network connects. Daily and weekly back-ups provide data recovery capability should that be necessary. Replacement hardware is kept on site in many instances, or can be acquired quickly from local vendors if necessary. In cases of high-cost items such as servers, back-up equipment is maintained in working order off-site for emergency deployment should that become necessary. In rare instances, alternate media such as tapes may be used in the event hardware or software failure requires more than the two-hour window to correct***

4.7.4 On-site personnel for operations support shall be provided during operational hours of the network.

***On-site technical operations support is available during normal business hours (8 a.m. to 5 p.m. central time). An auto-attendant provides messaging service during non-business hours, and an emergency paging service is available.***

4.7.5 All systems analysis and programming activities shall be documented in accordance with DAS CDP or information provider standards, as applicable. Copies of all such work shall be furnished to DAS CDP or the information provider, as applicable, before such programs are implemented.

***Documentation is provided in accordance with generally-accepted industry standards. Systems are thoroughly tested and reviewed by appropriate agency staff prior to activation.***

4.7.6 The average subscriber response time shall not be greater than five (5) seconds. Response time is defined as: the length of time beginning from when a command is received at the manager operated computer center and ending when the system produces a reply to be transmitted on the network. The manager shall submit to the Nebraska State Records Board monthly (unless otherwise specified by the Nebraska State Records Board) records and reports relating to response time. The report shall include but not be limited to: blockage rates (number of calls reaching busy signal), number of calls in queue, length of time in queue, average and mean response time, and calls per hour operated. Contractors shall specify the additional cost, if any to meet the response time standard, over and above the cost of contractor's recommended period.

***There are many factors involved with measurement of response time. Although very difficult to document, we are confident that the average time between a request being received via the internet and moving the request to the next point is less than five seconds. This may involve returning a response (serving a web page), or passing a request on to an agency database (such as a UCC search request). In the latter case, returning a response to the user is dependent upon performance of other systems over which we have no control. With respect to blockage rates (busy signals), this has become less of an issue due to the fact most users access our services via the internet. We monitor modem usage but cannot electronically measure how many calls reach a busy signal. There have been virtually no instances in the past two years where customer support was called in response to user receipt of a busy signal. The only possible exception involves the use of our local dial-up system by at least two agencies for purposes of internet access rather than access to NOL services.***

4.8 Normal and preventative maintenance shall be performed at times that shall not adversely impact daily operations. Explain in detail how you will meet this requirement involving cost details, if any.

***System back-ups are conducted daily at 3 a.m. during weekdays and midnight on weekends. Other normal and preventative maintenance activities occur at similar times to avoid adverse impact during normal business hours.***

4.17 Contractors shall submit a plan for back-up, disaster recovery and security. The issue of security shall include but not be limited to: security of equipment, files, network, confidentiality, and system abuse.

***NOL system security is provided through firewalls that allow only authorized users to gain access. Authorization is achieved through a system of user names and passwords that are provided varying levels of access depending on user needs. NOL's back-up plan includes daily, weekly and monthly system back-ups that provide disaster recovery capability for both data and system configuration information. Data tapes are maintained off-site to allow recovery in the event of on-site disasters or emergencies.***

***An off-site server is configured to mirror NOL systems in the event of a disaster. We are discussing the possibility of housing two machines with Information Management Services to handle SNA traffic, which involves interaction with databases on the state's mainframe (such as motor vehicle and driver records).***

## **Privacy Policy Subcommittee Report**

The Privacy Policy Subcommittee met on 10/23/01 and came up with the following three recommendations to deal with ongoing issues relating to the privacy policy statement:

1. Add a link on the page to the State Records law (84-712.05) referenced on the first paragraph.
2. Take the following statement on the use of cookies and distribute it to state agencies or the State Government Council of the NITC for comment: "Nebrask@ Online and state agencies may occasionally use "Cookies" to store user information subject to the following limitations: 1). Cookies shall not be used or enabled on a state an agency's homepage or point of first contact; 2). Cookies shall be session cookies which are erased when a person's browser session ends, permanent cookies shall not be used; 3). Any use of cookies shall be made know to the user and the user will be informed that they have the option of disabling cookies on their browser." Adopt a statement on cookies at a later date based upon the Board's policy decision and input received.
3. Do not address the issue of NOL subscriber information on the Privacy Statement on the state homepage. The vast majority of people accessing the homepage are not NOL subscribers, the issue of use of this information from a privacy perspective could be dealt with on the subscription information used by Nebrask@ Online.

**Third Annual E-Government Conference**  
**(The Web and More!)**  
**Tuesday, November 6, 2001**  
Agenda

- 8:00 A.M. Registration and Morning Refreshments
- 8:30 A.M. Opening Remarks  
Welcome – Secretary of State John Gale  
Remarks by Governor Johanns
- 9:00 A.M. Keynote  
Introduction of the Keynote Speaker – Steve Henderson  
Carolyn Purcell, Executive Director State of Texas Department of Information Resources,  
President of the National Electronic Commerce  
Coordinating Council (NECCC), Past President National Association of State Chief  
Information Officers (NASCIO)
- 10:00 A.M. Morning Break – Visit Exhibits
- 10:30 A.M. Security Issues – Steve Schafer, CIO
- 10:50 A.M. Agency Projects – Lori McClurg, Moderator
- Bob Shanahan – Unemployment Filings, Department of Labor
  - Dennis Johnk – Vehicle Checkout System, Transportation Service Bureau
  - Linda Hughes – Arts Council's e-granting system
  - Margo Gamet – NFOCUS, integrated programs and external access
  - Terry Lowe – City of Lincoln wireless projects
  - Greg Lemon – Secretary of State Online Filing System
- Noon – 1:15 P.M. Lunch
- Bob Sweeney, President & CEO  
Applied Information Management (AIM) Institute
- 1:15 P.M. Panel – New Developments – Greg Lemon, Moderator
- Tom Conroy, Nebraska Information System Update
  - Rod Armstrong, Business Portal Initiative
  - Anna Sullivan, State Retirement Automation
- 2:00 P.M. E-Government Topics – Steve Henderson, Moderator
- Accessibility Standards – Mark Shultz, Assistive Technology Partnership
  - Online Payment Process – Nebrask@ Online/Information Management Services
  - XML – Ron Bowmaster, Information Management Services
  - Network Security – Brad Weakly, Information Management Services
- 3:00 P.M. Building the Business Case – Steve Schafer, Moderator
- Gerry Oligmueller, Budget Division
  - Michael Calvert, Legislative Fiscal Office
- 3:30 P.M. Conference Adjournment (Exhibits remain open until 4:30 P.M.)

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